

**Surigao City  
Campus**

**SURIGAO STATE COLLEGE OF TECHNOLOGY**



**SSCT**

*"For Nation's Greater Heights"*

**PARAMETER E**

**GRADUATION REQUIREMENTS**

**Bachelor of Science in Electrical Engineering**



## **SYSTEM – INPUTS AND PROCESSES**

- S.1. There is a policy on graduation requirements .





**SURIGAO STATE COLLEGE OF TECHNOLOGY  
SURIGAO CITY**



**STUDENT  
HANDBOOK**

**2018 EDITION**

**Narciso Street, Surigao City 8400, Philippines  
Tel. No.: (086) 826-6346  
Registrar's Office Tel No.: (086) 826-3908  
Website: [www.ssct.edu.ph](http://www.ssct.edu.ph)**



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## FOREWORD

*This handbook serves as a guide of every student of the Surigao State College of Technology (SSCT). It contains information on the basic policies, guidelines and procedures covering enrolment, curricular offerings and requirements, grading system and the rules of conduct. It intends to inform parents on the school's philosophy, vision, mission and goals; historical background, administration and staff; facilities and services; and other information relevant to the academic and vocational programs of the school.*

*It presumes that enrolling at SSCT means willful acceptance of the total program of education of this college by the students and parents and the commitment of the college to render the highest quality of service. Hopefully, the students are expected to make an extensive use of this information for their welfare, transformation and development of their personality.*



4. have no Dropped (DRP) and incomplete (INC) subject during the term of evaluation.
5. not have been found guilty of any major offense from the first term of enrollment to the current term of evaluation.

A student included in the President's and Dean's Honors List will be awarded a Certificate of Academic Proficiency for a particular term.

#### Honor Roll (High School)

Selection of honor students for High School shall be based on the guidelines and criteria issued by the Department of Education (Dep.Ed.).

#### Honors System for Graduating Students

Students must have completed in SSCT at least 75% of academic units required in the curriculum and must have no INC or Dropped ratings.

Honors	Average Grade	No Grade Below
Summa Cum Laude	1.2 or 93%	1.6 or 89%
Magna Cum Laude	1.4 or 91%	1.9 or 86%
Cum Laude	1.6 or 89%	2.2 or 83%

1. Honor roll shall be published one (1) week before the graduation day for the graduating students.
2. Subject to the guidelines set by the Awards Committee, special awards may be awarded during the recognition rites to deserving students who excelled in the fields of:

- Technology
- Journalism
- Performing Arts
- Sports/Athletics
- Community Service
- Music
- Outstanding Leadership
- Loyalty Award

Loyalty award may be granted to students who completed their studies consecutively at SSCT from High School to College. All subjects must be taken at SSCT.

3. Awards from socio-civic and religious organizations shall be approved by the administration before conferring their awards/citations to the deserving students.

#### Section 9. Educational Tour and Field Trips

Requests for educational tours and field trips shall require approval by the Office of the President. Educational Tours and Field Trips shall be governed by the CHED memorandum orders and BOT Resolutions.

##### 9.1 Definition

**Educational Tour.** An extended educational activities involving the travel of the students and supervising faculty outside the school campus which is relatively of longer duration usually lasting for more than one day and relatively more places of destination than a field trip.

**Field Trip.** An educational activity involving the travel of the students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.

#### Section 10. Graduation Requirements

Candidates for graduation must satisfy the following requirements:

1. completion of all academic requirements.
2. must have secured clearance from the College.

#### ARTICLE II

##### SCHOOL FEES

- Section 1. Regular and special fees in the College shall be fixed by the Board of Trustees.
- Section 2. Matriculation or regular fees shall include the tuition, laboratory, technology, library, medical, and other fees to be paid by students in connection with their enrolment in the College.
- Section 3. An authorized testing fee shall be charged to new entrants and transferees.
- Section 4. Cross-enrollees from other institution must pay in full the tuition and other school fees due upon enrollment.

#### ARTICLE III

##### SCHOLARSHIPS AND GRANTS-IN-AID

#### SCHOLARSHIP and FINANCIAL ASSISTANCE (SFA)

As a regular program of Surigao State College of Technology under the Scholarship Assistance Unit (SFAU), scholarship and financial assistance to qualified students are awarded every year through the five major scholarship and financial assistance programs: Academic Scholarship, Athletic Scholarship, Choir and Cultural Scholarship, Externally Funded Scholarship, and Special Grants/ Assistance.

#### Section 1: Academic Scholarship

As part of its continuing mandate and program to serve and assist deserving students, the University provides various scholarships and educational assistance/grants subject to the following general policies and guidelines:

- 1.1 **Highest Honors** graduates of public schools and government-recognized private schools of a class of at least (30) students will avail 100% tuition fee exemption and renewable every semester if the students will obtain and maintain of GWA at least 2.0 or 85% with no grade below 2.5 or 80%.
- 1.2 **President's Honors List** = 100% discount on tuition fees
- 1.3 **Dean's Honors List** = 75% discount on tuition fees

#### Section 2: Non-Academic Scholarships / Grants

- 2.1 **Athletic Scholarship**  
This scholarship is enjoyed by the students athletes who won on the National and Regional games.
- 2.2 **Arts and Culture Scholarship.**  
This scholarship is enjoyed by certified members of SSCT Choral and Sajaw Surigao Dance Troup.
- 2.3 **Marching Band**  
This scholarship is enjoyed by certified members of SSCT Drum & Bugle Corps.
- 2.4 **PWD Scholarship**  
This scholarship is granted to persons with disability certified by the College Physician.
- 2.5 **Indigenous People**  
This scholarship is given to students who belong to minority group as certified by the National Commission of Indigenous People (NCIP).