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ASIAN COLLEGE
COLLEGE STUDENT HANDBOOK 2020



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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 a 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 (wait for formal definition from CSL)

Self-Leadership
Integrity
Academic Excellence

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

The Asian College first came to existence as the Asian Institute of Electronics (AIE), founded in 1972 by Dr. Constancio A. Sia and Gloria Durano Sia. Back in the early '70s, the Sias were involved in the manufacturing and assembly of stereo systems. In those days, stereos were huge pieces of furniture as big as cabinets. The company was called United Audio, Inc. Dr. Sia was no stranger in the manufacturing field, having held high-level positions at companies like Mariwasa Manufacturing Inc., Honda Motor Co., and La Tondeña Distillers, Inc

Because of the constant need for skilled personnel to work at the United Audio manufacturing plant, the couple decided to establish a training center that offered technical and vocational courses. That's how AIE first began.

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 Bldg., in Cubao, Quezon City.

Within 15 years, it managed to expand to new AIE campuses outside Metro Manila. The Baliuag branch was opened in 1988, followed by Dumaguete in 1991, and then Cagayan de Oro City in 1994. Over the years, AIE 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 subsequently established, namely Carriedo, Manila and Mandaluyong in the 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 both 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 its evolution to Asian College of Science and Technology Foundation Inc. (ACSAT).

The transition from AIE to ACSAT did not alter the founders' 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. ACSAT continued with its tradition of training students to acquire adequate knowledge and relevant skills that meet the requirements of business and industry.

ACSAT 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.

In 2012, the Board of Trustees decided to change the short name of the school to “Asian College” in time for its 40th anniversary. The rebranding involved a period of consolidation of campuses and a realignment of program offerings. The new name ushered 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, the Asian College campuses are located in Aurora Blvd., Quezon City and in Dumaguete City, Negros Oriental. The campuses provide a conducive learning atmosphere with modern facilities such as air-conditioned classrooms, updated computer laboratories, LED projectors, SMART TV monitors, learning resource centers, electronic testing tools and equipment, high-speed internet access, audiovisual rooms, gymnasium, simulated hospital and professional kitchen and tourism laboratories. Its faculty and administrative staff are professionals in their fields, well-motivated, and devoted to providing high-quality education.

In the area of technical vocational education, Asian College provides various training programs accredited by the Technical Education and Skills Development Authority (TESDA). The Asian College Quezon City campus serves as the largest TESDA-accredited Training and Assessment Center in the Quezon City district.

Asian College is also authorized by the Department of Education (DepEd) to implement Senior High School in various tracks and strands. Senior High School graduates obtain National Certification II (NCII) levels in their specialization.

In the area of science and technology, Asian College provides 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 drive towards constant innovation.

As it anticipates almost 50 years as a learning institution, Asian College can look back at its storied past and its journey from a technical-vocational training center 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 a 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 Senior 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, it is understood that they have the intention to enroll for the 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 a 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 with the approval of the Program Chair within two (2) weeks after the start of classes. Any unofficial change may result in 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 (**classes**), , 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:

- a. Conflicts from other class schedules
- b. Opening of petitioned courses
- c. Failure from taking the requisite courses results from re-evaluation
 - d. Conflict from present job, in the case of working student
 - e. Working scholars and,
 - f. 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 an 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 parent/guardian, 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%, with no grade below 85% 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 (subject for evaluation and verification) and other scholarships, 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)

Employee Scholarship Benefit

Asian College Regular Employees: 100% free tuition fees excluding laboratory and miscellaneous fees. Applicable until graduation from the chosen course.

Asian College Employees' Wife /Husband/Brother/Sibling: 50% discount excluding laboratory and miscellaneous fees. Applicable until graduation from the chosen course.

Child of Asian College Regular Employee: 100% free tuition and laboratory and miscellaneous fees. Applicable until graduation from the chosen course.

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

Sibling discount (cannot be concurrent with ACer Return Service Scholarship or Sports Scholarship:

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 schools 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 deadlines 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 a 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 establishments, without any charges.
 - 4.1 Credit Card Payment. Any Mastercard, VISA or JCB card are accepted as a 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 rests with the students. Students who paid his tuition by issuing checks 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 students 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 refunds 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 transactions with an Official Receipt issued by Asian College's authorized personnel are 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>Course 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.

| Class hours | No. of minutes for the students to wait |
|--------------------|--|
| 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 (faculty-in-charge).
2. Anyone who leaves the class without permission shall be marked absent.
3. 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:

- a. Typhoon Signal No. 3
- b. Declared holidays
- c. Government official announcement
- d. When government agencies give Asian College management the discretion whether to hold classes or not during weather disturbances, calamities or peace and order situations.
- e. 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 mean 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 a 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 the 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 items 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 items 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 the 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 tools/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 items 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 the laboratory. Long hair must be kept. Gloves must be worn at all times while performing the experiments 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

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 the laboratory. Long hair must be kept. Gloves must be worn at all times while performing the experiments 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 of.
 - 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 to 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 power point 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 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 to 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 advice 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 is 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 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 companies 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 Organization Monitoring: the office evaluates Application Form, which includes among others: the organization's Principles and By-Laws, its list of officers, and contact details for the approval of the Campus Administrator. All approved organizations must list objectives aligned with Asian College vision and mission. Application guidelines and other organizational guidelines are as follows:
 - a. The student organizations 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 advisers 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 organization. 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/or 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 cards will be used for borrowing 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 most 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 met with 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 the 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,” the 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 examinations 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 permits 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 fail the said exams are required to take a 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 numbers 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 examinations 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:
 - a. The student's illness, as certified by a licensed medical practitioner or accredited clinic in an official medical certificate.
 - b. 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.
 - c. 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 a 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:

Average Final Grade = (Prelim term Grade + Midterm Grade + 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 **100%**

2. Finals

| | | |
|-----------------------|---|------------|
| Class Standing | : | 65% |
| Attendance | : | 5% |
| Assignment | : | 10% |
| Recitation | : | 10% |
| Project | : | 15% |
| Quizzes | : | 25% |
| Departmental | : | 15% |
| Final Exam | : | 20% |

Course Grade` : 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

Lecture: 40%

Attendance : 5%

Assignment : 10%

Recitation : 10%

Quizzes : 15%

Laboratory Grade: 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:

- a. Obtained a final computed grade below 75.
- b. Unauthorized withdrawal from a class after the prelims period
- c. 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 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 may be 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 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 uniforms must be worn during PE, NSTP and Laboratory classes, respectively. 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.
4. 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.

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.

- a. Long hair should be well maintained and kept tied to avoid being a distraction.
- b. Hair color is allowed.
- c. Decent earrings may be worn, limited to one pair only. Other body rings and body piercings are not allowed.
- d. Hats, caps and other head gears are not allowed inside campus and classrooms.
- e. 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 times.
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.

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 napkins 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 may be 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 sanctions.
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 consists 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 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 |
| 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. | 3P | 4 | 5 |
| 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. | 4 | 5 | |
| 9.1.5 Psychological assault done to student or school personnel by the use of social media in cyberspace that threatens, terrorizes and torments causing distress and feeling of no security in the campus. | 3P | 4 | 5 |
| 9.1.6 Conviction of final judgment by any competent court of any criminal offense. | 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 involvement in Fraternity activities, 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 | 4 | 5 | |
| 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 | |

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|--|----|----|----|
| 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 parts 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 a guide for minimum imposition of sanction and may be 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 Higher Education 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 a 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 respondents are notified of the complaint through a Call Slip from the POD. Personal appearance during preliminary investigation is required and a written reply to the complaint 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 students 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 respondents to appear or respond to a complaint within a reasonable period of time shall not deter the POD or SDB from pursuing their tasks in 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 denies the charge, 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 a simple majority vote from its members.

Section 12. Student Disciplinary Board (SDB).

1. The Student Disciplinary Board shall consist of the Student Services Director, Home Organization Adviser, Faculty representative appointed by the POD, Student representative appointed by the

POD and the Program Chair or his representative. The presiding officer shall be the Student Services Director. 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 and respondent may have the counsel (optional) of their own choice. Legal counsels are barred from the actual proceedings but may be 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 Academic Affairs through the Campus Administrator the case resolution for review and approval.
5. After review and approval, the decision of the Office of the VP for Academic Affairs 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 Student Services Director 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. Student Grievance

Grievance is defined as any dispute or controversy including a violation of school policies and regulations where the complainant is a student and the respondent is either an Asian College Employee

(Teaching or Non-teaching) or those non employees working in the campus as outsourced personnel like in the canteen and other student related services.

A grievance becomes a formal complaint when it is expressed in writing and duly signed by the complainant. Students' formal complaints should be filed within the semester when the conflict took place.

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. Students' 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 for immediate action.
 - a. Any appeal for the decision or indecision of the Campus Administrator is directed to the HR department 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, performance coaching or punitive action
 - a. A dialogue between the student and the academic personnel must be facilitated in the presence of the Program Chair.
 - b. In case of failure of dialogue, the Program Chair shall create an ad hoc committee that will hear and decide the case and the decision is final and executory.
 - c. Any further appeal shall be addressed to the Human Resources Department (HR)
4. Parties concerned in a dispute 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 consideration the capacity to learn from their mistakes.

Section 16. Policies and Guidelines on Implementing the Anti-Sexual Harassment Act of 1995

Sexually oriented acts or sex-based misconduct have absolutely no place in the Asian College academic community. Pursuant to the provision of Section 4 (b) of the Anti-Sexual Harassment Act of 1995, a committee on Decorum and Investigation (CODI) was created and permanently constituted for the purposes of this law.

The Committee on Decorum and Investigation (CODI)

The Asian College Committee shall conduct meetings and orientation sessions with officers and employees, instructors, teachers, professors, trainers, trainees, or students to increase awareness and understanding of sexual harassment as penalized by law; take steps to prevent incidents of sexual harassment; and initiate and conduct investigations of violations of the Anti-Sexual Harassment Act of 1995, in general, and any of the prohibited acts defined in these implementing policies and guidelines, in particular.

1. Powers and functions

The Committee shall have the following powers and functions:

- a. Implementation of the Anti-Sexual Harassment Act of 1995.
- b. Undertakes activities of information dissemination, consciousness raising and overall better appreciation by the academic community of the issues relating to sexual harassment.
- c. Constitutes the proper committee for the investigation and hearing of a sexual harassment case involving students of Asian College.
- d. Exercise other powers as may be necessary to implement the Act.

2. Composition

The CODI which shall report to the Campus Administrator, shall be composed of:

- a. Director of Student Services as the Chairperson
- b. Representative of Human Resources Department (HR)
- c. College Faculty member
- d. The President of the Student Government/Representative as appointed by the OSA
- e. Prefect of Discipline

3 . Powers and Specific Functions

The Subcommittee, in accordance with existing policies and guidelines, shall have jurisdiction over the proceedings and resolution of sexual harassment complaints. Maintaining confidentiality and respect for privacy, the members shall ensure that the complainant shall not be subjected to further harassment or retaliation by the respondent. The following are the specific functions:

- a. Investigates, hears, and decides on sexual harassment cases over which the Committee has jurisdiction.
- b. Summons or issues Notice of hearing and compels the appearance of all individuals under the jurisdiction of the College.
- c. Renders the corresponding decisions and appropriate penalties based on factual and administrative findings.
- d. Exercises other powers deemed necessary to implement the Anti-Sexual Harassment Act of 1995.

4 Acts Constituting Sexual Harassment

(see Appendix A on this Handbook)

5 Place or Condition of Commission

Sexual harassment may be committed on- or off- in activities sanctioned by the College/School such as, but not limited, to the following:

1. Asian College-initiated educational activities (both curricular and extra-curricular)
2. Student-initiated social, cultural, ad spiritual activities approved by the school.

6. Forms of Prohibited Acts

1. Physical assaults of a sexual nature such as, but not limited to:

- 1.1 Rape, sexual battery, molestation, or attempts to commit these assaults.

- 1.2.. Intentional physical conduct, which is sexual in nature such as touching, pinching, patting, grabbing, brushing against the victim's body, or poking the victim's body.

- 1.3 Unwanted sexual advances, propositions, or other sexual comments such as, but not limited to:

- 1.4. Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of the complainant who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.

- 1.5. Preferential treatment or promise of preferential treatment to the complainant for submitting to sexual conduct, including soliciting or attempting to solicit any student to engage in sexual activity for compensation or reward.

- 1.6 Subjecting or threats of subjecting the complainant to unwelcome sexual attention or conduct, or intentionally making the performance of the complainant's tasks more difficult because of the complainant's refusal to accept the offender's advances.

- 1.7 Overt sexual advances such as, but not limited to, requests or demands for sexual favors, i.e., going on dates, outings or the like for the same purpose.

- 1.8 Asking questions or giving comments with sexual undertones.

- 1.9. Sexually discriminatory displays or publications such as, but not limited to:

- a. Displaying pictures, posters, calendars, graffiti, objects, promotional or reading materials, or any other material that may be sexually suggestive, demeaning, or pornographic.

- b. Reading or otherwise publicizing in the study environment materials that are in any way sexually revealing, suggestive, demeaning, or pornographic.

- c. Displaying signs or other materials for the purpose of discriminating or segregating the complainant

- d. Communicating, in whatever form, any obscene or sexually suggestive or demeaning message.

1.10 Retaliation for sexual harassment complaints such as, but not limited to:

- a. Disciplining, using schoolwork or assignment as leverage, providing inaccurate information, or refusing to cooperate or discuss school-related matters with complainants because of their grievance on harassment, discrimination, or retaliation.
- b. Intentionally pressuring, falsely denying, lying or otherwise covering up or attempting to cover up conduct such as described in any aforementioned item
- c. Other acts that may be construed as related to the above, as the aforementioned shall not be taken as an all-inclusive list of prohibited acts under these policies and guidelines.

7. Procedures for Reporting Prohibited Acts

7.1 Complaint

Complaints must be in writing, filed to the Office of POD by the aggrieved party or by any member of the community who has direct knowledge of the commission of the act by a student. In any event, the victim of the aggrieved party shall be the principal witness.

The written complaint shall contain the following information:

- a. Subject of the complaint, name of the person or persons against whom the complaint is filed;
- b. A narrative incident report detailing all pertinent and relevant acts of the case; and
- c. Sworn affidavits of witnesses, if any.

The POD shall send to the respondent a written notification of the complaint filed against him or her. The notification should be attached at least five (5) days before the scheduled hearing.

7.2 Response

- a. The respondent shall be required to answer the complaint in writing and under oath within five (5) working days from the receipt of the complaint.
- b. The respondent waives his or her right to defense if s/he fails to file a response within the stipulated period. Not responding to the complaint shall likewise be taken as an admission of the allegation.

7.3 Notice of Hearings

Notification and hearings are mandatory in any adjudication involving sexual harassment. The case shall be scheduled for hearing whether or not the respondent files an answer. The corresponding notice of hearing shall be issued by the Subcommittee to the parties concerned. Hearing shall be governed by the following provisions:

1. The right to administrative process of complainants and respondents shall be respected and safeguarded.

2. The Chair of the committee shall exercise complete control over the proceeding at all stages.
3. The amount of evidence required adjudicating the complaint will be substantial evidence accordance with law and jurisprudence. Evidence (testimonial or documentary) shall be limited to the allegation in the written complaint or answer.
4. The case shall be dismissed should the complainant fail to appear during the scheduled initial hearing despite notice. On the other hand, should the respondent fail to appear to the initial hearing despite due notice and without sufficient cause, this shall be put on record, and the hearing shall proceed without prejudice to the right of the respondent to be present in and to be notified of subsequent hearings.
5. Any party may avail himself of counsel or a lawyer. But it shall be the full responsibility of the parties to inform their legal counsel of the schedule of hearings. In any event, the Chair shall exercise full control on the proceeding of all stages, and parties involved, including their respective counsels, should adhere strictly to administrative rules. The Chair may choose not to allow counsels to speak in the proceedings. The Chair and the members may interpolate and raise clarificatory questions, but counsels for each party shall be discouraged from engaging in cross-examinations. Parents of the parties present during the hearing shall be admitted as observers.
6. The CODI shall have the option of having complainants, respondents, and witnesses confront each other to determine the veracity of the complaint. However, this option shall be taken only when necessary to resolve the complaint.
 - a. Witness shall testify under oath.
 - b. Hearings shall be conducted on the scheduled dates. Postponements shall not be allowed except meritorious cases.
 - c. Should the respondent fail to appear at the initial hearing after due notice and without sufficient cause, the absence will be noted.

The CODI shall proceed to receive evidence for the complainant. In the event that no additional evidence is submitted, the committee shall render judgment based on the merits of the evidence presented and admitted.

7.4 Decisions

The CODI shall make decisions regarding the complaint within five (5) working days from the time the hearing is terminated.

1. The decision must be in writing, clearly stating the facts of the case, the law is applicable, and the disposition of the complaint.
2. The decision must be approved and signed by a majority of the Subcommittee members who heard the case. Dissenting members must briefly state the basis of their opinion.

3. The POD shall distribute copies of the resolution to the parties involved and furnish the President with copy.
4. Sanctions shall be determined according to the gravity of the case. Depending on the gravity of the offense, the applicable penalties in cases of proven sexual harassment may be as follows:
 - a. Community Service/Task Performance
 - b. Suspension
 - c. Non Readmission

7.5 Appeal

1. The party aggrieved by the decision of the subcommittee may file an appeal to the Campus Administrator through the POD within five (5) working days upon receipt of the decision.
2. The appeal of a decision does not delay the execution of a sanction meted by the said decision, unless the CA—in the exercise of discretion and considering the gravity of the offense and the circumstances of the case and/or the complaint—orders the suspension of the execution of the penalty until a decision on the appealed has been reached.
3. The decision shall become final and executory if the appeal is not received within the indicated period of time.
4. The Campus Administrator shall render a decision on the appeal within reasonable time from receipt of the records or submission of the last required pleading. Such decision will be immediately applicable, final, and executory.

7.6 Resort to the Courts

1. All complainants, respondents, and witnesses upon submission to the jurisdiction of the Committee on Decorum and Investigation (CODI) on Sexual Harassment, shall be bound to respect the proceedings therein and required to wait for final termination thereof, including appeal proceedings, before resorting to the courts.
2. Nothing herein, however, shall be interpreted, construed or deemed to diminish the rights of the parties as provided by law.

Section 17. Policy on Anti-Bullying

Bullying refers to any severe or repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at another student that has the effect of actually causing or placing the other in reasonable fear of physical or emotional harm to his property; creating hostile environment at school for other student; infringing on the rights of another at school or materially and substantially disrupting the education process or the orderly operation of a school such as but not limited to the following;

1. Any unwanted physical contact between the bully and the victim like punching, pushing shoving kicking slapping tickling headlocks inflicting school pranks, teasing, fighting and the use of available objects as weapons;
2. Any act that causes damage to a victim psyche and/or emotional well-being;
3. Any verbal statement or accusations exposed in public that causes the victim undue emotional distress like directing foul language or profanity at the target name calling, tormenting and commenting negatively on the victim's looks, clothes and body.
4. "Cyber-bullying" or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation or humiliation through the use of other forms of technology such as but not limited to texting email, viber, instant messaging, chatting internet social media groups online games or other platforms or formats. (See Appendix F)

Section 18. Guidelines for the conduct of drug testing and handling drug-related cases (see Appendix C)

1. . Objectives:

- a. To identify and help students who are victimS of illegal drugs.
- b. To deter or discourage the use of illegal drugs.
- c. To ensure that Asian College is a drug-free campus.
- b. To complement the Government's effort to solve the drug problem in the country.

2. Definition of Terms

For purposes of this guideline, the definition of terms used in the Dangerous Drugs Board Regulation No. 6 series of 2003, as implemented by CHED Memorandum Order (CMO) No. 19 series of 2003, shall be adopted.

3.. Laboratory to Conduct the Drug Screening

Family Clinic Incorporated – P Tuazon Blvd. Cubao QC, shall be the designated drug testing laboratory for this program to ensure the integrity of the results.

4. Conduct of Drug Testing

The following procedure is patterned after the DDB Board Regulation No. 6 s. 2003 with some modification:

4.1. Notification

- a. Randomly selected students will be given a notice letter on the day of the Random Drug Testing. Concerned faculty will likewise be notified through email and formal letter.

- b. Random drug testing will be done anytime during the semester. The POD is mandated to monitor the compliance students.

4.2. Selection Technique (Random Drug Testing for College)

- a. The Selection Board shall be convened by the POD within seven (7) working days prior to the drug testing.
- b. The POD in coordination Selection Board shall conduct the random procedure based on the sample target.
- c. The Selection Board, shall ensure the integrity and confidentiality of the random selection process.
- d. The selection shall be randomly made through lottery, which may be computerized or in any other manner that shall be agreed upon by the Board.
- e. Prior to the collection of urine samples, students shall be asked to reveal the prescription medicines, vitamins, and food supplements that they had ingested within the past five (5) days. The POD shall keep the listing and utilize this as the evaluation of the confirmatory drug test.
- f. The officer/staff assigned to ensure the integrity of the collection process should be of the same sex as the student. The same principle will be used during the body frisking of students prior to the collection of samples.
- g. The urine collection shall be done in Asian College and conducted by FCI laboratory. The school, through its respective health personnel, shall assist the FCI personnel in the conduct of the specimen collection.

4.3. Treatment of Results

- a. The results of the test shall be strictly confidential. AC shall not publish nor post results whether positive or negative.
- b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws, including administrative sanctions as per the Asian College Handbook and Employees' Manual.
- c. The laboratory shall place the drug test result in a sealed envelope and deliver it via personal service to the Prefect of Discipline. The students shall be informed personally of the results of the test.
- d. In case the test results are positive, the drug testing laboratory shall conduct a confirmatory test on the same sample to verify a positive result. The POD as the Drug Testing Coordinator shall inform in writing that students and his/her parents or legal guardians that a confirmatory test shall be conducted. The student shall be advised to refrain from revealing the test results to other persons.

- e. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and submitted directly to the POD-Drug Testing Coordinator.
- f. If the confirmatory test yields a true positive results, the POD-Drug Testing Coordinator shall set a conference with the parent and the student concerned to inform them in writing of the results. The Drug Testing Coordinator shall not delegate such task to any other person.
- g. After a positive confirmatory test, the student concerned shall be advised to undergo a counseling program or the POD may refer the student and his/her parent to an accredited facility/physician of Asian College to determine the student's Drug Dependency level.
- h. In the event that it is determined that the student is drug dependent, s/he will be required to undergo a rehabilitation program.
- i. Students who refuse to undergo drug testing shall be charged with a major offense and may be barred from further enrollment in the next semester.
- j. If proven that Drug Dependency level is minimal and does not warrant a rehabilitation program, a certification of fitness to continue studying may be asked by the school as a requisite to continue enrollment.

Section 19. Preventive Measures against on Fraternities and Sororities in Campus

1. Hazing

- 1.1 Hazing is defined as any act causing physical injury or violence to an individual; any affront to personal dignity, whether or not such an act results in death, insanity, or psycho-emotional suffering, for the purpose of admission or maintenance of membership in any organization, whether recognized or unrecognized, overt or covert.
- 1.2 Individuals involved in hazing or any form of initiation rites that have caused physical and/or psychological suffering to individuals shall be liable as one of the following:

Principals are:

- a. Those with full knowledge and direct participation in the planning of the initiation process.
- b. Those who actually participated in the initiation rites.
- c. Those that witnessed the initiation rites and made no attempt to end such activities.
- d. Those who were involved at any stage of the planning process but were not physically present at the initiation rites.

- i. Accomplices are individuals who facilitated the activity by providing or securing the venue, transportation, or initiation paraphernalia with full knowledge of their use or purpose.
 - ii. Accessories are those who have knowledge of the initiation rites and attempted to suppress or cover up any information relevant to the case.
- e. In all the aforementioned cases, the individuals responsible as principals, accomplices, or accessories will be immediately sanctioned after due process and given Exclusion after it has been clearly established that they have, in fact, been involved in such cases.

2. Fraternity or Sorority Brawls or Altercations On or Off Campus

- 2.1 Students who initiate or participate in any fraternity or sorority brawls in the form of physical or verbal altercations on or off-campus will be immediately expelled as soon as it has been clearly established that they have, in fact, been involved in such cases.
- 2.2 Students involved, but not currently enrolled at the time of the incident, will not be admitted or readmitted to the College.
- 2.3 All individuals, including alumni, who have been involved in cases of fraternity- or sorority-related violence resulting in injury or death shall not be allowed entry into the College.

Section 20. Technology Utilization

Asian College recognizes the importance of information technology, which adds value to teaching, learning, research, and administration by providing new ways of accessing information, improving communications, and strengthening collaborations in the College.

1. Conditions for Use of AC Internet-Network Platform.

- 1.1. **Unlawful Activities.** Use of the AC Internet –Network system is granted as a privilege and on the condition that it will not be used for activities that are against the Law, College rules and regulations, social norms, and/or common decency. Users should not encourage or tolerate such unlawful activities and should immediately report it to the TSG.
- 1.2 **Infringement.** Users must not infringe on the copyright, patents, and other property rights covering software, databases, and all other materials such as but not limited to texts, images, icons, music or other recordings, motion pictures or videos retrieved from or through the Internet. The user agrees to indemnify and keep indemnified Asian College and each and every member of its personnel against all actions, claims, and demands for infringement of patent and/or breach of copyright that may be brought or made against the school or any member of its personnel arising out of, or in connection with, the use of AC Internet system.
- 1.3 **Unauthorized Access.** Student users should not exceed the approved level of access unless with written permission and approval. Accessing or an attempt to access

the AC Network (i.e. computer, computer network, or any IT services provided by the College) without authority or beyond the authorized access is a violation of this policy and is subject to disciplinary action.

1.4 Denial of Service. Users should not disrupt normal operating conditions of the AC Internet-Network which could affect or encroach on other user's access through unacceptable practices such as but not limited to:

- i. Sending chain-letters, spamming, repeated cross-posting of the same message on mailing lists, emails with attached large or unnecessary files, or similar practices that will deny the user's access to his or her email.

- ii. Modifying the configuration, parameters, options, or settings (either hardware or software) of a computer system in offices, computer laboratories, library which will prevent other from using the computer system. Only authorized TSG personnel can change the configuration and settings.

- iii. Intentional or deliberate introduction of malicious software (malware) or programming code that will cause breakdown, or hamper the operations, of the AC Internet-Network or any other information system of the College.

- iv. Use of software, applications, games, services, facilities, or devices identified by the TSG as the cause for excessive network traffic or bandwidth utilization, server load, data storage, or disruption of other Internet services.

1.5. Offensive Content. Users should not send or publish offensive content such as but not limited to those that are fraudulent, malicious, harassing, threatening, obscene, pornographic, abusive, racist, or libelous in nature. Users should not produce, disseminate, or display offensive content using the AC Internet Network.

1.6 Academic Honesty. Users are given privilege to access the Internet Network for teaching, learning, research, and administration but the Internet must not be used for cheating, plagiarism, or any acts of academic dishonesty.

1.6.1. Emergency Cases. Asian College reserves the right to take emergency action to ensure the effectiveness, efficiency, security, and reliability of the Internet, including but not limited to the following:

- i. Termination of a computer program or process or an online session.

- ii. Temporary alteration of (or disabling) the user's Internet account or credentials.

- iii. In case of an investigation, and with written authorization, the TSG may access user data files, including private files, stored within the AC Internet-Network system, without the consent of the user/s when there are reasonable grounds to believe that a violation of Philippine and/or International laws, other IT policies, or relevant policies, rules and regulations of the College.

1.7. **Data Loss.** Users must understand that the Ac Internet-Network is not perfect, and the College will not be liable to the user in the event of data loss because of hardware or software failure.

Section 21. Guidelines for CCTV review, retrieval of lost and found items and confiscated personal belongings.

1. The Asian College QC campus is equipped with functional CCTV in strategic locations. The CCTV footages are stored momentarily. Managed by the TSG department the files may be reviewed for purposes that are legal and beneficial to individual stakeholders and the institution as well.
2. Request for review of the CCTV footages may be processed at the Prefect of Discipline (POD). CCTV review request form shall bear the endorsement of a faculty/school personnel who has direct knowledge about the students' concern. The office of the TSG will then facilitate the review of the CCTV footages in accordance with the set policies of the school.
3. Lost and Found items are surrendered to the ODSS department.
4. 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.
5. All lost and found items, confiscated items not claimed during the whole school year shall be disposed by the school fifteen (15) days after the end of the school calendar.

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 the 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. 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.
2. A student-candidate must have not obtained any failing final grade nor marked DROPPED in any course 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.
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.
4. A student-candidate must have passed all comprehensive exams conducted by the college.
5. A student-candidate must complete the required practicum / on-the-job training with a rating of Very Satisfactory (VS).
6. A student-candidate must have never been subjected to suspensions or any other disciplinary actions throughout his years of attendance in the college.
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.
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.
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.
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 (for Deletion) Associate in Computer Technology Digital Arts Technology Business Operations (for Deletion) Travel and Tours Operations (for Deletion) 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.

1. Degree Programs

| | LATIN HONORS | | |
|---|--|--|---|
| REQUIREMENTS | 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 |

2. Two-Year Programs

| | DISTINCTION | | |
|--------------------------------------|----------------------------|-------------------------|--------------------|
| REQUIREMENTS | 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 Courses) | 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 Course) | 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 a 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 embodies 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 advanced 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 courses 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 courses 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 a 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 is 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 courses 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 courses 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:

| Course Title | 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.

Sum of Current CFP and Previous CFP

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:

| Course Title | 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)**

| Course Title | 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

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

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 an 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 platforms.
- 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 2020-2021.

APPENDIX A: AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION, TRAINING ENVIRONMENT AND FOR OTHER PURPOSES (Republic Act 7877)

SECTION 1. Title. - This Act shall be known as the "**Anti-Sexual Harassment Act of 1995.**"

SECTION 2. Declaration of Policy. - The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

SECTION 3. Work, Education or Training -Related, Sexual Harassment Defined. - Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

(a) In a work-related or employment environment, sexual harassment is committed when:

- (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
- (2) The above acts would impair the employee's rights or privileges under existing labor laws; or
- (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

- (1) Against one who is under the care, custody or supervision of the offender;
- (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or
- (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

SECTION 4. Duty of the Employer or Head of Office in a Work-related, Education or Training Environment. - It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

SECTION 5. Liability of the Employer, Head of Office, Educational or Training Institution. - The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

SECTION 6. Independent Action for Damages. - Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7. Penalties. - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SECTION 8. Separability Clause. - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SECTION 9. Repealing Clause. - All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10. Effectivity Clause.- This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

APPENDIX B

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES SORORITIES AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR (Republic Act 8049)

Sec. 1 Hazing as used in this act is an initiation rite, or practice undertaken as a pre-requisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte, or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish, and similar tasks or activities; or otherwise subjecting him to physical or psychological suffering or injury.

The term “organization” shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corps of the Citizen’s Military Training, or Citizen’s Army Training. The physical, mental, and psychological testing and training procedures and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police—as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippine, and the Director General of the Philippine National Police—shall not be considered as hazing purposes of this act.

Sec. 2 No hazing or initiation rites in any form or manner by a fraternity, sorority, or organization shall be allowed without prior written notice to the school authorities or head of the organization seven (7) days before the conduct of such initiation. That written notice shall indicate the period of the initiation activities, which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence will be employed by anybody during such initiation rites.

Sec. 3 The head of the school or organization or their representatives must assign at least two (2) representatives of the school organization, as the case may be, to be present during the initiation. It is the duty of such representative to ensure that no physical harm of any kind shall be inflicted upon a recruit, neophyte, or applicant.

Sec. 4 If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority, or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer the penalty of:

1. Reclusion Perpetua if death, rape, sodomy, or mutilation occurs from the hazing.
2. Reclusion temporal in its maximum period if, as consequence of the hazing, the victim shall become insane, mentally retarded, impotent, or blind.
3. Reclusion temporal in its medium period if, as consequence of the hazing, the victim shall have lost the ability to speak, hear, or smell; lost an eye, a hand, a foot, an arm, or a leg or the use of any such member; or becomes incapacitated for the activity or work in which he is habitually engaged.
4. Reclusion temporal in its minimum period if, as consequence of the hazing, the victim shall be deformed or unable to use limb; or, for more than 90 days, become ill or incapacitated for the activity or work in which he is habitually engaged.

5. Prison mayor in its maximum period if, as consequence of the hazing, that victim shall, for more than 30 days, be ill or incapacitated for the activity or work in which he is habitually engaged.
6. Prison mayor in its medium period if, as consequence of the hazing, the victim shall, for ten (10) days or more, be ill or incapacitated for the activity or work in which he is habitually engaged; or if the injury sustained shall require medical attention for the same period.
7. Prison mayor in its minimum period if, as consequence of the hazing, the victim shall, for one (1) to nine (9) days, be ill or incapacitated for the activity or work in which he is habitually engaged; or if the injury sustained shall require medical attention for the same period.
8. Prison correctional in its maximum period if, as consequence of hazing, the victim sustained physical injuries that neither prevent him from engaging in his habitual activity or work nor require medical attention. The officials of the school, police, military, or citizen's army training organization may impose appropriate sanction on the person or persons charged under this provision even before a conviction. The maximum penalty herein provided shall be imposed in any of the following instances:
 - a) When the recruitment is accompanied by force, violence, threat, intimidation, or deceit on the person of the recruit who refuses to join.
 - b) When the recruit, neophyte, or applicant initially consents to join but, upon learning that hazing will be committed on his person, is prevented from quitting.
 - c) When the recruit, neophyte, or applicant, having undergone hazing, is prevented—through force, violence, threat, or intimidation—from reporting the unlawful act to his parents or guardians, proper school authorities, or police.
 - d) When the hazing is committed outside of the school or institution.
 - e) When the victim is below 12 years of age at the time of hazing.

The owner of the place where the hazing is conducted shall be liable as an accomplice when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent it. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent it.

School authorities, including family members who consent to the hazing or have actual knowledge thereof but failed to take any action to prevent it, shall be punished as accomplices of the perpetrators.

The present and officers, or alumni of the organization, group, fraternity, or sorority who actually planned the hazing but were not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity, or sorority who knowingly cooperated in carrying out a hazing session by inducing the victim to be present thereat shall be liable as principals.

A fraternity or sorority's adviser who is present when the acts of constituting the hazing were committed and failed to take any action to prevent it shall be liable as a principal.

The presence of any person during the hazing is prima facie evidence of participation therein as a principal unless he prevented the commission of the act punishable therein.

Any person charged under this provision shall be entitled to the mitigating circumstances that there was no intention to commit such grave wrong.

This section shall apply to the president, manager, director, or other involved officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

Sec. 5 If any provision of part of this Act is declared invalid or unconstitutional, the other parts or provision thereof shall remain valid and effective.

Sec. 6 All laws, orders, rules, or regulations which are inconsistent with or contrary to the provision of this Act are hereby amended or repealed accordingly.

Sec. 7 This Act shall take effect 15 days after its publication in at least two (2) national newspapers of general circulation.

APPENDIX C: PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS ON FRATERNITIES AND OTHER STUDENT ORGANIZATIONS, CHED Order No. 4, 1995

1. The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote physical, intellectual and social wellbeing of the youth, the students. They are encouraged to go to schools of all levels to utilize their God-given talents for self-development and, collectively, for nation-building. They are encouraged further to join all kinds of organizations that foster camaraderie and instill brotherhood.
2. Historically, fraternities were founded to promote camaraderie among groups of people, including students in colleges and universities. Fraternities and other student organizations must serve to forge not only brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities, but must exist to preserve the value of human life. Their talents and energies must be channeled and utilized for collective development.
3. Recent events involving fraternities tend to erode the moral values inculcated by parents and the educational institution. Students' dedication to study, respect for authority, and observance of the rules and regulations of educational institutions are ignored. Existing laws and other administrative issuances seem not enough to deter some students from inflicting physical and mental injuries on others and, in so many instances, cause the loss of life of students.
4. In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions of higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for a productive future. The following preventive measures are therefore suggested:
 - 4.1. Monthly meetings of heads of fraternities in a council of Equal.;
 - 4.2. Regular gatherings of fraternities' members through sports, cultural events, and joint community projects where there are cross memberships.
 - 4.3. Reporting a potential conflict to the head of the fraternity as a standard procedure; the head in turn will patch it up with his counterpart.
 - 4.4. Internal policing by the fraternities themselves.
 - 4.5. Long-term re-orientation of the role of fraternity to move away from macho conflicts into a society of brotherhood that stresses studies, productivity, creativity, and a sense of community and nationhood.
 - 4.6. More interaction between the School Administration and the fraternities.
 - 4.7. Informing parents about the participation of their children in fraternities.
 - 4.8. Use of the fraternity alumni members to counsel resident members.
 - 4.9. Oblige fraternities to observe ethical code in their organizational vision and objectives which should include a commitment to solve problems in a peaceful and friendly way.

5. In order to deter violence among fraternities the following sanctions shall be strictly carried out:
 - 5.1. Automatic expulsion of any fraternity member for:
 - a. Starting or taking the offensive action that clearly provokes violence.
 - b. Carrying of knives, sticks, pipes, guns, and other deadly weapons in schools.
 - c. Extortion.
 - 5.2. 60 days suspension of all officers of a fraternity found guilty of acting action that will provoke violence.
 - 5.3. Suspension of guilty fraternity for one year for the first offense and permanent ban for the next offense.
6. Higher Education institutions must fully assume authority and responsibility in dealing with fraternities and other students' aggradations. They are enjoined to closely monitor and supervise the enumerated preventive measures and sanctions herein above stated.
7. Immediate dissemination for this order is desired.

APPENDIX D: GENERAL GUIDELINES IN THE CONDUCT OF RANDOM DRUG TESTING FOR TERTIARY STUDENTS. CHED MEMORANDUM ORDER NO. 19 S 2003

SUBJECT: General Guidelines for the conduct of Random Drug Testing for Tertiary Students

1. In accordance with the pertinent provisions of Republic Act no. 7722 otherwise known as the Higher Education Act of 1994 and pursuant to Section 36 © of Article III of RA 9165 otherwise known as “Comprehensive Dangerous Drugs Act of 2002”, random drug testing in public and private tertiary higher education institutions will be scheduled this year.
2. The enclosed general guidelines approved by the Dangerous Drugs Board (DDB) through Board Regulation No 6 dated August 1 2003 shall serve as the major reference in the implementation of the random drug testing program.

DANGEROUS DRUGS BOARD REGULATION NO 6 S 2003
BOARD REGULATION NO. 6 Series of 2003

SUBJECT: General Guidelines for The Conduct of Random Drug Testing for Secondary and Tertiary Students Pursuant to Section 36 (c), Article III of Republic Act No. 9165, the following guidelines are hereby promulgated.

The guidelines shall be applicable to the random drug testing of students in public and private secondary, tertiary /higher education institutions and post-secondary technical vocational schools. These guidelines outline the purposes of the random drug-testing program, as well as procedures and necessary consequences of a positive drug test result after confirmation.

All procedures undertaken shall take into account the ideals of fairness and rehabilitation and not isolation of the drug dependent. The school must not violate the constitutional rights to due process, equal protection and self-incrimination.

GUIDING PRINCIPLES IN THE IMPLEMENTATION OF RANDOM DRUG TESTING IN SCHOOLS AND MANAGEMENT OF DRUG TEST RESULTS

1. Government recognizes the primary responsibility of the family, particularly the parents for the education and awareness of its members of the ill effects of dangerous drugs.
2. Parental involvement shall be maximized in the implementation of drug education, random drug testing, treatment and rehabilitation of drug users and dependents.
3. The school, with the assistance of Local Government Units (LGUs) and other agencies where the school is located, has the obligation to employ every reasonable means to provide a healthy and drug-free environment to its populace.
4. Cognizant of the right of the students to continue and complete their studies, the government and the schools shall give emphasis to the implementation of measures aimed at guidance and counseling together with the treatment and rehabilitation of any student found to have used or to be dependent on dangerous drugs.
5. Academic freedom of institutions of higher learning shall be respected in the implementation of random drug testing and all other pertinent provisions of RA 9165. 6. The implementation of drug abuse prevention and education programs in schools shall be intensified as an integral part of the overall demand reduction efforts of the government.

7. The random drug testing shall be implemented as a collaborative undertaking of the government, the schools, the students and their parents. The whole process shall not in any manner be utilized to harass the students.
8. Random drug testing shall be implemented primarily for prevention and rehabilitation.
9. The drug-testing program shall guarantee and respect the personal privacy and dignity of the student.
10. The drug test results shall be treated with utmost confidentiality.
11. The test results shall not be used in any criminal proceedings.

PURPOSES OF RANDOM DRUG TESTING

1. To determine the prevalence of drug users among the students
2. To assess the effectivity of school-based and community based prevention programs
3. To deter the use of illegal drugs
4. To facilitate the rehabilitation of drug users and dependents
5. To strengthen the collaboration efforts of identified agencies against the use of illegal drugs and in the rehabilitation of drug users and dependents.

C. DEFINITION OF TERMS

“Drug Counselor” shall mean a person trained in the techniques of guidance counseling particularly dealing with cases of drug dependency. The Drug Testing Coordinator shall designate such a person.

“Drug Testing Coordinator” shall be the point person in the school tasked with handling random drug testing which shall be the principal of a secondary school, the administrator of a technical vocational education and training institution or the administrator appointed by the president/chief executive officer in tertiary institutions.

“Parents” shall, for purposes of these guidelines, include court appointed guardians.

“Random selection” refers to the unbiased process of selecting students who are to undergo drug testing.

“Rehabilitation” is the dynamic process, including after-care and follow-up treatment, directed towards the physical, emotional/psychological, vocational, social and spiritual change/enhancement of a drug dependent to enable him/her to live without dangerous drugs, enjoy the fullest life compatible with his/her capabilities and potentials and render him/her to become a law-abiding and productive member of the community.

“Schools” shall mean an institution that has as its primary purpose the education of students including secondary, tertiary and technical vocational education and training institutions.

“Selection Board” shall be the board constituted at the level of the school composed of the Drug Testing Coordinator as chairperson, one representative each from the students, faculty and parents as members. The authorized governing body duly recognized by their respective constituents shall choose the representatives from these stakeholders based on a set of selection criteria formulated for this purpose. In the absence of a parents’ association, the School Head may appoint any parent who shall be a member of the Selection Board.

“Supervising Agency” shall refer to the government agency that exercises supervision over the school such as the Department of Education (DepEd), Commission on Higher Education (CHED), or the Technical Education and Skills Development Authority (TESDA).

PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING

1. Notification: The Supervising Agency through an appropriate order that includes these guidelines on random drug testing, shall inform all schools under its supervision about the government's actions against illegal drugs. The schools' administration shall be required to explain these provisions and their procedures to the school community and when applicable, include these in the schools' handbook or listing of procedures. (The Supervising Agencies' Memorandum Circulars should include a list of DOH-accredited Testing Centers/Laboratories.) All students and their parents shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgment receipt shall not be a bar to the conduct of the drug testing.

2. Samples

- a. The Supervising Agency shall inform randomly selected schools on their inclusion in the random drug testing program.
- b. The whole student population of the school selected shall be included in the random sampling.
- c. The number of samples should yield a statistical 95% confidence level for the whole student population

3. Selection of Samples

- a. The Drug Testing Coordinator shall convene the Selection Board within five days from the receipt of notice from the Supervising Agency stating that the school is included in the program.
- b. On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
- c. The Selection Board shall ensure the confidentiality and integrity of the random selection process.
- d. The selection process shall be random through a lottery, which may be computerized, or in any other manner that shall be agreed upon by the Board
- e. The random selection of students and the drug testing shall be done on the same day. f. Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test
- g. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH Prescribed

Guidelines shall be posted in strategic places/visible areas of the school.

- a. The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.
- b. The drug testing shall be done in the school and conducted by a duly accredited drug-testing laboratory. The school, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing.
- c. The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing for the students, teachers, administration and personnel of the school. It is strongly recommended that the drug testing for students, the teachers, administration and personnel be done simultaneously.

4. Treatment of Random Drug Test Results

- a. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.
- b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws.
- c. The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator. The Drug Testing Coordinator shall then inform all the students tested individually of the test results.
- d. In case the test results are positive, the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his/her parents of the scheduled conference with the Drug Testing Coordinator. The student shall be advised to refrain from revealing the test results to other persons.

- e. During the scheduled conference, the Drug Testing Coordinator shall relay to the parents' full information on the process that shall be undertaken for the confirmatory test. In the event that the parents do not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory test.
- f. The confirmatory drug test shall be conducted in the same manner as the initial drug test.
- g. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.
- h. The Drug Testing Coordinator shall inform both the parents and the student of the results of the test.
- i. The Drug Testing Coordinator shall not delegate such task of informing the student and parent to any other person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent.
- j. First time positive confirmatory drug test results shall not be a ground for expulsion or any disciplinary action against the student.
- k. The Drug Testing Coordinator shall refer the student and his/her parent to a government-owned DOH-accredited facility or DOH-accredited government physician to determine the student's dependency level.
- l. The student may opt for a private DOH-accredited facility or physician for this initial determination provided it is at his/her own expense.
- m. In the event that it is determined that the student is a drug dependent, the school may impose the appropriate sanctions against the student as provided for in the school's Student Handbook and the Manual of Regulations for Private Higher Education, provided that in the case of public secondary schools, if the student is later on found to have been rehabilitated, the student shall then be allowed to re-enroll.
- n. The student shall then undergo a three (3) month observation and counseling period under the supervision of the DOH-accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.
- o. At the end of the three months, it is hoped that with the counseling done, the student will be properly rehabilitated.

If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH-accredited facility or physician, may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the student's level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the school shall proceed in accordance with Section 61, R.A. 9165.

The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility. If the parents refuse to act, the school shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165.

Reportorial Requirements of Results of the Random Drug Testing

- 1. The Drug Testing Coordinator, Drug Counselor and employees of DOH-accredited facilities, testing laboratories, shall not reveal the names of the students or test results to any other persons except to the student concerned or his/her parents.
- 2. The aggregate test results from each school which shall not include the identities of the students tested, shall be submitted by the School Head to the Division Superintendent of DepEd for secondary schools, the Regional Director of CHED for tertiary schools and Training Institution Administrator for TESDA for consolidation for the purpose of evaluating the efficacy and effectiveness of drug abuse prevention programs.

Training of Guidance Counselors

The Department of Education, Commission on Higher Education, Technical Education and Skills Development Authority, the Philippine Drug Enforcement Agency and Dangerous Drugs Board in coordination with each other, shall formulate and conduct the training program for guidance counselors for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.

Expenses of the Program

The Department of Health, in coordination with the Supervising Agencies shall designate the drug testing laboratories that shall be utilized for purposes of the program. Payment of testing fees shall be done by the government thru Department of Health to the Drug Testing Laboratories.

Enforcement of Compliance

Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the schools; provided that at no time shall refusal to undergo testing give rise to a presumption of drug use or dependency; provided further that the school may impose sanctions on such refusal other than the offense of drug use or dependency. Schools that refuse to implement the random drug testing program shall be liable under Section 32 of RA 9165 without prejudice to other administrative sanctions imposed by the Supervising Agencies. The Supervising Agency shall report the same to the Philippine Drug Enforcement Agency (PDEA) and the Dangerous Drugs Board (DDB).

Miscellaneous Provisions Separability clause.

If any provision of these Guidelines or the application thereof to any person or circumstance is held to be invalid, the other provisions of these Guidelines and the application of such provision to other persons or circumstances shall not be affected thereby.

Effectivity.

These Guidelines shall take effect immediately after its approval by the Dangerous Drugs Board.

APPENDIX E: ANTI-BULLYING ACT of 2013 (RA 10627)

SEC. 1. Short Title. – This Act shall be known as the “Anti-Bullying Act of 2013”.

SEC. 2. Acts of Bullying. – For purposes of this Act, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b. Any act that causes damage to a victim’s psyche and/or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name calling, tormenting and commenting negatively on victim’s looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

SEC. 3. Adoption of Anti-Bullying Policies. – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

(a) Prohibit the following acts:

- (1) Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or through the use of technology or an electronic device owned, leased or used by a school;
- (2) Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and
- (3) Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;

(b) Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: Provided, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;

(c) Establish clear procedures and strategies for:

- (1) Reporting acts of bullying or retaliation;
- (2) Responding promptly to and investigating reports of bullying or retaliation;
- (3) Restoring a sense of safety for a victim and assessing the student’s need for protection;

(4) Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and
(5) Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students;

(d) Enable students to anonymously report bullying or retaliation: Provided, however, that no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an anonymous report;

(e) Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;

(f) Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;

(g) Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home; and

(h) Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: Provided, That the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school administration, teachers directly responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation. All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any. The Department of Education (DepED) shall include in its training programs, courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to any bullying act.

SEC. 4. Mechanisms to Address Bullying. – The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying. Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come to one's attention, to the school principal or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

(a) Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;

(b) Take appropriate disciplinary administrative action;

(c) Notify the parents or guardians of the perpetrator; and

(d) Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation. If an incident of bullying or retaliation involves students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

SEC. 5. Reporting Requirement. – All schools shall inform their respective schools division superintendents in writing about the anti-bullying policies formulated within six (6) months from the effectivity of this Act. Such notification shall likewise be an administrative requirement prior to the operation of new schools. Beginning with the school year after the effectivity of this Act, and every first week of the start of the school year thereafter, schools shall submit a report to their respective school division superintendents all relevant information and statistics on acts of bullying or retaliation. The school division superintendents shall compile these data and report the same to the Secretary of the DepED who shall likewise formally transmit a comprehensive report to the Committee on Basic Education of both the House of Representatives and the Senate.

SEC. 6. Sanction for Noncompliance. – In the rules and regulations to be implemented pursuant to this Act, the Secretary of the DepED shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply with the requirements under this Act. In addition thereto, erring private schools shall likewise suffer the penalty of suspension of their permits to operate.

SEC. 7. Implementing Rules and Regulations. – Within ninety (90) days from the effectivity of this Act, the DepED shall promulgate the necessary rules and regulations to implement the provisions of this Act.

SEC. 8. Separability Clause. – If, for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

SEC. 9. Repealing Clause. – All laws, decrees, orders, rules and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby repealed, amended or modified accordingly.

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!

PLEDGE OF CONFORMITY WITH THE ASIAN COLLEGE POLICIES, RULES AND REGULATIONS

I enrolled in Asian College of Science and Technology (Asian College), fully aware that it is my duty and responsibility to comply with its rules and regulations and promise to do the following:

1. I read and understand the content and meaning of the Asian College Handbook;
2. I promise to uphold the vision-mission and core values of the school and obey all the rules and regulations as well as all laws of the country;
3. I will always wear my ID within the school's premises;
4. I will properly wear the prescribed uniform set by my Department/College while on campus;
5. I will abide by all academic and other policies of Asian College and the Code of Students' Conduct and Discipline stated in the Student Handbook;
6. I will actively participate and support the activities of recognized Student Organizations and of my department and the school in general.
7. I am not and will not be a member or supporter of any subversive or illegal associations, nor of any organization or fraternity and sorority not recognized by Asian College, which may be a cause for my exclusion in enrollment;
8. I will not be deliberately involved in any quarrel with any member of the Asian College community;
9. I will not participate directly or indirectly in any illegal assembly, barricade, boycott, rally or the like, which tend to disrupt classes;
10. I will not carry any deadly weapon or explosives;
11. I will never be under the influence of dangerous and prohibited drugs and alcoholic drinks while in the school campus;
12. I will not use profane or improper language and I will not shout or speak in a loud voice anywhere while on the campus;
13. I will help preserve and maintain cleanliness on the campus and will follow the "CLEAN AS YOU GO" policy;
14. I will not commit vandalism, destroy or deface any school property;
15. I will not smoke within and outside the school premises.
16. I would never be a bully to my fellow Asian College schoolmates.

Name and Signature of the student

*Name and signature of Parent/Guardian
If under 18 y/old*

Program and year _____

Date: ____/____/____

Letter to the Students and Parents/Guardians

July 15, 2020

From: Asian College Campus Administrator

Subject: Addendum/Repealing Phrases to the School Rules, Policies and Regulations during this time of Pandemic (COVID 19). SY 2020-21

In the midst of the ongoing pandemic due to the escalating Covid-19 infection, the Philippine Higher Education System through the supervision of the Commission on Higher Education (CHED) mandated that schools shall adopt learning delivery mode that will best lessen if not totally prevent the spread of the virus among students and stakeholders without sacrificing learning and development.

Asian College adopts a system called ACFLEX that intends to continue students' learning the safest and the best way it can using innovative tools and methodology that are suitable to the needs of its enrollees.

In this regard, the following items may alter the actual application of the policies, rules and regulations of the Handbook during this time of pandemic but they do not render the application of the existing rules, policies of regulation outright ineffective or the entirety of the Handbook.

Section 9. Application of the Disciplinary Sanctions

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

Section 9 will now become:

1. Written reminder and elucidation of the offense through personal email.
2. Strong Abomination and Warning sent through personal email.
3. Community Service:
 - a. ***Brief Community Service- Personal Learning Tasks to be done at home with output-evidence***
 - b. ***Prolonged Comm Service- Family or Community oriented tasks with output evidence.***
4. Suspension: To be monetized and the amount shall be determined by the SDB resolution. This is without prejudice to other transforming mechanisms that the SDB deemed necessary for the student to fulfill
5. Non-readmission
6. Exclusion
7. Expulsion

Teaching and Learning Modality

FLex is a combination of Remote Learning (Online-Asynchronous) and Remote Learning (Module) . This is the school's initiative to cope with the rapid changes in the educational system due to the COVID19 pandemic. Moreover, this program also addresses the needs of working students, this will allow working students to meet the demands of their job while still being able to develop themselves as professionals in their respective fields. **FLex** promotes self-leadership through self-education which builds their confidence as lifelong learners.

Grading system

70% - Written Output (quizzes, written activities, chapter test, etc.)

30%- Term Assessment (e-portfolio, research paper, case study, feasibility study, etc)

MS. REA O LAMBRENTA, LPT, MAEd

Campus Administrator