



**SSCT**

*"For Nation's Greater Heights"*

S.2. There is a system of validation of subjects taken from other schools.





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)



**MAINIT CAMPUS**

**POST BACCALAUREATE PROGRAM**

Teacher Certificate Curriculum (TCC)

**UNDERGRADUATE PROGRAMS**

Bachelor of Secondary Education (BSED)

Major: *Technology and Livelihood Education*

Bachelor of Agricultural Technology (BAT)

Bachelor of Science in Agroforestry (BSAF)

Bachelor of Technology & Livelihood Education

**DEL CARMEN CAMPUS**

**POST BACCALAUREATE PROGRAM**

Teacher Certificate Curriculum (TCC)

**UNDERGRADUATE PROGRAMS**

Bachelor of Science in Industrial Technology (BSIT)

Major: *Automotive Technology, Electrical Technology, Electronics Technology, Architectural Drafting Technology, Mechanical Technology, Refrigeration and Air-conditioning Technology, Welding Fabrication Technology*

Bachelor of Technical Vocational Teacher Education (BTVTEd)

Major: *Food and Services Management*

Bachelor of Science in Information Technology (BSInfoTech)

Bachelor of Secondary Education (BSED)

Major: *Sciences*

Bachelor of Agricultural Technology (BAT)

Bachelor of Science in Fisheries (BSFi)

Senior High School

Junior High School

**ARTICLE I**

**ACADEMIC POLICIES, PROCEDURES AND GUIDELINES**

**Section 1a. Admission Requirements**

**Incoming Freshmen and Transferees**

- a. Form 138 (Original Copy of uncanceled 4th yr. high school report card)
- b. Certificate of Good Moral Character
- c. PSA Authenticated Birth Certificate
- d. Health Examination Result certified by a government physician
- e. 2pcs recent 1 x 1 picture
- f. 1 pc long brown envelope
- g. Original copy NCAE Result (Optional)
- h. Testing fee receipt
- i. Must pass the interview and entrance test

**Transferees**

- a. Certificate of Transfer Credentials (CTC) or Honorable Dismissal (HD)
- b. Informative copy of Transcript of Records (TOR) for Evaluation purposes
- c. Certificate of Good Moral Character

d. PSA Authenticated Birth Certificate

e. Health Examination Result certified by a government physician

f. 2pcs recent 1 x 1 picture

g. 1 pc long brown envelope

h. Testing fee receipt

i. Must pass the interview and entrance test and must meet the grade requirement for incoming freshmen.

Second Courser shall meet the requirements for admission.

**Cross Enrollees**

1. Secure permit to cross enroll from the Registrar of the mother school indicating the course, units, school year, and specific school to admit the student.
2. Certificate of Good Moral Character

**VSSL: Junior and Senior High School**

a. Form 138 (Original Copy)

b. Certificate of Good Moral Character

c. PSA Authenticated Birth Certificate

d. Health Examination Result certified by a government physician

e. 2pcs recent 1 x 1 picture

f. 1 pc long brown envelope

g. Testing fee receipt

h. Must pass the interview and entrance test

\*Additional Requirement for Senior High School: QVR/ ESC (SHS applicants who graduated from private high schools)

**Section 1b. ADMISSION POLICIES**

Students shall be accepted regardless of age, sex, religious beliefs, socio-economic status or political affiliations. They must meet the following requirements set by the College:

**New/Freshmen Students (College)**

The student must:

- a. have graduated from recognized secondary schools or have passed the Accreditation and Equivalency Test (AET) for ALS graduate
- b. meet all the prescribed admission requirements of SSCT. qualify in the average grade requirement (GWA)

Engineering Programs	-	85% with no grade below 85% in Science and Mathematics
Education Programs	-	85% with no grade below 80% in his major field
IT Related Programs	-	85%
BSHRM	-	85%
Other Non-board programs	-	83%

- pass the College Admission Test.
- have complete and valid credentials (Form 138, Certificate of Good Moral Character, and PSA Authenticated Birth Certificate)
- qualify in the interview.
- qualify in the Physical or Health Examination.



- c. must pledge to abide by and comply with all the rules and regulations set by the College as embodied in the Student Handbook.
- d. New/Freshmen students are not accepted during Summer.

**Transferees**

- a. Must have complete and valid credentials (Honorable Dismissal, Informative Copy of TOR, Good Moral Character Certificate, and PSA Authenticated Birth Certificate)
- b. Must meet all the prescribed admission requirements of the College  
Qualifying Test for Transferees  
Average grade requirement (GWA)  
Interview  
Physical or Health Examination
- c. not have any outstanding failure in any academic and non-academic subjects (including NSTP)
- d. pledge to abide by and comply with all the rules and regulations of the College as embodied in the Student Handbook.

**Cross Enrollees**

Cross enrollees from other institutions must present the following:

- cross registration permit from the mother institution
- Certificate of Good Moral Character
- Health Examination Certificate

**Shifters**

Shifters are admitted in the Department where they would like to shift if they comply the following requirements:

- a. Must obtain the release approval of the Dean of the original course and the acceptance of the Dean of the new course.
- b. Shifting of course is based on the scholastic standing of the students. Shifters must meet the grade requirement of the course where he/she would like to shift.
- d. Must obtain the recommendation from the Guidance Counselor.

**Returnees**

- a. A student must apply for return to the College.
- b. A copy of the students evaluation record secured at the Registrar's Office must be attached to the Application Form for Returning Student.

**Section 2. Student Classification**

2.1 Students are classified as follows:

- a. A full/regular student is one who carries the full load in any given semester as specified in the curriculum.
- b. A part-time /irregular student is one who carries less than the full load in any given semester as specified in the curriculum.
- c. A transferee is one who comes from the 3 satellite campuses or another institution where he/she started studying for a course and who is registered at SSCT after qualifying for admission.
- d. Second courser is one who finished a degree or non-degree within the College or from other institution and wish to enroll in the College.
- e. Shiftee is one who finished some units in one program and continued to enroll in another program.
- f. Cross enrollee is a student enrolled from other schools to the College.

**2.2 Curricular Level Placement**

Evaluation of curricular level placement of students according to progress toward graduation shall be based on the following:

Curricular Level (5-year)	Number of Units Earned
Freshmen (1st Year)	Has earned 20% or less of the total number of units required in his curriculum.
Sophomore (2nd Year)	Has earned 21% to 40% of the total number of units required in his curriculum.
Junior (3rd Year)	Has earned 41% to 60% of the total number of units required in his curriculum.
Senior (4th Year)	Has earned 61% to 80% of the total number of units required in his curriculum.
Terminal (5th Year)	Has earned at least 81% of the total number of units required in his curriculum.

**Section 3. Enrolment Policy**

1. Students should enroll on the regular registration period set by the College. No student shall be allowed to enroll after the college has declared the last day of enrolment.
2. A student is considered officially enrolled when his/her enrolment is duly validated and approved by the Registrar.
3. A student must be officially registered in order to receive credit for course work.
4. Admission slip/clearance and subject ratings showing the scholastic standing of an old student are required as credentials for enrolment.
5. A fine shall be imposed to the late enrollees.
6. Student may pre-register for the next semester before the end of the current term 2 weeks before the final exam provided they are cleared with financial accountabilities.
7. Student clearance shall serve as basis for enrolment for the succeeding term.
8. A fee shall be charged for a re-issuance of certificate of registration.

**Section 4. Procedure**

The College adopts a departmental enrolment system to facilitate the enrolment process.

1. The Interview Committee initially appraises the applicant's credentials enumerated in the admission requirements.
2. Applicants must fill-out the Personal Data Sheet (Guidance Form) before they are allowed to take the Entrance Test upon payment of the authorized testing fee at the Cashier's Office in the campus where they intend to enroll.
3. The Guidance Office administers the entrance test to those with testing receipt. The exam result shall then be presented to the Interview Committee for final assessment.
4. New students and non-graduating students shall proceed to the Enrolment Committee with their credentials together with their entrance test result. Graduating students and returnees shall secure evaluation sheet from the Registrar.



5. Applicants must fill-up the Pre-Registration Form (PRF) accurately with the proper guidance of a committee member particularly on the subject sequence, load, time, etc.
6. The committee member assisting the enrollee signs as processing officer.
7. Respective College Dean will check and approve the entries in the PRF.
8. Encoding of subjects to be enrolled and assessment of fees shall be done by the data encoder assigned in each division.
9. Payment of enrollment fees shall be made at the Cashier's office. Red Cross and PTECA voluntary membership fees are collected at their respective offices.
10. Registrar's office will issue print-out of Certificate of Registration (COR).

#### Section 5. Withdrawal of Registration

1. A student who has already paid the pertinent tuition and other school fees in full or installment but withdrawals in writing, between enrollment and the first two weeks of classes will be entitled to a refund minus the following charges:

##### *Withdrawal of Course during*

Before the classes start  
During the 1st week of classes

During the 2nd week of classes

##### *Charges Due:*

Miscellaneous fees  
Miscellaneous Fees + 10% of the tuition fee and other school fees due for the units enrolled in the term  
Miscellaneous Fees + 20% of the tuition fee and other school fees due for the units enrolled in the term

2. No refund shall be given to the student after the 2nd week of classes regardless of whether he has actually attended classes or not. However, if valid reasons are presented to be determined by the Dean, the tuition fees shall be proportionately computed up to the last month of attendance shall be charged. For any other reasons, student will have to pay in full.

### Section 6. Curricular Policies Guidelines

#### 6.1 Academic Load

1. Regular students must take the full load or term load as prescribed in the approved curriculum for a particular term/semester.
2. The term load of irregular students must not exceed the corresponding number of units prescribed in the approved curriculum of the course for a particular term/semester.
3. Students may be allowed to have a load below the number of the prescribed unit in the curriculum on conditions of employment, health reasons, and unavailability of subjects needed in the curriculum to complete the full load.
4. Regular summer load shall not exceed 9 units, however, for graduating students for summer, 12 units may be allowed.
5. Subject to the endorsement of the College Dean or his/her equivalent and duly approved by the Executive Dean or his/her equivalent, an overload of six (6) units may be allowed to a candidate for graduation in either first or second semester prior to On-the-Job-Training/ Practice Teaching or graduation.
6. The graduating student's academic record as reflected in the evaluation form is the primary consideration for the granting of the six (6) units overload.

### 6.2 Cross Enrolment

1. Students may be allowed to enroll in another school only in meritorious cases such as:
  - 1.1 To make up for his/her deficiencies
  - 1.2 The subjects are minor subjects and are not offered during the particular term
  - 1.3 The subject is offered but their time schedule is in conflict with other subjects enrolled in.
2. In all cases as reflected in item (1), the student must obtain a permit to cross enroll/study from the Registrar upon approval by the Dean.
3. A student is permitted to cross-enroll provided the total number of units shall not exceed the maximum academic load allowed.
4. Cross-enrollees from other institutions may be admitted within the regular registration period and with the cross-registration permit from the mother institution.

### 6.3 Changing/Adding/Dropping of Subjects

1. Changing/Adding/Dropping of subjects shall be made only for valid reasons with the approval of the College Dean and acknowledged by the College Registrar
2. Changing and adding of subjects shall be made within 2 weeks after the start of classes and subject to corresponding fees.
3. Subjects changed/added unofficially or without prior approval of the College Dean shall not be given credit.
4. Total load carried by a student including the additional subject/s must not exceed the maximum under the rule on academic load or that which is prescribed for his curriculum year during the term/semester.
5. Students shall be allowed to officially drop a subject(s) before the mid-term examination, without being given a failing grade. The transcript will contain a grade of "DRP" for the subject dropped with a zero credit.
6. Unofficial dropping of subject/s before the mid-term exam shall earn the student a failing grade of 5.0.
7. The refund or adjustment on fees shall follow the same provisions, depending on the date of dropping.

### 6.4 Request for Unscheduled Subjects

1. Subject unscheduled for a given term may be offered upon written request of sufficient number of students.
2. These subjects may be offered only upon the endorsement of the College Dean/Director and the approval of the Executive Dean/Campus Director.

6.5 Request for Subsidized Class: Subjects may be offered upon written request by the number of students to comply the academic requirements of the curriculum provided additional payment equivalent to the minimum class size is met.

### 6.6 Shifting

1. Students are allowed to shift from one program to another provided they meet the following:
  - 1.1 grade requirement
  - 1.2 entrance examination rating
  - 1.3 enrolment quota
2. Request to shift from one major/program to another shall be endorsed by the concern sending College Dean and acknowledged by the accepting College Dean.
3. Voluntary shifting will be charged P50.00.



**6.7 Pre-requisite of Subjects**

1. The sequence of subjects specified in the curriculum must be strictly followed.
2. Enrollment to and attendance in a subject without passing its pre-requisite shall earn the student no academic credit.
3. With the approval of the College Dean, graduating students shall be allowed to take the pre-requisite and higher subject simultaneously. However, if the student failed in the pre-requisite subject, the higher subject shall not be given credit.

**6.8 Accreditation of Subjects**

1. Subjects taken from other institution with ratings not lower than 2.5, with the same title and numbers of units are credited.
2. Subjects with ratings lower than 2.5 (80%) may be credited after passing the validating exam to be conducted by the concerned College Dean.
3. Subjects with the same description and number of units earned from a college or university with equal level or higher accredited program shall not require validating examination.
4. Accreditation of relevant work experience to the On-the-Job Training shall comply the required number of hours prescribed for O.J.T.
5. Subjects with different subject title but the same number of units and course content shall be credited and subject to validation exam.
6. If the number of units earned outside the College is less than the prescribed units of the subject, the student should enroll the subject as offered in the College.

**6.9 Completion of Incomplete Grades**

1. Incomplete grades incurred in a subject must be completed within one academic year from the time the grade was given. The completion form must be compiled and submitted to the Registrar's office by the faculty concerned not later than the specified period.
2. Failure to remove the incomplete grades within the stipulated period or before the student transfers to another school will automatically result in a failing grade of 5.0 which shall be reflected in the Transcript of Records.
3. Completion fee shall be required.

**6.10 Enforcing a New Curriculum**

1. When a new curriculum is enforced, only freshmen and transferees shall be covered.
2. A student shall follow the same curriculum that he started within the maximum length of time allowed (one and a half of the normal years) for a residence.
3. If a student fails to finish the course within the prescribed maximum number of years of residence, he shall be required to follow the new curriculum.

**6.11 Substitution of Subjects**

1. Substitution of subjects is allowed when a student is pursuing a curriculum that has been superseded by a new one.
2. Every petition for a substitution must involve subjects allied to each other and with the same number of units or greater than the required number of units.
3. No substitution shall be allowed for a subject prescribed in a curriculum in which a student has failed, except when the subject is no longer offered, provided that the proposed substitution covers the same subject matter as the required subject.
4. Petition for substitution must be recommend by the College Dean, approved by the Executive Dean, noted and duly recorded by the College Registrar.

**Section 7. Evaluation****7.1 Residency Requirement**

Residence refers to the number of years or terms required for a student to finish a course.

- Maximum Residency. A student must finish the requirements of a course within a period of actual residence equivalent to a maximum of one and one-half of the normal length of period prescribed for the entire course; otherwise he shall not be allowed to re-enroll further in that course.
- Minimum Residency. Transfer students must have taken at least 50% of the total number of required units in the curriculum at SSCT.

**7.2. RETENTION POLICIES****a. for non-board programs**

Evaluation of student records for purposes of retention is guided by the following standards.

- Any student who has received two (2) successive warnings shall be placed to PROBATION.
- Probation status of a student may be lifted upon passing all the subjects carried during the term he is on probation.
- Any student under probation who gain 50% or more failing grade of the total number in academic units enrolled will be DISMISSED from the College.
- Any student dropped from one department shall not be admitted to another course in SSCT, unless in the opinion of the Dean his aptitude and interest may qualify him to another field of study, in which case, he may be allowed in the appropriate course.
- Disqualification from the College does not apply to cases, where on recommendation of the faculty concerned, he certifies that the grade of 5.0 is due to unauthorized dropping of the student and not due to poor scholastic performance.

% of Failure	Status	Allowable load for the following semester
20% - 49% of the total number of academic units enrolled	WARNING	Less 3 units from the normal load
50%-75% of the total number of academic units enrolled	PROBATION	15 units only
76% and above of the total number of academic units enrolled	DISMISSAL	Not allowed to enroll from the College

**b. for board programs**

## • ENGINEERING PROGRAMS

1. Any first or second year engineering student who has accumulated three failing grades shall be advised to shift to a program other than BSCE, BSEE, or BSECE.
2. A student who has completed the first two years or has finished at least 35% of the total number of units in his/her curriculum, must undergo a qualifying examination to be conducted before the start of the 1<sup>st</sup> semester of the succeeding school year.
3. In the case of a third, fourth or fifth year student who incur a grade of 3.0 or 75% in any of mathematics, engineering sciences or engineering major course, he/she shall be advised for deloading in the succeeding term by the same number of courses he has a grade of 3.0 or 75%.



#### • TEACHER EDUCATION PROGRAMS

- All Freshman Education Students across specialized fields for the BSED, BTTE and the BEE who have completed the prescribed number of units in their respective curriculum, shall qualify to take the Qualifying Examination to be conducted two weeks after the end of the Second Semester.
- The academic mobility from First Year to Second Year shall be based on the allotted grading distribution of 40% from the Qualifying Exam Result and 60% from the GPA inclusive of the two semesters covered.
- To qualify for retention in the chosen curriculum/specialization, the student shall obtain a general grade point average (GPA) of 2.3 or 83%.
- Should the Secondary Education student incur a grade below 80% in any three (3) subjects; may it be major or minor subjects, he/she shall be advised to shift to the BEED course. On the other hand, the Elementary Education Student who incurs a grade below 80% in any three (3) subjects, he/she shall be advised to shift to other courses or take the said subjects again.
- In the case of an irregular student/returnee, he/she shall be subjected to take the Qualifying Examination provided that he/she has already taken at least 70% of the subjects prescribed in the first year curriculum.
- In the case of the second, third and fourth year students who incur a grade of 3.0 or 75% in any of the professional education subjects, he/she shall be advised to reenroll the said subject.
- Decision for retention as to whether the student can proceed to the next year level or not, shall be based on the above stipulated policies and should be carried out strictly to ensure quality graduates for the Teacher Education Curriculum.

#### 7.3 Examinations

- The two (2) sets of examination will be conducted in a semester, covering the midterm and the final examinations.
- The schedule of examinations shall be announced by the Executive Dean.
- Special examination is only allowed to students with valid reason.

#### 7.4 Class Attendance

- Students are required to attend classes regularly.
- When students arrive 15 minutes after the class has started, he is marked late. When a student is late three times without valid reasons, the instructor marks him absent.
- Habitual latecomers shall be referred to the guidance office for proper action.
- For every absence made, the student should present an excuse letter to the instructor signed by either parent or guardian concerned.
- Students with three or more absences shall write a promissory letter duly noted by the College Dean for admission back to classes.
- A student who incurs more than ten (10) percent of unexcused absences of the total recitation, lecture or laboratory hours shall be referred to the College Dean for necessary action.

- After six (6) consecutive unexcused absences, a student is considered dropped from the subject.
- A student who gets sick should inform the school authorities about his illness through adviser. His absence can be considered excused upon presentation of the parents' letter of excuse accompanied by the physician's health certificate. He is required to make-up to comply with the course requirements.
- Any student officially sent by the school to attend seminars, trainings, workshops, jamboree and the like, shall be excused from classes but shall be required to comply with course requirements.
- If a periodical examination is conducted during his official travel, he shall be credited with a grade based on class standing and projects or shall be given special examination by the teacher concerned.
- If the instructor is late, the students should remain quiet and study their lessons. The class mayor or any of the class officers present shall notify the College Dean who shall decide whether to dismiss or not to dismiss the class if the instructor does not come within 15 minutes.

#### 7.4 Grading System

The distribution of grades in this scale equivalent is illustrated:

Grade Point	Equivalence	Description
1.0	95-100%	Excellent
1.5 – 1.1	90-94%	Very good
2.0 – 1.6	85-89%	Highly Satisfactory
2.5 – 2.1	80-84%	Good
2.9 – 2.6	76-79%	Satisfactory
3.0	75%	Passing
5.0	Below 75%	Failed due to poor performance, absences/withdrawal w/o notice
DRP	Officially dropped	Dropped w/ approved dropping slip
INC	Incomplete	Incomplete requirements but w/ passing class standing No grade reported by the faculty
NG	No Grade	

Note: INC is for non-graduating students only

#### Section 8. Academic Recognition

The College recognizes the superior scholastic achievement of any college student in the degree programs at the end of every regular term of each school year. This applies to regular students only. The recipient should:

- be officially enrolled during the term for which honors are to be earned.
- be enrolled in and passed all the previous and current regular load of academic units specified on the curriculum,
- average grade of at least 1.4 or 91% with no grade below 2.0 or 85% for the **President's Honors List** and an average grade of at least 1.6 or 89% with no grade below 2.2 or 83% for the **Dean's Honors List** in all subjects in the current term.

**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Surigao City

**ACCREDITATION FORM**

Name: Tampung, Lenante

Curriculum / Yr. / Section: EE-1

**SUBJECT (S) TAKEN:**

**CREDITED TO:**

Subject Code	Description	Grade	Units	Subject Code	Description	Units
SOC-CU 1	General Psychology	2-5		SOC-GR/PS	General Psychology	3
NSTP/CWTS	National Service Training Program	2-5	3	NSTP1	National Service Training Program	3
FILIPINO 1	Sining ng Pakikipagtalastagan	2-5	3	FIL 101	Komunikasyon sa Filipino	3
MATH 1	College algebra	2-7	3	MATH 101	College algebra	3
ENGLISH 1	Communication skills	2-6	3	Engl. 101	Communication Arts 1	3
SOC-SC 2	Politics Governance New Institution	2-4	3	SOC-SC 104	Politics of Governance w/ Phil. Constitution	3

Recommended:

for: Mahn S. Morita  
Division Chair

Approved:

[Signature]  
DEAN, PROGRAMS & STANDARDS  
Dean, Program & Standards

Noted:

[Signature]  
College Registrar



**CREDIT TRANSFER FORM**

Name: ESTEPE, RENAN D.

Curriculum/Yr./Section: BSEE

**SUBJECT (S) TAKEN:**

Subject Code	Description	Grade	Units
PE 1	Physical Education	2.1	2
ROTC	Res. Officer Trng. Corp.	2.1	1
PE 2	Physical Education	2.5	2
ROTC	Res. Officer Trng. Corp.	2.6	1
EE 215	Industrial Electronics	2.7	0
PE 3	Physical Education	1.7	2
PE 5	Physical Education	2.7	2
EET 102	Electrical circuits (AC/DC) and measurement	2.8	5
Drawing 201	Advanced Project Design w/ CAD	2.6	2
Philo 1	Logic and work ethics	2.7	1

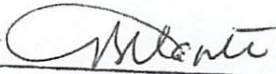
**CREDITED TO:**


Subject Code	Description	Units
PE 1	Physical fitness and health	2
NCTP 1	National Service Training Program 1	1
P.E 2	Rhythmic Activities	2
NCTP 2	National Service Training Program 2	1
*EE 211	Industrial electronics	4
P.E 3	P.E 3	2
P.E 4	P.E 4	2
EE 201	Electrical circuits 1	4
EE 137	Computer Aided Drafting	2
GE Eth	Ethics	1


Recommended:

Approved:

Noted:

  
Program Head

  
Dean  
19 AUG 2021

  
College Registrar

Student's Copy

Registrar's Copy



**CREDIT TRANSFER FORM**

Name: ESTEPE, RENAN D.

Curriculum/Yr./Section: BSEE

**SUBJECT (S) TAKEN:**

Subject Code	Description	Grade	Units
PE 1	Physical Education	2.1	2
ROTC	Res. Officer Trng. Corp.	2.1	1
PE 2	Physical Education	2.5	2
ROTC	Res. Officer Trng. Corp.	2.6	1
EE 215	Industrial Electronics	2.7	0
P.E 3	Physical Education	1.7	2
P.E 5	Physical Education	2.7	2
EET 102	Electrical circuits (AC/DC) and measurement	2.8	5
Drawing 201	Advanced Project Design w/ CAD	2.6	2
Philo	Logic work and ethics	2.7	1


**CREDITED TO:**


Subject Code	Description	Units
PE 1	Physical fitness and health	2
NCTP 1	National Service Training Program 1	1
P.E 2	Rhythmic Activities	2
NCTP 2	National Service Training Program 2	1
*EE 211	Industrial electronics	4
P.E 3	P.E 3	2
P.E 4	P.E 4	2
EE 201	Electrical circuits 1	4
EE 137	Computer Aided Drafting	2
GE Eth	Ethics	1

Recommended:

Approved:

Noted:

  
Program Head

  
Dean

  
College Registrar