

**ASIAN COLLEGE
STUDENT HANDBOOK 2019**



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**COLLEGE STUDENT HANDBOOK OF
ASIAN COLLEGE OF SCIENCE AND TECHNOLOGY**

**ARTICLE I
PRELIMINARY MATTERS**

TITLE

This handbook shall be known as “The Asian College Student Handbook.”

COVERAGE

This handbook shall apply to and govern all the activities and transactions of Asian College students currently enrolled in all colleges, as well as their relationships with the other members or elements of the Asian College academic community.

**ARTICLE II
ASIAN COLLEGE OF SCIENCE AND TECHNOLOGY AS
AN EDUCATIONAL INSTITUTION**

Section 1. The Vision and Mission Statement of Asian College of Science and Technology

VISION

“To be the leading educational institution of choice dedicated to the success of its graduates.”

MISSION

“To educate and develop globally competitive future leaders.”

Section 2. The Educational Philosophy of Asian College of Science and Technology

Guided by its philosophical framework and in consonance with its vision and mission, Asian College pursues the following objectives:

1. Offer relevant programs in management and information technology utilizing global standards in curriculum and instruction tailored to address present and future needs of society;
2. Provide opportunities for higher learning;
3. Provide knowledge through extensive research and gaining expertise relevant to cultural, social and economic development;
4. Promote the understanding, interpretation, preservation, enhancement of national and regional, international and historic cultures;
5. Help preserve and enhance positive Filipino values; and
6. Contribute to the development and improvement of Philippine higher education.

Section 3. Asian College Logo



The college official logo takes the shapes of a shield, composed of seven geometric shapes in royal blue, light blue and red triangle in the middle. The shield is bordered in the bottom portion by two branches of ivy leaves in royal blue. "1972" is located in the bottom portion of the shield. The words "Asian College" are rendered in Verdana font; "Asian" in red and "College" in royal blue.

Section 3.1

The tagline "Developing Leaders in IT and Management" is written at the bottom of the logo.

Section 4. Asian College Core Values

Self-Leadership
Integrity
Academic Excellence

Section 5. History of Asian College of Science and Technology Foundation, Inc.

Asian College first came to existence as the Asian Institute of Electronics (AIE), founded in 1972 by Dr. Constancio A. Sia and his wife, Gloria Durano - Sia.

Incorporated that same year, AIE tried to fill the demand in high-quality training and education in electronics and technology in the Philippines. It opened its doors to 300 students in 1973, in a few rooms of the Prudential Bank Building in Cubao, Quezon City.

Within 15 years, it managed to expand to new AIE campuses outside Metro Manila. The Baliuag, Bulacan branch was opened in 1988, followed by Dumaguete City in 1991, and then Cagayan de Oro City in 1994. Over the years, AIE has experienced exceptional growth with the opening of other campuses in strategic locations across the country: Novaliches, Caloocan, Alabang in National Capital Region; Masinag, Antipolo in Region 4; Baliuag and Cabanatuan in Region 3. Six (6) franchised campuses were established, namely Carriedo, Manila and Mandaluyong in National Capital Region; Sta Maria, Bulacan and Pampanga in Region 3; Calamba, Laguna in Region 4 and Sorsogon in Region 5.

During its time, AIE gained several honors and awards for its high standard of education and excellent quality of its graduates. AIE graduates consistently emerged as topnotchers in various examinations administered by the National Telecommunications Commission. Its students have also won local and national championships in various Youth Skills Olympics in electronics and computer technology.

In 1993, AIE won the National Championship in the electronics division in the National Youth Skills Olympics sponsored by the National Manpower and Youth Council. The following year, it captured the National Capital Region Championship in the same division and received a Rotary Club award for outstanding community service. After two years, it again emerged champion in the Computer Servicing Category in the Metro Manila Youth Skills Olympics.

In June 1995, AIE was accredited by the Department of Education, Culture and Sport (DECS) as a full-fledged college, precipitating a change in name to Asian College of Science and Technology (ACSAT).

The transition from AIE to ACSAT did not alter the founder's compassionate vision of operating a "skill and values-oriented educational institution" committed to help in the nation's development through education using world-class and international standards. It continued with its tradition of training students to acquire adequate knowledge and relevant skills that meet the requirements of business and industry.

ACSAT has expanded its curriculum to offer full degree programs like Bachelor of Science in Business Administration (major in Management, Marketing, and Human Resource Management), Hospitality and Tourism Management, Information Technology, Computer Science, Computer Engineering, Electronics Engineering and Nursing. The college also offers diploma courses in Health Care Services, Hotel and Restaurant Services and Electronics Computer Technology.

Non-degree programs in the field of Business Process Outsourcing such as Call Center Training, Medical Transcription and 2D Animation are also offered.

The Board of Trustees decided to change the short name of the school to "Asian College" in time for its 40th anniversary. The new name ushers in a new era for the school as it strives to continuously evolve with the changing times, not merely catering to science and technology courses, but also focused on developing professionals in the fields of business and management.

Today, Asian College's campuses are located in Aurora Blvd., Quezon City and Dumaguete City, Negros Oriental. Both campuses provide a conducive learning atmosphere with modern facilities such as air-conditioned classrooms, industrial kitchen laboratories, computer and technical laboratories, LCD and overhead projectors, library facilities, electronic testing tools and equipment, internet access, audiovisual room, gymnasium and caregiver facilities. Its faculty and administrative staff are professionals in their fields, well-motivated, and devoted to providing high-quality education.

In the area of science and technology, Asian College offers globally-relevant and in-demand courses, strengthening the placement of graduates, and continuously upgrading its facilities, buildings, curricula, learning guides and the roster of faculty members and trainers. These initiatives form part of Asian College's progression towards institutional accreditation.

Asian College is currently the largest Technical Education and Skills Development Authority (TESDA) accredited Assessment and Training Center in Quezon City. By training in its TESDA-certified laboratories and facilities, trainees obtain knowledge, skills and expertise needed in their specific industries. Upon completion of the program, qualified trainees that undergo assessment examinations can obtain their National Certifications which are recognized locally and abroad.

In 2016, Asian College was among the Higher Education Institutions (HEIs) accredited by the Department of Education (DepED) to implement the K-12 program. Under Republic Act No. 10533 (Enhanced Basic Education Act of 2013), Asian College successfully implemented the Senior High School (SHS) Education by catering to Grade 11 and 12 learners from public and private high schools. The following SHS tracks and strands offered by Asian College prepares its learners for their preferred career paths: Accountancy, Business and Management, Computer Systems Servicing, Computer Programming, Electronic Products Assembly Servicing, Animation, Bread and Pastry Production, Cookery, Food and Beverage Services, Tour Guiding and Travel Services and General Academic Strand.

As it continues to evolve as a learning institution, Asian College can look back at its storied past and its journey from a vocational school to a world-class college. Asian College is committed to academic excellence by continuously producing top-quality graduates in various fields and maintaining high standards of teaching as well as achieving a high rate of graduating students each year. This vision is anchored on its philosophy of transforming people's lives through the provision of quality education, thereby developing leaders in business and industry for the next generation of Filipinos.

ARTICLE III

ADMISSION AND ENROLMENT

Section 1. Basic Admission Requirement

The basic requirement for a student to be eligible for admission to Asian College is the completion of secondary level program recognized by the Department of Education (DepEd).

Graduates of foreign secondary schools who have not satisfied the specific requirements of certain collegiate programs may be admitted, provided the deficiency is corrected during their initial school term.

Students who have not yet graduated from high school but have completed at least twelve (12) curriculum years in elementary and secondary education in other countries may be favorably considered for admission at the discretion of Asian College.

Section 2. Classifications of Incoming Students:

1. Freshmen

Students who graduated from Senior High School or its equivalent and have not enrolled in any post-secondary education

2. Returning Students

Students of Asian College who temporarily stopped schooling or took a leave of absence and seek re-admission for continuance of their studies

3. Transferees

Students who enrolled from other Higher Education Institution prior to their enrollment in Asian College

4. Cross Enrollees:

Students from other colleges and universities who will enroll at Asian College for specific course/s endorsed by their school

5. Foreign Students:

Students who are not Filipino citizen

6. Non-HS Graduates with PEPT/NFE (Non-Formal Education) Certificates

Students who are not high school graduates but have passed the Philippine Educational Placement Test (PEPT) administered by the National Educational Testing and Research Center

Section 3. Registration and Enrollment

The enrollment of students in Asian College is conducted during the registration days as indicated in the approved school calendar, in accordance with defined procedures, and subject to the following rules:

1. When students register in Asian College, they are enrolled for the entire semester.
2. Aside from the specified registration period, a student may enroll and be admitted in accordance with the rules of Asian College for late enrollment, which in no case shall exceed two (2) weeks after the opening of classes.
3. After the two-week allotted period, enrollment will no longer be allowed. Students can be permitted to enroll in another school during the academic year, provided that consent of both schools are obtained. As a general rule, inter-school transfers after the enrollment period are discouraged, especially in the case of students who are expected to graduate from a program of study during the academic year.
4. No student shall be considered officially enrolled unless he submits all pertinent admission requirements, or academic credentials, on or before the end of the enrollment period for the school term.
5. A student is deemed officially enrolled in Asian College after he has submitted his appropriate admission or transfer credentials and settled at least the full down payment of his school fees.

6. School fees are payable either cash or installment in accordance to the approved Asian College payment scheme.
7. A Student transferee is required to submit the transfer credentials to Asian College upon admission. If the transfer-applicant is unable to submit the required credentials, he may be admitted for enrollment under probationary status, with signed waiver for temporary enrollment and approved by the Registrar.
8. No foreign student shall be granted enrollment without the prior approval of the Commission on Higher Education (CHED) or the Technical Education and Skills Development Authority (TESDA) and the Bureau of Immigration.
9. For purposes of enrollment, the student's name and other personal data, as indicated on his birth certificate or alien certificate of registration, prevails.

Section 4. Classification of Students

Students enrolled in Asian College are classified by year level as follows:

Year Level	Designation
1	Freshmen
2	Sophomore
3	Junior
4	Senior

1. Regular Students

Students officially enrolled and carry the regular load corresponding to their respective curricula

2. Irregular Students

Students who carry academic load that is not equivalent with the regular students.

Section 5. Enrollment Requirements

The following credentials and other enrollment requirements must be submitted to the Office of the Registrar upon admission:

1. Freshmen:

- Form 138 upon enrollment or its equivalent
- Form 137/Permanent Record (school to school request)
- Certificate of Good Moral Character
- 2 copies of recent 1X1 photo
- PSA - Authenticated Birth Certificate (photocopy)

2. Transferees:

Certificate of Transfer Credentials
Certificate of Good Moral Character
Copy of Grades for evaluation purposes
Official Transcript of Records copy for Asian College
2 copies of recent 1X1 photo
PSA - Authenticated Birth Certificate (photocopy)

3. Old and Returning Students:

Individual Grade Report (IGR)
Evaluation Form (Student's copy)

4. Foreign Students:

Student Visa 9 (f)
Special Study Permit (those who are already in the Philippines)
2 copies of recent 1x1 photo
Scholastic records duly authenticated by Philippine Foreign Service
Police clearance certificate issued by the student's country of origin
Medical Certificate
Copy of Student Personal History Statement
Photocopy of passport
NICA Clearance
Duly notarized letter request from applicant
Foreign Student Fee

Section 6. Changing /Dropping of Course

1. Any change in the course load or class schedule must be done through the Office of the Registrar within two (2) weeks after the start of classes. Any unofficial change may result to the outright dropping of the student concerned.
2. Filing of the Official Dropping must be accomplished on the following period:
 - a. before Midterm Exams, or
 - b. before the student incurs a total of twenty (20%) percent absences in lecture and laboratory class hours for the current semester.
3. Any student who applies for Dropping and Withdrawal of enrollment shall be interviewed by the Program Chair, the Guidance Counselor and the Registrar.
4. The Official Dropping Form must be duly signed by the instructor concerned, the Program Chair and the Registrar.
5. A student who withdraws or drops a particular course without filing the prescribed dropping form shall be given a failing mark. In addition, the student shall be required to pay in full or the total assessment.

6. Registration fee is non-refundable.

Section 7. Academic Loads (Student Load and Course Sequence)

1. The course load of students shall be in accordance with the approved curriculum for each program. Reasonable exemptions to this rule may be allowed, taking into account the best interest of the student and the objectives of the educational institution.
2. No course may be taken unless the pre-requisite course/s have been taken and passed.
3. Upon the discretion of the Program Chair and the Registrar, a graduating student may be allowed additional course/s in excess of the regular load indicated in the curriculum.
4. Upon the discretion of the Program Chair and the Registrar, non-graduating students may be allowed additional courses/s load of not more than three (3) academic units in excess of the regular load if the purpose of such overload is to make up for a previously failed course/s or to grant the student regular status upon passing the course.
5. As a rule, laboratory courses paired with academic courses must be taken during the same semester.
6. No student should be allowed to enroll in the senior year unless the student has already taken and passed all PE and NSTP courses.

Section 8. Advanced Courses and Back Courses

As a general rule, a student shall not be permitted to take any advanced course/s until he has satisfactorily passed the pre-requisite course/s. However, they can take additional advanced courses or overload, including the summer session, as determined by the Program Chair. This will be based on the student's previous academic performance and other evidence of educational measurement.

Section 9. Changing of Class Schedules

Any change in course loads or class schedules must be done through the Office of the Registrar within two (2) weeks from the official start of classes. Change of course loads is only allowed based on the following circumstances:

- Conflicts from other class schedules
- Opening of petitioned subjects
- Failure from taking the requisite subjects results from re-evaluation
- Conflict from present job, in the case of working student
- Working scholars and,
- Other similar reasons

After two (2) weeks from the official start of classes, the assessment of the student is considered final and may be charged for the total tuition computation.

Any unofficial change may result in the outright dropping of the student concerned.

Section 10. Excess Load for Graduating Students

A graduating student may be permitted to have excess load of not more than six (6) units in excess of the normal load, upon the discretion and approval of the Program Chair and the Registrar. In recognition of academic freedom, Asian College may allow more than six (6) units overload for graduating students.

Section 11. Cross-Enrollment

A student may be permitted to cross-enroll in another school limited to the normal course load for the current term for valid reasons as determined, with the prior written authority of the Registrar. The procedures for cross-enrollment are as follows:

1. The student must write a request letter addressed to the Registrar stating the reason for the cross enrollment. He must present it, together with an evaluation of his scholastic record to the Program Chair for endorsement and approval.
2. The student proceeds to secure a Permit to Cross Enroll Form from the Office of the Registrar, accomplish it in duplicate, then have it approved by the Registrar.
3. At the end of the term (semester or summer), the student must submit to the Office of the Registrar the official copy of grades, in a sealed envelope, from the school where he cross-enrolled.

Section 12. Shifting of Program

For purposes of evaluation, application to shift program must be filed at least two (2) weeks before the official start of enrollment. The student must submit his letter of request (with parent's/guardian's consent) to shift program, with recommendation from the Guidance Counselor and approved by the Registrar.

Section 13. Right to Enroll Until Graduation

Asian College accepts all students who are able to meet the qualifying standards, requirements and regulations. Students are encouraged and expected to stay for the entire period in which they are supposed to complete their program, except in cases of academic delinquency, violation of school rules and regulations, health related reasons and the like.

Section 14. Completion of Incomplete Grade

A student who incurs an incomplete grade within a term must have his grade completion within two (2) semesters, otherwise, the course shall be deemed failed.

Section 15. Withdrawal of Enrollment and Dropping of Courses

1. Filing of the Official Dropping must be accomplished on the following period:
 - a. before midterm examinations, or
 - b. before the student incurs a total of twenty (20%) percent absences in lecture and laboratory class hours for the current semester.
2. Any student who applies for Dropping and Withdrawal of enrollment shall be interviewed by the Program Chair, Guidance Counselor and the Registrar.

3. The official dropping form must be duly signed by the professors concerned, the Program Chair and the Registrar.
4. A student who withdraws or drops a particular course/s without filing the prescribed dropping form shall be given a failing mark. In addition, the student shall be required to pay in full or the total assessment for the course/s dropped.

Section 16: Deferments

A student who was not able to attend a single day of classes and, for valid reasons, could not continue his schooling for the semester, may apply for a deferment. In case no refund is claimed, the student may apply the payment made for the current term as advanced payment for the next semester. Registration fee shall be deducted from the total deferred amount. The student will have to pay the difference in tuition fee and other charges. In case the student will not be able to continue schooling in the following term, the deferred payment is automatically forfeited.

Section 17. Withholding of Credentials

The release of transfer credentials of any student may be withheld for reasons of suspension, expulsion or non-payment of financial obligations or other academic-related responsibility of the student to Asian College. These credentials shall only be released after full and final settlement of his obligations to Asian College or the penalty of suspension shall have been rendered.

Section 18. Transfer to another School and Issuance of Transfer Credentials.

A student enrolled in Asian College is entitled to transfer to another school, provided he has settled all financial and academic obligations with Asian College.

Every student who applies for and is eligible to transfer, shall be provided by Asian College with the appropriate transfer credentials, which will entitle him to admission in another school of his choice provided he follows the policies and procedures for transfer.

1. The student must secure and fill out an application form for transfer credentials. He must submit a letter of request to transfer signed by the parent and/or guardian.
2. He must undergo an exit interview with the Program Chair, the Guidance Counselor and the Registrar for clearance.
3. He must proceed to the Cashier for payment and the Office of the Registrar for the schedule of the release of transfer credentials.

In this regard, a transfer credentials signed by the Registrar shall be issued within thirty (30) days from the date of request.

Article IV - SCHOLARSHIP GRANTS

Section 1. College Scholarship

Asian College offers various scholarship grants to deserving students such as the following:

1. Honor Graduate Scholarships

High school valedictorians (Rank 1) and salutatorians (Rank 2) are qualified for this scholarship with a graduating class of at least 100, as certified by the School Principal/Registrar.

Valedictorians are entitled to 100% free tuition and laboratory fees, excluding miscellaneous and other fees for two (2) consecutive semesters only.

Salutatorians are entitled to 50% discount on tuition and laboratory fees, excluding miscellaneous and other fees for one (1) semester only.

Rank 3 students are entitled to 25% discount on tuition and laboratory fees, excluding miscellaneous and other fees for one (1) semester only.

To continue the scholarship, grantees may apply for any of the Student Scholarship Programs offered by the school.

2. Dr. Constancio A. Sia Scholarship

Senior High School (SHS) graduate with a Final General Average of 88% are qualified to get 50% discount on tuition fee, for one (1) semester only.

To continue the scholarship, grantees may apply for any of the Student Scholarship Programs offered by the school.

3. ACer Return Service Scholarship

Currently enrolled AC students with the following grades from the previous semester:

WGA of 1.25 with no grade below 1.5: 100% discount on tuition fees only

WGA of 1.5 with no grade below 1.75: 50% discount on tuition fees only

WGA 1.75 with no grade below 2.0: 25% discount on tuition fees only

To maintain the scholarship privilege, student shall:

a) maintain the required semestral WGA

b) render return service per semester as specified in the contract, and

c) obtain satisfactory work and behavioral evaluation from the head of office where student is assigned

4. Sports Scholarship

Basketball Varsity Scholarship: Currently enrolled AC students who qualify to play as basketball athletes in the school's sports program, with maintaining WGA of 2.5 and without any failed grade, may avail of 25% discount on tuition fee only.

Volleyball Varsity Scholarship: Currently enrolled AC students who qualify to play as volleyball athletes in the school's sports program, with maintaining WGA of 2.5 and without any failed grade, may avail 25% discount on tuition fee only.

Badminton Varsity Scholarship: Currently enrolled AC students who qualify to play as badminton athletes in the school's sports program, with maintaining WGA of 2.5 and without any failed grade, may avail 25% discount on tuition fee only.

- ***Scholarship slots are subject to existing conditions.***

5. Third Party Scholarship Grants

These grants include scholarships granted by CHED, TESDA, PVAO, US Veterans, DOST, LGU's, Pre-need Educational Plans (subjects for evaluation and verification) and other scholarship, as maybe granted by entities or individuals.

Assessment is made in the usual manner and the student will have to pay the difference between the total assessment and the amount of the scholarship.

6. OTHER SCHOLARSHIP GRANTS (DISCOUNTS)

Alumni discount: Graduates of Asian College degree program who choose to pursue another degree program may avail 20% discount on tuition, excluding laboratory and miscellaneous fees for one (1) semester only.

Asian College Regular employee discount: Asian College regular employee may avail 100% free tuition, excluding laboratory and miscellaneous fees. The discount is applicable until graduation from the chosen program.

Sibling discount

Two (2) currently enrolled siblings (both full-time students): 20% discount on tuition only, applied to the second sibling. Discount is applicable until graduation, as long as qualification is maintained.

Three (3) currently enrolled siblings (all full-time students): 20% discount on tuition only, applied to the second sibling. 10% discount applied to the third sibling. Discount is applicable until graduation, as long as qualification is maintained.

Transferee discount: College transferee from other school with good scholastic standing and complete records may avail of 30% discount on tuition fees for one (1) semester only.

To continue the scholarship, grantees may apply for any of the Student Scholarship Programs offered by the school.

ARTICLE V SCHOOL FEES

Section 1. Tuition and Other School Fees

1. Rates for Tuition, Miscellaneous and Other school fees are open to all students, parents and or guardians. Fees are duly approved by the Commission of Higher Education, composed of the following:

- a. Tuition Fee
- b. Laboratory Fee
- c. Miscellaneous Fee
- d. Other / Additional Fees

2. Modes of Payment

2.1 A student may opt to pay his tuition, either in cash or in installments, in accordance with the approved payment scheme of Asian College.

2.2 Approved deadline of payments of tuition for every school year will be posted at the Cashier's Office.

2.2.1 Conversion to Cash. A student may opt to change the manner of paying tuition fees from installment to cash basis on or before the approved deadline.

2.2.2 A student who decided to pay in cash basis during reservation or enrollment period but **failed to pay** his entire tuition fee on or before the Cash conversion deadline, shall automatically be re-assessed under installment basis.

3. Payments can be made in the form of cash or check.

3.1 For security reasons, payment using manager's check is encouraged instead of personal checks. Post-dated checks are not accepted. The following information should be written correctly on the back of the check: student's full name, ID number, section, telephone/mobile number, and home address.

3.2 The Cashier will issue acknowledgement receipt for check payments. Upon clearance of check, official receipt will be issued.

4. Students are encouraged to pay their tuition in any of Asian College's participating establishment, without any charges.

4.1 Credit Card Payment. Any Mastercard, VISA or JCB card are accepted as mode of payment. Payment can be made only to the Cashier Office.

4.2 Over - the-Counter Collection Facility (OCF) with any BPI and PNB (Allied) Branches nationwide. Only cash payments are accepted.

- Online banking at BPI. Log on at <https://www.bpiexpressonline.com/>
- Direct deposit or payment at any Cebuana Lhuillier branches
- Direct deposit or payment at any Bayad Center branches or outlets
- Direct deposit or payment at any Globe Banko participating outlets

5. Validated Slips shall be presented at the Cashier's Office for the issuance of the Official Receipts.
6. Returned Checks
 - 6.1 The responsibility of ensuring that the check is well-funded rest with the students. Students who paid his tuition by issuing check and subsequently dishonored by the bank due to insufficiency of funds will no longer be entitled to make check payments.
 - 6.2 Students whose checks have been dishonored once during their entire stay at Asian College may no longer make subsequent payments using checks.
 - 6.3 Replacement for returned or dishonored checks shall be in cash, credit card or manager's check and shall be paid to the Cashier only.

Section 2. Outstanding Balances

1. A student with outstanding balances from previous semester will not be accommodated for current transactions unless they settle their previous account balances. Application of payments made will be credited to their previous balances.
2. A student paying on installment basis and fails to pay the entire balance on the stipulated deadline will be allowed to complete the remainder of the semester. However, such student will not be allowed to enroll for the next semester and their Transcript of Records and transfer credentials, certifications and other documents will be withheld until the balance is fully paid.

Section 3. Late Enrollment Fine

An old student who enrolls after the enrollment deadline shall still be accepted. However, he must pay Php 200.00 late enrolment fine.

Section 4. Charges and Refund

1. Registration fees are non-refundable.
2. A student who transfers or withdraws one (1) week after the start of the class but has already paid the school fees in full will be charged twenty-five percent (25%) of the remaining refundable net amount excluding the registration which is non-refundable.
3. A student who transfers or withdraws two (2) weeks after the start of the class but has already paid the school fees in full will be charged fifty percent (50%) of the remaining refundable net amount excluding the registration which is non-refundable.
4. A student who transfers or withdraws at least a day before the start of the class and has already paid the school fees in full will not be charged and can claim the remaining refundable net amount excluding the registration which is non-refundable.
5. All refund shall be in the form of checks and will be payable to the parent or guardian on record. Refund of school fees shall be processed after the midterm period.

Section 5. Other School Fees

Payment for other school fees intended for school activities are non-refundable. In case the student withdraws, his payment shall be charged a twenty percent (20%) admin fee. Any net amount shall be applied to his current tuition fee account balance or as advance tuition fee payment for the next semester.

Section 6. Authorized Personnel to Receive Payments

1. The Cashier is the only authorized personnel by Asian College to receive payments.
2. In the absence of the Cashier, authorized personnel will temporarily take charge.
3. Payments made to any unauthorized person/s will not be honored.
4. Only transaction with an Official Receipt issued by Asian College's authorized personnel is considered valid and will be honored.

ARTICLE VI CLASS ATTENDANCE

Section 1. Absences

A student enrolled in a baccalaureate degree or certificate program who incurs absences of more than twenty (20) percent of the prescribed number of class or laboratory periods during the semester shall be given a failing grade and a failure due to absences (FDA) remark and shall not earn any credit for the course.

Furthermore, class attendance is governed by the following rules:

1. Number of hours students are allowed to be absent:

<u>Subject description</u>	<u>Hours allowed</u>
3 unit Lecture - course	11 hours
3 units with Laboratory	18 hours

2. Attendance will be checked every meeting. After 30 minutes, the student is considered absent.
3. Late enrollees are marked absent for the days missed.
4. Students are required to wait for a certain period of time for their instructors as follows.

<u>Class hours</u>	<u>No. of minutes for the students to wait</u>
1 ½ hours	20 minutes
2 hours	30 minutes
3 hours	40 minutes
5 hours	60 minutes

If a faculty member fails to arrive on the specified time allowed, the class is therefore dismissed and will be rescheduled for a make-up class.

Section 2. Tardiness

1. A student who comes late to class shall be marked “tardy”. A grace period of 15 minutes will be allowed before a student is considered late.
2. Three instances of tardiness are equivalent to one day of absence.

Section 3. Leaving the Classroom without Permission

1. No student may leave the classroom without the permission of the professor. Anyone who leaves the class without permission shall be marked absent.
2. A student who leaves the classroom and stays out for the duration of the class period without the instructor’s permission shall be subjected to disciplinary action.

Section 4. Suspension of Classes

Classes are automatically suspended only for the following causes:

1. Typhoon Signal No. 3
2. Declared holidays
3. Government official announcement
4. When government agencies give Asian College management the discretion whether to hold classes or not during weather disturbances or peace and order situations.
5. Other occasions as announced by Asian College top management.

Section 5. Leave of Absence (LOA)

1. In meritorious cases, students may petition not to enroll for a specific semester/s by Filing a Leave of Absence (LOA), approved by the Program Chair, the Registrar and the Campus Administrator.
2. A student who is officially under LOA is not allowed to enroll in any other degree program in any other school or HEI.
3. A student will only be granted a maximum of two (2) LOAs
4. Filing of LOA must be done within two (2) weeks before the official start of enrollment.

ARTICLE VII LABORATORY GUIDELINES

Section 1. HRM and HRS Laboratory Guidelines (Suite and Standard Rooms)

1. Students are not allowed to enter the laboratory during non-laboratory hours and without the Faculty in-charge.
2. Bags and personal belongings should be deposited in the students’ lockers. They are not allowed to be brought into the hotel suites.
3. Students are not allowed to sit/lie down on the bed, sit on the couch nor use the bathroom facilities in the hotel suite unless required for class discussions.
4. Eating, drinking or chewing gum is not allowed in the hotel suite.
5. The hotel suite is exclusively intended for training purposes only.
6. Students must return the furniture and equipment in its proper position and condition after using the laboratory.

Section 2. HRM/HRS Laboratory Guidelines (Hot and Cold Kitchen)

1. Tools and equipment needed for the laboratory work must be requested a day ahead. Requisition slip must be filled out and submitted to the Property Custodian.
2. Students are only allowed to utilize the kitchen laboratory equipment with the full supervision of the Faculty in-charge to prevent accidents.
3. Personal things are not allowed inside the kitchen, instead must be placed in lockers. The school is not responsible for any loss or damage.
4. Students must wear the prescribed uniform during laboratory hours: chef jacket, chef pants, non-skid shoes/clogs, apron, hairnet and toque.
5. Remove jewelries and accessories.
6. For hygienic purposes, students must wash their hands before performing any laboratory work and as often as needed. Further, they must avoid preparing food with wounded hands.
7. Clean dish towels, dishcloths, potholders and oven mitts must be available for any laboratory work.
8. Countertops and tables must be kept clean at all times.
9. Stoves, ovens and faucets must be turned off when not in use.
10. Avoid handling foods when you have colds, coughs and other diseases.
11. Claim your equipment and utensil from the HRS/HRM Custodian/faculty in-charge before the start of your class.
12. Ingredients should be ready and complete before the start of the laboratory activity. No/incomplete ingredients means no laboratory.
13. Kitchen knives and other tools must be properly used.
14. Nail polish and untrimmed nails are strictly prohibited.
15. Remove all jewelries like rings, earring, bracelets etc. that can be a possible source of contamination.
16. Sitting on worktables is strictly prohibited. Stools are only allowed inside the kitchen laboratory as permitted by the teacher.
17. The kitchen is a very dangerous place to play around. No horse playing.
18. Practice mise-en-place.
19. Recipe is the blueprint of laboratory work, no one is allowed to start laboratory without any copy of their recipe.
20. Smoking, chewing gums and eating while inside the laboratory is prohibited.
21. Each group is required to bring their own kitchen utilities such as sponge, dishwashing soap/liquid, steel brush, hot pads and kitchen towels.
22. Keep working area clean as always.
23. Faculty-in-charge should not leave students on their own during laboratory. In case of instances that the faculty-in-charge needs to be somewhere else for the meantime, he should ask the Property Custodian to look after the class for a short time.
24. Faculty-in-charge should check the entire area for cleanliness before dismissing his class.

25. Students are expected to take care of all the tools and equipment they borrow during their laboratory class. In the event that they accidentally break or lose an item, they are to replace the broken/lost item.
26. Students are to replace and add another piece of the broken/lost item.
27. Replacement of broken/lost item is expected immediately or up until the end of the semester. End-of-semester clearance will not be signed by the Property Custodian and the Program Head if a student still has accountability.

Section 3. Standard Operating Procedures for the Requisition of Kitchen Tools and Equipment

1. Reservations of the laboratory facilities/kitchen should be accomplished three days prior to the date of use.
2. Reservation must be done online through Asian College intranet site <http://www.asiancollege.edu/> under support Online Request.
3. In the event that the online reservation system is down, manual reservation can be accomplished by filling out a reservation form at the Technical Support Group's office.
4. Reservations are still subject for approval. Scheduled laboratory classes are still the priority when it comes to laboratory schedule.
5. Requisition of kitchen tools and equipment are to be accomplished three days prior to its use.
6. Requisition is done through Asian College intranet site <http://acapps.weebly.com/>
7. In the event that the online reservation system is down manual reservation can be accomplished by filling out a requisition form at the Property Custodian's office. Two copies of requisition form shall be duly accomplished and submitted at least a day before the laboratory class.
8. School ID/Employees ID must be surrendered to the property custodian in borrowing kitchen tools and equipment. IDs will be returned once all items are returned properly.
9. Borrowers shall be responsible for double checking borrowed items. Complaints of missing, broken or damaged item must be reported 10 minutes after it has been issued.

Section 4. Computer/ CoE, EPAS and CSS Laboratory

The computer laboratory is designed to enhance students' knowledge and skills. As part of the measure to maintain and organize laboratory facilities, policies and guidelines are hereby enforced:

1. Students are required to wear complete uniform. This excludes PE uniform, Chef uniform, organization shirts and other civilian outfits. No jewelries or accessories must be worn while inside laboratory. Long hair must be kept when repairing and installing computer components.
2. Bags are allowed inside the computer laboratory provided that they are secured under the chairs or one area of the laboratory room.

3. Students are expected to be responsible for their personal belongings and valuables (i.e. cell phones, wallets and other electronic gadgets). The College of Computer Studies will not be held liable for the loss and damage of personal belongings. Cellular phones must be in silent mode while inside the computer laboratory.
4. Each student will be provided with a computer terminal. Swapping, transferring of equipment, or removing any part thereof is an offense. In case of problems encountered in the computer laboratory, students should report these to their respective instructor.
5. Students are prohibited to install any application in any unit in the computer laboratory. Likewise, browsing of social media and gaming sites is strictly prohibited during class.
6. Students are prohibited to access and/or alter system settings, including wallpapers, screensavers, restrictions, passwords, BIOS setup, etc. Any student who violates this rule will be subjected to disciplinary action.
7. Students are prohibited to access files and applications not required by the instructor.
8. Installing any malicious and/ or counterfeit software is not allowed and will be subjected to disciplinary action. Accessing pornographic sites is strictly prohibited.
9. Eating, drinking, smoking, chewing gums, and any form of vandalism, is strictly prohibited inside the computer laboratory. Any damage to laboratory properties caused by violating the aforementioned guidelines will be charged to the offending party.
10. No students will be allowed inside the laboratory without the authorization of the Faculty-in-charge. No seat-in is allowed inside the Laboratory.
11. The floor area around the Laboratory work areas must be kept clear. Keep any unused stool/chair under the laboratory benches when not in use. All computers must be properly shut down after use.
12. All precautionary measures must be observed on the materials and other equipment to avoid injury.
13. Lost and damaged tools and equipment inside the laboratory will be automatically charged to the user (student, instructor, property custodian).
14. "Octopus connections" must be avoided at all times. Use extension cords only if convenient outlets are too far from the working area.
15. Be familiar with the location of safety switches and circuit breaker in the Laboratory Room.
16. All materials must be returned properly.
17. Bringing home of the borrowed tool or equipment or taking them outside the school premises is strictly prohibited, except for official school activities or functions.
18. Damaged tool/equipment must be immediately returned to the TSG. The borrower will be responsible in taking care of the borrowed tools and equipment. In case of damages under any given circumstances, damaged item/s must be replaced. In the event of force majeure, immediately inform the TSG for proper reporting and documentation.

Section 5. Chemistry Laboratory Safety Rules and Regulation

The chemistry laboratory is designed to enhance students' knowledge and skills. As part of the measure to maintain and organize laboratory facilities, the following policies and guidelines are hereby enforced:

1. Students are required to wear the prescribed complete uniform. This excludes PE uniform, organization shirts and other civilian outfits. No jewelries or accessories must be worn while inside laboratory. Long hair must be kept. Gloves must be worn at all times while performing experiment and other related laboratory works.
2. Bags are allowed inside the laboratory provided that they are secured under the chairs or one area of the laboratory room.
3. Students are expected to be responsible for their personal belongings and valuables (i.e. cell phones, wallets and other electronic gadgets). The school will not be held liable for the loss and damage of personal belongings. Cellular phones must be in silent mode while inside the laboratory.
4. All precautionary measures must be observed on the use of substances, chemicals and other equipment to avoid injury. Notify the instructor immediately for any unsafe conditions observed.
5. Eating, drinking, smoking, chewing gums, and any form of vandalism, is strictly prohibited inside the laboratory. Any damage to laboratory properties caused by violating the aforementioned guidelines will be charged to the offending party.
6. No students will be allowed inside the laboratory without the authorization of the Faculty-in-charge. No seat-in is allowed inside the Laboratory.
7. Keep the floor area around the Laboratory work areas clear. Keep any unused stool/chair under the laboratory benches when not in use. All materials and equipment must be properly returned after use.
8. Set up and use the prescribed apparatus as directed in the laboratory instructions or by the instructor.
9. Any damaged or lost laboratory equipment will be subjected to investigation and may be charged to the user (student, instructor, property custodian).
10. Be familiar with the location of safety switches and circuit breaker in the Laboratory Room.
11. All materials must be returned properly.
12. At the end of the laboratory session, ensure the following safety measures:
 - a. main gas outlet valve is shut off
 - b. water faucets are closed
 - c. work table, floor area, and sink are clean
 - d. equipment are cool, clean and dry

Section 6. Physics laboratory Safety Rules and Regulations

The physics laboratory is designed to enhance students' knowledge and skills. As part of the measure to maintain and organize laboratory facilities, policies and guidelines are hereby enforced:

1. Students are required to wear the prescribed complete uniform. This excludes PE uniform, organization shirts and other civilian outfits. No jewelries or accessories must be worn while inside laboratory. Long hair must be kept. Gloves must be worn at all times while performing experiment and other related laboratory works.
2. Bags are allowed inside the laboratory provided that they are secured under the chairs or one area of the laboratory room.
3. Students are expected to be responsible for their personal belongings and valuables (i.e. cell phones, wallets and other electronic gadgets). The school will not be held liable for the loss and damage of personal belongings. Cellular phones must be in silent mode while inside the laboratory.
4. All precautionary measures must be observed on the use of substances, chemicals and other equipment to avoid injury. Notify the instructor immediately for any unsafe conditions observed.
5. Eating, drinking, smoking, chewing gums, and any form of vandalism, is strictly prohibited inside the laboratory. Any damage to laboratory properties caused by violating the aforementioned guidelines will be charged to the offending party.
6. No students will be allowed inside the laboratory without the authorization of the Faculty-in-charge. No seat-in is allowed inside the Laboratory.
7. Keep the floor area around the Laboratory work areas clear. Keep any unused stool/chair under the laboratory benches when not in use. All materials and equipment must be properly returned after us.
8. Set up and use the prescribed apparatus as directed in the laboratory instructions or by the instructor.
9. Any damaged or lost laboratory equipment will be subjected to investigation and may be charged to the user (student, instructor, property custodian).
10. Be familiar with the location of safety switches and circuit breaker in the Laboratory Room.
11. All materials must be returned properly.
12. At the end of the laboratory session, ensure the following safety measures:
 - a. main gas outlet valve is shut off
 - b. water faucets are closed
 - c. work table, floor area, and sink are clean
 - d. equipment are cool, clean and dry

ARTICLE VIII - SCHOOL FACILITIES

Section 1. School Facilities and Equipment

1. The school is the students' second home and therefore must be kept clean and presentable.
 - 1.1 Walls, tables and chairs must be free from marks/vandalism/stickers.
 - 1.2 Comfort rooms must be kept tidy for the next user.
 - 1.3 Air-conditioning units, electric fans and electric lights must be turned off when not in use.

- 1.4 Waste materials must be properly disposed.
- 1.5 Policies on the use of the Computer, Chemistry, HRM Laboratories and other laboratories must be strictly observed.
2. Vandalism, tampering of bulletin board notices, posters, announcements and directions will be subjected to strict disciplinary action.
3. Littering and loitering along the corridors especially during class hours are prohibited.
4. When walking on stairways or hallways, students must always keep right. Refrain from sitting on stairs.
5. Comfort rooms are to be kept clean and tidy; faucets are to be closed after use. No locking of CR doors.
4. Before using any facility or equipment (e.g. rooms, computer units, office supplies, etc.), a request form must be submitted to the Property Custodian for proper scheduling.
5. Viewing of CCTV footage should require approval from the OCA or POD prior the actual viewing of the TSG.
6. Any announcement, directives, posters, notices and the like must be initially signed and approved by the Student Services Coordinator before posting on prescribed areas.

Section 2. Policies on the Use of the Audio-Visual Room and CCE Room

1. The TSG staff is the coordinator of the AVR/ CCE. He shall evaluate and schedule any request for the use of the AVR/CCE for systematic and orderly scheduling.
2. Any request for the use of AVR/CCE should be done 2 days before the scheduled date or earlier, if possible.
3. The AVR/CCE can accommodate other educational-based student activities approved by the Management through the Campus Administrator with proper coordination with the TSG. This will be on a first come, first served basis.
4. The Asian College management has the right to cancel any scheduled activity.
5. Only special activities such as presentation, film showing, group debates, singing contest, seminars and other academic activities that cannot be held in a regular classroom due to the number of participants will be considered.
6. No activities will be permitted inside AVR/CCE without permission from the TSG.
7. Unnecessary activities in the AVR/CCE are strictly prohibited.
8. The AVR/CCE must be kept clean and in order after use.
9. The management has the full authority to sanction anyone who will use the AVR/CCE other than what it was intended for.
10. During film showing or powerpoint presentation, the user must always leave a row of lights open in the back portion of the AVR for safety and security purposes.
11. The safety and security of all AVR/CCE equipment and its accessories will be the responsibility of the user/s. Any damage, vandalism, or loss will be charged accordingly.
12. The user must report **IMMEDIATELY** to the TSG after use of the AVR/CCE for proper checking and returning of equipment.

The promulgated rules and regulations regarding the use of the AVR/CCE is made to establish set guidelines for its proper use that everyone is encouraged to observe. It is expected that everybody has the responsibility for the upkeep of the AVR/CCE.

Section 3. Policies on the Use of the Gymnasium

1. The use of the gym must be coursed through the online facility request and must be approved.
2. Proper attire is expected to all students using the gym for safety purposes, especially the use of rubber shoes.
3. Scheduled activities will have priority in the use of the gym; in case a conflict of schedule arises, Department Heads will make the decision.
4. Other activities aside from PE classes and sports activities such as mass, flag raising, school-wide academic events, and the like are allowed upon the approval of a Department Head.
5. Varsity practices may be held in the gym provided it does not conflict with PE classes and other scheduled events; practices may be held after class hours.
6. Borrowing of sports equipment must be coursed through the PE instructors. Bringing of personal sports equipment may be allowed provided that it was permitted by the PE instructor and would be used during PE classes only, otherwise, it may be confiscated.
7. The use of the sound system, laptop, projector and other electronic equipment is solely under the charge of the MIS/TSG staff while setting up the stage, chairs and the like should be coursed through the Building Administrator.
8. No one is allowed to use the gym without ensuring safety first. Wet floor, slippery pavement, etc must be addressed prior its usage.
9. It is everyone's responsibility, not only the organizers, to maintain the order and cleanliness of the gym especially after the event. These include, but not limited to, dismantling the decors, safekeeping the equipment, piling the chairs and practicing CLAYGO.

ARTICLE IX STUDENT SERVICES

Section 1. Office of the Registrar

1. Provides information on admission, course requirements, transfers and graduation, issuance of Transcript of Records, certifications pertaining to academic records.
2. Handles all the students concerns about admission to Asian College.
3. Provides the necessary information such as advices or counsels on the best course that fits each student, scholarship grants available for qualified students, cost of tuition, laboratory and miscellaneous fees and other student concerns.

Section 2. Guidance and Counseling

1. **Counseling Service:** the function of guidance and counseling is to help students develop maturity that will bring them to have a healthy and insightful decision-making skill. Part of this is the Follow-up and Referral Service which determines if there are considerable development in the counselee's academic, emotional and social life. The office coordinates with parents, teachers and other school personnel about the students' attendance, class standing and behavior.
2. **Information Service:** the office provides students with information that is not made available through the classroom process and to further enhance students' way of living, whether physical, emotional, social and spiritual aspect.
3. **Orientation Service:** the office prepares an orientation program to welcome and inform students regarding important information about the school, its history, the people behind its success, the different student services and school policies that would help them become familiar with Asian College.
4. **Testing / Research and Evaluation Service:** the office administers tests applicable to students' needs that will assist the counselor, teachers and school personnel for assessment purposes, and to conduct a research, based on the results of psychological tests given to students. This will help the school personnel and management to address the needs of the learners.

Section 3. Student Services Coordinator (SSC)

1. **Career Development Seminar:** this service aims to educate the undergraduate students of Asian College in the areas of self-assessment, career exploration, career planning, job hunting and other relevant career-related topics.
2. **Industry-Academe Partnerships:** this initiative endeavors to establish, foster and maintain relationships with employers and offer assistance to facilitate their connection to students and alumni who are in search of employment opportunities.
3. **On-the-Job Training (OJT) Assistance:** the practicum or OJT is an academic requirement for all Asian College students which aims to assist them in integrating classroom learning with real-world experiences. The office assists students in looking for prospective company for the required office training.
4. **Job Placement:** the placement service aspires to help prospective graduates and alumni look for employment. Information about job opportunities is made available to students and graduates. The Student Services Coordinator provides and facilitates career opportunities to support student-graduates attain professional growth.
5. **Graduates' Directory:** this directory will serve as a database of Asian College graduates which aims to provide the institution and prospective employers about the basic contact information of the alumni for training and employment purposes.
6. **Student Academic Organization Monitoring:** the office evaluates Application Form, which include among others: the organization's Principles and By-Laws, its list of officers, and contact details for the approval of the VP Academics. All approved organization must list objectives aligned with Asian College vision and mission. Application guidelines and other organizational guidelines are as follows:

- a. The student academic-based clubs must submit to the Student Services Coordinator the name of a faculty member as adviser. His term of appointment is for one academic year and is renewable. The faculty adviser shall meet with the Student Services Coordinator at least once a month to discuss plans, projects and concerns.
 - b. No activity shall be held without prior knowledge of the Club Adviser and approval of the Campus Administrator. Any activity must adhere to the student handbook.
 - c. All recognized student organizations which violate their own statement of purpose or fail to comply with school policies are liable to lose their accreditation at any time after an investigation has been conducted.
 - d. All recognized organizations must renew their accreditation yearly; non – renewal would mean Asian College will deter the student clubs and its officers, members and adviser from conducting programs, projects and activities.
 - e. Forming, recruiting, organizing of fraternities and sororities is strictly prohibited.
 - f. Student Services and Asian College's top management thru the Campus Administrator has the sole authority to grant recognition to any student academic-based club. Recognition is made in writing and must include the following: name of club, club objectives and by-laws, date of recognition, list of officers and other pertinent documents
 - g. Fund Raising: A student or a group of students cannot engage in any activity involving collection of cash and other donations for whatever purpose, such as, but not limited to, production of yearbooks, souvenir programs, and other activities without proper authorization.
 - h. Use of Facilities: School facilities may be used by any recognized student organization, subject to rules and regulations prescribed by Asian College and provided that said facilities shall be used only for the purpose indicated in the activity proposal letter. Any requisition for the use of any school facility must be filed in writing by the president and secretary of the recognized student organization approved by the Property Custodian.
 - i. Liability for Use: The officers of the organization will be held liable for any loss, damage or destruction of any school facility.
 - j. Posting of Announcements: Posting, distribution or circulation within the school premises of any literature, posters, handbills, and the like, whether commercial or otherwise, shall be first noted by the adviser, checked and reviewed by Student Services Coordinator and approved by the Campus Administrator. Such materials shall indicate clearly the name of the sponsoring person or student organization and be posted only on the designated spaces.
7. Co-Curricular and Extra-Curricular Activities Monitoring: whether inside or outside the campus, activities may be held, staged, or conducted upon written approval of the Campus Administrator which shall be issued at least fourteen (14) working days before such activity. Other guidelines are as follows:
- a. The Student Experiential Learning Activity Request Form (SELARF) must be accomplished by the adviser.

- b. Outside campus activities must be supported with a waiver signed by the parents or guardians of the participating students.
- c. No co/extracurricular activities will be allowed one week before any major examination.
- d. No student or group of students from Asian College shall be allowed to attend meetings, conventions, or seminars as delegates representing and/or using the name of Asian College without prior authorization and approval of the Campus Administrator. Any student who competes in any form of contest carrying the name of the institution without a written prior approval of the Campus Administrator shall be subjected to disciplinary action.
- e. Asian College shall not be liable for any co/extra-curricular activities held without the approval of the Campus Administrator.

Section 4.Clinic

- 1. Dental Services consist of the following: Dental Hygiene Orientation & Annual Oral Examination
- 2. General dentistry services (oral prophylaxis, tooth filling, tooth extraction) can be availed at the school clinic for up to 50% off the actual price. The dental services (e.g. dentures, orthodontic treatment) can be availed for up to 25% off the actual price.
- 3. Free dental consultation
- 4. Medical Services consist of the following: Health education including personal hygiene, safety and accident prevention and annual physical examination.
- 5. Free medical consultation
- 6. First Aid Services
 - a. Taking of vital signs (BP, Temperature, Pulse Rate, Respiratory Rate)
 - b. Wound dressing
 - c. Application of hot/cold compress
 - d. Administration of available first aid medicine available in the school clinic
 - e. In case the student is advised to go home, the parents/guardian will be informed and are expected to fetch their child
- 7. Referral to the nearest hospital during emergency cases
 - a. Parents/guardians will be informed and are to fetch the child in the hospital.
 - b. Parents/guardians will initially pay for the hospital expenses but will be reimbursed coming from the School's insurance; all receipts are to be kept/secured.

NOTE: Parents/guardians' contact number from the Registrar's records must be correct and updated.

Section 5. Learning Resource Center (LRC/Library)

Library Services are as follows: Circulation/book loan service where students are allowed to borrow 3 books at a time; Internet access where students may use the library computers for academic and research purposes; Referral; Use of library area; and Reference service where students may use the library magazines, newspapers, periodicals.

Library rules and regulations are as follows:

1. Silence should be observed all the time. Library users are expected to respect the right of other students to study in a quiet atmosphere.
2. Courtesy to the person in authority such as librarian, library clerk or student-assistant should be observed.
3. The librarian and other library staff are authorized to suspend or cancel the library privileges of any library user who frequently disobey the rules and regulations of the library.
4. Any discourtesy towards the school librarian or library staff implementing the library rules and regulations will be considered offenses and reported to the Prefect of Discipline for appropriate action.
5. No food and drinks are allowed inside the library.
6. Logging in the daily monitoring form, use of computer form and reservation form should be observed and monitored all the time.
7. No charging of laptops or phones in any plugs inside the library. However, if the laptop/gadget will be used for research purposes, the student or faculty may ask permission to the librarian or library assistant.
8. Bags should be kept in the baggage counter before entering the books area of the library.
9. Students are required to apply for Library Borrower's Card for them to avail of library privileges.
10. Asian College library card will be used for borrowing of books. If lost, a student should pay Php150.00 at the Cashier to be issued a new library card.
11. Each student is allowed to borrow at least 3 books at a time and should be returned after 3 days. If not, a fine of P10.00 per day including weekends and holidays will be charged.
12. Habitual delinquency, i.e., repeated refusal to return the books or any reading materials after further notification is punishable by cancellation of library privileges for one semester.
13. Defacing, tearing, stealing and mutilating of reading materials are serious infractions of the library rules and regulations and are considered major offenses. Offenders will be meted serious disciplinary action as stated in the Student's Code of Conduct.
14. Lost, misplaced or damaged books or any library materials must be reported immediately to the School Librarian in order to avoid accumulation of fines.
15. Lost, misplaced, or damaged books must be replaced with a brand-new book of the same author, title and year of publication or its latest edition, within but not to exceed a 30-day period.
16. Asian College owned magazines, periodicals, newspapers and vertical file materials should be read only inside the library.
17. Intellectual property books, such as, but not limited to thesis, dissertations and term papers should be kept and read only inside the library premises.
18. Mobile phones and other electronic gadgets that will disrupt the privacy of the library must be turned off or put into silent mode. In case a library user needs to answer an emergency call, he must step out of the area.

19. Library computers are for research purposes only.
20. Social media, pornographic sites and the like are not allowed.
21. Reference materials are in-house or for library use only.
22. All violations of the library policies are to be processed by the Prefect of Discipline.

Section 6. Security

Security services are provided for the safety and protection of all students, employees as well as school property. Security personnel who are tasked to ensure the protection and safety of every individual in the Asian College campuses must be treated with courtesy and respect. To avoid any injury or damage to life and property, all students are required to be familiar with the security and safety rules, including provisions of Article XIII: Wearing of the Asian College Uniform and ID

1. Inspection: Students will be subjected to bag inspection and body search, if necessary. This procedure will be done with utmost courtesy and respect.
2. Visitors Pass: A visitor must secure a visitor's pass from the security guard before entering the school. The pass must be returned after transaction.
3. For any untoward incident, accident and the like, report immediately to school authorities.
4. CCTV footage viewing may be allowed provided it follows proper protocol. Only designated school authorities are permitted to view, unless otherwise instructed by the Top Management. No footage will be released, unless otherwise enforced legally.
5. Off-campus activities: Only the school-sanctioned off-campus activities such as, but not limited to, field trip/educational tours are allowed, provided that all attendees secured their permission with waiver. In cases when the school transportation will not be provided for some valid reasons, commuting will be done in group.
6. Emergency Measures: In case of emergency such as fire or earthquake, and other similar cases, students must keep calm, and stay alert. Safely evacuate and do head count to be reported to school authorities for proper response. Proper collection system should be observed. In case of the "Big One," evacuation site is at Camp Aguinaldo.
7. Fire and Earthquake: To prepare and familiarize the students and personnel on safety rules during fire or earthquake, fire and earthquake emergency drills are done at least annually. Every evacuation drill should be taken seriously.
8. Suspension: When classes are ongoing, students must wait for formal announcement of class suspension from Asian College school officials. If classes have been suspended, students should leave the school only when it is safe to do so.
9. Aid and Assistance: In case of imminent danger to life or property from any cause, any student may ask for aid or assistance from any school personnel or use the school facilities. The student must be taken immediately to the school clinic or the nearest hospital whenever treatment other than first aid is needed.

10. Anti-drug Measure: In pursuant to Article 3, Section 36 of Comprehensive Dangerous Drugs Act of 2002 which mandates that students of tertiary and secondary schools to undergo drug testing, the school reserves the right to conduct random drug tests to students.

ARTICLE X EXAMINATION

Section 1. Examination

Examination refers to the appraisal and evaluation conducted by faculty members on a periodic basis to monitor students' progress in their academic pursuit. The result of this appraisal may also serve as a basis to help faculty members carry out remedial measures to improve teaching – learning processes.

Section 2. Periodic Examination

1. The school requires the administration of (3) periodical examinations in each term: Preliminary, Midterm and Finals.

Preliminary Examination - This exam covers topics from week one to week five. The scheduled exam falls on the sixth week of the semester.

Midterm Examination - This exam covers topics from week seven to week ten. The scheduled exam falls on the eleventh week of the semester.

Final Examination - This exam covers topics from week twelve to week seventeen for professional courses. For Gen Ed courses, topics are from week fifteen to seventeen. The scheduled exam falls on the eighteenth week of the semester.

Field trips or educational tours, parties, watching theatrical plays in lieu of periodic examinations are not allowed.

2. Aside from the three periodical examinations, the students are also required to take the General Education Departmental Examination - an examination of all courses to evaluate student familiarity knowledge in the field of academics. It covers topics from Prelim to Pre-final period. All General Education courses (except for PE and NSTP) departmental examination should be administered on the 14th week of the semester.
3. Examination Permits for Preliminary and Midterm
 - 3.1 Examination Permits are issued to the student at the Cashier's Office.
 - 3.2 Only students with examination permit are allowed to take the examinations.
 - 3.3 Scholars of recognized NGOs, government agencies, or benefactors are not allowed to take periodical examinations as scheduled if they do not have the examination permit.

They should be treated as a regular student therefore; they should not be exempted from the policy of “No Permit No Exam.” The Campus Administrator, by his own discretion, may issue a letter of authorization to allow the scholar to take the major examinations.

Section 3. Comprehensive Exam and National Certifications

1. Students are required to take a one-unit comprehensive exam. This is an examination of all their core and professional courses (content and lecture with laboratory). The comprehensive exam will be given to the Sophomore students during the 14th week of the second semester. For Seniors, the exam will be on the 14th week of the first semester. Students who will fail the said exams are required to take refresher course to be conducted by the Program Chair, and then retake the exam on the 18th week.
2. Students are to take National Certifications of all the competencies required under their program. Students taking the 2-year program must pass all National Certifications before being endorsed for graduation.

Section 4. Regular Classes during Examination

The purpose of conducting regular classes during examination week is to maximize the number of contact hours per class, ensuring required number of academic hours are met. Students must attend their classes within the examination week, and Faculty-in-charge must check the students' attendance.

1. The schedule of the periodic examinations shall be announced by the faculty member.
2. Students should be aware of the specific schedule of the periodic examinations. Ignorance of the schedule shall not be considered a valid excuse for coming late or failing to take the examination.

Section 5. Examination Guidelines

1. Students must abide by the following guidelines:
 - 1.1 Present exam permit and have it signed by the proctor before taking the exam.
 - 1.2 Bags and other personal things must be placed in front of the classroom except the required examination materials such as pen, pencil, calculator, etc.
 - 1.3 Mobile phones and other gadgets must be turned-off during examination. Using them is considered cheating.
 - 1.4 Students must have had their restroom break before the exam begins. No student will be allowed to go out once the exam has started.
 - 1.5 Exam papers CANNOT be brought out of the examination room by the students.
 - 1.6 Submit test paper to the proctor after answering it or upon hearing the signal from the proctor.
 - 1.7 No extension will be given to students who come in late for the examination.
 - 1.8 Students who arrive beyond 30 minutes will not be allowed to take the exam and will be marked absent, hence they will take it on the special exam schedule.

- 1.9 Students must leave the room immediately after the exam.
2. During examination, the following are strictly prohibited:
 - 2.1 Possession of notes or any review materials
 - 2.2 Deliberately looking at seatmate's examination booklet
 - 2.3 Copying or allowing another to copy from one's examination booklet
 - 2.4 Having somebody else take the examination for another
 - 2.5 Talking with another student
 - 2.6 Standing up or moving around without permission from the instructor

Section 6. Special Examination

Special examinations are arranged for and administered in place of examinations which should have been taken during a regular examination period within the term.

Special examinations are given to students who are absent from regular examination because of sickness, death in the family and other untoward incidents.

1. A special exam fee of PHP 300.00 will be required for all the examinations missed.
2. An exemption from the special examination fee may be allowed when the inability to take the examination during the regular schedule is caused by:
 - The student's illness, as certified by a licensed medical practitioner or accredited clinic in an official medical certificate.
 - Death in the family, as certified by the deceased's death certificate / hospital certificate of death and the student's birth certificate or marriage contract showing a clear relationship to the deceased no farther than 2nd degree of affinity or consanguinity.
 - Employment for which he must immediately depart-- as certified by an employment contract, a working visa for abroad related documents.
3. Procedure for requesting a special examination
 - 3.1 The student shall submit an excuse letter with special exam form and supporting documents.
 - 3.2 These shall be submitted to the faculty for approval of Program Chair a week before the scheduled special exam.
4. A special examination permit will only be granted when all obligations to the institution shall have already been paid.
5. The schedule for the administration of special examinations in place of preliminary and midterm examinations shall be two weeks from the scheduled examination.
6. A different set of exams will be administered for the special exam.
7. The special exam for finals will be determined by the Program Chair.
8. After the faculty member has checked and graded the examination, he will submit the grades to his Program Chair and to the Office of the Registrar.
9. The highest possible grade a student can receive on a special examination is 90%.
10. The student may get the grade seven (7) calendar days from the time the special examination is taken.

11. Failure to take the special examination for prelim or midterm examination will result in the computation of his grade for the period being computed using only the graded components of that period.
12. Failure of a student to take the special examination for final examination shall result in his receiving a grade remark of No-Final –Exam (NFE).

Section 7. Completion Examinations

1. An examination must be taken to remove an NFE as a final remark from a student's record.
2. Special examination for finals should be given by the Program Chair or whoever is assigned for the completion of grades.
3. A removal examination must be taken and passed within one academic year from the time the student last enrolled in the course in which he received an NFE as a final remark.
4. Failure to take a removal examination within one academic year from the time the student enrolled in the course will result in his final grade of a 5.00.
5. Re-enrollment in the course will result in the student's no longer being allowed to take the removal examinations.
6. The procedure and form used to request to take a removal examination or a completion examination is the same as that of the procedure and form used to request to take a special examination.
7. In the case of a removal of an incomplete grade, the grade earned in the completion exam shall be used to complete computation of the final grade based on the grading scheme prescribed for the course.

Article XI GRADING SYSTEM

Section 1. Grading System

The grading system is averaging and designated by numerical equivalents. The basis for the computation of grades is as follows:

To arrive at the AVERAGE FINAL GRADE, the computation will be as follows:

$$\text{Average Final Grade} = \frac{(\text{Prelim term Grade} + \text{Midterm Grade} + \text{Final term Grade})}{3}$$

The general basic formula used to arrive at equivalent ratings of test scores (quizzes and periodical exams) will be as follows:

$$R = ((RS \times 50)/N) + 50$$

Where: RS = Raw Score

N = Number of Test Items

R = Rating

GRADING EQUIVALENTS

Grading equivalent are as follows:

97-100	:	1.00
94-96	:	1.25
91-93	:	1.50
88-90	:	1.75
85-87	:	2.00
82-84	:	2.25
79-81	:	2.50
76-78	:	2.75
75	:	3.00
Below 75	:	5.00

COMPUTATION OF GRADES

The courses are classified as:

- a) General Education Courses
- b) Professional Courses
- c) Courses with Laboratory
- d) Comprehensive Exam

A. FOR GENERAL EDUCATION COURSES:

1. Prelim and Midterm

Class Standing:	65%
Attendance :	5%
Assignment :	10%
Recitation :	10%
Project :	15%
Quizzes :	25%
Periodical/Major Exam:	35%
Course Grade	<hr/> 100%

2. Finals

Class Standing:	65%
Attendance :	5%
Assignment :	10%
Recitation :	10%
Project :	15%
Quizzes :	25%
Departmental :	15%
Final Exam :	20%
Course Grade`:	<hr/> 100%

B. FOR PROFESSIONAL COURSES

Class Standing:	60%
Attendance :	5%
Recitation :	10%
Assignment/ Seatwork :	10%
Project :	15%
Quizzes :	20%
Periodical/Major Exam:	40%
Course Grade :	100%

C. FOR COURSES WITH LABORATORY

<u>Lecture:</u>	40%
Attendance :	5%
Assignment :	10%
Recitation :	10%
Quizzes :	15%
<u>Laboratory Grade:</u>	60%
Attendance :	5%
Laboratory Exercise/ Work :	20%
Periodical/ Major Exam :	35%
Grade:	100%

D. COMPREHENSIVE EXAM

Grading system is "Passed" or "Failed" only. Passing is 60% of the total points.

Section 2. Incomplete Grades and Grade Remarks

1. Incomplete grades and non-credit marks will be given according to the following acronyms:
 - NFE- No Final Exam
 - NJ- No Project
 - INC- Incomplete
 - FDA- Failure due to Absences
 - UD- Unofficially Dropped
 - OD-Officially Dropped
2. An incomplete grade will be given to students based on following instances:
 - a. Failure to take the final examination on the date appointed
 - b. Failure to complete minor and some other requirement/s of a course

Section 3. Failing Grades

A failing grade will be given to students based on the following instances:

1. Obtained a final computed grade below 75.
2. Unauthorized withdrawal from a class after the prelims period
3. Incurred excessive absences.
4. Failure to settle an incomplete grade within one (1) calendar year or two terms after the grade was incurred.

Section 4. Change of Grade / Correction of Ratings / Removal of Incomplete Grades

1. A request for change of grade or correction of ratings may be filed within two (2) weeks after the release of Individual Grade Report (IGR).
2. A student who obtains a grade of incomplete for non-compliance with requirements of the course should not be given any credit for the subject or course unless he satisfactorily removes the incomplete grade within one (1) year from the date it was obtained.

ARTICLE XII ACADEMIC STANDING

Section 1. Academic Requirements for Continued Residence

Every student must maintain at least the required minimum academic standing as a prerequisite to continue residence or re-admission in Asian College as set forth in this Article.

Section 2. Automatic Exclusion

A student who fails in two-thirds (2/3) or more of his total academic unit load for both the first and second semester of the school year shall be automatically excluded.

Section 3. Warning

A student who fails in more than one third (1/3) but less than two-thirds (2/3) of his total academic unit loads for both the first and second semesters of the school year shall be placed under warning and encouraged to improve his performance. He will only be allowed to take his regular load in the following term.

Section 4. Exclusion after Warning

A student placed under warning who fails again in more than one-third (1/3) of his academic load for the next school year shall be excluded from Asian College. Exclusion means forfeiture of the right to re-admission without prejudice to the provisions of Sec. 6 of this Article.

Section 5. Summer Term Performance

Academic performance during summer term shall not be considered for exclusion or warning purposes.

Section 6. Transfer to Another Program

A student excluded for academic deficiencies from a particular program in Asian College maybe admitted in another program if his transcript of records as determined by the Registrar and the Program Chair of the student.

Section 7. Certificate of Transfer Credentials

A student excluded for academic deficiencies under this Article shall be entitled to the issuance of a certificate of transfer credentials.

ARTICLE XIII CODE OF CONDUCT / DISCIPLINE

Students who are enrolled in Asian College of Science and Technology assume the obligation of helping the institution in maintaining and improving the academic standards, protect the property, safety and good name of the institution and its members. They have to conduct themselves properly and accordingly in a manner that befits a member of the Asian College Academic Community.

Section 1. Authority to Maintain Discipline

Asian College shall maintain good discipline inside the campus as well as outside its premises when students are engaged in authorized school activities.

Section 2. Wearing of Uniform, I.D. and Proper Grooming

1. Wearing of Uniform

- a. All students are required to wear the prescribed school uniform on regular school days. The school shall set the standard for the uniform and the schedules of wearing it.
- b. Footwear in general should be black leather shoes with black socks for male students. Black, closed-toe shoes, 1-3 inches heels for female students. Flat and Ballet shoes are not allowed. Wearing of stockings is encouraged but should be skin-toned only. Deliberate refusal to wear prescribed footwear without any just cause shall subject the student violator to section 9.4.5
- c. No student will be allowed to enter the school/classroom if he is not in the prescribed uniform.
- d. PE, NSTP or Laboratory uniform must be worn during PE, NSTP and Laboratory classes. for deletion

2. School I.D.

- a. The Asian College official I.D. and lace are required upon entering and within the school premises.
- b. Lending of personal I.D. card is strictly prohibited.

- c. Lost I.D. card must be reported to the Prefect of Discipline (POD) immediately and a temporary pass will be given for a specified period of time.
- d. Replacement of the School ID will be processed at the Office of the Registrar.

Requirements for Replacement are the following;

- Notarized Affidavit of Loss
- Replacement Fee

Process for Replacement of the lost ID.

1. Submit an affidavit of loss to the Registrar. Provide a photocopy of the receipt of payment for ID replacement.
 2. Wait for the schedule of photo capturing and ID printing.
 3. Re-update temporary pass as necessary while awaiting the release of the replacement ID.
- e. Asian College students without an ID may avail the use of a temporary ID for a day at the POD. Use of the temporary ID is managed and controlled by the Prefect of Discipline.

Guidelines on Non Uniform Days/Semestral breaks

Generally, the minimum requirement is any Asian College shirt or Org shirts, decent T-shirts with appropriate jeans or pants and closed shoes when they come inside the school, unless stated otherwise by the school authorities. The student ID should also be worn. The following are attires offensive to the sensibilities of the academic community.

1. Sandos
2. T-shirt with indecent prints/pictures.
3. plunging neckline shirts
4. bicycle shorts, walking shorts
5. leggings, jeggings
6. slippers, open sandals
7. micro mini skirts
8. spaghetti straps (without blazer)
9. pants with holes, ripped jeans

3. Grooming

- a. Male students are strictly required to have a clean-cut (barbers cut) hair. Failure to comply with this policy after repeated instruction shall subject the student to disciplinary sanction for “deliberate refusal to obey a lawful order” as per section 9.4.5

- b. Earrings, nose rings, or other body-pierced rings and paraphernalia are prohibited to be worn inside the campus. Hats, caps and other headgears are not allowed and subject to confiscation by the security personnel/faculty members and to be turned over to the POD. Female students are only allowed to wear a pair of simple, non-dangling earrings. Failure to comply with this policy after having cited for violation for the third time shall subject the student to section 9.4.5
 - c. Asian College does not encourage tattoos.
-
- a. College students are expected to display professionalism which presupposes a neat and clean and orderly external appearance. Hair should be well-trimmed and cut according to a desired style as long as it is within the norm of decency acceptable in the academic setting.
 - b. Long hair should be well maintained and kept tied to avoid being a distraction.
 - c. Hair color is allowed.
 - d. Decent earrings may be worn, limited to one pair only. Other body rings and body piercings are not allowed.
 - e. Hats, caps and other head gears are not allowed inside campus and classrooms.
 - f. Tattoos are not encouraged.

Any deviation from the above policy shall be dealt with in accordance to Article 9.4.5

Section 3. Relationship with the Administration, Faculty and Personnel

1. Students must always treat the Administration, Faculty and other school personnel as their second parents who have only their welfare in mind and to whom they can entrust their academic- related needs.
2. Students must observe the usual norm of good moral conduct in dealing with the School Officials, teachers and personnel at all times. The school authorities have the right to confiscate the I.D. of any student who displays disrespectful behavior. Students must likewise give the respect due to the school officials, teachers and personnel even outside the school premises. Confiscated IDs must be turned over to the POD for processing before it is returned to the student-owner.

Section 4. Relationship with Peers

1. Students must always regard one another as brothers and sisters in the Asian College Family.
2. Quarrels between/ among students are strictly prohibited and shall be dealt with accordingly.
3. Throwing jokes, comments and poking fun that are offending to any person's sensibilities must be avoided by students at all time.

4. Warm and collegial atmosphere demonstrated by respect, peace and unity for all members must prevail in the family of students, teachers, personnel and administrators in Asian College.
5. The school promotes and recognizes academic and co-curricular organizations in the pursuit of holistic development of students. However, fraternities and sororities are not allowed.
6. On Bullying: Bullying is repeated verbal, physical, social or psychological behavior that is harmful and involves the misuse of power by an individual or group towards one or more persons.
 - a. Cyber bullying refers to bullying through information and communication technologies including social media.
 - b. Bullying can involve humiliation, domination, intimidation, victimization and all forms of harassment including that based on sex, ethnicity, disability, homosexuality or transgender.
 - c. Conflict or fights between equals or single incidents are not defined as bullying.
 - d. All cases construed as bullying shall be referred to the Student Disciplinary Board (SDB).

Section 5. Maintaining the School Cleanliness

1. Eating inside the classrooms, library, AVR and laboratories is not allowed. However, students are allowed to bring drinks in non-spill containers.
2. Littering is strictly prohibited. Students are encouraged to segregate their trash properly.
3. Loitering in faculty rooms, computer laboratories, offices and stairways is strictly prohibited. There are designated areas for students to do off-classroom activities.
4. Obey the "Clean As You Go" rule in the cafeteria and student lounge.
5. Proper disposal of waste, such as napkin and soiled tissue, must be strictly observed in the comfort room.

Section 6. Categories of Administrative Sanctions

Disciplinary administrative sanctions may be imposed on a student for the commission of any offense. Such sanctions may take the form of:

1. **Oral Reprimand/Warning/Censure.** Sanctions meted out by admonishing the erring student.
2. **Written Warning.** A written admonition with a warning that repetition of the offense would subject him/her to a stiffer penalty.
3. **Retribution.** Recompense for the misbehavior done, this maybe in the form of special works or community service either for a short period or longer period not exceeding 5 days (40 hours). This can be imposed in conjunction with other sanction.
4. **Suspension/** Penalty imposed for offense/s committed for which a student is barred from entering the school or a particular class for a certain period of time not exceeding 20% of the total number of class hours.

Preventive Suspension. *A student under investigation may be placed under preventive suspension as a restriction to avoid the disruption of normal school operations that may be caused by the continued presence of a student/suspected offender on campus. It may also be imposed to protect the suspected student – offender from acts of vindictiveness.*

5. **Non – readmission.** A disciplinary measure which allows an erring student to finish the present semester or term but is thereafter excluded from re-enrollment to Asian College. Transfer credentials are issued after settling the fees.
6. **Exclusion.** A disciplinary measure which automatically terminates the students' enrollment in Asian College anytime in the semester.
7. **Expulsion.** The supreme disciplinary measure on an erring student consisting of his exclusion from admission to any public or private school in the Philippines and which requires the prior approval of CHED.

Section 7. Disciplinary Probation.

Withholding of certain privileges and rights accorded to an AC student during a specific period of time. During a probationary period, a student is disqualified from any elective or appointive post in the school or student organization. He is ineligible to represent the school in outside functions and activities. He is not qualified to enjoy further grants of scholarships from the school during the probationary period. Another infraction of school policy within the probationary period will make the student liable for suspension or non-readmission, depending on the gravity of the offense. This may be imposed as a supplement to other sanctions. A *contract of behavior* shall be executed between the erring student and the POD.

Section 8. Restitution

A reimbursement or payment for damages, loss, destruction of school property by any student. This can be imposed as a supplement to other sanctions.

Section 9. Application of the Disciplinary Sanctions

1. Verbal Reprimand
2. Written Warning
3. Community Service (Brief or Prolonged)
 - a. *3B or brief which is for 24 hours*
 - b. *3P or prolonged 40 hours*
4. Suspension (not to exceed 20% of class hours)
5. Non – readmission
6. Exclusion
7. Expulsion

Offenses Against Campus Peace Order, Security and Safety	First Offense	Second Offense	Third Offense
9.1 Disorderly Conduct			
<p>9.1.1a. Acting in a manner in school premises or at school sponsored activities that unreasonably disturbs the peace and tranquility of the school, including, but not limited to, throwing objects from balconies and windows and disruptive noise making;</p> <p>9.1.1b Acts unbecoming of a decent student that disturb the peace and disrupt the flow of a school solemn activity like graduation rites, religious rites and the like. This includes the following but not limited to unwarranted bodily gestures, verbal remarks and use of any visual materials or gadgets</p>	3P	4	5
<p>9.1.2 False Alarm</p> <p>Intentionally initiating or causing to initiate any false report, warning or threat of fire, explosion or other emergency in school premises or school sponsored activities;</p>	3B	3P	4
<p>9.1.3 Carrying, bringing or possessing deadly weapons or explosives, including but not limited to: fireworks, homemade bombs, IED, dynamite, etc., firearms, knives, brass knuckles or other deadly weapons of whatever kind within the school premises or during off campus, official activities.</p>	3P	4	5
<p>9.1.4 Assaulting, challenging or committing physical abuse and injury of any degree or any act of gross disrespect directed against fellow students, faculty members, personnel or threatening to do any of the aforementioned acts; Threatening, intimidating, coercing, harassing or provoking an employee, administrator, student or parents or school guest at any time.</p>	4	5	
<p>9.1.5 Psychological assault done to student or school personnel by the use of social media in the cyberspace that threatens, terrorizes and torments causing distress and feeling of no security in the campus.</p>	3P	4	5
<p>9.1.6 Conviction of final judgment by any competent court of any criminal offense.</p>	5		

9.1.7 Fake News or Unfounded write ups. Initiating, distributing, spreading malicious literature derogatory to any individual or group or the school either in print, soft copy or internet sites.	3B	3P	4
9.1.8 Any psychological, emotional and physical harm done to any Asian College member caused by membership in Fraternities, Sororities and in any unauthorized organizations.	4	5	
9.1.10 Preventing, in any manner, school officials, faculty members and personnel and/or fellow students from performing their duties or exercising their rights;	3P	4	5
9.1.11 Lending, borrowing and tampering of School ID's for the purpose of entering the school premises; or misrepresentation.	2	3B	3P
9.1.12 Deliberate refusal to wear the required ID within the school after reprimand.	3B	3P	4
9.1.13 Loitering during school hours.	2	3B	3P
9.1.14 Deliberate and unauthorized entry into classrooms, offices, school facilities and other off-limit areas with unjust utilization of school resources.	3B	3P	4
9.1.15 Classroom mischief done after given initial reprimand such as the following but not limited to; a. Using cellphone in class/failure to turn off cell phone that disturbs the class. b. Taking still pictures or videos while school activity is going on without due permission from the teacher or school administrator.	3B	3P	4
9.1.16 Willful disregard to cooperate and participate in an official school safety and security drills; mediocrity in behavior, playful, deliberate act of separating oneself from the group without due notice to the authorities			
9.2 Offenses Against Public Decency, Good Customs and Morals			
9.2.1 Indecent exposure, gross immorality and other acts constituting scandalous and reprehensible conducts; acts of lasciviousness; immoral or disgraceful conduct; willful sexual deviant acts.	4	5	

9.2.2. Any misconduct done outside the school premises which involves his status as a student or prejudice the good name or reputation of Asian College.	3P	4	5
9.2.3 Extortion or “blackmailing” a student, faculty members, personnel, whether or not the purpose or objective is accomplished;	4	5	
9.2.4 Use, possession, or traffic of prohibited drugs or illegal substances;	4	5	
9.2.5 Entering the school premises under the influence of liquor or being drunk;	4	5	
9.2.6 Resorting to invectives, personal insults, black propaganda, or malicious imputations, oral or written, in order to discredit or ridicule school officials, personnel, faculty members or fellow students; deliberate utterance of obscene language/vulgar/foul/ against fellow student or the school.	3P	4	5
9.2.7 Unauthorized solicitation, fund raising or business transaction;	3B	3P	4
9.2.8 Possession of obscene or pornographic materials in any form;	3B	3P	4
9.2.9 Unjust Vexation. Discourtesy and disorderly conduct towards fellow students, Asian College employees and administrators;	2	3B	3P
9.2.10 Unauthorized gambling, maintaining or participating in any game of chance within the school premises;	3B	3P	4
9.2.11 Public display of affection (necking, petting, kissing, lying on other person’s lap and other indecent physical acts)	2	3B	3P
9.2.12 Any form of electronic aggression such as but not limited to; sexting, impersonation, spreading gossip, trickery, blackmail and hacking	3P	4	5
9.2.13 Initiating the posting or promoting by deliberate liking or any acts of affirmation the insulting remarks/words/characters in the internet that malign or smear the integrity of fellow students or any members of Asian College community.	3B	3P	4

9.3 Offenses Endangering Health and Sanitation			
9.3.1 Clogging of toilet bowls, urinals and lavatories or causing spillage of waste and the like;	3B	3P	4
9.3.2 Deliberate concealment of a serious communicable disease which may endanger fellow students, employees and administrators;	4	5	
9.3.3 Smoking anywhere in the campus or within 100m from perimeter of the school, including e-cigarettes	3B	3P	4
9.3.4 Spitting on floors or walls;	3P	4	5
9.3.5 Deliberate failure to segregate waste. Littering of any form of waste within the classrooms or other parts of the school premises, deliberate failure to perform CLAYGO	3B	3P	4
9.4 Offenses Detrimental to the Property Rights and Interests of Asian College, Administrative Officials, Personnel, Faculty Members and Students			
9.4.1 Misappropriation of or failure to account for funds belonging to Asian College or any recognized organizations;	3P	4	5
9.4.2 Unauthorized distribution within the school premises of subversive materials, leaflets, handbills or other printed material whose authorship is not clearly or specifically stated therein;	3P	4	5
9.4.3 Theft, Robbery, stealing and Acts of malicious mischief involving school property or that of the members of the academic community, including guests and callers;	4	5	
9.4.4 Malversation of funds under one's care or failure to liquidate organization' fund within an allowable time.	4	5	
9.4.5 Gross Disobedience to or disregard of a lawful order of any faculty member or school official;	3B	3P	4
9.4.6 Acts of Vandalism, such as; a) defacing and / or writing on walls, paintings, doors, desks, tables, chairs, etc.; b) tearing of books, notices or circulars; c) destruction of window panes, toilet bowls, fans, laboratory equipment, water fountains, air conditioners, clocks and other school equipment or furnishings; d) unauthorized removal or alteration of equipment tags, labels, signboards, posting in bulletin boards etc.;	3P	4	5

9.4.7 Unauthorized use of the name, logo, facilities and property of the school without official permission from the Asian College management;	3B	3P	4
9.4.8 Carelessness, improper or incorrect use of the school's materials and equipment;	3B	3P	4
9.5 Offenses Against the Inviolability of School Records and Official Papers and Documents			
9.5.1 Destroying, tampering with or falsifying school or student records;	4	5	
9.5.2 Knowingly using tampered or falsified documents;	3P	4	5
9.5.3 Forging of certificates of matriculation, class cards, clearance certificates or other school documents;	4	5	
9.6. Offenses Against Academic Honesty – Academic dishonesty is the giving, taking, or presenting of information or material by a student that is unethically or fraudulently aids oneself or another on any work which is to be considered in the determination of a grade or the completion of academic requirements or the enhancement of the student's record or academic career.			
9.6.1 Cheating in any form during examination, these may include but is not limited to the following actions: 9.6.1. a. Copying or looking into someone else's test or examination paper; 9.6.1.b. Allowing other students to copy from one's own test paper; 9.6.1.c. Standing up or moving around without permission from the instructor; 9.6.1.d. Using materials (crib notes) or any electronic gadget (cell phones, calculator, etc.) during a test or any other academic evaluation which have not been authorized by the instructor. 9.6.1.e. Talking, whispering and other forms of communications without permission from the faculty; 9.6.1f Taking pictures/videos of test materials or part thereof or posting them in any media.	3P	4	5
9.6.2 Attempting to influence or change an academic evaluation, grade, or record by unfair means. This may include changing or altering grades on grade sheet forms or on transcript of records;	3P	4	5
9.6.3 Stealing, giving or receiving advance copies of test papers, whether in totality or portions thereof, whether photocopies or draft of the said test;	4	5	

9.6.4 Permitting another student to substitute for one's self in an examination or any academic evaluation;	4	5	
9.6.5 Submitting of material in whole or part for academic evaluation that has been prepared by another individual;	4	5	
9.6.6 Submitting data which have been altered or contrived deliberately misleading;	4	5	
9.6.7 Plagiarism- Submitting written materials without proper citation of the source;	4	5	
9.6.8 Submission of a falsified paper output including all forms of research works but not limited to thesis, business plans, term papers.	4	5	

Rationale of the imposition of Penalty.

1. Any offense not listed above shall be subject to penalty determined by the Prefect of Discipline or the Student Disciplinary Board (SDB) after due process. The List of penalties in Section 9 serves as guide for minimum imposition of sanction and maybe subject to increment or decrement as deemed appropriate by the POD or Student Disciplinary Board.
2. Retribution are well defined works or activities that shall be imposed in conjunction with the minimum penalty when there is sufficient reason that a violator is deemed needing further follow up and intervention through activities that promote learning and growth.
3. Restitution is imposed in conjunction with the minimum penalty when there is a need to restore, replace or replenish a thing lost or broken.
4. A student who refuses to cooperate with the school authorities in any investigation involving violations of this Code (e.g., refusing to identify the student who violated a school regulation when he knew the offending student) shall be subjected to the imposition of serious penalties as stated in Manual of Regulations for Private Schools and / or Remedial Actions indicated herein.

Section 10. Imposition of Disciplinary Administrative Sanctions

1. There shall be a progressive imposition of disciplinary actions on succeeding offenses. Should there be three or more infractions committed within a school term, each offense meriting reprimand, censure or warning, a cumulative basis of imposing disciplinary actions shall be implemented. A student may therefore be suspended or excluded on the grounds of gross misbehavior on the principle that multiple and repeated infractions of various policies shall be taken as gross misbehavior.
2. Any school authority, faculty members, non-teaching staff, security guard or fellow students are given the power to identify erring students and report them to the proper office for appropriate action. Concern personnel must submit written/ incident report to the POD.

Procedures

1. Filing a complaint at the POD. This can be in an incident report form or a written narrative of a personal experience containing the following;
 - a. *Name, course, year level of the students involved.*
 - b. *Date, time and place of the incident.*
 - c. *Detailed narration of the circumstances.*
 - d. *Signature of the complainant and witnesses (if available)*
2. The respondent/s is/are notified of the complaint/s through a Call Slip from the POD. Personal appearance during preliminary investigation is required and a written reply to the complaint/s to explain his side shall be submitted within the stated period of time.
3. The POD may elevate the case to the Student Disciplinary Board (SDB) if there is a further need to establish guilt and corresponding accountability and responsibility.

Section 11. Summary Procedure

1. The Prefect of Discipline is the person in-charge of processing complaints related to disciplinary concerns of the students. After studying the complaints, the parties involved will be summoned either separately or together to reach an amicable settlement.
2. The POD is empowered to summon students involved in a disciplinary case. After due notice has been served, students can be pulled out from their classes any time for a hearing. Such students should not be marked absent.
3. Deliberate failure or refusal of the student/s without just cause to appear on a summon by the POD shall be construed as waiving their rights to be heard, as such the POD shall proceed with the case process and may give outright sanction.
4. Deliberate failure of the respondent/s to appear or respond to a complaint/s within a reasonable period of time shall not deter the POD or SDB from pursuing their tasks in hearing or series of hearing to determine guilt and accountability while observing due process.
5. For offenses punishable with Suspension and below, the POD shall conduct preliminary investigations and give sanction after observance of due process. The POD may give an outright sanction if there is an admission of guilt. If there is a “deadlock” or respondent/s denies the charge/s, the case filed shall be elevated to the Student Disciplinary Board.
6. Cases that are punishable with Non-readmission, Exclusion and Expulsion shall be heard by the Student Disciplinary Board after the POD conducted the Preliminary investigations. The members of the SDB will render the decision after obtaining simple majority vote from its members.

Section 12. Student Disciplinary Board (SDB).

1. The Student Disciplinary Board shall consist of the Campus Administrator, Home Organization Adviser, Faculty representative appointed by the POD, Student representative appointed by the Campus Administrator and the Program Chair or his representative. The presiding officer shall be the Campus Administrator. The Student Mentor will act as a non-voting observer during the course of the investigation and to take note of the minutes of the proceedings.
2. During the proceedings, both complainant/s and respondent/s may have the counsel (optional) of their own choice. Legal counsels are barred from the actual proceedings but maybe called in for consultations at the discretion of the members of the SDB.
3. The SDB will arrive at a resolution of a case based on a simple majority vote, within 14 working days from date of receipt of the complaint or the case-file forwarded by the POD.
4. The Student Disciplinary Board shall submit to the VP for Academics the case resolution for review and approval.
5. After review and approval, the decision of the Office of the VP for Academics shall be final and executory.
6. The POD implements the Case Decision immediately.

Section 13. Right to Appeal

1. An appeal from a disciplinary decision must be filed within three days from the date of receipt of the decision.
2. Appeal arising from the decision of the POD shall be addressed to the Campus Administrator as head of the SDB. Appeal arising from the decision of the Student Disciplinary Board shall be addressed to the VP for Academic Affairs.
3. Grounds for appeal may be;
 - a. *Absence of due process*
 - b. *Grave abuse of discretion of the Discipline Officers*
 - c. *Failure to appreciate relevant evidence*
 - d. *Discovery of new material evidence*
4. The VP for Academic Affairs may re-affirm, modify or reverse the decision of the investigating entities related to student discipline.

Section 14. Extent of Jurisdiction

The school shall exercise its power over its students for acts committed outside the school and beyond school hours in the following circumstances:

1. In cases of violations of school policies or regulations occurring in connection with school – sponsored activity off – campus; and
2. In cases where the misconduct of the student involves his status as a student or affects the good name or reputation of the school.

Section 15. Principles and Procedures for the Settlement of Complaints/Grievances

1. All complaints shall be filed in writing at the Office of the Prefect of Discipline (POD), in cases stated below;
 - a. Student against student;
 - b. Student against group of students;
 - c. School personnel against students.
 - d. Complaints against infraction of school policies
2. Complaints that are directed against non-teaching school personnel shall be filed at the office of the Campus Administrator of Asian College.
3. Grievance against teaching personnel with regard to their performance, classroom management and attitudinal problems may be referred to the immediate head/Program Chair where the faculty belongs, for possible counseling and performance coaching.
4. All aggrieved parties concerned should be open to arbitration and amicable settlement of conflicts and seek remedies through counseling at the Guidance Counselor's Office as necessary. It is always the aim of the school to restore the impaired human dignity and where necessary, restoration of material damages as applicable. Sanctions and punishment shall be applied, taking into considerations the capacity of individual to learn and profit from their mistakes.

Section 16. Confiscated Materials

All items confiscated by the security personnel or the faculty members or any school authorities due to disciplinary cause/s shall be turned over to the POD. The release of these item/s shall be managed and controlled by the POD.

Article XIV GRADUATION

Section 1. Prerequisites for Graduation

Compliance with all the necessary requirements set by the college is a prerequisite for graduation. These include courses taken throughout the entire program, On-the-Job training and other requirements specified by CHED.

Section 2. Graduation Exercises

The college graduation day is normally held one to two weeks after the last day of academic calendar and /or at the discretion of the top management and Academic Council. As a general rule, no student shall be allowed to join the graduation exercises unless he complies with all the academic requirements, obtaining passing grades in all academic courses in the curriculum including thesis defense, compliance in the On-the-Job (OJT) requirements, and other requirements imposed by the institution.

Section 3. Special Orders

Special orders are required for the graduation of students, except as may be provided for by CHED and TESDA in connection with accreditation.

Special orders shall not be required for the graduation of a student or trainee, if no academic credit is given.

ARTICLE XV POLICY ON ACADEMIC HONORS, AWARDS AND STUDENT RECOGNITION

Section 1. Implementing Guidelines

Criteria for Academic Honors Awarded to Graduates Students in Degree Program and Two-Year Diploma Courses.

- 1.1 Graduating students who completed their college years with a cumulative honor grade point average (GPA) of 1.75 to 1.00 will be qualified to apply for graduation with honors provided they did not retake their comprehensive exam and a grade below 2.0 in an academic course including Physical Education (PE) and National Service Training Program (NSTP). However, their grades in PE and NSTP shall not be included in the computation of GPA.
- 1.2 A student-candidate must have not obtained any failing final grade nor marked DROPPED in any subject prescribed in the curriculum throughout his years of attendance. In case a student-candidate has marked Incomplete Grades (INC), he shall complete the grades within one academic year provided that upon application to graduate with honors, all incomplete grades (INC) must have been removed.
- 1.3 A student-candidate must carry a minimum course of 17 academic units each semester, unless the curriculum requirements and course offerings for that semester provide otherwise.
- 1.4 A student-candidate must have passed all comprehensive exams conducted by the college.
- 1.5 A student-candidate must complete the required practicum / on-the-job training with a rating of Very Satisfactory (VS).
- 1.6 A student-candidate must have never been subjected to suspensions or any other disciplinary actions throughout his years of attendance in the college.
- 1.7 A student-candidate must have good moral character and have manifested an exemplary conduct in the academic community throughout his years of attendance at the college.
- 1.8 A student-candidate must have completed at least 75% of the total number of academic units. A transferee student who has completed the program in Asian College and has no grade below 2.0 in any academic course taken from schools previously attended can be qualified to graduate with honors provided, only residence credits shall be included in the computation of honor grade point average.

- 1.9 A student who shifted program and has no grade below 2.0 in any academic course from the program previously taken must be qualified to graduate with honors provided only new program credits shall be included in the computation of honor grade point average.
- 1.10 A student-candidate must have established a residence for at least:

6 semesters	BS Computer Science BS Information Technology BS in Business Administration BS in Hospitality Management BS in Tourism Management
3 semesters	Electronics and Computer Technology Associate in Computer Technology Digital Arts Technology Business Operations Travel and Tours Operations Hotel and Restaurant Services

Section 2. Graduation Academic Honors and the Prescribed Requirements

Students, who have completed their program with the following cumulative Grade Point Average (GPA) computed on the basis of units and the required highest and lowest grades, shall receive the corresponding academic honors on graduation.

a. Degree Programs

REQUIREMENTS	LATIN HONORS		
	Summa Cum Laude	Magna Cum Laude	Cum Laude
Cumulative Grade Point Average (GPA)	1.00-1.25	1.26-1.50	1.51-1.75
Lowest Grade Academic Courses	1.50	1.75	2.00
Lowest Grade PE and NSTP Not included in the Computation of GPA	2.00	2.00	2.00
Comprehensive Examinations	Passed	Passed	Passed
Practicum / On-the-Job Training (OJT)	Completed with Very Satisfactory rating / grades	Completed with Very Satisfactory rating /grade	Completed with Very Satisfactory rating/grade
Residency in Asian College	Completed all units	75% of the curriculum	75% of the curriculum

b. Two-Year Programs

REQUIREMENTS	DISTINCTION		
	With Highest Honors	With High Honors	With Honors
Cumulative Grade Point Average (GPA)	1.00-1.25	1.26-1.50	1.51-1.75
Lowest Grade (Academic Subjects)	1.75	2.00	2.00
Lowest Grade (PE and NSTP) Not included in the Computation of GPA	2.00	2.00	2.00
Trade Test	Passed	Passed	Passed
Practicum / On-the-Job Training (OJT)	Completed with Very Satisfactory rating	Completed with Satisfactory rating	Completed with Satisfactory rating
Residency in Asian College	Completed all units	75% of the curriculum	75% of the curriculum

Section 3. General Eligibility Criteria for Special Awards

Criteria for Special Awards in Degree Programs and Two-Year Programs.

1. Any graduating student regardless of status (residency, transferee, shifter or continuing) is qualified to receive special awards.
2. A candidate shall have obtained the highest overall grade point average among the graduating students and has leadership, communication and professional skills.
3. A student-candidate shall not have obtained any failing grade nor marked DROPPED in any course prescribed in the curriculum throughout his years of attendance. In case a student-candidate has Incomplete Grades (INC), he must have completed the grade within one calendar year provided that upon application to graduate with honors, all incomplete grades (INC) must have been removed.
4. A student-candidate must have never been subjected to suspensions or any other disciplinary actions and/or penalties throughout his years of attendance.
5. A student-candidate must have good moral character and have manifested an exemplary conduct in the academe community throughout his years of attendance.

Section 4. Description of Special Awards for Degree Programs

Asian College Academic Outstanding Award

In case no students qualify to graduate with honors in any program, this award will be given to a graduating student who has achieved an overall Grade Point Average (GPA) of 2.0 and above.

The nominee must have no grades below 2.25 in all courses including PE and NSTP and must have completed the required practicum / on the job training. A student-candidate must have completed at least 75% of the total number of academic units.

Award	Grade Point Average (GPA)	Lowest Grade (Academic Subjects)	Lowest Grade (PE / NSTP)	Comprehensive Exam	Practicum / On-the-job Training
Asian College Academic Award	2.00 and above	2.25	2.25	Passed	Completed

Student of the Year

This award is given to graduating student in recognition of his outstanding academic achievement, leadership, involvement in extra and co-curricular activities, rapport with faculty, staff and peers throughout his years of attendance.

The awards are:

1. Information Technology Student of the Year
2. Computer Science Student of the Year
3. Business Administration Student of the Year
4. Hospitality Management Student of the Year
5. Tourism Management Student of the Year
6. Computer Engineering Student of the Year
7. Operations Management Student of the Year
8. HRS Student of the Year

Asian College Leadership Award

This award recognizes a graduating student who demonstrates leadership and advocacy for the college through his involvement in school organizations and his distinguished service in the Asian College. A nominee should be chosen among the graduating student leaders.

Chairman's Award

This award is given to a role model and loyal student who has unselfishly served the school for at least 6 semesters and best embody the core values of Asian College, i.e Self Leadership, Integrity and Academic Excellence. Recipient will be selected by the VP-AA in consultation with the Graduation Committee.

Programmer of the Year

This is awarded to a BS Computer Science graduating student who has achieved the highest grade point average (GPA) on the core courses in programming and has demonstrated exceptional skills in basic and advance programming language.

IT Specialist of the Year

This is awarded to a BS Information Technology graduating student who has achieved the highest GPA in IT Core subjects and has consistently demonstrated exceptional knowledge and skills in utilizing different application tools.

Best in Computer Hardware

This is awarded to a BS Computer Science and BS Information Technology graduating student who has achieved the highest GPA on related subjects in computer hardware and has demonstrated exceptional skills in hardware application.

Systems Analyst/Network Administrator of the Year

This is awarded to a BS Computer Science and BS Information Technology graduating student who has achieved the highest GPA in Professional Engineering courses and has demonstrated exceptional skills in design, analysis, application in computer structures and technical expertise.

Student Entrepreneur of the Year

This is awarded to Business Administration graduating student who has achieved the highest GPA in professional major courses and has outstanding business related project among Business Administration candidates for graduation.

Cuisinier of the Year

This award is given to a graduating BSHM student with exemplary academic standing in Basic Culinary Arts, Commercial Cooking and International Cuisine and has demonstrated exceptional skills and at least a finalist in any regional or national competition.

Patissier of the Year

This award is given to a graduating BSHM student with exemplary academic standing in Bakery Science Production, Basic and Advanced Baking and has consistently demonstrated exceptional knowledge and practical skills and/or at least a finalist in any regional or national competition.

Maitre d' Hotel Award

This award is given to a graduating BSHM student with exemplary academic standing in Food and Beverage Service Procedure and has consistently demonstrated exceptional knowledge and practical skills and/or at least a finalist in any regional or national competition.

Bartender/Flair Tender of the Year

This is awarded to a BS Hospitality Management graduating student who has achieved the highest (GPA), demonstrated exceptional skills in the course Bartending and Beverage Management and/or at least a finalist in any regional or national competition.

Best Thesis/ Capstone/ Feasibility

This award is given to the most viable research conducted by the graduating students in their field of specialization. Criteria for evaluation include innovation and creativity, contribution to their field of study, technical quality of the paper, and impact on society.

Best Presenter

This award is given to a graduating student who masterfully presented and defended his research by providing insightful answers to questions by the Panel of Oral Examiners. He demonstrated authenticity and extensive knowledge of the research content and discussed fundamental, relevant, and advanced concepts documented in the paper.

Outstanding Intern of the Year

This award is given to a graduating student (in each program) who has consistently demonstrated exceptional knowledge, skills and performance during their practicum and achieved the highest grade in OJT and preferably hired by the industry partner.

Section 5. Description of Special Awards for Two-Year Programs

Webpage Developer of the Year

This is awarded to an Associate in Computer Technology graduating student who has achieved the highest GPA on the related subjects in web page designing and has demonstrated exceptional skills in design/layout, technical, navigation systems and promotion of e-commerce.

Junior Programmer of the Year

This is awarded to an Associate in Computer Technology graduating student who has achieved the highest GPA on the related subjects in programming among ACT candidates for graduation and has demonstrated exceptional skills in programming.

Computer Technician of the Year

This is awarded to an Electronics and Computer Technology (ECT) graduating student who has demonstrated exceptional skills and achieved the highest GPA on the related courses in computer repair.

Maitre d' Hotel Award

This award is given to a graduating HRS student with exemplary academic standing in Food and Beverage Service Procedure and has consistently demonstrated exceptional knowledge and practical skills and passed the National Certification.

HRS Intern of the Year

This is awarded to a Hotel and Restaurant Services graduating student who has achieved the highest commendation from the Human Resource Manager or Training Manager of their place of OJT.

Section 6. Honor Grade Point Average Computation

Grade Point Average (GPA) is the weighted mean of the grade points of all the courses taken by a student in relation to the student's credit load.

$$\text{G.P.A.} = \frac{\text{Sum of product of credits (units) and Final Grade}}{\text{Sum of Credits (units)}}$$

- a. Semester G.P.A. is determined by dividing the total number of final grades in courses enrolled for a specific school semester by the total number of credits earned.

Example of Semester G.P.A. Computation:

Subjects	Credits		Final Grade	Grade Points
Purposive Communication	3	x	88	264
Math in the Modern World	3	x	85	255
Introduction to Computing	3	x	94	282
World Literature	3	x	91	273
Contemporary World	3	x	82	246
Filipino 1	3	x	91	273
PE 1	2	x	89	(not included)
NSTP 1	3	x	90	(not included)

Total Credits (units) 18
Carried Forward Points 1593 **(CFP)**

1593 / 18 = 88.50 (round to the nearest hundredth of a point or up to two decimal places)

Semester G.P.A. = 1.75

- b. Cumulative G.P.A. is computed each semester including all courses taken and is maintained on a continuing basis as a record of a student's academic standing.

$$\text{Cum. G.P.A.} = \frac{\text{Sum of Current CFP and Previous CFP}}{\text{Sum of Current Credits and Previous Credits}}$$

Example of Cumulative G.P.A. Computation:

First Semester:

Subjects	Credits		Final Grade	Grade Points
Purposive Communication	3	X	88	264
Math in the Modern World	3	X	85	255
Introduction to Computing	3	X	94	282
World Literature	3	X	91	273
Contemporary World	3	x	82	246
Filipino 1	3	x	91	273

Total Credits (units) 18
Carried Forward Points 1593 (CFP)

Subjects	Credits		Final Grade	Grade Points
World Literature	3	x	87	261
Macroperspective	3	x	89	267
Basic Culinary Preparation	3	x	84	252
The Contemporary World	3	x	92	276
Filipino 2	3	x	97	291
PE 2	(2)	x	(85)	Not included
NSTP 2	(3)	x	(84)	Not included

Second Semester:

Total Credits (Units) 15
Carried Forward Points 1347

Semester G.P.A. 89.8

Cumulative G.P.A. =
$$\frac{(1593 + 1347)}{(18 + 15)}$$

Cumulative G.P.A= 89.09
= 1.75

Section 7. Application for Honors

1. It is the responsibility of the student/s to know, fulfill the requirements, and submit application for honors.
2. The application form must be submitted to the Registrar after the scheduled prelim exams of the student/s' last semester, for proper evaluation.

3. Announcement of honors and awardees shall be made not later than fifteen days before the recognition / honors convocation.
4. Protest filed later than ten days before the recognition / honors convocation shall not be entertained.

Section 8. Dean's List

The Dean's List will be published after every semester to recognize excellence in academic achievement for students who are officially enrolled in an undergraduate degree program at Asian College – Quezon City. The Dean's List aims to acknowledge and encourage the excellent academic performance on the part of the students and their retention in the program.

This policy covers only college students of Asian College – Quezon City who are officially enrolled and have full load on the semester completed prior to the publishing of the list.

1. Definitions

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

Dean's List: A semestral, formal, published record of eligible students who achieve academic excellence in their current year/semester of study in their respective college degree program.

Grade Point Average (GPA): An average of a set of course results translated into numerical values and weighted by point values of the courses.

Gold Awardee: A student who was able to achieve a GPA of 1.49 or higher.

Silver Awardee: A student who was able to achieve a GPA of 1.50 to 1.75.

2. Guidelines

The Dean's List recognizes and celebrates excellence in academic achievement in undergraduate study at Asian College Quezon City.

The Dean's List is prepared by the Registrar but is subject to deliberation with the Dean's List board, which is composed of the Program Chairs, Prefect of Discipline, Student Mentor and the Campus Administrator.

The publication and awarding of the Dean's List is every 3rd week of the succeeding semester.

3. Qualifying Criteria

To be eligible for consideration for the Dean's List, students must have been taking full load for each semester under his program. No UD, OD or INC remarks.

Students may qualify for the Dean's List if during the period of one semester he earns a GPA of 1.75.

If a student on a published Dean's List is later found to be in breach of the Students' Handbook guideline, specifically a major offense, the school reserves the right to remove them from that List as per approved by the Dean's List Board Council.

4. A student shall be automatically disqualified from receiving any award if he has committed any major school violation.

ARTICLE XVI ASIAN COLLEGE ALUMNI ASSOCIATION

Section 1. Alumni Association.

Asian College shall handle the Alumni Association Membership Monitoring and Applications in order to provide opportunities for the Alumni to gather and organize enrichment or networking programs in direct coordination with the Office of Student Affairs. School services and benefits shall be provided accordingly by the school to registered Alumni.

1. Membership
 - a. Only graduates of Asian Colleges 2 or 4-year course programs are qualified to apply for membership.
 - b. To apply for membership, the applicant may claim a membership form at the school itself, or apply online at <http://www.asiancollege.edu.ph/alumni/>
2. Benefits
 - a. Members will be continuously notified and updated on school events either via email, text messages or other social media platform.
 - b. Members shall be provided Asian College Alumni ID card.
 - c. Members will be allowed entry in school premises provided that they are able to present their Alumni ID to the security personnel.
 - d. Members are invited to join school events.
 - e. Members shall be able to avail of benefits from external partners, such as restaurants or merchandise discounts, as directed by the Office of Student Affairs.

ARTICLE XVII MISCELLANEOUS PROVISIONS

Section 1. Application of Sanctions

The application of sanctions and penalties against erring students for violations of this Handbook shall be consistent with the gravity of the offense.

Section 2. Separability Clause

Any part or provision of this Handbook which may be held invalid or unconstitutional shall not affect the effectivity and efficiency of operation and implementation of its remaining parts or provisions.

Section 3. Repealing Clause

Any existing policies, rules and regulations which are contrary to or inconsistent with any provision of this Handbook shall be deemed repealed or modified accordingly. Any provision or regulation contained in the previous Handbook, which is not mentioned in this Handbook and which does not form part of existing law shall be considered repealed.

Section 4. Amendments

This Handbook may be amended, modified or changed in the interest of academic excellence and/or discipline or as changing circumstances require.

Section 5. Effectivity

This Handbook shall take effect starting the First Semester of the Academic Year 2018-2019.

ASIAN COLLEGE ALMA MATER HYMN

Hail Asian College!
Our Alma Mater Dear
You're the cradle of our dreams
and destiny
This is our life's quest
to excel and be the best
Touching lives
we'll build
our nation with our God

Our Heart's desire
Is to see you soar on high
Our home our pride our heritage
Our beloved Asian College
Our home our pride our heritage
Our beloved Asian College

Hail Asian College!

STUDENT COMMITMENT FORM

Office of Student Affairs

I, _____ a bona fide student of Asian College of Science and Technology hereby agree to abide by Asian College's policies, procedures and regulations set forth as a condition of my admission/readmission to and continuance in Asian College of Science and Technology.

If found having violated any provisions thereof, I am fully aware that I shall be held liable and shall be subjected to the disciplinary actions stipulated in the Asian College Student Guide.

I also understand that Asian College Administration reserves the right to amend any provision, statement or portion of the handbook (through the issuance of memos and/or full revision) as circumstances warrant and accept that previous policies shall immediately be suspended by new amendments.

Therefore, it is my personal commitment and responsibility to know and understand the content of this Student Guide and comply in the issuance.

Student's Signature over Printed Name

Student Number/Course/Year & Section

Date Received

