



GRADUATE SCHOOL HANDBOOK

Effective SY 2016-2017

ETHICAL. GLOBAL. LEADERS.



LETRAN GRADUATE SCHOOL

HANDBOOK

EFFECTIVE SY 2016-2017

ETHICAL. GLOBAL. LEADERS.



Colegio de San Juan de Letran

GRADUATE SCHOOL

Student Contract

[] [] [] [] [] [] [] [] [] []
Student Number

In as much as the primary objective of education in Letran is the integral formation of the student, I do hereby pledge that I will follow the rules and regulations of the Letran Graduate School (LGS) as stipulated in the Student Handbook. Non-compliance on my part with any rule and regulation is a ground for disciplinary action.

Name of Student: _____

Address: _____

Telephone No.: _____

Course, Year: _____

Signature of Student: _____

Date: _____

Prayer of a Letranite

O God Almighty, eternal Font of Truth, teach me the beauty of learning that I may know the world through a merciful heart; that I may see You in the soul of every man; that I may listen to the bosom-throb of my native land; that I may feel the beauty of filial love; and that I may manifest your truth in scholarly principles.

I am a knight in the modern crusades of these times. Anoint me with your oil of wisdom so that I may discern good from evil, and thus, discerning, march through a righteous path. Lend me the fire of your fortitude so that I may neither break nor bend before your enemies. Temper me with the living waters of your compassion so that I may always quench my brother's thirst.

O Most Merciful Lord, when my limbs fail me and my spirit falters, when I fall amidst the lonely plains, touch me, and I shall rise again to sing of Your eternal love in the glory of the Father, of the Son, and of the Holy Spirit.

Amen.

Quadricentennial Prayer

Dearest God, our loving Lord
to You, we direct our praise and prayer,
as Creator of the world,
as Giver of life

Four hundred years ago,
Upon Las Islas de Filipinas, our beloved country,
It pleased you to establish
COLEGIO DE SAN JUAN DE LETRAN,
as haven for the poor,
as seedbed of saints,
as cradle of heroes,
as school dedicated to the teaching of truth,
and the learning of life.

On this, our Jubilee,
Bind us to our oath as your knights-
without fear in the face of enemies;
brave and upright in the love of God;
Always truthful, even unto death;
defenders of the helpless;
doers of good.

May the blessings bestowed upon us,
Lead us to serve your people,
And return to you in thanks eternal.

Through the pleas of Mary;
In the Name of Jesus.

Arriba! Amen

FOREWORD

This Student Handbook restates the time-tested rules and regulations and codifies recent pronouncements contained in various documents of the Colegio and formalizes some accepted practices and norms, which were not documented before.

By your enrollment in Letran, it is understood that you agree to abide by the provisions set forth in this Handbook. Aside from these provisions, bulletin board postings, published announcements and bulletins, and special manuals for specific purposes are utilized in the direction of student activities. The official administrative bulletin boards are ordinary channels by which the administration informs the student body of official business. They should be consulted daily. You are required to have knowledge of all postings on these bulletin boards within 24 hours of publication. Past postings are preserved for reference.

The administrative authority of the institution is vested on the Rector and President of Colegio de San Juan de Letran and is delegated to his staff. Your continued attendance and inclusion in the rolls of the Graduate School are subject to this authority, conforming to the spirit of the on-going policies set by the academic community.

The philosophy and goal of a Letran education can be summed up by the noble thought behind these three words which should be written in the hearts of all students of the Colegio:

DEUS, PATRIA, LETRAN

Good luck and ARRIBA!

LGS STUDENT HANDBOOK

TABLE OF CONTENTS

Student Contract	i
Prayer of a Letranite	ii
Quadricentennial Prayer	iii
Foreword	iv
History of Letran	vi
The Filipino Dominican Philosophy of Education	vii
Mission-Vision	ix
Institutional Objectives	xi
The Colegio’s Symbols	xiii
The Roles of a True Letranite	xv
The Student’s Oath	xv
General Policies for LGS Student	18
Section 1 - General Directives	18
Section 2 - Student Admission	19
Section 3 - Enrollment of Old Students	20
Section 4 - Enrollment of Returning Students	21
Section 5 - Instruction and Promotion Standard	22
Section 6 - Student Services and School Facilities	29
Section 7 - Directives on Discipline	32
College Library	38
Alma Mater Hymn	39
Panunumpa ng Letranista	40
Student Checklist	41

HISTORY OF LETRAN

The Colegio de San Juan de Letran emerged from the fusion of two identical institutions, both located in Intramuros.

The first was founded in 1620 by Don Juan Geronimo Guerrero, a retired Spanish officer who transformed his home into an orphanage called the Colegio de Niños de Huerfanos de San Juan de Letran. Its purpose was to educate and mould orphans into good Christian citizens.

At about the same time, the Dominican brother, Diego de Santa Maria, at the Convent of Santo Domingo, established another institution by the name of Colegio de Huerfanos de San Pedro y San Pablo.

The founders of these two institutions with identical origin and purpose did not only share a common concern for the orphaned children of Intramuros, but strong bonds of friendship also linked them. It was not surprising, therefore, that the two institutions were merged into the Colegio de San Juan de Letran.

The name San Juan de Letran was taken from the major Basilica of Saint John Lateran in Rome, mother of all Christian churches. Early in the history of the College, its chapel was granted many of the privileges enjoyed by the major Basilica. Saint John the Baptist, for whom the Basilica is named, is also the patron saint of the Colegio.

In 1660, Letran was declared an ecclesiastical college. In 1738, six scholarships were granted by the King of Spain for Chinese, Japanese, and Tonkinese (Vietnamese) students. Saint Vicente Liem de la Paz was among the students who enjoyed this scholarship. He died a martyr in his country, Vietnam, in 1773.

The royal decree of May 1865, pronounced Letran as a college of the first class. The school's curriculum was reviewed and revised according to European standards in 1886. Further expansion took place in 1894 and adjustments were made with the arrival of the Americans in 1900.

In 1937, a three-story building replaced the old structure. The growth of the Colegio was temporarily arrested when the building was bombed in 1944, and then turned into a garrison by the Japanese army in 1941. The Colegio was temporarily housed in the Dominican church and convent of San Juan del Monte. After the war, in 1946, Letran returned to its home in Intramuros.



THE FILIPINO DOMINICAN PHILOSOPHY OF EDUCATION

I. Introduction

We, the Brethren of the Dominican Province of the Philippines, focus our apostolic activities, among the many needs of the Church, principally on evangelization through education. It is one of the means the Province sees as providentially available for it to enable men and women of our times to experience the saving Word of God and to give a salvific dimension to arts, sciences and culture in general.

For centuries, the Dominican presence in the Philippines has been understood in terms of molding, especially the youth, through a formative process which combines the development of reason, the deepening of faith and the appreciation and the living of Christian values. Out of that process, leaders and role models of our people emerged during the critical periods of our people's struggle for independence and for sovereignty as a nation.

II. Nature of Education

Education is life. In its broadest meaning, it is the integral development of the human person. It is a continuous process of development so that man may become more and more human. In mapping out its objectives and methodologies, education centers on and bases its philosophy on the concept of the human person.

III. Nature of the Learner as Man

1. ***Man is basically good.*** He was created by God in His own image and likeness so that he may know, love, serve and be happy with Him in Heaven. As a unity of body and soul, he expresses his intellectual capacity and free will through his corporeal faculties and powers. While he possesses personal characteristics that make him different from other men, he also has a natural need to associate with them.
2. ***Man is a steward of all of God's creation.*** It is His plan that man should subdue the earth and bring back creation to perfection while promoting the progress of mankind.
3. ***Man is basically wounded by sin but redeemed by Christ from sin so that man may attain his purpose.*** As man's participation in Christ's redemptive work, he has to struggle to develop himself to full human dignity. In this important task he needs the assistance of society.

IV. Nature of the Learner as Filipino

What makes us Filipinos distinct from any other person on earth is a set of traits called *asal*. It is composed of *dangal*, *damdamin* and *pakikipagkapwa*. From these traits spring values the Filipino is best known for, such as *utang na loob*, *palabra de honor*, *pakikisama*, *hiya* and the *Bayanihan* spirit. These values are good in themselves.

However, present conditions have turned these Filipino values into a cause for ambivalence and fatalism and instill into our learners, making them hindrances to our

advancement, detrimental to human relationships and causing the neglect of the common good. It is our aim to recover the true spirit of these traditional Filipino values.

Moreover, a Filipino deals with his experiences in an intuitive rather than rational, subjective rather than objective manner. Combining insights with reasoning, he experientially absorbs and then creatively expresses in local concepts, ideas he has assimilated.

V. Agents of the Educative Process

Learners—the educative process transpires in the learner. It is the learner who forms himself. Teachers and other members of the Academic Community—they facilitate the learning process.

VI. Roles of the Schools

We see our schools with their organized structures and academic systems as effective channels to facilitate the educative process that lead to the total integral formation of the person. They are instruments of cultural change and progress for individuals as well as society.

As Catholic, our schools are the most potent force for renewed evangelization (PCP II 623) insofar as they offer an integrated view of the human person grounded in the person of Jesus Christ. Their task is fundamentally a synthesis of the culture of faith and of faith and life (CS 32). In this light, the specific mission of our schools is a critical and systematic transmission of culture in the light of faith and the bringing forth of the power of Christian virtue by the integration of culture with faith and of faith with living (CS 49). Our schools do not only prepare for Christian community but should also provide an experience of community. (PCP II 636)

As Dominicans, our schools are guided by the Dominican Charism, the consecration to the truth from which springs the mission to live and to proclaim the values of God's Kingdom. We are inspired by the order's special devotion to the Blessed Virgin Mary and the rosary as we continue the task of molding the youth. The Dominican schools as such are cradles of future leaders characterized by the harmony of reason, faith and Christian values, which will imbue the whole world with similar values assimilated in their lives.

As Filipinos, our schools shall renew the belief of the Filipino in His grace and in Him. They will redirect the perspective by which we view our values and strengthen their positive attributes. In response to the pervasive "kahirapan" afflicting God's people, our schools shall facilitate the empowerment of the people, especially of the poor.

VII. Goals of Education

Our schools shall make education available to all and provide opportunities to the indigents through outreach and scholarship programs. They shall provide an environment where members of the administration, the faculty, staff, students and parents, will develop into Filipinos who are *maka-Diyos, makatao at makabayan*. (PCP II 636)

MISSION

We are COLEGIO DE SAN JUAN DE LETRAN.

We are a Catholic School
committed to Dominican Preaching through Education
towards the **integral** formation of the Human Person
in the **noble** tradition of knightly excellence
with a **special** devotion to Mary
according to the **ideal** of DEUS, PATRIA, LETRAN.

VISION

Filled with the ARRIBA spirit towards 2022,

We shall **RAISE** the awareness, efforts and standards of LETRAN
INTRAMUROS as a **REPUTABLE SCHOOL OF QUALITY EDUCATION**,

- that is centered on a **Dominican community that preaches Christ**;
- that offers programs in **Academics, Research, Community Service** that are responsive and responsible to the nation;
- that forms **Letranites** who are ready for a **relevant role in the world**.

Letran Graduate School

MISSION

We are the Graduate School of Colegio de San Juan de Letran,
a Catholic and Dominican learning institution for the professionals,
committed to scholarly and diverse studies,

that creates impactful research and innovation,
for the sustainable development of communities,
through critical leadership and supportive governance structures,
following the supreme ideal of Deus, Patria, Letran.

VISION

A leading Graduate School in the fields of management, sciences and the arts,
technology and innovation, and education which is
ethically-driven, globally-relevant and nationally-responsive,
that thrives on unique and knowledge-creating experiences,
which transforms the world.

INSTITUTIONAL OBJECTIVES

I. General Objective

The Colegio is a Dominican institution of learning tasked to form the student to become a person who has integrated within himself the natural and supernatural aspects of Catholic education that will effectively prepare him for his bounden duties as citizen of his country and a child of the Holy Mother Church.

II. Specific Objectives

Specifically, the student shall become a person:

1. SPIRITUAL

- Who lives a life of constant witnessing to the gospel message of Jesus Christ,
- Whose practice of faith is solidly based on sound Catholic doctrine,
- Who fearlessly stands up in the defense of his faith,
- Who possesses a strong community spirit,
- Who is an ardent devotee of the Blessed Mother Mary and the Rosary, St. Dominic and other Dominican Saints.

2. VOLITIONAL

- Who possesses a high degree of responsibility and is master of his own action,
- Whose decisions are attuned to God as his ultimate goal in life.

3. INTELLECTUAL

- Whose passion for truth is uncompromising,
- Who possesses the ability to think critically, analyze, synthesize and form right judgment,
- Who can organize and apply knowledge to real-life situations.

4. SOCIAL

- Who actively participates in the affairs of the Church and of society,
- Who is a respected leader in society,
- Who works for the betterment of the marginalized members of society,
- Whose altruism is manifested in his active concern for others.

5. CULTURAL

- Who adheres to traditional Filipino values enriched by Catholic teachings,
- Who is proud of his heritage, customs and traditions, which make the Filipino unique in the world.

6. PSYCHOLOGICAL

- Who manifests a well-balanced personality.

7. PHYSICAL

- Who manifests a state of physical well-being,
- Who cares for his body as a temple of the Holy Spirit.

8. PROFESSIONAL PRODUCTIVITY

- Who is an asset to the betterment of society,
- Who is prepared to meet the demands and challenges of his chosen profession,
- Who creates opportunities for the improvement of the quality of life, and
- Who can be a world class professional, a person whose core competencies and skills are honed over time.

LGS STUDENT HANDBOOK

COLEGIO'S SYMBOLS

1. ST. JOHN LATERAN

November 9 marks the feast of the dedication of the Basilica of St. John Lateran in Rome.

The Basilica is considered as the mother church of Christendom. This feast was originally observed only in Rome. When the Emperor Constantine donated the Laterani Palace converted into a basilica to the Pope, the Palace was dedicated to our Lord.

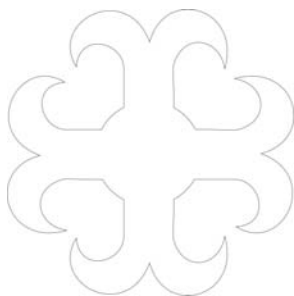
The Laterani, a Roman noble family who revolted against Nero in 53-54 A.D., owned the Palace. The Emperor Constantine stayed there when he visited Rome in 315 A.D.

During the Crusades, the Pope renamed the Church after the Benedictine Monastery of St. John the Baptist and St. John the Evangelist (which were situated on both sides of the Palace), but retained the Laterani appellation. Thus, its present name of "Basilica of St. John Lateran."

During the dark days of the Church, the Papal elections were conducted at the Basilica. From the 12th century onwards, the feast of the Lateran Basilica was observed throughout the Roman Catholic world as a sign of devotion to and of unity with the Chair of Peter.

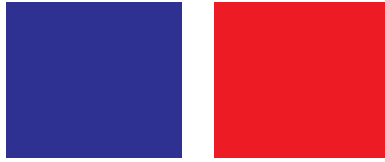
The Dominican spirit of upholding church unity and orthodoxy in faith is clearly manifested when the founding fathers named the first boys' school in the country after the mother Church of Christendom: Colegio de San Juan de Letran.

2. THE LETRAN CROSS



The Colegio's seal bears the Cross, the symbol of Christianity and of the Crusades. Tradition says that Don Juan Geronimo Guerrero, one of the founding fathers of Letran, was a Knight of Malta. This group traces its origins to the Crusades, under the banner, "Knights of the Order of Saint John of Jerusalem," who transferred to Malta in 1530, and allowed to stay on the condition that they swear allegiance to the Emperor Charles V of Spain. Since then, the Knights of Malta have earned a place of honor within the Church by their pious works. The Letran Cross represents our creed and commitment, our crusade and championing of the Christian faith.

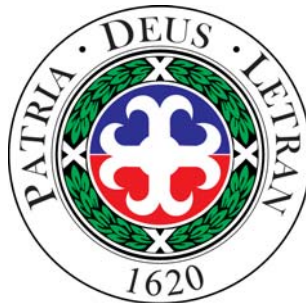
3. BLUE AND RED COLORS



Blue stands for loyalty and justice . . .it means the loyalty and justice of the blue-blooded, a loyalty of noblest form and a sense of justice which grasps fully well and the order of values . . .and red, red is for consummate bravery . . . that firmness of heart, that staunchness of will, that openness of mind . . . red stands for the firmness of a martyr who welcomes the heathen's sword across his neck and a hero who saves countless lives at the price of his own.

The colors of Letran are blue and red, not red and blue . . . needs must stay before red . . . for consummate bravery asks of consummate cause . . . the martyr marches firmly towards the scaffold only in complete faithfulness to his creed, and the hero offers his whole life only if such whole offertory does justice to a sublime cause . . . bravery simply for the exquisiteness of spilled blood, which ends in supreme sacrifice for a trivial or for no account, is not Letran's.

4. SEAL OF THE COLEGIO



Her seal is a Silver Cross on a blue and red field encircled by a wreath of green laurel.

The cross represents that perfect pattern of hers, to the likeness of which all minds that come to her are molded . . . its silver bespeaks of the purity with which, alone its height may be attained . . . the blue and red field indicates Letran, this battleground where the vile things are fought against the daunted and where ultimately the consummate ideal of the cross is accomplished . . . and for that ultimate triumph, there is the wreath of green ever fresh for every victory.

5. THE COLEGIO'S MOTTO: DEUS, PATRIA, LETRAN

Her motto is embodied in the triune ideal of God, country, and alma mater . . . first, God, as God cannot but be first . . . then the fatherland, as all the bounties of God are rooted deeply in the land upon which she stands . . . then finally, the school . . . she is the mother who takes the minds in her hands and fashions them in accord with her supreme ideal . . . her magnificence is measured by this supreme ideal.

THE ROLES OF A TRUE LETRANITE

A true LETRANITE IS A GOOD CATHOLIC. He opens his heart to every neighbor, both friend and foe. He feels for them, understands their shortcomings, and is tolerant of their weaknesses. All his actions reflect a sincere love for God and neighbor.

As a CITIZEN, a LETRANITE, is conscious of and concerned about his country, its progress and development. He values its rich culture, which he tries to preserve in every way.

A LETRANITE is also a good SON OR DAUGHTER. He nurtures a deep love and respect for his family, thus, he strives to be accomplished and successful so that his family may be proud of him.

There is a FRIEND in every LETRANITE reaching out to everyone. His manner of relating to others is deepened by the spirit of loyalty and a healthy appreciation for every man's worth.

A LETRANITE is a good STUDENT possessed of a great desire to learn. He views education as a major part of his life—an asset today and an investment for the future.

THE STUDENT'S OATH

AS A LETRANITE, I DO PROMISE:

To uphold the ideals of DEUS, PATRIA, LETRAN to which every true Letranite subscribes:

To be guided by the rules and regulations of the institution;

To promote the spirit of unity, cooperation, and sharing, wherever and whenever the situation calls for it;

To be an authentic person in a world of drudgeries where men may no longer appear as persons but as things;

To be responsible for each other especially in contributing positively to the other's growth;

To be firm in upholding the principles that I believe in;

To be a responsible, mature and well-developed individual,

To be strong in facing the challenges of life and to welcome with equanimity and faith in God whatever hardships may come my way.

SO HELP ME GOD.

GENERAL POLICIES FOR LGS STUDENTS

INTRODUCTION

The regulations that follow apply to all students who are enrolled in the Graduate School of Colegio and who, upon admission, agree to abide by these regulations and conduct themselves so as to maintain discipline, uphold order in the school, preserve the good name of the Colegio and actualize its Vision-Mission Statements.

Bulletin board postings, manuals for specific purposes, and memoranda are used in directing student activities. The administrative bulletin boards are the ordinary channels by which the Administration informs the student body of official school business.

SECTION 1: GENERAL DIRECTIVES

1. A student, once accepted in the Colegio, has the moral obligation to abide by its rules and regulations and should cooperate with the school administration, faculty and the student body, in the pursuit of achieving the Colegio's objectives.
2. Every student of the Graduate School must be aware with the content of this handbook. Ignorance of the provisions stated herein does not excuse any student from the stipulated sanctions.
3. Every student shall take pride in his school and shall conduct himself in such manner as to preserve the integrity and honor of the school in whatever time and place.
4. Every student shall conduct himself in accordance with the highest moral tradition of the Filipino to elicit respect for himself and his family whatever time and place.
5. Every student must, in recognition and in exercise of his right and in the performance of his duties, act with and show respect for others and observe honestly and good faith.
6. Every student shall respect the dignity person, privacy and peace of mind of his co-students and others.
7. Every student, though faithful to his/her personal religious duties, should abide with the religious practices of the Colegio.
8. Every student is enjoined to develop proficiency in the use of the English language.
9. Every student is expected to be a mature, responsible and conscientious individual.
10. Every student should obey and show courtesy to persons of authority.
11. Every student should be aware of his rights. He should work for the recognition of such rights using proper and approved channels and manner of communication in the process.

LGS STUDENT HANDBOOK

12. Every student should present himself for the class prepared.
13. Every student must conform to usual norms of etiquette in and off-campus.
14. Every student should leave their classroom quietly after each class.
15. Every student is expected to help maintain school facilities in good conditions and keep the premises clean.
16. Students are liable for incorrect information in their ID, registration/enrollment form and other school documents. Misrepresentation of material facts in school documents and records shall be dealt with accordingly. Willful withholding of required information is considered a misrepresentation.
17. Official declaration of suspension of classes and announcement of official activities and schedule rest on the administration of the Colegio in consonance with the guidelines set forth by the CHED.
18. The Colegio reserves the right to impose disciplinary action to any student who fails to comply with its rules and regulations.
19. Policies, procedures, guidelines and directives issued by the school authorities from time to time shall form part of this Handbook.
20. The administration reserves the right to modify, alter, amend or change this Handbook after proper consultation.

SECTION 2: STUDENT ADMISSION

A. ADMISSION REQUIREMENTS

Only those students who can successfully comply with the prescribed requirements shall be admitted.

The final decision for admission is based on interview, college performance and/or work experience, and the capacity for graduate work as evaluated by the Dean.

1. Forms and Documents

1.1 Enrollment Requirements

1.1.1. Transcript of Records with special order or true copy of grades with certificate of completion signed by the Registrar

1.1.2. Honorable Dismissal

1.1.3. 2 x 2 picture (3 copies)

1.1.4. Birth Certificate

1.1.5. Certificate of Employment

- 1.1.6. Copy of Marriage Contract (for married women)
- 1.2. Admissions Payment Slip
- 1.3. Advisement Slip
- 1.4. Registration Form
- 1.5. Assessment Form

2. Policies

- 2.1. Applicant must have accomplished all admission requirements
- 2.2. Applicant must be of good academic standing
- 2.3. Applicant must submit valid credentials for admission, otherwise, all subjects completed under a specific program shall be considered null and void

3. Procedures

- 3.1. The applicant submits to the Graduate School Office/Registrar's Office valid enrollment requirements
- 3.2. The applicant presents the duly accomplished Application for Admission Form to Information Technology and Media Services (ITMS) for encoding the student's data, the assigned student number, and the subjects for enrollment
- 3.3. The applicant proceeds to the Treasurer's Office (Window 4) for the issuance of registration form, assessment of fees and payment of fees to the cashier
- 3.4. The applicant proceeds to the Media Center for the processing of ID with the student's ID application form issued by the Treasurer's Office

SECTION 3: ENROLLMENT OF OLD STUDENTS

This describes the enrollment procedure for old students.

A. Policies

1. Students should finish all pre-requisite subjects
2. Students must be of good academic standing

B. Procedures

The forms and documents required must be accomplished according to the following steps:

1. The student proceeds to the Graduate School Office for advisement
2. The student seeks the approval of the Dean

LGS STUDENT HANDBOOK

3. The student proceeds to the ITMS and presents the approved Advisement Slip for encoding the subjects to be enrolled
4. The student proceeds to the Treasurer's Office (Window 4) and submit the approved Advisement Slip for the issuance of Registration Form, assessment of fees and payment of fees

SECTION 4: ENROLLMENT OF RETURNING STUDENTS

This refers to the enrollment procedure for students who are on leave and signify their intention to resume their studies.

A. Policy

The maximum residency for the Masters Program is five (5) years, for the Doctoral Program is seven (7) years. Returnees may re-enroll on a case-to-case basis of required penalty courses. Beyond the residency period, the student is obliged to re-enroll the whole program subject to the approval of the Dean.

B. Procedures

The forms and documents required must be accomplished according to the following steps:

1. The student accomplishes a Returnee Application Form issued by the Dean's Office
2. The student seeks clearance from the following offices:
 - 2.1. Library Department
 - 2.2. Registrar's Office
 - 2.3. Accounting Office
3. The Dean approves the Returnee Application Form
4. The student keeps the approved Returnee Application Form for submission to the Registrar's Office
5. The student secures an Advisement Slip from the Dean's Office
6. The student seeks the approval of the Dean
7. The student proceeds to ITMS and presents the approved Advisement Slip for encoding the subjects for enrollment
8. The applicant proceeds to the Treasurer's Office (Window 4) to submit the approved Advisement Slip for the issuance of Registration Form, assessment of fees and payment for enrollment

9. The applicant proceeds to the Registrar's Office to submit the approved Returnee Form and for the approval of his registration
10. The Applicant proceeds to the Treasurer's Office (Cashier) for payment of enrollment fees

SECTION 5: INSTRUCTION AND PROMOTION STANDARD

A. ATTENDANCE

1. Regular attendance in all class sessions is required. A maximum of three (3) absences for the Masters and Doctoral Programs during the term is allowed.
2. Students who incurred more than the above number of absences are given a failing mark, unless previously cleared in writing by the Dean. A written clearance from the Dean should be submitted to the professor.

B. GRADING SYSTEM

1. The following grading system is used in the Graduate School:

<u>Grade</u>	<u>Masters</u>	<u>Doctoral</u>
96 - 100	Excellent	Excellent
92 - 95	Very Good	Very Good
88 - 91	Good	Good
85 - 87	Fair	No Credit
84 & below	No Credit	No Credit
AW	Authorized Withdrawal	Authorized Withdrawal
UW	Unauthorized Withdrawal	Unauthorized Withdrawal
INC	Incomplete	Incomplete

2. INC indicates that the student who desires a course credit has not met the requirements (e.g. taking the major examination, submission of a course project, etc.) for a passing a mark. The privilege of replacing an "Incomplete" grade with a completion grade has a time limit of one term. A remark of "Incomplete," which is not replaced by a final grade on the deadline, is automatically converted to a failing grade.
3. A student enrolled in a Masters or Doctoral Program may be allowed to repeat a subject in which they have received a grade of 84 and 87, respectively. The grade given in the subject repeated shall prevail over the previous grade. However, if the student fails the same subject for the second time, he/she will be dropped from the program.
4. The encoded grade which is printed in the final grading sheet is considered the official grade.

LGS STUDENT HANDBOOK

C. COURSE LOAD

1. The course load of a graduate student is as follows:

	Minimum	Maximum
Masters Program	6	12
Doctoral Program	6	12

2. Graduating students who wish to take more than the allowable number of units must secure a written authorization from the Dean prior to enrollment.
3. Bridging and penalty courses may be taken simultaneously with the regular course load, upon the written approval of the Dean.
4. Auditing and certification courses offered by the Graduate School follow a different regulation, requirement, schedule and matriculation. The same may be credited as an equivalent of a regular course in the graduate program curricula.

D. COURSE SEQUENCE

A student is required to follow the course sequence of his/her respective degree program. Any subject taken out of sequence will not be credited, unless the deviation is found to be necessary and was given a prior approval by the Dean.

E. CHANGE OF COURSES

Adding, dropping or changing of courses may be done only within 1 week from the start of classes. The duly accomplished adjustment form should be approved by the Dean.

F. COURSE WITHDRAWALS

1. A student who wishes to withdraw a course/s shall apply the same by submitting the proper withdrawal form to the Dean's Office. If the student fails to submit the official withdrawal form, he shall be given a remark of Unauthorized Withdrawal (UW). A student shall be allowed (2) unauthorized withdrawals, beyond which he/she shall be disqualified from the program.
2. A student who incurs more than the allowable number of absences during the term shall automatically be given a remark of UW.
3. A student may be allowed an official leave of absence for two (2) times, after which, he/she shall be disqualified from the program.
4. Official course withdrawal can only be made before the mid-term examination schedule.

G. LEAVE OF ABSENCE

As a policy, a graduate student who cannot enroll on a particular term should seek the approval of the Dean by accomplishing the Leave of Absence Form. The application should be filed prior to the actual term he/she cannot enroll in. Refresher course/s may be required as penalty for the non-application of an LOA.

H. COMPREHENSIVE EXAMINATIONS

As a general rule, passing the Comprehensive Examination is a requirement for enrollment in Thesis Writing 1/Dissertation Writing 1.

1. A student is required to take the Comprehensive Examinations after he/she had completed at least 80% of the program's coursework (30 units for MBA and 36 units for DBA) and academic requirements. Exemptions to this provision will be dealt with on a case-to-case basis.
2. A student should accomplish an application form for the Comprehensive Examination to be secured at the Dean's Office. Likewise, the student should seek the approval from the Finance and the Registrar's Office regarding their clearances on payments and academic records respectively, before seeking the final approval of the Dean.
3. Generally, a Comprehensive Examination is scheduled every term.
4. The student is officially informed about the results of the Comprehensive Examination by the Graduate School Dean's Office within seven (7) days after taking the examination.

I. THESIS/DISSERTATION REQUIREMENTS

1. For the Masters program, Thesis Writing is a total of 6 units, and to be taken within 2 terms. Meanwhile, Strategic Management Paper and Business Project Paper are both 3-unit course integrated requirements for Strategic Management and Business Project Study respectively, and must be taken after the completion of the academic courses. The doctoral program Dissertation Writing course is a 12-unit course and to be taken within 3 terms. Penalty for not completing a thesis/dissertation/strategic management/business project paper within the prescribed period shall be dealt with on a case-to-case basis by the Office of the Dean or when necessary the Dean's Council or its equivalent body.
2. A graduate researcher must be enrolled in the current trimester in Thesis Writing 1/ Dissertation/ Writing 1/ SM/ BPS to be allowed to apply for a defense. In the event that the researcher cannot comply with the requirements in Thesis Writing 1/ Dissertation Writing 1/SM / BPS of the current term, the researcher will be given a remark of INC, which has a one term period for completion.
3. After the thesis/dissertation proposal defense, the researcher should defend the final thesis/ dissertation within the prescribed time.

LGS STUDENT HANDBOOK

4. Payment for thesis/dissertation proposal defense may not be carried over to another trimester if the candidate failed to defend within the term.
5. After the final thesis/dissertation defense, the graduate researcher who is unable to submit the revised thesis/dissertation paper within 30 calendar days shall be deemed to have failed the final defense and shall be required to repeat the entire thesis/dissertation cycle.
6. Only students who have successfully completed the proposal are qualified to apply for the Final Defense.

J. PROPOSAL DEFENSE PREPARATION

1. The following documents are to be prepared by the researcher for submission to the Graduate School Office.
 - a. Copy of the paper, unbounded signed by the adviser in the title page
 - a.1. Masters program - 3 copies
 - a.2. Doctoral program - 4 copies
 - b. Official Receipt of payment of Proposal Defense.

2. Scheduling of the Proposal Defense.

The office will determine the date, time and place of the proposal defense and the distribution of the manuscripts to the members of the defense panel following the Graduate School Academic Calendar.

3. The Proposal Defense Panel

The members of the proposal defense shall consist of masteral and doctoral degree holders:

- Masters program – 3 Full Professors or Associate Professors
- Doctoral program – 4 Full Professors or Associate Professors

4. The Proposal Defense Procedure

- 4.1. The defense starts with a prayer led by the candidate.
- 4.2. The researcher presents the proposal within 20 minutes, then the cross examination of the defense panel ensues for the next 40 minutes.
- 4.3. The chair of the defense panel also serves as the timekeeper and moderator.
- 4.4. After the defense, the panel members will immediately deliberate and thereafter, the chair announces the result.

5. The Proposal Defense Grade

The student is given a numerical equivalent for either a Passed or Failed mark.

K. RESEARCH COLLOQUIUM

1. A student with a Non-thesis Masters Degree shall be allowed to pursue the Doctoral Degree provided that he/she complies with the following requirements:
 - 1.1 Upon completion of 75% of the study, the researcher should present the initial findings in a public forum scheduled by the Graduate School.
 - 1.2 In lieu of the colloquium, a researcher may choose to present his/her paper in an international conference/forum/convention.

L. FINAL DEFENSE PREPARATION

1. The following documents are to be prepared by the researcher for the final defense.
 - a. Payment Slip of Final Defense
 - b. Folder containing researcher's information sheet
 - c. Required title page format
 - d. Accomplished Adviser's Endorsement Form
 - e. Ethics Declaration
 - f. Language Editor's Certification
 - g. Statistician's Certification (only when applicable)
 - h. Copy of the paper, unbounded signed by the adviser
 - h.1. Masters program – 3 copies
 - h.2. Doctoral program – 4 copies

2. Scheduling of the Final Defense

The Graduate School will determine the date, time, and place of the final defense and the distribution of the manuscripts to the members of the defense panel following the Graduate School Academic Calendar.

3. The Final Defense Panel

The members of the Final Defense panel shall consist of the following:

- Masters Program = 3 Associate Professors or Full Professors
- Doctoral Program = 4 Associate Professors or Full Professors

4. The Final Defense Procedure

- 4.1. The defense starts with a prayer led by the candidate
- 4.2. The candidate presents the research within 20 minutes, then the cross examination for 40 minutes ensues.
- 4.3. The chair of the defense panel also serves as the timekeeper and moderator.
- 4.4. After the defense, the members of the defense panel use the following grading system to vote on the outcome of the defense:

LGS STUDENT HANDBOOK

5. The Final Defense Grade

NUMBER OF BALLS AND GRADE EQUIVALENT(3-Panel Members with 5 balls each) - MBA

Number of Balls	Grade Equivalent
15	100
14	97
13	93
12	92
11	91
10	90
9	87
8	85
7 & Below	84

Note: 85% is the passing rate

NUMBER OF BALLS AND GRADE EQUIVALENT(4-Panel Members with 5 balls each) - DBA

Number of Balls	Grade Equivalent
20	100
18-19	98-99
16-17	94-96
14-15	90-93
12-13	88-89
11 & Below	87

Note: 88% is the passing rate

The researcher is encouraged to publish his/her paper in a national or international publication, but is required to apply for publication in the *Antorcha*, following its prescribed style sheet.

M. REJECTION OF A FINAL THESIS/DISSERTATION

The bases for rejecting a final thesis/dissertation are:

1. There is evidence of plagiarism
2. There is evidence that the researcher did not undertake the desirable processes of scientific investigation

N. REQUIREMENTS FOR NON-ALIGNED MASTERS DEGREE GRADUATE TO PURSUE A DOCTORAL DEGREE

A student with a NON-ALIGNED Masters Degree shall be allowed to pursue the Doctoral Degree provided that he/she complies with the following requirements:

1. Submission of a duly authenticated copy of a scholarly paper required for his/her Masters Degree which shall be presented to the Dean for evaluation.
2. Upon the evaluation of the Dean, the candidate may be required to take additional course requirements or present the submitted paper to a panel created by the Graduate School.

O. REQUIREMENTS FOR NON-ALIGNED BACHELOR'S DEGREE TO PURSUE A MASTERS DEGREE

A student with a NON-ALIGNED Bachelors Degree shall be allowed to pursue the Masters Degree provided that he/she complies with the following requirements:

1. Submission of a duly authenticated copy of a scholarly paper required for his/her Bachelors Degree which shall be presented to the Dean for evaluation.
2. Upon the evaluation of the Dean, the candidate may be required to take additional course requirements or present the submitted paper to a panel created by the Graduate School.

P. GRADUATION REQUIREMENTS

Only those students who have completed all the requirements of the program will be allowed to graduate and join the graduation ceremony. Attending the graduation ceremony is mandatory.

Q. GRADUATION HONORS

1. General Guideline for Graduation

- 1.1. Candidate must have finished the course according to the number of years indicated in the program of studies.
- 1.2. Candidate must have been enrolled for a minimum load of 6 units for every term.

LGS STUDENT HANDBOOK

- 1.3. Candidate must have enrolled within the required residency period.
- 1.4. Candidate must have not obtained a grade below 88 for Masters and 92 for Doctoral in any subject.
- 1.5. Candidate must have obtained a rating of 90% in the Comprehensive Examination.
- 1.6. Candidate must not have been subjected to any disciplinary action in and off campus of the Colegio.

2. Graduates may be awarded the following graduation honors:

Masters/Doctoral

2.1. SUMMA CUM LAUDE	98 - 100
2.2. MAGNA CUM LAUDE	95 - 97
2.3. CUM LAUDE	92 - 94

Note: *Percentage Distribution of GRADE REQUIREMENTS for Graduation Honors*

For Masters and Doctoral

40% Thesis/Strategic Management paper/Business Project Paper/Dissertation

30% Oral Defense

30% Academic Performance

R. OUTSTANDING PAPER AWARD

A graduate student in Thesis/Strategic Management Paper/Business Project Paper Dissertation Writing who qualifies on the following criteria shall receive the Excellence Award

1. Published a scholarly article from a thesis/dissertation in a reputable national or international refereed journal.
2. Obtained high honors in the final grade of the Oral Defense of the manuscript.
3. Strongly recommended by the LRC and approved by the Graduate School Dean's Council or its equivalent body.

SECTION 6. STUDENT SERVICES AND SCHOOL FACILITIES

1. Religious Affairs Office

The Religious Affairs Office provides various religious services to enhance the Christian

development and growth of the academic community members. Spiritual retreats, recollection, angelus Eucharistic Celebration and rosary devotions are a few of the services sponsored by the office. It takes care of all religious instructions and activities in the Colegio.

2. Office of Student Welfare and Development (OSWD)

The Office of the Student Welfare and Development serves to enforce and implement all policies, rules, regulations and programs pertinent to student behavior and discipline, student publications, student organizations and activities. The office attends to the recreational and social needs of the students.

3. Registrar's Office

The Registrar's Office keeps and maintains complete and up-to-date student records and is responsible for the issuance of necessary documents upon proper request. The office is responsible for receiving and recording all student grades. It prepares and submits all reports required by the Commission on Higher Education and other institutions.

4. Alumni Office

The Alumni Office has the general function of maintaining close coordination between the school and its alumni in the continuation of their partnership for their mutual growth and development.

5. Chapel

The College chapel has a seating capacity of more than 300 where the Holy Sacrifice is offered daily by the Letran Fathers. A novena to our Mother of Perpetual Help is held every Wednesday; Sacred Heart novena every first Friday of the month; and Holy Hour every first Thursday of the month. Confessions are heard every morning or by appointment, from Monday to Friday. The annual retreat and some other religious activities are at times held at the chapel.

6. Library

The College maintains five air-conditioned libraries, with an extensive collection of titles in literature, sciences, arts, education, business and other professional fields for students and faculty use. The libraries adopt the "open shelf" system for the general collection and periodicals.

7. Laurel Hall-Speech Laboratory

The College maintains a fully-equipped, air-conditioned speech laboratory which is intended to supplement and complement foreign language instruction in the classroom.

8. Clinic

The College maintains an air-conditioned medical and dental clinic to check periodically on the health of the students and employees. Cases which call for immediate medical attention are handled by physicians, nurses, dentist and clinic aides.

9. College Bookstore

The College Bookstore services the requirements of the students, faculty and administration for school and office supplies, textbooks and other classroom materials, etc.

10. Canteen

The College canteen serves and opens from 7:30 A.M. to 5:00 P.M., Mondays through Saturdays.

11. Quezon Hall

Located at the second floor of the high school building, the air-conditioned Audio-Visual Room, equipped with movie and overhead projectors, provides modern facilities for audio-visual learning. It also serves as alternate conference room for the students, faculty members and other members of the Letran community.

12. Mabini Hall

The Mabini Hall, located at the third floor of the building housing the Collegiate Department, meets the needs for conference, seminars and other activities of the students, faculty and other members of the Letran community.

13. Gymnasium-Auditorium

Athletic activities, literary-musical programs, PE instructions and certain religious Auditorium located behind the main building.

14. St. Liem de la Paz Hall

Located at the ground floor near the lobby, the St. Liem de la Paz Hall serves as lounge of Letran artifacts and archival materials.

15. Information Technology and Media Services (ITMS)

ITMS is located at the ground floor of the main building. It keeps and maintains a complete and up-to-date computerized student records. This unit is responsible for the issuance of student registration forms and the printing of grades. It provides the other units of the Colegio with necessary reports upon proper request.

The Media Services has two sections: Instructional Media and Broadcast Media. It provides human and material resources for instructional and broadcast purposes. Among the facilities available are the following: For the Instructional Media – an audio-video library, viewing rooms, instructional media resources for circulation. Services offered – ending of instructional materials, rendering and execution of art works photo coverage and black and white photo developing and printing. For the Broadcast Media facilities - we have the TV production studio, radio production studio, post production. Services offered – audio and video production and editing, video coverage and rental of equipment.

16. **Other Facilities and Equipment** on campus for the use of the academic community are as follows:

Central Communication System

Basketball Courts

Volleyball Courts

Sports Equipment

17. Request for the use of any of the facilities is channeled through the Dean's Office for coordination/approval of the head of offices concerned. These requests should be received at least five (5) days before the intended activity.
18. Those who avail of these campus facilities and equipment are held responsible for the proper use, upkeep and cleanliness of such facilities and equipment during and immediately after their use. Any individual or group who fails to meet these requirements will be held liable and accordingly penalized.

SECTION 7. DIRECTIVES ON DISCIPLINE

1. Basis of Discipline

Disciplinary actions are corrective measures which are imposed on students who fail to comply with the rules and regulations prescribed by the Colegio. The primary objective of these actions is to guide and correct the erring student to follow the path of right conduct. Severe disciplinary action, however, may be imposed in certain cases as the circumstances may warrant.

2. Board of Discipline

2.1. Definition

Disciplinary actions are corrective measures which are imposed on students who fail to comply with the rules and regulations prescribed by the Colegio. The primary objective of these actions is to guide and correct the erring student to follow the path of right.

2.2. Composition

The Board of Discipline shall be composed of three (3) members, namely:

- Director as the Dean's representative
- Senior faculty representative
- Graduate School Student Council representative

3. Attendance and Quorum

3.1. Attendance

Members of the Board are duty-bound to attend all hearings, deliberations and investigations of the Board.

LGS STUDENT HANDBOOK

4. Jurisdiction

- 4.1. Student infractions, the penalty of which is more than five (5) days suspension, dismissal or expulsion shall fall under the jurisdiction of the Board.
- 4.2. Refusal to submit to the jurisdiction of the Board by any student shall prejudice his future enrollment in the Graduate School.

5. Powers and Functions

5.1. Chairman

The Chairman shall be elected by the members of the committee from among themselves.

It shall be the duty of the Chairman to see to it that hearings or proceedings are conducted in an orderly manner and that due process is properly observed.

5.2. The Board

The Board is empowered to do the following:

- 5.2.1. To prescribe the rules and procedures governing the conduct of hearings
- 5.2.2. To rule on the admissibility of evidences presented as well as the propriety of the questions propounded
- 5.2.3. To render a decision in accordance with the provisions stipulated in this handbook
- 5.2.4. The decision of the majority of the members of the Board shall be required to pass judgment

6. Definition and Types of Offenses and Corresponding Sanction

MAJOR OFFENSES

SANCTIONS

- | | |
|---|--|
| 6.1. Possession or use of prohibited drugs or substances and/or coming to school under the influence of drugs | 1st offense: Dismissal |
| 6.2. Unauthorized possession of alcoholic drinks or coming to school under the influence of | 1st offense: Warning
2nd offense: Second warning and 3 days suspension
3rd offense: Dismissal |
| 6.3. Drinking of alcoholic beverages within the school campus | 1st offense: 5 days suspension
2nd offense: Dismissal |

- | | |
|--|---|
| 6.4. Drunkenness | 1st offense: Dismissal |
| 6.5. Theft | 1st offense: Dismissal |
| 6.6. Damage to property within the school campus | 1st offense: 3 days suspension
2nd offense: 5 days suspension
3rd offense: Dismissal |
| 6.7. Possession of unlicensed firearms, or licensed firearms w/o permit to carry, deadly weapons and explosives within the premises of the Colegio or school sanctioned activities | 1st offense: Dismissal |
| 6.8. Forging or falsifying and/or tampering with or causing the falsification of academic or official records or documents of any kind | 1st offense: Dismissal |
| 6.9. Giving/submitting wrong vital information to school authority, which would otherwise cause his non-admittance | 1st offense: Dismissal |
| 6.10. Malicious dissemination of information | 1st offense: 5 days suspension
2nd offense: Dismissal |
| 6.11. Conduct at school or at school-sponsored functions that adversely affects the honor of the school, leading to unfavorable or defamatory comments by others | 1st offense: 3 days suspension
2nd offense: 5 days suspension
3rd offense: Dismissal |
| 6.12. Involvement in brawls or altercations on Campus or in official school functions | 1st offense: 5 days suspension
2nd offense: Dismissal |
| 6.13. Inflicting physical injuries on another within the college | 1st offense: 10 days suspension
2nd offense: Dismissal |

LGS STUDENT HANDBOOK

- 6.14. Inflicting physical injuries on another through hazing, initiation, welcoming rite or similar acts
1st offense: Dismissal
- 6.15. Threat on another's life, integrity or property
1st offense: 3 days suspension
2nd offense: 5 days suspension
3rd offense: Dismissal
- 6.16. Assault upon a person of authority
1st offense: Dismissal
- 6.17. Gross or deliberate discourtesy or unbecoming conduct
1st offense: 5 days suspension
2nd offense: Dismissal
- 6.18. Use of indecent or abusive language on any member of the Letran community
1st offense: 3 days suspension
2nd offense: 5 days suspension
3rd offense: Dismissal
- 6.19. Any form of cheating or dishonesty during examination, quiz or test, including written reports required for submission. The following acts shall constitute cheating and shall be punishable hereunder:
- 6.19.1. Unauthorized possessions or passing on of notes or any material relative to the examination, whether the student actually uses them or not
1st offense: 3 days suspension
2nd offense: 5 days suspension
3rd offense: Dismissal
- 6.19.2. Buying/selling of test papers or any portion thereto
1st offense: 3 days suspension
2nd offense: 5 days suspension
3rd offense: Dismissal
- 6.19.3. Copying from or allowing another to copy from one's examination paper
1st offense: 3 days suspension
2nd offense: 5 days suspension
3rd offense: Dismissal

- | | |
|---|---|
| 6.19.4. Having somebody else take the examination for another | 1st offense: Dismissal |
| 6.19.5. Passing as one's own work any assigned report, case analysis, reaction paper and the like when copied from another | 1st offense: Dismissal |
| 6.19.6. Plagiarism | 1st offense: Dismissal |
| 6.19.7. Using someone else's ID card or allowing another student to wear one's ID. | 1st offense: Dismissal |
| 6.19.8. Using expired ID | 1st offense: 3 days suspension
2nd offense: 5 days suspension
3rd offense: Dismissal |
| 6.20. Soliciting or collecting contributions for any cause or purpose without the approval of the School Administration | 1st offense: 10 days suspension
2nd offense: Dismissal |
| 6.21. Instigating or participating in concerted activities leading to stoppage of classes, preventing or threatening students or faculty members or school authorities from discharging their duties, or from attending classes or entering the school premises | 1st offense: Dismissal |
| 6.22. Conviction before any court for criminal offense | 1st offense: Dismissal |

7. Procedure for Hearing of Complaints

Steps:

- 7.1. The aggrieved party shall submit in writing a formal complaint to the Dean of Graduate School.
- 7.2. The Dean will convene the Discipline Board to act on the complaint.
- 7.3. The Discipline Board shall send a show-cause letter to the respondent, who shall be required to reply in writing within three days upon the receipt of the letter complaint.
- 7.4. The Board shall receive evidence from both parties.

LGS STUDENT HANDBOOK

- 7.5. The Board shall deliberate on the evidence presented and make a decision.
- 7.6. The Board shall inform the parties, in writing, of the decision made.
- 7.7. The Board shall forward the decision and recommendation to the Dean.

8. Guidelines during the proceedings

Formal hearing of the complaint should not go beyond one calendar month from the date of the first scheduled hearing. Postponements shall not be allowed except for highly justifiable reasons as ruled by the chairman.

The Board may hear witnesses even in the absence of the complainant but at no time shall the presence of the respondent be dispensed with unless such right has been waived.

The nonappearance of the respondent shall be construed as a waiver of his right to be heard.

Both parties may be assisted by their respective counsels during the hearing.

A record of the entire proceedings shall be taken and filed in the Office of the Student Services. The chairman of the Board of Discipline shall take custody of all records of the proceedings.

The Board of Discipline shall render a decision within 5 school days from the date of the last hearing. The decision, together with the reasons for arriving at such a decision, must be in writing. Copies must immediately be forwarded to the Dean for appropriate action. A copy of the decision together with a copy of the complaint shall likewise be filed in the student's folio and shall form part of his record.

The decision of the Board of Discipline is recommendatory in nature. The final decision rest with the Dean or the Vice Rector for Academic Affairs.

COLLEGE LIBRARY

RULES AND REGULATIONS:

1. Bonafide students of the Colegio can apply for library card on the given schedule of every semester.
2. No student is allowed to borrow any library material unless he/she has a student library card for the current semester.
3. General reference books, reserved and new books, theses, newspapers, serials (loose or bound) must be read within the library.
4. Students may borrow a maximum of three (3) books for one week subject to renewal if the books are not in demand. Faculty members are allowed to borrow reserved and new books for overnight use only.
5. A fine of P10.00 per day will be imposed on borrowers for overdue books and P5.00 per hour for books issued by the hour.
6. Books are to be used properly. LEANING, WRITING on them is to be avoided. Mutilation of any library property is strictly prohibited. Anyone found guilty of such act will be subject to disciplinary action.
7. STAYING or LOITERING around the library corridors, TALKING ALOUD, SMOKING, RATING, SLEEPING and LITTERING are strictly prohibited.
8. The owner of a lost library card must immediately report its loss in writing to the Chief Librarian, otherwise, he/she will be held responsible for whatever library materials that are borrowed on his/her lost library card. LIBRARY CARDS ARE NON-TRANSFERABLE.
9. Lost library card may be replaced one week after filing of application for replacement. A fine of P30.00 will be imposed on borrowers applying for a duplicate.
10. No delinquent borrower is allowed to use the library and its resources unless he/she has settled all accounts due to the library.
11. Courtesy must be practiced in the library especially when borrowing or returning books or other library materials.
12. The General Rules of Discipline of the Colegio is to be observed in the library.

Alma Mater

Chorus:

*Alma Mater, Letran esplendente
Como el sol es tu Gloria, sin fin
Y perfuman los lauros tu ambiente
Como exhala su aroma el jazmin.*

*Orgullosos de ti y de tu historia,
Nuestras almas desde hoy juraran;
Conquistar por tu honor nuevas glorias!
Y jamas olvidarte, Letran!*

Solo:

*En el magico eden Filipino,
Fuiste antorcha de luz y saber;
Y atraves de su augusto destino
De esperanza seras rosicler;
Pues logrates segun tu modelo
Tantos hombres ilustres formar,
Que semejan estrellas del cielo
En la noche serena al brillar.*

Panunumpa ng Letranista

*Ako ay isang Letranista
Hinubog sa mga turo at paniniwala ng simbahang
Katolika, Ginabayan ng mga paninindigan at halimbawa ng Dakilang
Amang
Santo Domingo
At ng inspirasyon ng mga kinikilalang banal, santo at bayaning
alumin*

*Bilang isang tunay na Letranista at matapat na kabalyero
Masasalamín sa payak na buhay ko
Ang aking pananampalataya sa ating Panginoong Hesuskristo
At pag-ibig sa Mahal na Birheng Maria.*

*Kikilalanin ako bilang
Makabagong kabataang maninindigan para sa katotohanan.
Ako rin ay magiging isang huwaran ng bayan
Bilang mahusay na tagapagtatag ng mga pamayanan
At matagumpay sa aking piniling larangan.*

*Babaunin ko sa aking paglisan
Ako pangakong di kailanman tatalikdan:
Na kayo ay ikararangal ng aking mahal na
Colegio de San Juan de Letran
At sa aking mga ugat ay patuloy na mananalaytay ang dugong
Letranista magpakailanman.
Patuloy akong maninnindigan para sa Diyos at para sa aking Inang-
bayan.
Kaya, aking Mahal na Panginoong Dakilang Ama,
Ako ay iyong patnubayan.*

**STUDENT CHECKLIST
Masters Program**

Status: <input type="checkbox"/> MBA <input type="checkbox"/> MBA Stratman <input type="checkbox"/> MBA-SMP	
Foundation Courses	9
Core Courses	12
Major Courses	12
Thesis Writing 1	3
Thesis Writing 2	3

I. Academics

Foundation Courses: 9 units

Term/Yr.	Course Title	Professor	Grade

Core Courses: 12 units

Term/Yr.	Course Title	Professor	Grade

Major Courses: 12 units

Term/Yr.	Course Title	Professor	Grade

II. Other Requirements

	Term/Yr	Grade
Written Comprehensive Exam (WCE)		
Business Project Study		
Thesis Writing I (Proposal)		
Thesis Writing II (Final Defense)		
Strategic Management Paper		

III. A. Thesis

	Title	Adviser	Panelists	Grade
Proposal				
Comments				

	Title	Adviser	Panelists	Grade
Final				
Comments				

Remarks

LGS STUDENT HANDBOOK

B. Business Project Study

Title	Adviser	Panelists	Grade

Remarks

C. Strategic Management Paper

Title	Adviser	Panelists	Grade

Remarks

STUDENT CHECKLIST
Doctoral Program

Status: () DBA	
Core Courses	12
Major Courses	24
Cognates	9
Dissertation Writing 1 (Proposal Defense)	3
Dissertation Writing 2 (Colloquium)	3
Dissertation Writing 3 (Final Defense)	6

I. Academics

Foundation Courses: 12 units

Term/Yr.	Course Title	Professor	Grade

Core Courses: 15 units

Term/Yr.	Course Title	Professor	Grade

LGS STUDENT HANDBOOK

II. Other Requirements

	Term/Yr	Grade
Written Comprehensive Exam (WCE)		
Dissertation Writing 1 (Proposal Defense)		
Dissertation Writing 2 (Colloquium)		
Dissertation Writing 3 (Final Defense)		

III. Dissertation

	Title	Adviser	Panelists	Grade
Proposal				
Comments				

	Title	Date	Adviser	Experts	Grade
Colloquium					
Comments					

	Title	Adviser	Panelists	Grade
Final				
Comments				

IV. Remarks



LETRAN



Colegio de San Juan de Letran

Redefining Excellence

151 Muralla St., Intramuros, Manila

527 7693 to 97; 527 9730

www.lettran.edu.ph

 LetranOfficial  LetranOfficial