

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




	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
Subject	<i>Student Handbook</i>	Revision Date:	November 2025
		Date Effective: December 2025	
		Page 2 of 120	

Table of Contents


Article I: PRELIMINARY MATTERS	6
Article II: ASIAN COLLEGE AS AN EDUCATIONAL INSTITUTION	
Section 1. The Vision and Mission Statement	7
Section 2. The Educational Philosophy	8
Section 3. Asian College logo.....	9
Section 4. Asian College Core Values	9
Section 5. History of Asian College of Science and Technology Foundation, Inc.	9
Article III. ADMISSION AND ENROLMENT	12
Section 1. Basic Admission Requirement.....	12
Section 2. Classifications of Applicants:.....	13
Section 3. Registration and Enrollment Policies	13
Section 4. Enrollment Requirements:.....	16
Section 5. Classification of Students	18
Section 6. Changing /Dropping of Course:	18
Section 7. Academic Loads (Student Load and Course Sequence)	19
Section 8. Advanced Subjects and Back Subjects.	19
Section 9. Changing of Class Schedules.	19
Section 10. Excess Load for Graduating Students	19
Section 11. Cross-Enrollment	20
Section 12. Shifting of Program	20
Section 13. Right to Enroll Until Graduation	20
Section 14. Deferrals.	20
Section 15. Withholding of Credentials	21
Section 16. Transfer to another School and Issuance of Transfer Credentials.	21
Section 17. Asian College Scholarship	25
Section 18. Procedure and Process Flow for Scholarships	25
Article IV SCHOOL FEES	2728
Section 1: Tuition and Other School Fees.....	28
Section 2. Other School Fees	29

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
Subject	<i>Student Handbook</i>	Revision Date:	November 2025
		Date Effective: December 2025	
		Page 3 of 120	

Section 3. Authorized Personnel to Received Payments.....	29
ARTICLE V. CLASS ATTENDANCE	30
Section 1. Absences in the tertiary level.....	30
Section 2. Attendance in Technical Vocational Education and Training Programs	31
Section 3. Tardiness and "Leaving the Classroom Without Permission"	31
Section 4. Suspension of Classes.....	31
Section 5. Leave of Absence (LOA)	32
Article VI LABORATORY GUIDELINES	33
Section 1. Hospitality Management Laboratory Guidelines.....	33
Section 2. Hospitality Management Safety Procedures.....	34
Section 3. Rules and Regulations in the Kitchen Laboratory	34
Section 4. Standard Operating Procedures for the Requisition of Kitchen Tools and Equipment	35
Section 5. Computer/ CpE and ECT Laboratory.....	36
Section 6. Chemistry Laboratory Safety Rules and Regulation	38
Section 7. Physics Laboratory Safety Rules and Regulations	40
Section 8. Nursing Laboratory (Mini-Hospital) Policies and Guidelines	41
Section 9. Policies and Guidelines	41
Section 10. School Facilities and Equipment	42
Section 11. Rules and Regulations on the Use of the Audio Visual Room	43
ARTICLE VII STUDENT SERVICES	45
Section 1. Student Admission Office.....	45
Section 2. Registrar's Office.....	45
Section 3. Guidance and Counseling	45
Section 4. Student Affairs and Services Areas Covered by the SAS:	47
Section 5. Health Services	52
Section 6. The Library.....	53
Section 8. Security Services	55
Article VIII EXAMINATION	57
Section 1.Examination.....	57
Section 2. Periodic Examination	57
Section 3. Regular Classes During Examination	58

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
Subject	<i>Student Handbook</i>	Revision Date:	November 2025
		Date Effective: December 2025	
		Page 4 of 120	

Section 4. Examination Guidelines	59
Section 5. Special Examination.....	60
Section 6. Other Related Policies	62
Article IX GRADING SYSTEM	63
Section 1. Grading System.....	63
Section 2. Computation of Grades	63
Section 3. Grading Equivalentents	65
Section 4. Guidelines on the Change of Grade/Correction of Ratings/Removal of Incomplete Grades ...	67
Section 5. Grounds for Change of Grades	68
Section 6. Allowable period of Change of Grade.....	68
Section 7. Incomplete Grades and Grade Remarks	68
Section 8. Preparation of Grades	70
Section 9. Submission of Grades.....	70
Article X ACADEMIC STANDING	71
Section 1. Academic Requirements for Continued Residence.....	71
Section 2. Intervention Program.....	71
Section 3. Retention Policy.....	71
Article XI Code of Conduct/Discipline	74
Section 1. Authority to Maintain Dicipline.....	74
Section 2. Wearing of Uniform, I.D., and Proper Grooming.....	75
Section 3. Relationships with the Administration, Faculty, and Personnel	77
Section 4. Relationship with Peers.....	78
Section 5. Maintaining the School's Cleanliness	78
Section 6. On Campus Security.....	78
Section 7. Classification of Offenses.....	79
Section 8. Forms of Disciplinary Action.....	80
Section 9. Preventive Suspension.....	87
Section 10. Imposition of Disciplinary Administrative Sanctions	87
Section 11. Extent of Jurisdiction.....	94
Section 12. Procedures for the Settlement of Complaints/Grievances and Disciplinary Measures.....	94
Section 13. Additional Issues and Concerns.....	96
Article XII GRADUATION	97
Section 1. Prerequisites for Graduation.....	97
Section 2. Graduation Exercises.....	97

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 5 of 120	

Section 3. Special Orders 97

ARTICLE XIII POLICY ON ACADEMIC HONORS, AWARDS AND STUDENT RECOGNITION 98

Section 1. Implementing Guidelines.....98

Section 2. Semestral Honors 110

Article XIV ASIAN COLLEGE ALUMNI ASSOCIATION.....111

Section 1. Alumni Association.....111

Article XV MISCELLANEOUS PROVISIONS 112

Section 1: Application of Sanctions.....112

Section 2. Separability Clause 112

Section 3. Repealing Clause..... 112

Section 4. Amendments 112

Section 5. Effectual 112


ADDENDUM

Artificial Intelligence (AI) Use Policy.....113

ASIAN COLLEGE HYMN.....118

STUDENT HANDBOOK ACKNOWLEDGEMENT RECEIPT.....119

STUDENT HANDBOOK COMMITTEE ACKNOWLEDGMENT.....120

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 6 of 120	

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 of Science and Technology students in all colleges/departments and 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

VISION

"To be a transformative educational institution committed to the success of its graduates through quality instruction, relevant research, and strong community engagement."

MISSION


"To educate and develop globally competitive future leaders."

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 7 of 120	

Section 2. The Educational Philosophy

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

1. Offer relevant programs, including but not limited to sciences, technical, and health-related courses utilizing global standards in syllabi preparation tailored to address the present and future needs of society;
2. Provide opportunities for higher learning;
3. Provide knowledge through extensive research, hereafter ensuring the acquisition of expertise requisite in cultural, social, and economic development, promoting and developing scientific and technological research;
4. Promote the understanding, interpretation, preservation, and 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; and
7. Build strong community engagement through collaboration and participation with the adopted community.
8. Offer relevant programs, including but not limited to sciences, technical, and health-related courses utilizing global standards in syllabi preparation tailored to address the present and future needs of society;
9. Provide opportunities for higher learning;


 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 8 of 120	

10. Offer relevant programs, including but not limited to sciences, technical, and health-related courses utilizing global standards in syllabi preparation tailored to address the present and future needs of society;
11. Provide opportunities for higher learning;
12. Provide knowledge through extensive research, hereafter ensuring the acquisition of expertise requisite in cultural, social, and economic development, promoting and developing scientific and technological research;
13. Promote the understanding, interpretation, preservation, and enhancement of national and, regional, international, and historic cultures;
14. Help preserve and enhance positive Filipino values and
15. Contribute to the development and improvement of Philippine higher education; and
16. Build strong community engagement through collaboration and participation with the adopted community.

Section 3. Asian College Logo



The logo is a shield composed of seven geometric shapes: a royal blue, light blue, and red triangle. Two branches of ivy leaves in royal blue border the shield's bottom portion. "1972" is located in the bottom portion of the shield. The logotype "Asian College" is rendered in red and royal blue in Verdana form. The tagline "Developing leaders in IT and Management" is on the logo's bottom.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 9 of 120	

Section 4. Asian College Core Values

Academic Excellence

Integrity

Self-Leadership

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


Asian College began as the Asian Institute of Electronics (AIE), founded in 1972 by Dr. Constancio A. Sia and his wife, 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 to manufacturing, having held positions at companies like Mariwasa Manufacturing Inc., Honda Motors Co., and La Tondeña Distillers, Inc.

Because the United Audio manufacturing plant constantly needed skilled personnel, 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 for 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 expanded to new AIE campuses outside Metro Manila. The Baliuag branch was opened in 1988, followed by Dumaguete in 1991 and 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 the 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.


 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 10 of 120

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

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

In June 1995, the Department of Education, Culture, and Sport (DECS) accredited AIE as a full-fledged college, precipitating a change in name to the Asian College of Science and Technology (ACSAT). The transition from AIE to ACSAT did not alter the founder's compassionate vision of operating a " skill and values-oriented educational institution" committed to helping in the nation's development through education using world-class and international standards.

It continues with its tradition of training students to acquire adequate knowledge and relevant skills that meet business and industry requirements. ACSAT has expanded its curriculum to offer complete 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, and Electronics Engineering. The college also offers health care services, hotel and restaurant services, and electronic and computer technology diploma courses.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 11 of 120

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


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

Today, Asian College's main campus is located in Dr. V. Locsin St., Dumaguete City, Negros Oriental. The school campus provides a conducive learning atmosphere with modern facilities such as air-conditioned classrooms, LCD and overhead projectors, complete library facilities, electronic testing tools and equipment, internet access, an audiovisual room, a gym, a simulated hospital, and professional kitchen laboratories. Its faculty and administrative staff are professionals in their fields, well-motivated, and devoted to providing high- quality education.

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

As it celebrates its 53rd anniversary, Asian College continues its commitment to academic excellence by consistently producing top-quality graduates in various fields, maintaining high standards of teaching, and achieving a high rate of graduating students each year. Its journey from a technical-vocational school to a world-class college is far from over, as it goes through a rebirth and consolidation that aligns its vision in five main campuses.

This vision is anchored on its philosophy of transforming people's lives through the provision of quality education and the development of leaders in business and industry for the next generation of Filipinos.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 12 of 120	

Article III.

ADMISSION AND ENROLMENT

Section 1: Basic Admission Requirement.

The basic requirement for eligibility for admission of a student to Asian College is the completion of a secondary-level program recognized by the Department of Education (DepEd) - Junior High School for incoming Senior High School students and Senior High School for incoming First Year College students.

Graduates of foreign secondary schools who may have yet to fully satisfy the specific requirements of certain collegiate programs or courses may be admitted, provided the deficiency is corrected during their initial school term. Students who have not yet graduated from high school but have completed at least twelve (12) curriculum years in elementary and secondary education in other countries may be favorably considered for admission at the discretion of Asian College.

Section 2: Classifications of Applicants:

Freshmen

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

Returning Students


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

Transferees

Students who enrolled from other Higher Education Institutions before their enrollment in Asian College;

Cross Enrollees

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

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 13 of 120

Foreign Students:


Students who are not Filipino citizens.

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 Policies

The enrollment of students in Asian College is conducted during the registration period indicated on the approved school calendar by defined procedures, subject to the following rules:

1. When students register at Asian College, it is understood that they are enrolling for the entire semester.
2. Aside from the specified registration period, a student may enroll and be admitted by the rules of Asian College for late enrollment, which shall not exceed two (2) weeks after the official start of classes.
3. After the two weeks mentioned above, no further enrollment will be allowed without prejudice to subsequent transfer by an enrolled student to another school during the academic year, provided that consent of both schools is obtained. As a general rule, inter-school transfer after the enrollment period is discouraged, especially for students who are expected to graduate from a program of study during the academic year.
4. Students shall only be considered officially enrolled if they submit all pertinent admission requirements or academic credentials on or before the school term's enrollment period ends.
5. A student is deemed officially enrolled in Asian College after he/she has submitted his/her appropriate admission or transfer credentials and made an initial payment of his/her school fees that has been accepted by Asian College.
6. School fees are payable in cash or installments per the approved Asian College payment scheme. The last day of cash-basis payments is *the first day of classes*. Implemented fees and rates are duly authorized by the Commission on Higher

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 14 of 120	

Education.

	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
Subject	<i>Student Handbook</i>	Revision Date:	November 2025
		Date Effective:	December 2025
		Page 15 of 120	

Fees are composed of the following:

- a. Tuition Fees (Lecture Units)
- b. Laboratory Fees (Laboratory Units)
- c. Miscellaneous Fees
- d. Institutional Affiliation and Membership Fee
- e. Developmental Fee

7. Student transferees are required to submit the transfer credentials to Asian College upon admission. If the applicant cannot submit the necessary credentials, he may be admitted for enrollment under probationary status with a signed waiver for temporary enrollment approved by the Registrar.

8. No foreign student may be enrolled without the prior approval of the Commission on Higher Education (CHED), the Technical Education and Skills Development Authority (TESDA), and the Bureau of Immigration.


9. For purposes of enrollment, the name and other personal data of each student as indicated on their birth certificate or alien certificate of registration prevail.

10. A student who transfers or otherwise withdraws from the institution through writing within weeks or a day before the official start of classes and who has already paid the pertinent tuition and other school fees in full shall be refunded less a processing fee.

11. A student who transfers or withdraws one (1) week after the start of the class but has already paid the pertinent tuition and other school fees in full will be charged twenty-five percent (25%) of the remaining refundable net amount, excluding the registration, which is non-refundable.

12. A student who transfers or otherwise withdraws from the institution through writing within the *1st week after the official start of classes, regardless of whether or not he has attended classes, shall be charged Twenty-Five percent (25%) of the total amount due for the school term;*

13. He or she who transfers or otherwise withdraws from the institution through writing within the *2nd week after the start of classes, regardless of whether or not he has attended classes, shall be charged Fifty percent (50%) of the total amount due for the school term.*

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 16 of 120

14. He or she who transfers or otherwise withdraws from the institution through writing within the *3rd week and beyond after the start of classes, regardless of whether or not he has attended classes, shall be charged One Hundred Percent (100%) of the total amount due for the school term.*

Section 4: Enrollment Requirements:

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

First-year students or New students:

Form 138/Report Card (Original) upon enrollment or its equivalent
Form 137/Permanent Record (school-to-school request)
Certificate of Good Moral Character (original)
2 copies of the recent 2x2 ID photo
PSA- Authenticated Birth Certificate (photocopy)
Marriage Certificate (for married women or men)


B. Transferees:

Certificate of Transfer Credentials
Certificate of Good Moral Character (original)
Copy of Grades for evaluation purposes
Official Transcript of Records copy for Asian College
2 copies of the recent 2x2 ID photo
PSA- Authenticated Birth Certificate (photocopy)
Marriage Certificate (for married women or men)

Note: Admission is conditional and temporary for new and transfer students until all required credentials are submitted. These credentials must be submitted to facilitate your inclusion on the official list of enrolled students and are prerequisites for graduation from college.

C. Old and Returning Students:

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

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 17 of 120	

D. Foreign Student

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 the 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 the applicant
Foreign Student Fee

Section 5: 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

Regular Students


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

Irregular Students

Students who carry an academic load are different from the regular students.

Section 6: Changing /Dropping of Course:

1. Any change in the subject load or class schedule should be done through the Office of the Registrar within two (2) weeks after classes start. Any unofficial change may result in the outright dropping of the student concerned.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 18 of 120

2. There shall be no refund for any dropped subject, regardless of whether the course has been fully paid. However, payment for any dropped subject may be applied to a new additional subject, provided the subject change has been made within the filing schedule.

3. A student who 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 dropped.

4. The official dropping form, FM-REG-004 R00, must be duly signed by the Instructor concerned, Deans or Program Chairs, and Registrar.

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

1. Students' course load and sequence of courses shall be in accordance with the approved curriculum of study for each program. Reasonable exemptions to this rule may be permitted, taking into account the best interests of students and the objectives of the educational institution.


2. Courses may only be taken if the prerequisite course/s have been taken and passed.

3. The academic council may allow a graduating student to take additional courses in excess of the regular load indicated in the curriculum. Upon the discretion of the academic council, non-graduating students may be allowed an additional course load of not more than 6 units in excess of the regular load if the purpose of such overload is to make up for a previously failed course or to grant the student regular status upon passing the courses.

4. Laboratory courses paired with academic courses must be taken during the same semester, even if separate grades are given to both.

5. Students should only be allowed to enroll in the 4th year if they have already taken and passed all PE and NSTP subjects.

6. All PE and NSTP courses must be taken and passed during the 1st or/and 2nd year level.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 19 of 120	

Section 8: Advanced Subjects and Back Subjects.

As a general rule, a student shall not be permitted to take any advanced course/s until he/she has satisfactorily passed the prerequisite course/s.

Uncompleted/Incomplete (INC) grades are considered failed; students must retake the course.

Section 9: Changing of Class Schedules.

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

- Conflicts with other class schedules
- Opening of petitioned subjects
- Failure to take the requisite subjects results in re-evaluation
- Conflict from his present work, in the case of working Student
- Working scholars and,
- Other similar reasons


After two (2) weeks from the official start of classes, students' course assessments are considered final, and they 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

The academic council may permit a graduating student to have an excess load at its discretion and approval.

If the Student has outstanding academic performance, an additional course load of up to six (6) academic units over the average load may be permitted.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 20 of 120

Section 11: Cross-Enrollment

A student may be permitted to cross-enroll in another school limited to the usual subject load for the current term for valid reasons as determined by the prior written authority of the Registrar. The procedure for cross-enrollment is as follows:

1. The Student must write a request letter to the Registrar to cross-enroll in the school of his choice. Among other things, they must state the reason for the cross-enrollment. He then presents it with an evaluation of his academic record to the Dean/Program Chair for endorsement and approval.
2. The Student then proceeds to secure a permit to cross-enroll from the Registrar's Office, complete it in duplicate, and have it approved by the Registrar.
3. At the end of the term (semester or summer), the Student must submit an official copy of grades to the Office of the Registrar in a sealed envelope from the school where they were cross-enrolled.

Section 12: Shifting of Program

For purposes of evaluation, applications to shift program for old or continuing students must be filed during the enrollment period. On the other hand, officially enrolled new students are only allowed to shift program after having completed at least 1 semester.


The student must submit his/her letter of request (with parent's/guardian's consent) to shift program, with recommendation from the Program Chair, Guidance Counselor, and approved by the Registrar. Shifting of program is not allowed after the official start of classes.

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 expected to complete their course except in cases of academic delinquency or violation of school rules and regulations.

Section 14: Deferrals.

A student who fails to attend a single day of classes and, for valid reasons, cannot continue his schooling for the semester may apply for a deferment. If no

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 21 of 120	

refund is claimed; the student may use the payment made for the current term as advanced payment for the upcoming semester. The registration fee shall be deducted from the total deferred amount. It is understood, however, that they will have to pay the difference in tuition fees and other charges. The deferred payment is automatically forfeited if the students cannot continue schooling the following term.

Section 15: 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 a full and final settlement of his/her obligations to Asian College, or the penalty of suspension shall have been rendered.

Section 16: Transfer to another School and Issuance of Transfer Credentials.

A student enrolled in Asian College can transfer to another school, provided they have settled all financial and academic obligations with Asian College.

Asian College shall provide every Student who applies for and is eligible to transfer with the appropriate transfer credentials, which will entitle him/her to admission to another school of his/her choice, provided he/she follows the policies and procedures for transfer.

1. Students must secure and fill out an application form for transfer credentials. They must also submit a letter of request to transfer signed by their parent and/or guardian.
2. They must proceed to the Dean or Program Chair, Admissions Officer, Guidance Counselor, and Registrar for an exit interview and clearance.
3. He/she must proceed to the Cashier for Payment and Registrar's Office to obtain the schedule for the release of transfer credentials.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 22 of 120

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

Section 17: Asian College Scholarship

I. Internal Scholarship

1. Entrance Scholarship

- 1.1 SHS Rank 1- 100% free TF and LF for two (2) consecutive semesters
- 1.2 SHS Rank 2- 50% discount on TF and LF for one (1) semester
- 1.3 SHS Rank 3- 25% discount on TF and LF for one (1) semester

2. Dr. Constancio A. Sia Scholarship


- 2.1 SHS graduate with a Final General Average of 90%
50% discount on TF and LF for one (1) semester

3. Transferee Discount

- 3.1 College transferee from another school with good academic standing and complete records- 30%discount on TF for one (1) semester

4. Acer Return Service Scholarship – 50% discount on TF and LF.

- 4.1 Currently enrolled, financially constrained students who are willing to work to defray their tuition and fees;
- 4.2 GWA of 2.00 or better, with no grade below 2.25 in any subject
- 4.3 To maintain the scholarship privilege, students shall render 180 hours of return service per semester and obtain satisfactory work and behavioral evaluation from the head of the office to whom a student is assigned.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 23 of 120	

5. Academic Scholarship

5.1 GWA of 1.00 (97-100%); NO INC grades in all academic courses and NO grades below 2.00 (85-87%) in all academic courses; 100% free TF and LF;

5.2 GWA of 1.25 (94-96%); NO INC grades in all academic courses and NO grades below 2.00 (85-87%) in all academic courses; 50% discount on TF and LF;

5.3 GWA of 1.50 (91-93%); NO INC grades in all academic courses and NO grades below 2.00 (85-87%) in all academic courses; 25% discount on TF and LF;

Note: The required minimum number of units enrolled is 18 units or as specified in the study curriculum.

6. Basketball Varsity Scholarship


6.1 Currently enrolled AC students who qualify to play as basketball athletes in the school's sports program. Maintaining GWA of 2.50 or better and no failing grades in all subjects, 100% Free TF, LF, and MF.

(To maintain the scholarship privilege, the student athlete must be recommended by the Coach and athletic coordinator and adhere to the provisions of the varsity Contract.)

7. Volleyball Varsity Scholarship

7.1 Currently enrolled AC students who qualify to play as volleyball athletes in the school's sports program. Maintaining GWA of 2.50 or better, without any failing grade. 25% discount on TF.

(To maintain the scholarship privilege, the student-athlete must be qualified by the Coach and athletic coordinator and adhere to the provisions of the varsity Contract.)

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 24 of 120

8. Alumni Discount

8.1 Graduates of Asian College SHS/degree program who pursue a baccalaureate degree or other degrees of choice; 20% discount on TF for one (1) semester only.

(To continue the scholarship, the grantees may apply for any of the school's Student Scholarship Programs.)

9. Regular Employee Scholarship Benefit

9.1 Asian College Regular employee; 100% free TF, excluding LF and MF.

9.2 Asian College Regular Employees' Wife/Husband/Brother/Sister; 50% discount on TF, excluding LF and MF; Applicable until graduation from the chosen course.


9.3 Child of Asian College Regular Employee (One-Child Policy); 100% free TF. The miscellaneous and laboratory fees are for the employees' account and can be paid via salary deductions. This policy is applicable until graduation from the chosen course.

(Please refer to HR manual on employee benefits.)

10. Siblings Scholarship

10.1 Two (2) currently enrolled siblings (both full-time students); 20% discount on TF only, applied to the second sibling. Applicable until graduation as long as qualification is maintained.

10.2 Three (3) currently enrolled siblings (all full-time students): The 20% discount on TF only applies to the second sibling, and the 10% discount on TF only applies to the third sibling. This offer is applicable until graduation as long as the qualification is maintained.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 25 of 120	

11. AFP/PNP Scholarship

11.1 AFP/PNP Active Duty Personnel Discount

11.2 Children of AFP/PNP Active Duty Personnel; 20% discount on TF only.

(Applicable until graduation as long as qualification is maintained and with no grade below 3.00)

II. Third-Party Scholarship Grant

These include scholarships granted by CHED, TESDA, PVAO, US Veterans, DOST, LGUs, Pre-need Educational Plans (subjects for evaluation and verification), and other scholarships as may be granted by entities or individuals.

Assessment is made in the usual manner, and the student must pay the difference between the total assessment and the scholarship.

Section 18. Procedure and Process Flow for Scholarships

General Guidelines:


1. Applicants must have not violated any provision of the Student Handbook during the last two (2) semesters preceding the application.

2. Applicants must obtain the Grades and GPA required of the Scholarships for specific grade requirements.) Dropped and Incomplete (INC) grade/s shall render the application unqualified.

3. Application Period

3.1 One (1) week before the official start of enrolment, Academic Scholarship Grant

Note: The announcement of the scholarship application period must be posted before the official application schedule.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 26 of 120	

3.2 During Enrollment


- Transferee Discount
- Basketball Varsity Scholarship
- Volleyball Varsity Scholarship
- Alumni Discount
- Employee Scholarship Benefit

3.3 First-n Basis/ Limited Slots

- Entrance Scholarship
- Dr. CAS Scholarship
- Acer Return Service Scholarship

Application, Processing, and Approval of Scholarship Grants:

1. Applicants secure an Individual Grade Report (IGR) at the Registrar.
2. Applicants secure a Scholarship Application Form (SAF) at the Guidance and Counseling Office.
3. The Guidance and Counseling Office/Processing Officer shall evaluate all applications and sign first on the Approval Sheet. Specific requirements and endorsements of special scholarships shall be required from appropriate departments.
4. The appropriate program chair and Dean shall approve applications.
5. Applicants submit duly accomplished SAF and complete requirements to the Guidance and Counseling Office to furnish and approve grants to the Registrar and Cashier.
6. The Guidance and Counseling Office/ Processing Officer shall submit the List to the Registrar and Accounting. The Registrar shall update qualified students' Certificate of Enrollment (CE) on ACES to reflect an appropriate discount. The cashier/ Accounting Clerk shall update the Statement of Account (SOA) on ERP.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 27 of 120	

Article IV SCHOOL FEES

Section 1. Tuition and Other School Fees

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

1. Tuition Fee
2. Laboratory Fee
3. Miscellaneous Fee
4. Other Fees

B. Modes of Payment

1. A student may opt to pay his tuition in cash or installments through Asian College's approved payment scheme.


2. The approved deadline for tuition payments for every school year will be posted at the cashier's office.

2.1. Conversion to Cash. On or before the approved deadline, a student may opt to change the manner of paying tuition fees from installment to cash.

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. In cases of checks being altered, the authorized signatory must sign the alterations. The following information should be written correctly on the back of the check: student's full name, ID number, course/college, telephone/mobile number, and home address.

3.2 The Finance Office will automatically cancel the official receipt of those whose checks were returned or dishonored by the bank for whatever reason.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 28 of 120

3.3 Replacement for returned or dishonored checks shall be in cash or manager's check and paid to the Cashier's Office only.

4. Students are encouraged to pay their tuition at any of the participating Asian colleges without charge.

4.1 Credit Card Payment. Any Mastercard, Visa, or JCB card is accepted as a mode of payment for tuition only. Payment can be made only to the Cashier's Office.

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

4.2.1 Online banking at BPI. Log on at <https://www.bpiexpresslink.com>

4.2.2 Direct deposit or payment at any Cebuana Lhuillier branches

4.2.3 Direct deposit or payment at any Bayad Center branches or outlets.

4.2.4 Direct deposit or payment at any Globe Banko participating outlets.


5. Returned Checks

5.1 The responsibility of ensuring that the check is well-funded rests with the student.

A student who pays his tuition by issuing a check and is subsequently dishonored by the bank due to insufficient funds will no longer be entitled to make check payments.

5.2 Students whose checks have been dishonored once during their entire stay at Asian College may no longer make subsequent payments using checks. Cash, manager's check, and credit card payments will be accepted.

5.3 Validated Slips shall be presented at the Cashier's Office for the issuance of the Official Receipts.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 29 of 120	

Section 2. Other School Fees

Payment for other school fees intended for school activities is nonrefundable. If the student withdraws, their payment shall be charged a twenty percent (20%) admin fee. Any net amount shall be applied to his/her current tuition fee account balance or as advance tuition fee payment for the next semester.


Section 3. Authorized Personnel to Received Payments

6.1 The Cashier is the only authorized personnel by Asian College to receive payments.

6.2 In the absence of the cashier, any personnel from the Finance Department will temporarily take charge.

6.3 Payments made to any unauthorized person/s will not be honored.

6.4 Only a transaction with an Official Receipt issued by Asian College's authorized personnel is considered valid and will be honored.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
Subject	<i>Student Handbook</i>	Revision Date:	November 2025
		Date Effective:	December 2025
		Page 30 of 120	

ARTICLE V. CLASS ATTENDANCE

Section 1. Absences in the tertiary level.

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

Furthermore, class attendance is governed by the following rules:


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

<u>Subject Description</u>	<u>Hours Allowed</u>
3 unit lecture Subject	11 hours
3 units with laboratory	18 hours

2. Attendance will be checked at every meeting. Late enrollees are marked absent for the days missed.

3. Students must wait for a certain period for their instructors as follows.

<u>Class hours</u>	<u>No. of minutes for the students to wait</u>
1 hour	15 minutes
1 – 1 ½ hours	20 minutes
2 hours	30 minutes
2 – 2 ½ hours	35 minutes
3 hours	40 minutes

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 31 of 120

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

Section 2. Attendance in Technical Vocational Education and Training Programs

Technical vocational programs or courses may be finished earlier than scheduled as scheduled or late into the semester. This is an alternative to the conventional approach of a fixed and rigid schedule. Asian College hereby adopts the Competence-Based Technical Education and Skills Development (CBTESD) learning principles of motivation, individualized or modularized method of instruction, self-pacing recognition of different learning styles, provision of frequent feedback, opportunities for practice, and active participation, an approach in which learning is the constant and time is the variable.

Section 3. Tardiness and "Leaving the Classroom Without Permission"

A student who comes late to class shall be marked "tardy."

Three instances of tardiness are equivalent to one day of absence. A student who leaves the classroom and stays out for the class period without the instructor's permission shall be subjected to disciplinary action.


Late students shall not be refused entry to class, although they will be marked absent if they arrive beyond 15 minutes.

Students must leave the classroom with the professor's permission, and anyone who does so will be marked absent.

Section 4. Suspension of Classes

Classes are automatically suspended only for the following causes:

1. Typhoon Signal No. 3
2. Declared non-working holidays
3. TESDA/CHED official announcement that classes that may be declared suspended depending on need will be affected by the


 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 32 of 120	

directive from authorized Asian College School Officials when government agencies give Asian College management the discretion whether to hold classes or not during weather disturbances or peace and order situations.

4. Other occasions are per the announcement of Asian College's top management.

Section 5. Leave of Absence (LOA)


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

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 33 of 120	

Article VI LABORATORY GUIDELINES

Section 1. Hospitality Management Laboratory Guidelines (Standard/ Suite Room)

- a. Students can only enter the Suite Room/laboratory during non-laboratory hours and with faculty in charge.
- b. Bags and personal belongings should be deposited in the student's locker. They are not allowed to be brought into the **Standard/ Suite Room**.
- c. Students are not allowed to sit or lie down on the bed, sit on the couch, or use the bathroom facilities in the **Standard/ Suite Room** unless required for class discussions.
- d. Chewing gum, eating, and drinking are not allowed in the **Standard/ Suite Room**.
- e. The **Standard/ Suite Room** is exclusively intended for training purposes only.
- f. After using the Standard/Suite Room, students must return the furniture and equipment in their proper position and condition.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 34 of 120


Section 2. Hospitality Management Safety Procedures

A. Safety in the Kitchen

To prevent accidents, students are only allowed to utilize the kitchen laboratory equipment under the full supervision of the professor in charge.

Section 3. Rules and Regulations in the Kitchen Laboratory


- a. 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.
- b. Personal items are not allowed inside the kitchen and must be placed in lockers. The school is not responsible for any loss or damage.
- c. Students must wear the prescribed uniform during laboratory hours: a chef jacket, chef pants, non-skid shoes or clogs, an apron, hairnet, and toque.
- d. Remove jewelry and accessories.
- e. For hygienic purposes, students must wash their hands before performing laboratory work and as often as needed. They must also avoid preparing food with wounded hands.
- f. Clean towels, dishcloths, pot holders, and oven mitts must be available for laboratory work.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 35 of 120	

- g. Countertops and tables must be kept clean at all times.
- h. Stoves, ovens, and faucets must be turned off when not in use.
- i. Avoid handling foods when you have colds, coughs, and other diseases.
- j. You must claim your equipment and utensils from the Hospitality Management Custodian/faculty in charge before the start of your class.
- k. The ingredients should be ready and complete before the start of the laboratory activity. No ingredients or incomplete ingredients mean no laboratory.
- l. Kitchen knives and other tools must be used appropriately.

Section 4. Standard Operating Procedures for the Requisition of Kitchen Tools and Equipment

1. Borrowing and using HRS kitchen laboratories, tools, and equipment is possible only for the students, faculty, staff, and administrators of the above- mentioned College, provided that they follow the procedures.
2. Two copies of the requisition form available at the stockroom must be accomplished and submitted to the Custodian at least a day before use.
3. The student who borrowed tools and equipment must return them on the date stated on the requisition form.
4. The student must double-check the borrowed kitchen tools and equipment and report missing, damaged, or broken items immediately.
5. In case of loss, damage, or breakage of borrowed material, the student must replace the same item/s or pay the current market price.
6. The borrowed materials must be returned to the HTM Custodian. Items must be free from grease, clean, and wiped dry.


 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 36 of 120	

7. Students who fail to return the complete set of borrowed tools and pay/replace the same will not be cleared at the end of the semester.

Section 5. Computer/ CpE and ECT Laboratory

The computer laboratory is designed to enhance student's 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 a complete uniform. This excludes PE uniforms, chef uniforms, org shirts, and other civilian outfits. No jewelry or accessories must be worn while inside the laboratory. Hair must be kept when repairing and installing computer components.
2. Bags are allowed inside the computer laboratory provided 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 equipment, or removing any part is a minor offense. Students should report problems encountered in the computer laboratory to their respective instructors.
5. Students are prohibited from installing any application in any unit in the computer laboratory. Likewise, browsing social media and gaming sites is strictly prohibited during class.
6. Students are prohibited from accessing and/or altering system settings, including wallpapers, screensavers, restrictions, passwords, BIOS set-up, etc. Any student who violates this rule will be subject to disciplinary action.
7. Students are prohibited from accessing files and applications not required by the instructor.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 37 of 120	

8. Faculty who wish to install any application for academic requirements must submit a written request to the Program Chair. Once approved, the request will be forwarded to the Technical Services Group (TSG).

9. Installing malicious and counterfeit software is not allowed and will result in disciplinary action. Accessing pornographic sites is strictly prohibited.

10. Eating, drinking, smoking, chewing gum, and any form of vandalism are strictly prohibited inside the computer laboratory. The offending party will be charged with any damage to laboratory properties caused by violating the aforementioned guidelines.

11. No students will be allowed inside the laboratory without the authorization of the faculty in charge, and no OJT/seat-in will be allowed without the permission of the concerned authority.

12. Students are required to wear shoe coat to wear a shoe coat before entering the laboratory to preserve the cleanliness and condition of the carpet.

13. Keep the floor area around the Laboratory work areas clear. When not in use, keep unused stools/chairs under the laboratory benches. All computers must be properly shut down after use.


14. To avoid injury, all precautionary measures must be observed on the materials and other equipment.

15. Lost and damaged tools and equipment inside the laboratory automatically charged to the user (student, instructor, property ." If adding "octopus connections." Use extension cords, use extension cords, and convenient outlets that are too far from your working area.

16. Be familiar with the location of safety switches and circuit breakers in the Laboratory Room.

17. All materials must be returned appropriately.

All tools and equipment must be appropriately labeled per TESDA and CHED requirements.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 38 of 120	

Procedures in Borrowing Tools / Equipment from the Tool Room:

- a. Fill out the borrower slip and leave your ID.
- b. Present accomplished borrower's slip to the assigned tool keeper.
- c. Return the borrowed tools/equipment after use or 15 minutes before the laboratory period ends.

REMINDERS:

Bringing home the borrowed tool or equipment or taking it outside the school premises is strictly prohibited, except for official school activities or functions.


In case of damaged tools/equipment, it must be returned immediately to the TSG.

The borrower is responsible for maintaining the borrowed tools and equipment. In case of damage, it must be replaced under any circumstances. In the event of force majeure, report immediately to the TSG for proper reporting and documentation.

Section 6. 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, policies, and guidelines are hereby enforced:

1. Students are required to wear a complete uniform. This excludes PE uniforms, Org shirts and other civilian outfits. No jewelry or accessories must be worn while inside the laboratory hair must be kept. Gloves must always be worn while performing experiments and other related laboratory work.
2. Bags are allowed inside the laboratory and secured under the chairs or in 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

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 39 of 120

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. To avoid injury, laboratory precautionary measures must be observed when using substances, chemicals, and other equipment. Notify the instructor immediately if any unsafe conditions are observed.

5. Eating, drinking, smoking, chewing gum, and any form of vandalism are strictly prohibited inside the laboratory. Damage to laboratory properties caused by violating the guidelines mentioned above will be charged to the offending party.

6. No students will be allowed inside the laboratory with the authorization of the faculty in charge. No OJT/seat-in is allowed inside the Laboratory with the permission of the concerned authority.

7. Keep the floor area around the Laboratory work areas clear. When not in use, keep any unused stool or chair under the laboratory benches. All materials and equipment must be properly returned after us.

8. Set up and use the prescribed apparatus as directed by the laboratory instructions or the instructor.


9. Any damaged or lost laboratory equipment will be subject to investigation and may be charged to the user (student, instructor, or property custodian).

10. Be familiar with the location of safety switches and circuit breakers in the Laboratory Room.

11. All materials must be returned appropriately.

At the end of the laboratory session, see that:


- main gas outlet valve is shut off
- water faucets are closed;
- work table, floor area, and sink are clean, and
- equipment are excellent, clean, and dry

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 40 of 120	

Section 7. 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 a complete uniform. This excludes PE uniforms, Org shirts and other civilian outfits. No jewelry or accessories must be worn while inside the laboratory hair must be kept.
2. Bags are allowed inside the laboratory and secured under the chairs or in 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. To avoid injury, laboratory precautionary measures must be observed when using electrical equipment and other materials. Avoid overloading or "octopus connections". Notify the instructor immediately if any unsafe conditions are observed.
5. Eating, drinking, smoking, chewing gums, and any form of vandalism are strictly prohibited inside the laboratory. 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 with the authorization of the faculty in charge. No OJT/seat-in is allowed inside the Laboratory with the permission of the concerned authority.
7. Keep the floor area around the Laboratory work areas clear. When not in use, keep any unused stool or chair under the laboratory benches. All materials and equipment must be properly returned after use.
8. Set up and use the prescribed apparatus as directed by the laboratory instructions or the instructor.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 41 of 120	

9. Any damaged or lost laboratory equipment will be subject to investigation and may be charged to the user (student, instructor, or property custodian).

10. Be familiar with the location of safety switches and circuit breakers in the Laboratory Room.

At the end of the laboratory session, see that:

- power switches are off;
- water faucets are closed;
- work table, floor area, and sink are clean, and
- equipment is cool, clean, and dry.


Section 8. Nursing Laboratory (Mini-Hospital) Policies and Guidelines

The Asian College, Nursing Skills Laboratory, is a simulated healthcare institution setting that serves as a venue for honing the skills expected of a Healthcare Service graduate. It is a learning environment that provides opportunities for the students to be competent in basic and advanced nursing skills before being exposed to varied clinical/healthcare settings.

Section 9. Policies and Guidelines

The guidelines listed below are designed to facilitate the use of the Laboratory station.

1. Practice must be made with a faculty member present. Special arrangements with the person in charge may be made three days before the scheduled date.
2. Nobody must remove any materials or equipment. The Department Chair must approve it.
3. Before leaving the Laboratory materials must be appropriately returned.
4. Cleanliness and orderliness must be maintained at all times.
5. Turn off and unplug all electrical devices and lights before leaving the Laboratory.


 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 42 of 120	

6. Eating, drinking, and smoking inside the Laboratory are strictly prohibited.
7. Students who need to borrow equipment and/or supplies must fill out and sign a borrower's slip, noted by the instructor in charge and approved by the Program/ Department Chair or person in charge.
8. The faculty in charge must regularly check the quantity and functionality of all materials and equipment in the Laboratory and report any consumed supplies for replenishment. Moreover, damaged equipment must be promptly reported to the Program/ Department Chair for proper endorsement.
9. Damaged materials and/or equipment must be promptly reported to the Department Head and Property Custodian by completing the appropriate forms.

Any violations of these guidelines are subject to disciplinary sanctions, as reflected in the Student's Manual. The student must write an incident report, have it noted by the instructor in charge, and submit it to the Program Chair.

Section 10. School Facilities and Equipment

1. The school is the students' second home and must be kept clean and presentable.
 - a. Walls, tables, and chairs must be free from marks/vandalism/stickers.
 - b. Comfort rooms must be kept tidy for the following user.
 - c. Air-conditioning units, fans, and lights must be turned off when not in use.
 - d. Dispose of waste materials properly.
 - e. Policies on using the Computer Laboratory, Chemistry Lab, Mini-Hospital, HRM Lab, and other laboratories must be strictly observed.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 43 of 120	

2. Vandalism and tampering with bulletin board notices, posters, announcements, and directions are subject to strict penalties.

3. Littering and loitering along the corridors, especially during class hours, are prohibited.

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. Any announcements, directives, posters, notices, and the like must be initially signed and approved by the Campus Administrator before posting in prescribed areas.

Section 11. Rules and Regulations on the Use of the Audio Visual Room

1. The Physical Plant and Facilities (PPF) is the coordinator of the AVR. He shall evaluate and schedule any request to use the AVR for systematic and orderly scheduling.


2. Any request to use the AVR should be made two days before or earlier than the scheduled date.

3. The AVR could accommodate other educational-based student activities approved by the management through proper coordination with the Physical Plant and Facilities Office. This would be on a first-come, first- served basis.

4. Asian College management can cancel any scheduled activity for its use or as necessary for everyone's safety and welfare.

5. Only special activities, such as PowerPoint presentations, film showings, group debates, singing contests, seminars, and other academic activities that cannot be held in a classroom due to the number of participants, will be considered.

6. Any schedule must have permission from the Physical Plant and Facilities to use the AVR.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 44 of 120	

7. Unnecessary activities in the AVR are strictly not allowed.

8. The AVR must be kept clean and in order after use.


9. Management has the full authority to sanction anyone who uses the AVR for purposes other than those intended.

10. During a film showing or PowerPoint presentation, the user must always leave a row of lights open in the back portion of the room for safety and security purposes.

11. The user is responsible for the safety and security of all AVR equipment and its accessories. Any damage, vandalism, or loss will be charged accordingly.

12. The user must report **IMMEDIATELY** to the PPF office after using the AVR to ensure proper equipment checking and return.

The promulgated rules and regulations regarding the use of the AVR establish set guidelines for its proper usage and conduct, which everyone is encouraged to uphold. Further, everyone is responsible for keeping the AVR in order that it will serve our school and value students throughout the years.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 45 of 120	

ARTICLE VII STUDENT SERVICES

Section 1. Student Admission Office

1. This office handles all the students' concerns about admission to Asian College.
2. The Student Admission Officers provide the necessary information such as entrance examinations, advice, or counsel 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. Registrar's Office

Provides information on admission, course requirements, transfers, graduation, transcript issuance, and certifications pertaining to academic records.

Section 3. Guidance and Counseling

A. Guidance Services

1. Information Service
 - The office provides students with information not made available through the classroom process and further enhances students' way of living, whether physical, emotional, social, or spiritual.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 46 of 120	

2. Orientation Service

- The office prepares an orientation program to welcome and inform students about 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.

3. Student Inventory Service

- To keep essential data/information about the student that will be useful for assessment purposes of the counselor, teachers, and Campus Administrator, to assist them in their academic, recreational, spiritual, and emotional needs

4. Counseling Service


- To help students develop maturity that will bring them to have healthy and insightful decision-making

5. Testing / Research and Evaluation Service

- To administer tests applicable to students' needs that will assist the counselors, teachers, and school personnel for assessment purposes and to conduct research based on the results of psychological tests given to students that will help the school personnel and management address the needs of the learners.

6. Follow-up and Referral Service

- To determine if there is considerable development in the counselee's academic, emotional, and social life and to coordinate with parents, teachers, and other school personnel regarding the students' attendance, class standing, and behavior.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 47 of 120	

Section 4. Student Affairs and Services

Areas Covered by the SAS:

1. Placement and Follow-up Services

Provides and facilitates career opportunities to support graduate students' professional growth.

1.1 Career Counseling

Career Counseling assists students with career development concerns, including, but not limited to, career planning, career directions, work performance, handling job stress, and adjusting to the work environment.


1.2 Career Development Seminar

This service aims to educate the undergraduate students of Asian College on self-assessment, career exploration, career planning, job hunting, and related topics.

1.3 Industry – Academe Partnerships

This establishes, fosters, and maintains relationships with employers and assists student and alumni connections to employment opportunities.

1.3.1 On-the-Job Training (OJT) Assistance and Monitoring

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 48 of 120	

Practicum/On-the-Job Training is an academic requirement for all Asian College students. It aims to integrate classroom learning with real-world experiences. The office assists students looking for prospective companies for their office training and monitors OJT students' work performance in their respective companies.

1.3.2 Job Placement

The Placement service assists prospective graduates and alumni with available employment opportunities.

2. Alumni Relations

2.1 Graduates' Directory

The SAS is in charge of creating a directory that serves as a database of Asian College graduates. This provides the institution and future prospective employers with the basic contact information of the school's alums for training and employment purposes.

3. Student Activities

4. Student Clubs and Organizations


A. Guidelines on the Establishment and Recognition of Student Academic & Interest-Based Organizations

No student organization, whether academic or interest in nature, shall exist, hold, manage, or promote any activity, directly or indirectly, within Asian College or use its name unless such student organization has been duly recognized.

Interested students who desire to form a student academic-based club must submit the following requirements:

1.A filled-out "Application for Recognition" form duly signed by their chosen adviser, the guidance counselor, the department head (for academic-based organizations), and all incoming sets of officers.

2.A copy of the student organization's Constitution and By-Laws, signed by the incoming officers. All incoming officers must also complete a copy of the "Organization Officer's Information Sheet."

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 49 of 120	

For organizations undergoing RENEWAL: A copy of their Year End Report, including the complete audited financial report from the last academic year and a list of proposed projects or activities to be undertaken during the current academic year with corresponding data or timetable. For organizations applying for NEW recognition: a list of proposed projects or activities to be conducted during the current academic year with corresponding data or timetable.

The adviser shall be responsible for overseeing and monitoring the organizational activities and providing guidance to ensure the attainment of objectives as stated in their Constitution and By-Laws and aligned with Asian College's vision and mission.

Student organizations interested in partnering with recognized organizations outside the campus must submit a photocopy of the external organization's Constitution and By-Laws, its list of officers, and contact details to the Student Affairs and Services Office for evaluation. SAS will then submit an application to the Vice President for final approval.


The student academic-based clubs must submit to the SAS Coordinator the name of a faculty member as an adviser. Their term of appointment is for one academic year and is renewable. The faculty adviser shall meet with the SAS Coordinator at least once a month to discuss plans, projects, and concerns.

No activity shall be held without the club adviser's prior knowledge and the Dean's approval. Any activity must adhere to the student handbook.

All recognized student organizations that violate their statement of purpose or fail to comply with school policies are liable to lose their accreditation any time after an investigation has been conducted.

All recognized organizations must renew their accreditation yearly; non-renewal would mean Asian College will deter the student clubs and their officers, members, and advisers from conducting programs, projects, and activities.

Forming, recruiting, and organizing fraternities and sororities is strictly prohibited.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 50 of 120	

SAS and Asian College's top management, through the Vice President, has the sole authority to grant recognition to any student academic-based club. Recognition is made in writing and must include the following;

1. name of club
2. club objectives and by-laws
3. date of recognition
4. list of officers
5. other pertinent documents

B. Co-Curricular and Extracurricular Activities

1. Co-curricular and Extracurricular Activities, whether inside or outside the campus, may be held, staged, or conducted upon the written approval of the Dean, which shall be issued at least fourteen (14) working days before such activity.


2. The adviser must accomplish the Student Experiential Learning Activity Request Form (SELARF).

3. Outside campus activities must be supported with a waiver signed by the parents or guardians of the participating students.

4. No co/extracurricular activities will be allowed one week before any primary examination.

5. 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 Dean. Any student who competes in any form of contest carrying the name of the institution without written prior approval of the Dean shall be subjected to disciplinary action.

6. Asian College shall not be liable for any co/extracurricular activities held without the approval of the Dean.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 51 of 120	

7. Any participation in co/extracurricular activities shall not be in contravention of any academic activities.
8. Participants to these activities shall not be allowed to be absent from their classes during practices and preparations to the activity.
9. Academic standing shall be considered when sending student participants to academically related activities while exceptional skills shall be considered for skills competitions.

Fundraising

A student or a group of students cannot engage in any activity involving the collection of cash and other donations for whatever purpose, such as, but not limited to, the production of yearbooks, souvenir programs, and other activities, without proper authorization.

Use of Facilities

School facilities may be used by any recognized student organization, subject to rules and regulations prescribed by Asian College, provided that said facilities are used only for the purpose indicated in the activity proposal letter.


Any requisition for using any school facility must be filed in writing by the president and secretary of the recognized student organization and approved by the Physical Plant and Facilities Manager.

Liability for Use

The organization's officers will be held liable for any school facility's loss, damage, or destruction.

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 SAS, and approved by the Vice President. Such materials shall indicate the name of the sponsoring person or student organization.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 52 of 120

College Publication

Asian College's official publication is "The ACer Chronicle," which is scheduled to be released every semester.

Section 5. Health Services

Medical and dental clinics are provided for and are open during official school days. These services cover the following:

A. Dental Services

1. Dental Hygiene Program (DHP) consists of the following services:

- 1.1 Dental Hygiene Orientation
- 1.2 Annual Oral Examination


General dentistry services (oral prophylaxis, tooth filling, tooth extraction) can be availed at the school clinic for up to 50% off the actual price. Dental services (e.g., dentures, orthodontic treatment) can be availed for up to 30% off the actual price.

2. Free dental consultation

B. Medical Services

The Medical Health Program consists of the following services:

- 1. Health education, including personal hygiene, safety, and accident prevention
 - 1.2 Annual Physical Examination

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 53 of 120	

C. Free medical consultation

1. First Aid Services

1.1 Taking of vital signs (BP, Temperature, Pulse Rate, Respiratory Rate)

2. Wound dressing

3. Application of hot/cold compress


4. Administration of available first aid medicine available in the school clinic

5. Referral to the nearest hospital during emergency cases.


Section 6. The Library

LIBRARY RULES AND REGULATIONS

1. Every student is required to apply for a Library ID Card to avail themselves of library privileges.
2. Books borrowed must be returned within two days. If they are not returned on the due date, a fine of P20.00 for the first day and P10.00 for the succeeding days will be imposed.
3. Habitual delinquency or repeated refusal to return books or reading materials after further notification is punishable by the cancellation of library privileges for one semester.
4. Defacing, tearing, stealing, and mutilating reading materials are severe infractions of the library rules and regulations. As stated in the Student's Code of Conduct, anyone found guilty will be responsible for severe disciplinary action.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 54 of 120	

5. Lost, misplaced, or damaged books or library materials must be reported immediately to avoid acceptable accumulation.
6. The lost, misplaced, or damaged book(s) must be replaced with a brand new book of the same author, title, and year of publication or its latest edition. The replacement process should take no longer than a month.
7. The replacement of the lost Library Card is P150.00.
8. Asian College-owned magazines, periodicals, newspapers, and vertical file materials should only be read inside the library.
9. Intellectual Property books, such as theses, dissertations, and term papers, should be kept and read-only inside the library.
10. Silence must be observed at all times. Library users are expected to respect the right of other students to study in a quiet atmosphere.
11. Sleeping, eating, and by-standing inside the library are not allowed.
12. Mobile phones and other electronic gadgets that will disrupt the privacy of the library must be turned off or put into silent mode. Library users must step out if they need to answer an emergency call.
13. The librarian or other library staff is authorized to suspend or cancel the library privileges of any library user who frequently disobeys the library's rules and regulations. Any discourtesy toward the librarian or library staff implementing the library rules and regulations will be notified and reported to the Prefect of Discipline for appropriate action.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 55 of 120	

Section 8. Security Services

Security services are provided for the safety and protection of all students, employees, and school property. Security personnel tasked with ensuring the protection and safety of every individual on the Asian College campuses must be treated with courtesy and respect.

All students are required to be familiar with the security and safety rules, including Article VII: Wearing of the Asian College Uniform and ID, to avoid injury or damage to life and property.

Inspection

Students will be subjected to a body search and bag inspection if necessary. This procedure will be done with the utmost courtesy and respect. Graduating students and those who applied for transfer credentials must surrender their IDs to the Registrar's Office on duty before school records/documents are released.

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.

Liability for Injuries to Person and Damage to Property


Asian College exercises due diligence in the selection and supervision of its academic and non-academic personnel, but beyond this duty, it shall not be liable for injuries to persons and damage to property on the occasion of activities not sanctioned in writing by the proper Asian College authorities.

Loitering

Loitering along corridors or hallways while classes are going on is strictly prohibited. When classes are not in session, students must avoid laboratories or similar places, especially where inflammable and dangerous substances are stored or electrical devices are set up.

Use of Stairways

When walking on stairways or hallways, students must always keep right.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 56 of 120	

Emergency Measures

Students must stay calm and alert in case of emergencies such as fire, earthquake, and other similar cases.

Fire and Earthquake

Fire and earthquake emergency drills will be conducted every semester to prepare and acquaint the students and personnel with safety rules during fires or earthquakes.

Floods and Typhoons

Students are advised to monitor class suspension announcements when there's a typhoon. When in class, students must wait for the 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.


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. All school personnel must assist students in case a situation arises.

In case of illness or accident, the faculty member must notify the Program Chair, Campus Administrator, and parents if they can be contacted. Whenever treatment other than first aid is needed, the student must be taken immediately to the school clinic or the nearest hospital.

Anti-Drug Measure

Pursuant to Article 3, Section 36 of the Comprehensive Dangerous Drugs Act of 2002, which mandates that students of tertiary and secondary schools undergo drug testing, the school reserves the right to conduct random drug tests.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 57 of 120

Article VIII EXAMINATION

Section 1. Examination

Examination refers to the appraisal and evaluation conducted by faculty members periodically to monitor students' progress in their academic pursuits. The result of this appraisal should serve as the basis of reflection for each faculty member to assess his teaching effectiveness and help him carry out remedial measures to improve teaching-learning processes.

Section 2. Periodic Examination

A. The school requires the administration of (3) periodical examinations in each term: *Preliminary*, *Midterm*, and *Finals*. All students are expected to take the preliminary, mid-term, and final examinations at the time scheduled by the institution.

a.1. Preliminary Examination

This exam covers topics from week one to week five. It is scheduled for the sixth week of the semester.

a.2 Midterm Examination


This exam covers topics from week seven to week ten. It is scheduled for the eleventh week of the semester.

a.3. Final Examination

It is another set of examinations intended to evaluate students' performance during the 18th week of the semester. Field trips or educational tours, culminating activities (e.g., parties, etc.), and watching theatrical plays in lieu of written examinations are not allowed.

B. Aside from the three periodical examinations, the students are also required to take the following examinations:

b.1. Departmental Examination - a standardized examination of all subjects (content and lecture with laboratory) to evaluate student familiarity

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 58 of 120

knowledge in the field of academics. It covers topics from the Prelim to the Pre-final period.

All General Education Subjects except PE and NSTP departmental examinations should be administered during the 14th week of the semester.

b.2. Competency Examination- Major courses with laboratories will have a competency examination to evaluate students' competency. HTM and CS/IT students are required to undergo skills assessment and certification (National Certification). Students trained in the competency of software applications such as Microsoft, SAP, and SAS are required to take industry certification.

C. Examination Permits for Preliminary and Midterm

c.1. Examination Permits are issued to the student at the Cashier's Office **or** Student Examination Tracker. They will be shared by the Accounting and Cashier 1 or 2 weeks before the examination schedule.


c.2. Only students with examination permits **or** with payments and are listed in the trackers are allowed to take the examinations except during Final Exams. This policy is being enacted as an interim measure pending the Implementing Rules and Regulations (IRR) from the DSWD for the RA 11984 "No Permit, No Exam Prohibition Act."

c.3. Scholars of recognized NGOs, government agencies, or benefactors are not allowed to take periodic examinations as scheduled if they do not have permits or payments. They should be treated as regular students; therefore, they should not be exempted from the policy of "No Permit, No Exam." C.2. Guidelines shall be implemented as the need arises.

c.4 In case of negligence in this matter, the faculty member is held responsible for the financial accountability of the student concerned.

Section 3. Regular Classes During Examination

This aims to maximize the number of contact hours per class to ensure academic schedules. Students must attend their classes within the examination week, and the faculty in charge must check the students' attendance.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 59 of 120	

The schedule of the major examinations shall be posted on bulletin boards. Students should be aware of the schedule of the major examinations. Ignorance of the schedule shall not be considered a valid excuse for coming late or failing to take the examination.


Section 4. Examination Guidelines

A. Students must abide by the following guidelines:

1. Present the exam permit and have it signed by the Instructor before taking the exam.
2. Bags and other personal things must be placed in front of the classroom except for the required examination materials such as pens, pencils, calculators, etc.
3. Mobile phones and other gadgets must be turned off during the examination. Using them is considered cheating.
4. Students must have had their restroom break before the exam begins. They are not allowed to go out once the exam has started.
5. Exam papers are NOT to be brought out of the examination room by the students.
6. Submit a test paper to the Instructor after answering it or hearing the proctor's signal.
7. No extension will be given to students who come late for the examination.
8. Students must leave the room immediately after the exam.

B. During examination, the following activities are strictly prohibited. Any violations shall be subject to disciplinary sanctions:

1. Possession of notes or any review materials.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 60 of 120	

2. Deliberately looking at seatmate's examination booklet.
3. copying or allowing another to copy from one's examination booklet.
4. having somebody else take the examination for another.
5. talking with another student.

C. Correction of Examination Papers

1. All periodical examination papers must be checked personally by the faculty member.

1.1 No student is allowed to correct examination papers.

1.2 Corrected prelim and midterm examination papers are returned within the week after each periodical examination.

1.3 One copy of the corrected test booklet shall be submitted to the Program/Department chair for filing.


Section 5. 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. It must be taken within two weeks after the regularly scheduled significant exam. He can take a special examination with a corresponding fee for each subject missed.

1. School policy on special examinations

1.1 Special examinations may be allowed only for reasons meriting the special effort and scheduling that special examinations entail.

1.2 Students can file special examination and may be allowed when the inability to take the examination during the regular schedule is caused by:

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 61 of 120

- The student's illness, as certified by a licensed medical practitioner or accredited clinic in an official medical abstract.
- Death in the family as certified by the deceased's death certificate/hospital certificate of death and the student's birth certificate or marriage contract showing a clear relationship to the deceased no farther than 2nd degree of affinity or consanguinity.
- Employment for which he must immediately depart-- as certified by an employment contract, a working visa for abroad-related documents.

2. Procedure for requesting a special examination:

The student shall submit an excuse letter with a special exam form and supporting documents.

- These shall be submitted to the faculty for approval of the Program Chair/Dean within the two-week special exam period.
- A special examination permit will only be granted when all obligations to the institution have already been paid.


3. The schedule for administering special examinations in place of preliminary and midterm examinations shall be two weeks from the scheduled exam. The program chair will determine the courses for the special examinations.

4. An examination different from that administered during the regular scheduled exam should be prepared for the special examination.

5. The student surrenders his request for examination to the proctor along with his examination.

6. After the faculty member has checked and graded the examination, he must record the grades and submit them by the following grade submission deadline.

7. The student may get the grade seven (7) calendar days from the particular examination.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 62 of 120	


8. Failure to take the special preliminary or midterm examination will result in the computation of his grade for the period being computed using only the graded components of that period.

9. Failure of a student to take the special examination for final examination shall result in receiving a grade of No-Final –Exam (NFE).

Section 6. Other Related Policies

1. The instructor/professor shall periodically submit the complete preliminary, midterm, and final grades, including class records (hard and soft copies) to the Dean, Program Chair, and the Registrar's Office on the due date given by the administrator.

2. If the instructor/professor fails to submit grades and class records by the specified deadlines, Asian College has the authority to hold his salary until the grades and class records are passed.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 63 of 120	

Article IX 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 Grade + Midterm Grade + Tentative Final Grade)

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

Section 2. COMPUTATION OF GRADES


The courses are classified as:

- a) General Education Courses
- b) Professional Courses
- c) Courses with Laboratory

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%

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 64 of 120	

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:

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

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 65 of 120	

Lecture Grade : 100%

Laboratory Grade:

Class Standing : 60%

Attendance : 5%

Laboratory

Exercise/Work : 35%

Project : 20%

Periodical/

Major Exam : 40%

Laboratory Grade: 100%

Course Grade = 40% of the lecture grade + 60% of the laboratory grade

Section 3. GRADING EQUIVALENTS

Numerical Ratings	Quality Marks	Percentage/ GradeEquivalent
1.0	Excellent	97-100%
1.25	Superior	94-96%
1.5	Very Good	91-93%
1.75	Good	88-90%
2.0	Very Satisfactory	85-87%
2.25	Satisfactory	82-84%
2.5	Average	79-81%
2.75	Fair	76-78%
3.0	Passed	75%
5.0	Failed	74% and below


INC- Incomplete

NFE (No Final Exam)

NJ (No Project)

OD- Officially Dropped

UD- Unofficially Dropped

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 66 of 120	

A grade of "Inc" (Incomplete) indicates that the student has not completed all the assigned work for the course. An "Inc" must be compiled within one Semester After the course was taken; otherwise, the grade automatically becomes "NG" for "No Grade." An "NG" grade is permanent and cannot be subsequently changed due to the lapse of the prescribed period of completing the requirements. The student shall retake the subject(s).

The letter "OD" shows that the student has "**officially dropped**" a course with the Registrar's and Program Chair's written permission.


The letter "UD" shows that the student "unofficially dropped" from the course without the Registrar's and Program Chair's written permission. The grade for the course automatically becomes an "F" for Failed. Withdrawal Failure is recorded when a student officially withdraws from the course but is failing at the time the withdrawal was made.

To graduate, a General weighted average (GWA) is required at the end of the term in which the student completed all his requirements for the baccalaureate program.

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 during or after the prelims period
- c. Incurred excessive absences.
- d. Failure to settle an incomplete grade within one (1) semester after the grade was incurred.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 67 of 120	

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

4.1 A request for a change of grade or correction of ratings may be filed within two (2) weeks from the date of the final submission of grades to the department concerned.

4.2 A student who obtains a grade of incomplete for non-compliance with the course requirements should not be given any grade for the subject or course unless he satisfactorily removes the incomplete grade within one (1) semester from the date it was obtained.


4.3 Procedure:

4.3.1 The complainant (student, parent, faculty, or Program Chair) submits a written complaint to the teacher concerned with copies furnished to the Program Chair and Registrar's Office. Upon receipt of the complaint letter, the Program Chair shall convene a committee composed of all the coordinator and faculty members or representatives. The student shall be invited to attend committee meetings.

4.3.2 The investigation shall include scrutinizing and discussing all entries of grades or scores up to the final exam. These data should be given to the committee before the meeting to allow time for the members to study.

4.3.3 If accepted, the Program Chair shall note that the report of the change of grade addressed to the Registrar shall include a written explanation by the teacher who allowed the change of grade, supporting papers, and a statement of the committee action.

4.3.4 Any petition for change of grade will no longer be accepted when the Registrar has submitted the report on promotion (Form XIX) to the CHED.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 68 of 120

Section 5. Grounds for Change of Grades

5.1 No additional final exam can be given to a student to increase his grade.

5.2 Request for correction of grade may be entertained by the Office of the Registrar only if they are due to inadvertent clerical errors subject to verification by the Office of the Registrar/ allowed when:

- a. Error in the entry of scores or grades
- b. Error of computation

Section 6. Allowable period of Change of Grade


A change of grade is allowed within *two (2) weeks from the date the final grades are submitted to the department concerned* to give time for the student to question the teacher's and department committee's entries and deliberate.

Once the Program Chair submits the grades to the Registrar, the teacher can no longer change the marks at their discretion. The submitted grades are no longer within the teacher's control. They are now outside of his/her authority or jurisdiction to change or revise them. To effect the change, the teacher must follow the procedure and guidelines for Changing Grades indicated in Section 4 of this article.

Section 7. Incomplete Grades and Grade Remarks

1. Incomplete grades and noncredit marks will be given according to the following acronyms:

- NFE- No Final Exam
- NJ- No Project
- INC- Incomplete
- UD- Unofficially Dropped
- OD-Officially Dropped

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 69 of 120	

2. An incomplete grade will be given to students based on the following instances:

- 2.1. Please take the final examination on the date appointed.
- 2.2. Failure to complete minor and other requirement/s of a course.
- 2.3 Non-payment or late payment of scheduled fees.

3. A grade of "Inc" (Incomplete) indicates that the student has not completed all the assigned work for the course. An "Inc" must be completed **within 1 Semester** after the course was taken; otherwise, the grade automatically becomes "NG" for "No Grade."

The "NG" grade is permanent and cannot be subsequently changed due to the lapse of the prescribed period of completing the requirements.

2. Procedure in Completion of Incomplete (INC) Courses


- 2.1 Proceed to the Registrar's Office, secure and fill out the completion form;
- 2.2 After filling out the form, instructions will be given by the Registrar's Staff. Proceed to the cashier for payment for a special exam or completion exam.
- 2.3 Proceed to the concerned faculty member or for scheduling special examination and/or submission of requirements.

Note: The student must consult with the respective Program Chair in the absence of the faculty concerned.

- 2.4 Prepare for the scheduled examination date and bring the official receipt and the request form. Be on time.

Note: The faculty member concerned will check and grade the examination or requirement.

- 2.5 Get the computed grade and have it signed by the faculty and Program Chair, then proceed to the Registrar's Office for grade verification and recording.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 70 of 120	

2.6 Keep a copy of the complied grade.

Section 8. Preparation of Grades

All faculty should prepare and submit grades on time to the Office of the Program Chair and the Registrar's Office. Grade preparation refers to the construction of examination papers, test administration, correcting test papers, computation of the grades, input on the School Information Management System, and submission of grading sheets.

Section 9. Submission of Grades


9.1 Grades must be reported by the faculty to the program chair within ten working days from the prelim exam and five working days from the mid-term and final examinations.

9.2. The grades are encoded in SIMS to give time for the student to view and question the entries. The student is given two weeks upon submission of the grades to question any error found in the entries. Preliminary to final grades of non-graduating students must be in the hands of the Office of Registrar by ten days from the examination dates.

9.3. The Registrar shall report the late submission of grades to HR for appropriate action.

9.4. The faculty must submit one copy for the Program chair and one copy for the Registrar's Office. The grade sheets must be neat, clean, and error-free.

9.5. All program chairs are enjoined to strictly enforce these rules.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 71 of 120	

Article X ACADEMIC STANDING

Section 1. Academic Requirements for Continued Residence

Every student must maintain at least the required minimum academic standing as a prerequisite to continued residence or readmission in Asian College, as this Article outlines.

Section 2. Intervention Program

2.1 A student who fails in two-thirds (2/3) or more of his total academic unit load for the program for the first and second semesters shall be required to transfer to another program.

2.2 A student who fails in more than one-third (1/3) but less than two-thirds (2/3) of this total academic unit load for the first and second semesters of the school year shall be placed under the mentoring program.

2.3 A student who transferred to another program based on section 2 and fails again in more than one-third (1/3) of his/her academic load shall be excluded from Asian College. Exclusion means forfeiture of the right to readmission.

Section 3. Retention Policy

1. Purpose


The purpose of this retention policy is to ensure that students at Asian College of Dumaguete achieve the necessary academic, social, and emotional competencies before advancing to the next grade level or academic program. Retention is considered as a supportive measure to help students strengthen foundational skills and succeed in future academic endeavors.

2. Criteria for Retention

A student may be retained if he/she meets one or more of the following conditions:

A. Academic Performance

- Failing in one or more major subjects as outlined in the curriculum.
- Consistently performing below grade-level standards despite remedial interventions.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 72 of 120

B. Attendance

- Accumulating excessive absences that hinder mastery of learning competencies.

C. Behavioral and Social Readiness

- Demonstrating challenges in social or emotional development that affect learning or classroom participation.

D. Teacher Evaluation

- Based on professional judgment, the student is deemed unprepared for progression to the next grade or program.

3. Assessment and Evaluation Procedures

The decision for retention is based on:

- Academic assessments, including quizzes, examinations, and performance tasks.
- Teacher observations and evaluations throughout the school year.
- Participation and engagement in class activities.

Note: Students will first be provided with support and interventions before retention is considered.

4. Intervention and Support Strategies

Before a retention decision is made, the following interventions will be implemented:

- Academic tutoring and mentoring programs.
- Remedial or enrichment classes.
- Summer school or additional learning sessions.
- Individualized learning plans in consultation with teachers and the guidance office.

5. Notification Process


- Parents/guardians will be informed in writing if their student is at risk of retention.
- A parent-teacher conference will be scheduled to discuss progress and possible interventions.
- Final decisions regarding retention will be communicated at least two weeks before the end of the school year.

6. Decision-Making Process

- The retention decision will be made collaboratively by the student's teachers, the guidance counselor, and the Academic Head.
- Documentation of all evaluations, interventions, and conferences will be maintained in the student's file.


7. Appeal Process

Parents/guardians who disagree with the retention decision may submit a written appeal to the Academic Head within five (5) working days of notification. A review committee will evaluate the appeal and provide a final decision.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 73 of 120	

8. Policy Review

This retention policy will be reviewed periodically to ensure it aligns with academic standards and the best interests of students.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 74 of 120	

Article XI CODE OF CONDUCT / DISCIPLINE

Students enrolled in the Asian College of Science and Technology assume the obligation of helping the institution maintain and improve academic standards and protecting the property, safety, and good name of the institution and its members.

They must conduct themselves properly and in a manner that benefits a member of the Asian College Academic Community.

Section 1. Authority to Maintain Discipline

Asian College students shall maintain good discipline on and off campus when engaged in authorized school activities.

1.1 On Courtesy

Students should respect authority. The usual norms of politeness and etiquette are to be allowed when dealing with administrative officials, employees and fellow students.

1.2 On Conflict Between Students


Conflict and misunderstanding between students should be brought immediately to the attention of the **Program Chair and Principal** to which the students belong. No problem should be resolved by violence or any other destructive means.

1.3 On Smoking

In compliance with CHED Memorandum Order No. 63, Series of 2007 — “Prohibition of Smoking in Higher Education Institutions, ASIAN COLLEGE declared its campus SMOKE-FREE (Executive Order No. 26, 2017 (Nationwide Smoking Ban Order)(**Smoke-Free Ordinance, City Ordinance No. 94, Series of 2011** of Dumaguete City, as amended (including Ordinance No. 24, Series 2012)

1.3.1 Smoking inside the school campus is not allowed at all times.

1.3.2 As stipulated in the **Board resolution**, any place outside the fence or perimeter of the school can be a smoking area.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 75 of 120	

1.3.3 Any student caught violating this policy will be given sanctions.

1.4 On Alcoholic Drinks

1.4.1 The school prohibits students from coming to school under the influence of liquor.

1.4.2 Students under the influence of liquor will be asked to leave the school premises. The school reserves the right to disallow the entry of students found to be under the influence of liquor. Students who are found violating this provision shall be subjected to disciplinary actions as stipulated in this handbook.

1.5 On Prohibited Drugs

Asian College vehemently strongly opposes the unauthorized bringing in, carrying, possession or use of prohibited drugs or chemicals without proper prescription. Any student caught in possession of/or using such drugs or giving them to others in school will be subjected to disciplinary action.

1.6 On Vandalism

Every student, being an integral part of the academic community, has the duty to keep the school campus clean and tidy. He/She should always maintain respect for the facilities of the school. Spitting, scattering pieces of paper, writing on walls or carving on furniture are prohibited.

Students caught doing acts of vandalism will be subjected to disciplinary sanctions.


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

A. Wearing of Uniform

Asian College Educational Institution encourages students to practice the values of respect for one's self, decency and appropriateness through their campus attire.

Thus, the following are the guidelines on campus uniform:

2.1 Students should always come to school in their prescribed uniform. All students must wear the prescribed school uniform on regular school

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 76 of 120	

days. The school shall set the standard for uniforms and wear schedules.

2.2 The subject teacher shall ensure that all students attending the class are wearing the prescribed uniform. (note: P.E., NSTP, or Laboratory uniform must be worn only during P.E., NSTP, and Laboratory classes) except those who have been given exemption by the **Office of Student Affairs Services** for the following reasons:

- Working students, provided they come to school in their office uniform.
- Those who are on the family way or pregnant.
- Those who are in observance of the mourning period.


2.2.1 Students must, at all times, be neat and presentable. Campus attire should be decent and modest. Students are prohibited from wearing the following inside the campus during wash day Wednesday/Friday/and Summer classes;

- dresses/blouses with plunging necklines
- tube dresses/blouses (including spaghetti straps) worn without vest/bolero
- Sando
- backless blouse/shirt (below the bust-line)
- torn skirts and pants
- midriff, tube and tank top
- see through or knitted shirts/blouses/dresses
- T-Shirts with vulgar or offensive prints and design

2.2.2 Footwear should generally be black leather shoes with socks for male students. Black, closed-toe shoes, 1-3 inches heels for female students. Flat shoes are not allowed. Wearing of stockings is encouraged.

B. School I.D.

1. The Asian College official I.D. and lace are required upon entering and should be worn b. inside the school premises.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
Subject	<i>Student Handbook</i>	Revision Date:	November 2025
		Date Effective:	December 2025
		Page 77 of 120	

2. Lending of personal I.D. cards are strictly prohibited
3. Lost ID. The card must be reported to Students Affairs and Services immediately, and students must process the replacement of their I.D.

Requirements for Replacement:

- 1.1 Notarized Affidavit of Loss
- 1.2 Replacement Fee of P300.00

Process for Replacement of the lost ID.


- 1.3 Submit an affidavit of loss to the Admission Office. Provide a photocopy of the receipt for payment for the I.D. replacement.
- 1.4 Wait for the schedule of photo capturing and I.D. printing as determined by the Admission Office.

C. Grooming

1. Male students are encouraged to have clean-cut to comply with this policy after repeated instruction shall subject the student to the Student Disciplinary Board (SDB).
2. Nose rings or other body-pierced rings and paraphernalia are prohibited from being worn on campus. Hats, caps, and other headgear are not allowed.
3. Female students are only allowed a pair of simple, non-dangling earrings. Failure to comply with this policy after being cited for violation for the third time shall subject the student to the SDB.

Section 3. Relationships with the Administration, Faculty, and Personnel

- 1.1 Students must always treat the Administration, Faculty, and other school personnel as their second parents with only their welfare in mind and to whom they can entrust their academic-related needs.
- 1.2 The school authorities have the right to confiscate the I.D. of any

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 78 of 120	

disrespectful student. Students must likewise respect school officials, teachers, and personnel even outside the school premises. Confiscated I.D.s must be returned to the SAS for processing before being returned to the student owner.

Section 4. Relationship with Peers

4.1 Conflicts between/ among students are strictly prohibited and shall be dealt with accordingly.

4.2 Throwing jokes, comments, and poking fun that are offensive to any person must be avoided by students at all times.

4.3 Fraternities, sororities, and any other organization not recognized by Asian College are not allowed. Anyone caught recruiting members will be reported to SAS for disciplinary action.

Section 5. Maintaining the School's Cleanliness

5.1 Eating inside the classrooms, library, AVR, and laboratories is prohibited.

5.2 Littering is strictly prohibited. Students are encouraged to segregate their trash correctly.


5.3 Loitering in faculty rooms, computer laboratories, offices, and stairways is strictly prohibited. There are designated areas for students to do off-classroom activities.

5.4 Follow the "Clean As You "o" rule in the cafeteria and student lounge.

5.5 Proper waste disposal, such as sanitary napkins and soiled tissue, must be strictly observed in the comfort room.

Section 6. On Campus Security

6.1 A security agency has been engaged to provide protection on a **24-hours** basis. Students must respect the security guards who are vested by the administration with authority and responsibility to maintain peace and order and give security to all. In the same manner, students are accorded respect from these guards.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 79 of 120	

6.2 The security guards must see to it that the prohibition on the carrying of guns, knives, fire crackers and other dangerous objects is enforced. They are authorized to confiscate all dangerous objects, liquors and prohibited drugs.

6.3 Visitors should leave their personal identification card with the security guard in exchange of a **“visitor pass ID”** and logbook.

6.4 Any visitor who may want to see a student during class hours should wait at the Office of the Student Affairs Services.

6.5 In order to prevent outsiders from entering the campus and creating trouble, the school issues ID cards to its legitimate students

6.6 Students are to refrain from loitering and engaging in activities which shall compromise the life and/or safety of people in the campus.

6.7 Students are to avoid at all times quarrels or any kind of altercations that will endanger their personal lives.

6.8 Students are prohibited from sitting on the rails, table tops and the banisters of the school buildings.

6.9 Students are prohibited from entering the school campus when there are no classes. The school cannot be held responsible for any accident during these days except when there is permission from the Vice President and Student Affairs Office.

Section 7. Classification of Offenses


The following acts constitute offenses punishable under this Code:

7.1 Those against campus peace, order, security, and safety;

7.2 Those offensive to public decency, good customs, and morals;

7.3 Those that endanger health and sanitation;

7.4 Those detrimental to the property rights and interests of the institution

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 80 of 120	

and the academic community, such as, but not limited to, any derogatory activities while wearing the school uniform.

7.5 Those that are against the inviolability of school records, official papers, certificates, and other documents;

7.6 Those considered as Academic Dishonesty and;

7.7 All other offenses against good moral conduct and behavior, against the law, and all others detrimental to the school, faculty, owners, and/or representative of the owner and any person.

Section 8. FORMS OF DISCIPLINARY ACTION

8.1 The Manual of Regulations for Private Schools and Asian College rules and regulations specify the five categories of disciplinary administrative sanctions which may be imposed on erring students commensurate to the nature and gravity of violation of school rules and regulations

8.2 Warning

A warning shall be made in writing informing the student of the offense he/she committed. The student shall provide a written statement **duly notarized** that he/she will not commit the said offense again.


8.3 Reprimand

The violator will undergo at least two counseling sessions with his/her respective counselor. He/She shall issue a duly notarized sworn statement that he/she will no longer commit the said offense committed for the remainder of his/her study in Asian College.

8.4 Community Service

8.4.1 Community Service Community service shall be not more **than 80 hours** and not less than **24 hours** to be monitored by the **Community Extension Office**.

8.4.2 After the community service the violator will undergo **values clarification on student re-formation program** with his/her respective counselor. He/She shall submit a duly **notarized sworn statement** that he/she will no longer violate the said offense committed for the remainder of his/her study in Asian College.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 81 of 120	

8.5 Exclusion

A student who commits a serious violation of school rules may be **excluded** from the institution for a specified period. Exclusion requires the completion of due process in accordance with school policies and regulations. During the period of exclusion, the student is prohibited from attending classes, participating in school activities, or accessing campus facilities. The student may be required to attend counseling sessions and submit a written commitment to adhere to school rules before being allowed to return.

8.6 Expulsion

The student, after completing due process as required by school policies and regulations, shall be permanently dismissed from the institution. Expulsion carries the penalty of permanent separation from the school and includes forfeiture of all privileges to re-enroll in any academic program of Asian College.

He/She shall undergo an exit counseling session with the Guidance Office and shall be instructed to accomplish all necessary clearance procedures.

A duly notarized incident statement shall be placed in the student's record for documentation purposes.

8.7 Special Cases


As determined by the SDB, this may be in the form of Restitution. The Student Disciplinary Board may elevate/hear any infraction made by the student.

8.8 Disciplinary Procedures and Sanctions Procedure

PROCEDURE: Handling of Minor Offense

Step 1. Filing of Complaint

1. The complainant files a written Incident Report (IR) detailing the facts of the incident.
2. The IR must be submitted to the Program Chair/Coordinator/Principal.
3. The Vice President must also be notified about the reported incident.
4. The complainant must attach supporting evidence (e.g., screenshots, photos, written statements, etc.) to the IR.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 82 of 120	

Step 2. Initial Evaluation of the Report

5. The Program Chair/Coordinator/Principal determines whether the facts and allegations are true and have sufficient basis.

If NO:

- The case is dismissed due to lack of factual or evident basis.
- The complainant is notified of the dismissal.

If YES:

- The Incident Report is endorsed to the Dean and TVET Director for formal processing.

Step 3. Notification to the Student

6. The Dean and TVET Director formally inform the student of:

- The nature of the complaint, and
- The possible penalties that may apply.

7. The student must submit a written answer/explanation within 2–3 calendar days upon receipt of the notice.

8. Failure to respond within the given period will be considered a waiver of the right to explain, and the case will proceed based on available evidence.

Step 4. Preliminary Investigation

9. The Disciplinary Committee (composed of the Faculty, Program Chair, Coordinator, and Dean) conducts a preliminary investigation to determine the existence of probable cause.

If NO probable cause:


- The case is dismissed.
- The student and complainant are both notified of the result.

If YES:

- The case proceeds to final deliberation and decision.

Step 5. Decision and Sanction

10. The Disciplinary Committee, in coordination with the Dean and TVET Director, finalizes the decision based on evidence and testimonies.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 83 of 120	

11. The student is formally informed of the decision, including any penalties or corrective measures.

Note: *The Guidance Office may also be part of the disciplinary process as needed. Their involvement ensures that disciplinary actions are fair, supportive, and considerate of the student's overall well-being.*

Guidelines on the Involvement of the Guidance Office

- *The Guidance Office may join the disciplinary process when needed.*
- *It ensures actions are fair, impartial, and student-centered.*
- *Provides counseling or intervention for the student's well-being.*
- *Works with concerned departments for corrective actions.*
- *Maintains confidentiality throughout the process*

PROCEDURE: Handling of Moderate Offense

Step 1. Filing of Complaint

1. The complainant files a written Incident Report (IR) detailing the facts of the incident.
2. The IR must be submitted to the Program Chair/Coordinator/Principal.
3. The Vice President must be notified about the incident.
4. The complainant must attach supporting evidence (e.g., screenshots, written statements, photos, etc.) to the IR.

Step 2. Initial Evaluation of the Report

5. The Program Chair/Coordinator/Principal evaluates whether the facts and allegations are true and have sufficient basis.

If NO:


- The case is dismissed due to lack of factual or evidential basis.
- The result is finalized and recorded.

If YES:

- The case is endorsed to the Dean and TVET Director for further action.

Step 3. Notification to the Student

6. The Dean and TVET Director formally inform the student of:
 - The nature of the complaint, and

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 84 of 120	

- The possible penalties based on institutional policies.
7. The student must submit a written answer or explanation within 2–3 calendar days after receiving the notice.
 8. Failure to respond will be treated as waiver of the right to explain, and the case will proceed based on available evidence.

Step 4. Preliminary Investigation

9. The Faculty, Program Chair, and Dean (as the Disciplinary Committee) conduct a preliminary investigation to determine whether there is probable cause.

If NO probable cause:

- The case is dismissed and finalized.
- Both the student and complainant are informed of the result.
- End of process.

If YES:


- The Dean submits the investigation report to the Student Affairs and Services (SAS) Office.
- The sanctions indicated in the Student Handbook are applied accordingly.

Step 5. Notification of Decision

10. The Dean and TVET Director informs the Vice President about the incident and the action taken.
11. The student and parents are notified of the findings and sanctions applied.

Step 6. Appeal Process (if applicable)

12. If the student files an appeal, the SAS Head forwards the case to the Student Disciplinary Board (SDB).
13. The SDB conducts a hearing and prepares a recommendation report addressed to the SAS Head.
14. The SAS Head reviews and endorses the SDB's recommendation to the Vice President for final decision.
15. The final decision is then enforced and recorded.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 85 of 120	

Note: The Guidance Office may also be part of the disciplinary process as needed. Their involvement ensures that disciplinary actions are fair, supportive, and considerate of the student's overall well-being.

Guidelines on the Involvement of the Guidance Office

- *The Guidance Office may join the disciplinary process when needed.*
- *It ensures actions are fair, impartial, and student-centered.*
- *Provides counseling or intervention for the student's well-being.*
- *Works with concerned departments for corrective actions.*
- *Maintains confidentiality throughout the process*

PROCEDURE: Handling of Grave Offense

Step 1. Filing of Complaint

1. The complainant must prepare a written Incident Report (IR) describing the nature of the offense and the facts of the case.
2. The complainant submits the IR to the Dean, TVET Director and Vice President, and forwards a copy to the Student Affairs and Services (SAS) Office.
3. All supporting evidence (e.g., written statements, photos, recordings, or documentation) must be attached to the report.

Step 2. Initial Evaluation

4. The Dean, TVET Director and SAS Head assess whether the facts and allegations are true and have sufficient basis.

If NO:


- The case is dismissed due to lack of factual or evidential basis.
- The result is finalized and recorded.
- End of process.

If YES:

- The case proceeds for preliminary investigation.

Step 3. Notification to the Student

5. The Dean and TVET Director formally informs the student of:
 - The complaint details, and
 - The possible penalties if proven guilty.
6. The student must submit a written answer or explanation within 2–3 calendar days after receiving the notice.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 86 of 120	

7. If the student fails to respond, it is considered a waiver of the right to explain, and the investigation continues based on available evidence.

Step 4. Preliminary Investigation

8. The SAS Office conducts a preliminary investigation to determine the existence of probable cause.

If NO probable cause:

- The case is dismissed.
- The complainant and student are informed of the result.
- End of process.

If YES:

- The case proceeds for formal hearing before the Student Disciplinary Board (SDB).

Step 5. Formal Hearing and Resolution

9. The SAS Head formally endorses the case to the Student Disciplinary Board (SDB).

10. The SDB conducts a hearing, ensuring both the complainant and student are given a chance to present their sides.

11. After the hearing, the SDB prepares a written report with its findings and recommendations, which is submitted to the SAS Head.

12. The SAS Head reviews the recommendation and forwards it to the Dean, TVET Director and Vice President for final approval and decision.

Step 6. Enforcement of Decision

13. Once approved, the decision and corresponding sanctions (based on the Student Handbook) are implemented by the SAS Office.

14. The student and parents/guardians are formally notified of the decision and sanctions applied.


Step 7. Appeal Process (if applicable)

15. If the student appeals the decision:

16. The SAS Head forwards the appeal to the SDB for re-evaluation.

17. The SDB conducts a hearing to review the appeal and prepares a recommendation report.

18. The SAS Head submits the recommendation to the Vice President for final ruling.

	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
Subject	<i>Student Handbook</i>	Revision Date:	November 2025
		Date Effective:	December 2025
		Page 87 of 120	

19. The decision of the Vice President is final and executory.

Step 8. Finalization

20. Once the decision has been executed and documented, the SAS Office files a summary report for institutional records.

21. The case is then closed and finalized.

22. End of process.

Note: *The Guidance Office may also be part of the disciplinary process as needed. Their involvement ensures that disciplinary actions are fair, supportive, and considerate of the student's overall well-being.*

Guidelines on the Involvement of the Guidance Office

- *The Guidance Office may join the disciplinary process when needed.*
- *It ensures actions are fair, impartial, and student-centered.*
- *Provides counseling or intervention for the student's well-being.*
- *Works with concerned departments for corrective actions.*
- *Maintains confidentiality throughout the process.*


Section 9. Preventive Suspension

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

Section 10. Imposition of Disciplinary Administrative Sanctions

10.1 There shall be a progressive imposition of disciplinary actions on succeeding offenses. Should three or more infractions be 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.

10.2 Any school authority, faculty members, non-teaching staff, security guards, and fellow students are given the power to identify erring students and report them to the proper office for appropriate action.

	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
Subject	<i>Student Handbook</i>	Revision Date:	November 2025
		Date Effective:	December 2025
		Page 88 of 120	

10.3 Concerned personnel must submit a written/ incident report to the SA

10.4 **Table of Offenses and Penalties**

This table is merely a general guideline with regards to the imposition of penalties. It does not limit the rights granted by law to the college to penalize erring students. The Head of Student Affairs, Program Level Investigating Committee and/or Students Disciplinary Board may recommend, and the Administration may impose penalties for offenses that are violative of the rules and regulations of the college and that of CHED/TESDA, even if such offenses are not listed in this table. Likewise, the Head of Student Affairs, Program Level Investigating Committee and/or Student Disciplinary Board may impose penalties higher than what is indicated in this table, if the evidences at hand show that the gravity of the offense so warrant it.

Legend:

1st

2nd

3rd

4th

5th

Penalty

1 – Warning


2 – Reprimand

3 – Community service


4 – Exclusion

5 – Expulsion


Minor Offense	Occurrence and penalty		
	1 st	2 nd	3 rd
On Campus Attire and Uniform			
Improper foot wear	1	2	3
Not wearing proper school uniform / attire	1	2	3
Non-wearing of school ID	1	2	3
Wearing of earrings inside the campus (male students)	1	2	3
Piercing on any part of the head except the ears for females.	1	2	3
Sporting long hair and extreme haircut (e.g. madmax, etc.) for males.	1	2	3
Wearing of caps inside classrooms, AVR, or any other venues inside the Campus.	1	2	3
Eating in areas designated as non-eating areas	1	2	3
Wearing of prohibited attire as prescribed section 2.1 of this handbook	1	2	3
On Campus Behavior			
Loitering in corridors / immediate areas where classes are	1	2	3

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 89 of 120	


ongoing			
Making loud noises / shouting in corridors / stairways / immediate areas where classes are ongoing	1	2	3
Littering	1	2	3
Uttering of obscene words and language	1	2	3
Playing computer games in laboratories	1	2	3
Disorderly Conduct			
Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency in school premises or school-sponsored activities;	1	2	3
Lending, borrowing, and tampering of School IDs to enter the school premises; or misrepresentation	1	2	3
Classroom Mischief;	1	2	3
Failure to turn off or to put into silent mode one's cp; Taking still pictures and videos from cell phones, digital cameras, and video cams during classes or school-sponsored activities without permit or authorization from teacher or Campus Administrator; and if used for malicious intentions.	1	2	3
Offenses Against Public Decency, Good Customs and Morals			
Discourtesy and Disorderly conduct towards fellow students, Asian College employees and administrators;	1	2	3
Offenses Endangering Health and Sanitation			
Spitting on floors or walls;	1	2	3
Littering of paper or any form of waste within the classrooms or other parts of the school premises	1	2	3
Offenses Detrimental to the Property Rights and Interests of Asian College, Administrative Officials, Personnel, Faculty Members and Students			
Carelessness, improper or incorrect use of the school's materials and equipment	1	2	3
Offenses Against Academic Honesty			
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;	1	2	3

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
Subject	<i>Student Handbook</i>	Revision Date:	November 2025
		Date Effective:	December 2025
		Page 90 of 120	


9.6.1. b. Allowing other student to copy from one's test paper;			
9.6.1. c. Standing up or moving around without permission from the instructor;			
9.6.1d. Talking, whispering and other forms of communications without permission from the faculty;			
9.6.1. e.Failure to cite sources when doing simple homework			
Moderate Offense			
Disorderly Conduct			
Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency in school premises or school-sponsored activities;	2	3	4
Initiating, Distributing, and Spreading malicious literature derogatory to the college either in print, soft copy, cyberspace, or various forms of social media.	2	3	4
Preventing, in any manner, school officials, faculty members, personnel, and/or fellow students from performing their duties or exercising their rights	2	3	4
Offenses Against Public Decency, Good Customs and Morals			
Indecent exposure, gross immorality, and other acts constituting scandalous and reprehensible conducts; Acts of lasciviousness; immoral or disgraceful conduct	2	3	4
Any misconduct done outside the school premises which involves his status as a student or prejudices the good name or reputation of Asian College	2	3	4
Entering the school premises under the influence of liquor or being drunk;	2	3	4
Unauthorized solicitation, fund raising or business transaction	2	3	4
Possession of obscene or pornographic materials in any form	2	3	4
Unauthorized gambling, maintaining or participating in any game of chance within the school premises	2	3	4
Offenses Endangering Health and Sanitation			
Clogging of toilet bowls, urinals and lavatories or causing spillage of waste and the like	2	3	4
Smoking anywhere on campus, including e-cigarettes	2	3	4
Offenses Detrimental to the Property Rights and Interests of Asian College, Administrative Officials, Personnel, Faculty Members and Students			

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 91 of 120	

Misappropriation of or failure to account for funds belonging to Asian College or any recognized organizations	2	3	4
Unauthorized distribution within the school premises of subversive materials, leaflets, handbills or other printed material whose authorship is not clearly or specifically stated therein	2	3	4
Gross Disobedience to or disregard of a lawful order of any faculty member or school official	2	3	4
Acts of Vandalism, such as; a) defacing and / or writing on walls, paintings, doors, desks, tables, chairs, etc.; equipment, water fountains, air conditioners, clocks and other school equipment or furnishings; b) unauthorized removal or removal or alteration of equipment tags, labels, signboards, etc.; c) tearing of books, notices or circulars; destruction of window panes, toilet bowls, fans, laboratory d) Unauthorized use of the name, logo, facilities and property of the school without official permission from the Asian College management	2	3	4
Offenses Against Academic Honesty			
permitting another student to substitute for one's self in an examination or any academic evaluation	2	3	4
submitting of material in whole or part for academic evaluation that another individual has prepared	2	3	4
submitting data which have been altered or contrived deliberately misleading	2	3	4
Plagiarism a) Submitting written materials without proper citation of the source; b) Submitting AI-generated essays, reports, or research papers as one's own work	2	3	4
Using materials (crib notes) or any electronic gadget (cellphones, calculator, etc.) during a test or any other academic evaluation that the instructor has not authorized	2	3	4
GRAVE OFFENSE			
Disorderly Conduct			
Carrying explosives, including but not limited to fireworks,	4	5	

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 92 of 120

homemade bombs, dynamite, etc., firearms, knives, or other deadly weapons of whatever kind within the school premises or during off-campus, official activities			
Assaulting, challenging, or committing physical abuse or any act of gross disrespect directed against fellow students, faculty members, or personnel or threatening to do any of the acts mentioned above	4	5	
Threatening, intimidating, coercing, harassing, or provoking an employee, administrator, student or parents at any time	4	5	
Psychological assault done to a student or school personnel by the use of social media in cyberspace that threatens, terrorizes, and torments, causing distress and feeling of no security on the campus	4	5	
Conviction of final judgment by any competent court of any criminal offense	4	5	
Any psychological, emotional, and physical harm done to any Asian College member caused by membership in Fraternities, Sororities, and in any unauthorized organizations	4	5	
Offenses Against Public Decency, Good Customs and Morals			
Extortion or “blackmail” a student, faculty members, or personnel, whether or not the purpose or objective is accomplished	4	5	
Use, possession, or traffic in prohibited drugs or illegal substances	4	5	
Resorting to inventiveness, personal insults, black propaganda, or malicious imputations, oral or written, to discredit or ridicule school officials, personnel, faculty members, or fellow students	4	5	
Offenses Endangering Health and Sanitation			
Deliberate concealment of a serious communicable disease which may endanger fellow students, employees and administrators	4	5	
Offenses Detrimental to the Property Rights and Interests of Asian College, Administrative Officials, Personnel, Faculty Members and Students			
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	

	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 93 of 120	


Malversation of funds under one's care	4	5	
Offenses Against the Inviolability of School Records and Official Papers and Documents			
Destroying, tampering with or falsifying school or student records	4	5	
Knowingly using tampered or falsified documents			
Forging of certificates of enrollment, class cards, clearance certificates or other school documents; 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;	4	5	
Offenses Against Academic Honesty			
Major plagiarism (e.g., submitting entire works of others as one's own) Fabrication/falsification of research data Contract cheating (paying/arranging third party to do academic work) Tampering, forgery, or altering official records or academic documents	4	5	
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	

AMENDMENT TO STUDENT MANUAL

All complaints, incident reports, or responses to the same shall be in writing and shall be duly verified by the affiant under oath with the following attestations:

- a) The allegations in the pleading are true and correct based on his or her personal knowledge, or based on authentic documents;
- b) The pleading is filed in good faith and not intended to harass, cause unnecessary delay, or needlessly increase the cost of investigation; and
- c) The factual allegations therein have evidentiary support or, if specifically so identified, will likewise have evidentiary support after a reasonable opportunity for discovery.

The signature of the affiant shall further serve as a certification of the truthfulness of the allegations in the complaint, incident report, or response.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 94 of 120	

A complaint, incident report, or response required to be verified that contains a verification based on “information and belief”, or upon “knowledge, information and belief,” or lacks a proper verification, shall be treated as an unsigned pleading.

Note: Under Article X1, Code of Conduct/Discipline, Section 11: Procedures for the Settlement of Complaints/Grievances and Disciplinary Measures

Section 11. Extent of Jurisdiction

The Student Disciplinary Board (SDB) is cognizable of any offense committed against a member of the academic community.

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

11.1 In cases of violations of school policies or regulations occurring in connection with a school-sponsored activity off-campus;

11.2 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 12. Procedures for the Settlement of Complaints/Grievances and Disciplinary Measures.

12.1 Asian College upholds due process of the law as the guiding principle in the procedure for rectifying and settling complaints and grievances in the school to ensure the highest degree of fairness and justice to all concerned


12.2 All complaints shall be filed in writing addressed to the Student Affairs Services Head of the Student Disciplinary Board in cases stated below;

12.2.1 Student against student;

12.2.2 Student against a group of students;

12.2.3 School personnel against students.

12.2.4 Complaints against infraction of school policies

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
Subject	<i>Student Handbook</i>	Revision Date:	November 2025
		Date Effective:	December 2025
		Page 95 of 120	

12.3 Complaints directed against non-teaching school personnel shall be filed at the office of the Student Affairs Services Head.

12.4 Grievance against teaching personnel regarding their performance, classroom management, or attitudinal problems may be referred to the immediate head/Program Chair/Principal where the faculty belongs for possible counseling and performance coaching.

12.5 All aggrieved parties concerned should be open to arbitration and amicable settlement of conflicts and seek remedies through counseling at the Guidance Counselor's Office as necessary. The school constantly aims to restore impaired human dignity and, where required, restore material damages as applicable. Sanctions and punishment shall be applied, considering individuals' capacity to learn and profit from their mistakes.

12.6 Problems should be solved as much as possible in the initial stage of consultation and settlement at the Office of the Student Affairs/Program Chair or the HRMD of Asian College


12.7 When the gravity of the offense constitutes disciplinary penalties, the SAS shall initiate the creation of the Student Disciplinary Board (SDB).

12.7.1 The Student Disciplinary Board shall consist of the SAS Coordinator, a Faculty representative appointed by the Vice President, one representative from the Administration (non-teaching), a student representative appointed by the SAS Head, and a representative from the Head Office of Asian College appointed by the Vice President. The presiding officer shall be the Chairman of the Student Disciplinary Board.

12.7.2 In all disciplinary proceedings, both complainant/s and respondent/s shall have the right to counsel of their own choice to present affidavits and counter-affidavits to support their respective claims or defenses. Students shall be entitled to due process in all disciplinary proceedings

12.7.3 The SDB shall render its recommendation based on a majority vote within five (5) days from receipt of the complaint or incident report.

12.7.4 The Student Disciplinary Board shall submit to the VP for Academics through SAS its findings and recommendations after a thorough investigation.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 96 of 120

12.7.5 The decision of the Office of the VP for Academics shall be final and executory.

Section 13. ADDITIONAL ISSUES AND CONCERNS

11.1 Use of Alias/Nickname

Students must only use their real names and surnames. The use of aliases or nicknames in the official record is prohibited by law. The CHED will not act on the promotion or graduation of a student who does not use his real first name and surname.

11.2 Change of Civil Status Female students who change their status from Single to Married in the course of the school year shall submit a copy of her Marriage Certificate to the Registrar for the consequent change of her surname.

11.3 Change of Address Any change in previously registered addresses or telephone number should be reported immediately to the Registrar and the Office of Student Affairs Services.

11.4 On Channel

Problems of students should be resolved through proper channel:

11.4.1 Academic Problems

Principal, TVET Director, Program Chairs, Dean, Registrar, Vice President

11.4.2 Faculty Problems


Faculty member involved, Program Chairs, Dean, HR Specialist and the Vice President .

11.4.3 Personal / Psychological Problem (counseling)

Guidance Counselors

11.4.4 Financial Problems

Comptroller / Cashier/Vice President

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 97 of 120	

Article XII GRADUATION

Section 1. Prerequisites for Graduation

Compliance with all the requirements the institution sets is a prerequisite for graduation. These include courses throughout the program, On-the-Job training, Related Learning Experiences (RLE), and other requirements specified by DepEd, TESDA, and CHED.

The graduation application must be completed after the midterm period during the second semester of that academic year. The office of the registrar will announce and post the application period a week before the official schedule. The application needs to include the student officially on the graduation list.

After the application, the School Registrar will facilitate two deliberations with the academic council: the Initial Deliberation and the Final Deliberation.


Section 2. Graduation Exercises

The 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 participate in the graduation exercises unless he complies with all the academic requirements, obtaining passing grades in all academic courses in the curriculum, including thesis defense, complying with the On-the-Job (OJT) requirements, and meeting other requirements imposed by the institution.

Section 3. Special Orders

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

Special orders are not required for a student's or trainee's graduation if no academic credit is given.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	Page 98 of 120

ARTICLE XIII POLICY ON ACADEMIC HONORS, AWARDS AND STUDENT RECOGNITION

Section 1. Implementing Guidelines

General Eligibility Criteria for Academic Honors

A. Criteria for Academic Honors Awarded to Graduating students in Degree Programs and Two/Three-Year Diploma Courses:

a.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 do not have a grade below 1.75 in the Academic courses, Comprehensive Examinations 1 & 2, and Practicum/On-the-Job Training 1 & 2, and no grade below 2.0 for 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.

a.2 A student-candidate must not have obtained any failing final grade or been marked DROPPED and Incomplete (INC) in any course prescribed in the curriculum throughout his years of attendance.


a.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.

a.4 A candidate must have passed the Comprehensive Evaluation 1 and 2 courses with a final grade of:

a.4.1 SUMMA Cum Laude: 1.25

a.4.2 MAGNA Cum Laude: 1.50

a.4.3 Cum Laude: 1.75

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 99 of 120	

B. A student candidate must have good moral character and have manifested exemplary conduct in the academic community throughout his years of attendance at the college.

C. A non-transferee candidate must have completed 100% of the total academic units. A transferee candidate must have completed at least 75% of the total number of academic units in the program enrolled in Asian College; has no final grade below 1.75 in any educational course and no final grade below 2.0 in PE and NSTP 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.

D. A candidate who shifted program may be qualified to graduate with honors, provided that he has no grade below 1.75 in any academic courses from the program previously taken; however, only final grades in the new program enrolled shall be included in the computation of honor grade point average.

A student-candidate must have established a residence for at least:

Six semesters

BS Computer Science

BS Information Technology

BS in Electronics Technology

BS in Business Administration Major in Financial Management


BS in Business Administration Major in Marketing Management

BS Accountancy

BS in Hospitality Management

BS in Tourism Management


E. Graduation Academic Honors and the Prescribed Requirements

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 100 of 120	

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


Degree Programs

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

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 101 of 120	


Two-Year Courses

REQUIREMENTS	DISTINCTION		
	With Highest Honors	With High Honors	With Honors
Cumulative Grade Point Average (GPA)	1.00-1.25	1.26-1.50	1.51-1.75
Lowest Grade (Academic Subjects)	1.75	2.00	2.00
Lowest Grade (PE and NSTP)	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	72% of the curriculum	72% of the curriculum

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 102 of 120	

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

- a. Any graduating student is qualified to receive special awards regardless of status (residency, transferee, shifter, or continuing).
- b. A candidate shall have obtained the highest overall grade point average among the graduating students and have strong leadership, communication, and professional skills.
- c. A student-candidate shall not have obtained any failing grade nor marked DROPPED in any subject prescribed in the curriculum throughout their years of attendance. Suppose a student candidate has Incomplete Grades (INC). In that case, they 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.
- d. A candidate must have passed all Trade Tests/Cross Examination regularly conducted by the department.
- e. A student candidate must have never been subjected to suspensions or any other disciplinary actions and/or penalties throughout his years of attendance.
- f. A student candidate must have good moral character and have manifested exemplary conduct in the academic community throughout his years of attendance.
- g. A student candidate must have missed at most 20% of the total classes or laboratory periods during the school semester.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
Subject	<i>Student Handbook</i>	Revision Date:	November 2025
		Date Effective: December 2025	
		Page 103 of 120	

C. General Eligibility Criteria for Special Awards

Description of Special Awards for Degree Programs

a. Asian College Academic Outstanding Award


Suppose no students qualify to graduate with honors in any program. In that case, this award will be given to a graduating student with an overall Grade Point Average (GPA) of 1.75 and above. The nominee must have no grades below 2.00 in all subjects, including PE and NSTP, and must have completed the required practicum / on-the-job training.

**Award Grade Point Average (GPA) Lowest Grade (Academic Subjects)
Lowest Grade (PE / NSTP) Practicum / On-the-job Training**

Award	Grade Point Average (GPA)	Lowest Grade (Academic Subjects)	Lowest Grade (PE / NSTP)	Practicum / On-the-job Training
Asian College Academic Award	1.75 and above	2.00	2.00	Completed

b. Student of the Year

In case no students qualify to graduate with honors in the program (such as cum laude, magna cum laude, summa cum laude), this award will be given to graduating students in recognition of their outstanding academic achievement, leadership, involvement in extra and co-curricular activities, rapport with faculty, staff, and peers throughout their years of attendance.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 104 of 120	

The awards are:

- a. Information Technology Student of the Year
- b. Computer Science Student of the Year
- c. Business Administration Student of the Year
- d. Accountancy Student of the Year
- e. Hospitality Management Student of the Year
- f. Tourism Management Student of the Year
- g. Computer Engineering Student of the Year
- h. Technical Support Specialist / (ECT Student of the Year)

c. Asian College Leadership Award

This award recognizes graduating students who demonstrate leadership and advocacy for the college through their involvement in school organizations and distinguished service at the Asian College. A nominee should be chosen among the graduating student leaders and will be carefully selected by the Academic Council and Graduation Committee.

d. Programmer of the Year


This is awarded to a graduating student in BS Computer Science, BS Information Technology, or BS Computer Engineering who has achieved the highest grade point average on the core programming courses and has demonstrated exceptional skills in basic and advanced programming languages.

e. IT Specialist of the Year

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

f. Best in Computer Hardware

This is awarded to a graduating student in BS Computer Engineering, BS Information Technology, or BS Electronics Technology who has achieved the

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 105 of 120	

highest grade point average on related subjects in computer hardware and has demonstrated exceptional skills in hardware application.

g. Systems Analyst/Network Administrator of the Year

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

h. Best in Project Design / Capstone Project (CSE)

This award is given to the most advanced research by graduating students in their field of specialization. Criteria for selection include innovation and creativity, technical quality of the study, contribution to technology, and impact on society. The content must be focused on computing theories and concepts, must be scientific work, and must be presented in a public forum.

i. Student Entrepreneur of the Year


This is awarded to a Business Administration graduating student who has achieved the highest grade point average in Feasibility Studies or Marketing Projects and has outstanding business-related projects among Business Administration candidates for graduation.

j. 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. The student has demonstrated exceptional skills and has been at least a finalist in any regional or national competition.

k. Patisserie of the Year

This award is given to a graduating BSHM student with exemplary academic standing in Bakery Science Production, Basic and Advanced Baking. The student

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 106 of 120	

has consistently demonstrated exceptional knowledge and practical skills and has been at least a finalist in any regional or national competition.

I. Maitre d' Hotel Award

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

m. Bartender/Flair Tender of the Year

This is awarded to a BS Hospitality Management graduating student who has achieved the highest Grade Point Average (GPA), demonstrated exceptional skills in the Bartending and Beverage Management course, and won 1st prize in any regional or national competition.

n. Best Research Paper / Best Feasibility Study (HTM/BA)

This award is given to the most innovative research a graduating student conducts in their field of specialization. Criteria for selection include:


- Creativity.
- Technical quality of the study.
- Contribution to the tourism and hospitality industry.
- Impact on society.

o. Best Oral Research Presenter

This award is given to the best oral research presenters who presented a research study that combines knowledge with communication skills, making their work accessible and impactful to a diverse audience.

p. 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.

	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 107 of 120	

Honor Grade Point Average Computation

Grade Point Average (G.P.A.) is the weighted mean of the grade points of all the courses a student takes about the student's credit load.

Sum of product of credits (units)
and Final Grade

G.P.A. = _____

Sum of Credits (units)

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

Example of Semester G.P.A. Computation:

Subjects	Credits		Final Grade	Grade Points
English 1	3	x	88	264
College Algebra	3	x	85	255
IT Concepts	3	x	94	282
Economics	3	x	91	273
Psychology	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 **(C.F.P.)**

1593 / 18 = 88.50

(round to the nearest hundredth of a point or up to two decimal places)

Semester G.P.A. = 1.75

Cumulative G.P.A. is computed each semester, including all courses taken, and is maintained continuously as a student's academic standing record.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 108 of 120	

Sum of Current CFP and Previous CFP
Cum. G.P.A. =
Sum of Current Credits and Previous Credits


Example of Cumulative G.P.A. Computation:

First Semester:

Subjects	Credits		Final Grade	Grade Points
English 1	3	x	88	264
College Algebra	3	x	85	255
IT Concepts	3	x	94	282
Economics	3	x	91	273
Psychology	3	x	82	246
Filipino 1	3	x	91	273

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

Subjects	Credits		Final Grade	Grade Points
English 12	3	x	87	261
Trigonometry	3	x	89	267
Preskills	3	x	84	252
Phil.Govt.	3	x	92	276
Filipino 2	3	x	97	291
PE 12	(2)	x	(85)	Not included
NSTP 12	(3)	x	(84)	Not included

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 109 of 120	

Second Semester:

Total Credits (Units) 15
Carried Forward Points 1347
Semester G.P.A. 89.8

(1593 + 1347)
Cumulative G.P.A. =(18 + 15)

Cumulative G.P.A= 89.09
= 1.75


D. Application for Honors

1. It is the responsibility of the student/s to know, fulfill the requirements, and submit applications 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. The Office of the Registrar will release the Schedule for Application of Honors.

E. Organizational Guidelines

1. A committee composed of the Dean, the Program Chairs, Registrar, and the Gen Ed Dept. Head will evaluate nominees for honors and awardees based on the computed G.P.A.
2. The Dean or Program Chairs and Registrar shall act as a committee to validate G.P.A. and select honors and awardees based on the eligibility criteria.
3. Announcement of honors and awardees shall be made not later than fifteen days before the recognition/honors convocation.

Protest filed later than ten days before the recognition/honors convocation shall not be entertained.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
Subject	<i>Student Handbook</i>	Revision Date:	November 2025
		Date Effective: December 2025	
		Page 110 of 120	

F. Functional Guidelines (Chairman’s and President’s Award)

1. The Awards Committee shall initially convene and undertake the preliminary screening process within three days after the midterm exam.
2. The list of award nominees should be submitted to the committee four days after the initial screening process.
3. The committee shall convene and evaluate nominees G.P.A. based on general eligibility criteria.
4. The committee shall schedule a panel interview with the nominee during the final selection of awardees for Dr. Constancio A. Sia, Chairman’s Academic Awards.


The panel interview is only for the Chairman and President Excellence Awards.

Section 2. Semestral Honors

Semestral Honors is an academic award that recognizes the excellent educational achievements of the lower and upper classes during a specific school term.

REQUIREMENTS	SEMESTRAL HONORS		
	with Highest Honor	w/ High Honors	w/ Honors
Term Grade Point Average (GPA)	1.00 (97-100%)	1.25 (94-96%)	1.50 (91-93%)
Lowest Grade (Academic Subjects)	1.25 (94-96%)	1.50 (91-93%)	1.75 (88-90%)
Lowest Grade (PE and NSTP) Not included in the Computation of GPA	2.00	2.00	2.00

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

	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 111 of 120	

Article XIV ASIAN COLLEGE ALUMNI ASSOCIATION

Section 1. Alumni Association.


Asian College shall handle the Alumni Association Membership Monitoring and Applications to provide opportunities for Alumni to gather and organize enrichment or networking programs in direct coordination with the Office of Student Affairs. These shall include Alumni Association activities such as Alumni Homecoming. The school shall provide school services and benefits accordingly to register Alumni successfully.

A. Membership

- a. Only graduates of Asian colleges with 2 or 4-year programs are qualified to apply for membership.
- b. The applicant may claim a membership form at the school or through the Alumni Association Office to apply for membership.

B. Benefits

- a. Members will be continuously notified and updated on school events via email or text.
- b. Members will be allowed entry on school premises provided they can present their Alumni ID to the security personnel.
- c. Members are invited to join school events.
- d. Members shall be provided with an Asian College Alumni ID card.
- e. Members shall be able to avail of benefits from external partners, such as:
 - 20% off on Gym Workout (Walk-in or Monthly Rate)
 - 10% off on Pickleball Open Play
 - 10% off on Venue for Gatherings (Function Hall or Multipurpose Area)
 - 50% off on Gym Rental for Ex-Basketball Varsity Alumni Members

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 112 of 120	

Article XV MISCELLANEOUS PROVISIONS

Section 1. Application of Sanctions

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

Section 2. Separability Clause

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

Section 3. Repealing Clause


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

Section 4. Amendments

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

Section 5. Effectual

This Student Code shall take effect starting the second semester of the academic year 2025-2026.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 113 of 120	

ADDENDUM

Artificial Intelligence (AI) Use Policy

Authority: Office of the Dean & Academic Council

Effective Date: October 1, 2025

Review Cycle: Annual or as needed

Rationale

Artificial Intelligence (AI) is transforming education, business, and society. As a progressive academic institution, Asian College Dumaguete recognizes the importance of preparing students to responsibly use AI tools in learning, research, and professional development.

These guidelines aim to promote academic integrity, foster digital literacy, and ensure ethical AI use consistent with the College’s Vision, Mission, and Core Values.

1. Policy Statement

Asian College Dumaguete is committed to becoming a transformative educational institution, dedicated to producing globally competitive future leaders. Artificial Intelligence (AI), particularly Generative AI, presents both opportunities and challenges for education, research, and administrative services.


This policy ensures that AI technologies are used ethically, transparently, and responsibly, in line with our core values of Academic Excellence, Integrity, and Self-Leadership. It serves as a framework to maximize AI’s benefits while mitigating risks related to academic integrity, data privacy, bias, equity, and sustainability.

2. Scope and Applicability

This policy applies to:

- Students – in their academic work, projects, capstone projects, and research.
- Faculty – in teaching, curriculum design, assessment, and research.
- Administrative Staff – in professional services, decision-making, and operational processes.
- Research Partners, External Stakeholders, and Collaborators – in joint projects, internships, and industry partnerships.

It covers all forms of AI, including but not limited to:

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 114 of 120	

- Generative AI (text, image, video, audio, and code generation tools such as ChatGPT, Copilot, Gemini, MidJourney, Canva AI).
 - Machine learning and predictive analytics.
 - Natural language processing, computer vision, robotics, and expert systems.

3. Definitions

- Artificial Intelligence (AI): The use of computer systems to perform tasks that require human-like intelligence, such as decision-making, pattern recognition, and problem-solving.
- Generative AI: AI systems that create original content based on data patterns. Examples: producing essays, generating designs, creating code, or synthesizing media.
- AI Literacy: The knowledge, skills, and critical thinking required to understand how AI works, its benefits, risks, and appropriate applications.

4. Guiding Principles

Asian College adopts the following principles to govern AI use:


1. Innovation with Responsibility – Encourage AI adoption for efficiency and creativity while ensuring ethical safeguards.
2. Promotion of AI Literacy – Provide training, workshops, and resources so students, faculty, and staff can critically engage with AI.

5. Guidelines for Use

Acceptable Uses of AI in Academic Settings

Students and faculty are encouraged to use AI tools as learning aids, not as substitutes for independent thought or creativity. Acceptable uses include:

1. Personalized Learning Assistance
 - Using AI-powered platforms to identify personal learning gaps and receive adaptive exercises or explanations.
 - Example: Employing AI tutors to clarify programming concepts or business theories.
2. Research and Information Gathering

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 115 of 120	

- Utilizing AI tools to summarize academic papers, locate reliable sources, or generate research ideas.
- Users must critically evaluate and verify AI-generated information for accuracy, bias, and credibility.

3. Coding and Technical Support (for IT, CS, and related programs)

- Employing AI-based code generation and debugging tools for learning and problem-solving.
- Students must demonstrate understanding of AI-assisted code and avoid blind copying.

4. Language and Writing Support

- Using AI for grammar checking, style improvement, or idea organization.
- AI may assist in brainstorming, but must not be used to generate entire essays, reports, or theses.

Prohibited Uses and Academic Integrity


AI use must always uphold the College's standards of academic honesty and originality. The following constitute violations:

- Submitting AI-generated text, images, or code as one's own work.
- Using AI to complete graded assignments, exams, or projects without faculty approval.
- Failing to disclose or cite AI assistance when used in research or written output.
- Sharing confidential or personal information with AI platforms.

Plagiarism and misrepresentation of AI output are considered major academic offenses subject to disciplinary action under the Student Handbook and Academic Integrity Policy.

For Students

- Students may use AI tools for:
 - Brainstorming ideas, generating outlines, or summarizing texts.
 - Practicing communication, presentation, or language skills.
 - Assisting with graphics, video, or design tasks.
- Restrictions:

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 116 of 120	

- Students must acknowledge AI assistance in assignments (e.g., “This essay used ChatGPT for outline generation, but all analysis and final content are original.”).
- Submitting AI-generated work as one’s own without attribution is considered plagiarism and will result in academic sanctions.
- AI must not be used for exams, quizzes, or tasks where independent thinking is explicitly required.

For Research

- AI may be used in research design, data analysis, and writing support, provided:
 - Research Ethics Board approval is secured before deployment.
 - Any AI involvement is acknowledged in published work.
 - Risks of bias, data misuse, and integrity issues are addressed.

Data Protection and Security


- All AI use must comply with the Philippine Data Privacy Act of 2012 (RA 10173).
- Sensitive or personal data must not be entered into public AI tools unless explicitly authorized and anonymized.
- Institutional adoption of AI platforms must undergo an IT Services security review.

Accountability and Responsibilities

Faculty, Students, Staff – Must comply with ethical use standards.

Monitoring and Compliance

- The College will conduct:
 - Annual policy reviews.
 - Regular AI literacy training.
 - Compliance checks on academic and administrative AI use.
- Non-compliance will lead to:
 - Academic sanctions for students.

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 117 of 120	


Enforcement

Violations include:

- Passing off AI-generated content as original work.
- Uploading confidential college data into AI systems without approval.
- Using AI in ways that discriminate or create inequity.

Penalties may include:


Students: deduction of grades, failing marks, suspension, or expulsion (depending on severity).

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 118 of 120	

**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
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!

 AsianCollege	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 119 of 120	



FM-SAS-08-R00

Student Acknowledgment of Handbook

I, _____, hereby acknowledge receipt of the Asian College Student Handbook. I have carefully read and understood the contents of this handbook, including but not limited to the rules and regulations governing student conduct, academic policies, and campus life.

I agree to abide by all the policies and procedures outlined in this handbook. I understand that failure to comply with these rules may result in disciplinary action, up to and including expulsion.

By signing below, I affirm that I have read and understood the contents of this handbook and agree to adhere to its guidelines.

Program: _____


Student Name: _____

Signature: _____

Date: _____

Witness Signature: _____

Date: _____

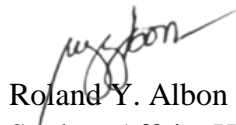
	STUDENT AFFAIRS AND SERVICES DEPARTMENT <i>Asian College of Science and Technology</i>	Document No.	SAS-002
		Revision No:	3
		Revision Date:	November 2025
Subject	<i>Student Handbook</i>	Date Effective: December 2025	
		Page 120 of 120	



AsianCollege

STUDENT HANDBOOK COMMITTEE ACKNOWLEDGMENT

We, the undersigned members of the Student Handbook Committee, hereby confirm that we have read, evaluated and updated the policies, rules, and responsibilities stated in this Student Handbook. We commit to upholding academic integrity, representing the student body responsibly, and supporting the institution's mission and values.


 Roland Y. Albon
 Student Affairs Head/Chairperson