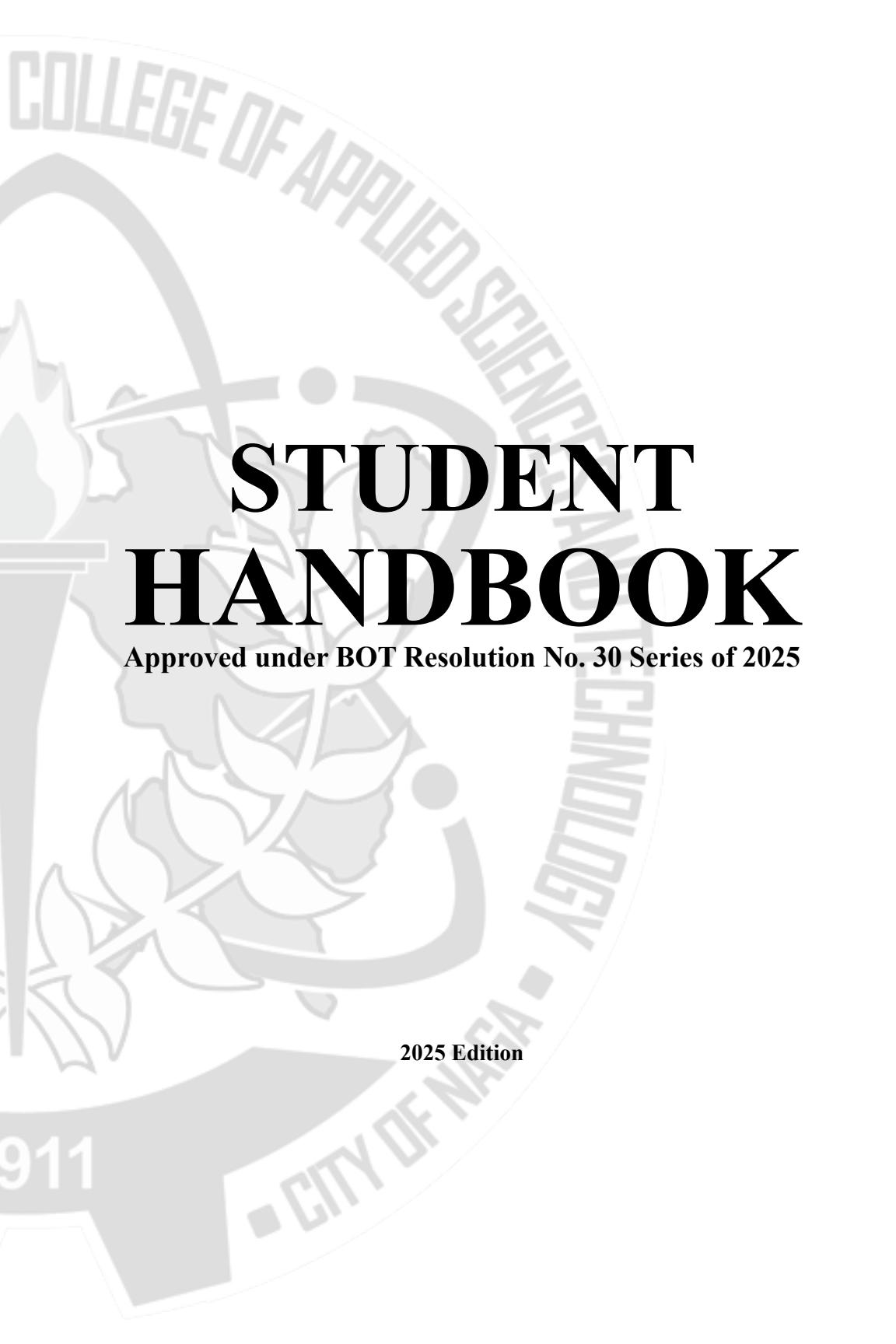


Student Handbook

2025 Edition







STUDENT HANDBOOK

Approved under BOT Resolution No. 30 Series of 2025

2025 Edition

FOREWORD

This student handbook is specifically initiated and designed for young men and women who look forward to acquiring quality applied sciences and technology education from Bicol State College of Applied Sciences and Technology.

The regulations in this Student Handbook shall apply to all undergraduate and graduate students who are enrolled in this College. To maintain discipline and orderliness, conserve the fair name of the College, and actualize its Mission, Vision and Core Values, students shall agree to abide by these same regulations and conduct themselves with good demeanor upon admission to this institution.

Apart from serving as a ready reference material, this student handbook offers a peek into the workings of the BISCAS community and the place of the knowledge seekers in our educational mainstream.

The administrative authority of the College is vested in the President of the institution. Conforming to the spirit of the ongoing policies set by the academic community, the continued attendance of any student in BISCAS subjects him or her to this authority.

This 2025 student handbook, duly approved by the BISCAS Board of Trustees on May 14, 2025, under BOT Res. No. 30 s. 2025 reflects the school policies promulgated and implemented since the publication of the 2015 student handbook and the revisions of some statements for clarity and accuracy. Thus, this edition replaces the 2015 student handbook approved on July 15, 2015, under BOT Res. No. 104 s. 2015.

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PART I- THE COLLEGE

BRIEF HISTORY OF BISCAST

The school's history traces its humble beginnings in 1911, when it started as the Camarines Sur Trade School (CSTS). Mr. Pedro Hidalgo, the school administrator, organized trade courses in the intermediate level, offering carpentry, drawing, and trade arts. Classes were first held at the library hall of the Camarines Sur High School. In 1924, it started offering vocational courses at the Secondary level under the administration of Mr. Doroteo Federis.

In November 1925, the first permanent school building was constructed, the Gabaldon building, on its 25,699-sq.m school site donated by the provincial government. This building still exists and is considered as the school's historical landmark. Woodworking courses were also introduced during the term of Mr. Cornelio Casaclang as Principal.

At the outbreak of World War II, the school principal was Mr. Romulo Y. Mendoza. In 1945, the school was reopened under Mrs. Primitiva Obias as Officer-in-Charge until the reassignment of Mr. Cornelio Casaclang. Auto-mechanics, Building Construction, Furniture and Cabinet Making were offered. In 1948, during the administration of Oligario Lenon, girls' trades courses in Dressmaking, Cosmetology, and Food Trades were offered, along with the construction of buildings and shops.

House Bill No. 2919 (R.A. 825), sponsored by Congressman Emilio Tible and approved on August 15, 1952, nationalized and renamed Camarines Sur National School of Arts and Trades (CSNSAT). Mr. Manuel T. Espinosa became its first Superintendent. In 1954, the two-year post-secondary trade technical education was offered.



Upon its conversion to a full-fledged college under R.A. No. 5056, sponsored by Cong. Jr. on June 17, 1967, the CSNSAT was converted into a college and renamed Bicol College of Arts and Trades (BCAT). It was authorized to offer courses like the Bachelor of Science in Industrial Education (BSIE). This was during Mr. Carlos Borjal's term. But before it formally assumed its name as BCAT, it was known as Camarines Sur National College of Arts and Trades (CSNCAT) until the mid-1980s, when it adopted its name BCAT.

The tertiary level was expanded to cover other fields of trade technical education; thus, the Bachelor of Science in Industrial Technology (BSIT) was opened in 1977. Under the Technical-Vocational Education Project (TVEP), it was selected as one of the pilot Technician Education Institutes (TEI) for Region V by the Ministry of Education, Culture, and Sports (MECS). The project's education component was operationalized in the school year 1984-1985 by offering the two-year Diploma in Industrial Technician (DIT) curriculum with four major fields of specialization: Automotive, Mechanical, Electrical, and Refrigeration and Air conditioning technologies.

In 1984, Dr. Pacita S. Yorobe temporarily headed the school. Five months later, on April 1, 1985, Superintendent Augusto R. Nieves took over—the second alumnus to achieve such status. In 1988, by DECS Order No. 39, s. In 1988, the Teacher Education component was expanded through the offering of the Bachelor of Secondary Education (BSEd), major in Technology and Home Economics (THE), Mathematics, English, and Physics; and Bachelor of Science in Elementary Education (BEEd) with the area of specialization in Home Economics and Livelihood Education (HELE).



Under the administration of Mr. Honesto T. Aguilar, the 5th School Superintendent, BCAT started its offering of engineering courses, namely: Electrical Engineering (BSEE), Electronics and Communications Engineering (BSECE), Mechanical Engineering (BSME), and Bachelor of Science in Architecture (BSA). The institution had its first Engineering and Architecture graduates in March of 2001 and has steadily produced board passers and topnotchers until now.

BCAT continued its bid for excellence in technology and teacher education under Mr. Pedro F. Moreno, the 6th Superintendent of the College. It remained undefeated during the annual Skills Olympics among TECHVOC schools in the Region. Its students maintained its dominance in the FFP-FAHP contests for high school students.



In December 2000, pursuant to Republic Act 8760, on the integration of CHED-Supervised Institutions (CSIs) to State Universities and Colleges (SUCs), the Bicol College of Arts and Trades was integrated into the Camarines Sur Polytechnic Colleges (CSPC) in Nabua, Camarines Sur, with Dr. Lourdes B. Laniog as its President and Dr. Amparo A. Nieves as the Campus Director in the Naga Campus. On July 1, 2002, Dr. Monsito G. Ilarde was appointed College President. Within the first month of his presidency, he effected the integration of BCAT into CSPC. Dr. Alejandro R. Cortez was the new Campus Director until October 2003, when the position was reverted to Dr. Nieves until her retirement in 2006. Pursuant to CSPC Board of Trustees Resolution No. 00-044, the former BCAT was named CSPC - Naga Campus.

Under the presidency of Dr. Dulce F. Atian in 2010, the Naga Campus was entrusted under the care of Dr. Richard H. Cordial as Campus Director from May 2010 to May 2012 and then as Campus Administrator until November 2012.

On October 19, 2012, under the sponsorship of Cong. Luis R. Villafuerte of the 3rd District of Camarines Sur, Pres. Benigno Aquino III signed the passage of RA 10231, formally separating the school from CSPC and naming it the Bicol State College of Applied Sciences and Technology (BISCAST) with its first President, Dr. Richard H. Cordial. With its impressive new moniker, the institution is given its new mandate,

“To primarily provide advanced education, higher technological, professional, and vocational instruction and training in the sciences, arts, education, entrepreneurship, en-

gineering, and other related programs. It shall also undertake research and extension services and provide progressive leadership in its areas of specification."

Establishing BISCAST as an independent state college has paved the way to rapid progress in institutionalizing quality assurance systems, strengthening its research capabilities, and modernizing its facilities.

In June 2020, the Congress approved House Bill 6858 filed by Rep. Luis Raymund F. Villafuerte, Jr. of the 2nd District of Camarines Sur, converting BISCAST from being a state college to a state university, which shall be named the Southeast Asian University of Technology (SEAUTech).

In 2021, just a year after the world witnessed the impact of the pandemic, the institution transitioned to its new leadership in March, welcoming the second SUC President, Dr. Alex H. Navarroza, by virtue of the CHED Memorandum No. 3 Series of 2001, otherwise known as the Implementing Rules & Regulations of Republic Act 8292.

Under his ardent and strong-willed leadership, the institution remains at the forefront of being the premier applied sciences and technology institution in the region.

Several months after Dr. Navarroza was appointed President, the bill converting BISCAST to SEAUTech was signed into law through RA 11585. On September 10, 2021, President Rodrigo R. Duterte presented a copy of the said law to Dr. Navarroza at the Malacañang Palace.

The then CSNCAI, the BCAT, the CSPC-Naga Campus, now BISCAST, and soon SEAUTech, has survived through over 114 years as an institution of learning and served generations of Bicolanos, leading young men and women who have passed through its portals as productive citizens or community leaders.

In this time of great volatility, uncertainty, complexity, and ambiguity, the College continues to be steadfast and resilient in putting its stakeholders at the core of its mission while preparing for its ultimate destination as a full-fledged smart, future-proof, technopreneurial, green, and healthy Southeast Asian University of Technology.

COLLEGE MANDATE: (Sec. 2, R.A. 10231 s.2012)

The College shall primarily provide advanced education, higher technological, professional, and vocational instruction and training in the sciences, arts, education, entrepreneurship, engineering, and other related programs or fields. It shall also undertake research and extension services and provide progressive leadership in its areas.

VISION

An internationally recognized smart university for transformative and innovative education.

MISSION

Produce technology-competent, environment-resilient, culture-sensitive, and industry-ready graduates who are socially responsive leaders imbued with character, work, and personal values through innovation management, transformative education, cutting-edge research, and industry-driven enterprise development.

CORE VALUES

BISCAST, as an institution of higher learning, abides by the following values:

Integrity
Professionalism
Responsiveness
Inclusiveness
Dedication
Excellence

QUALITY POLICY (ISO 9001:2015)

BISCAST is committed to provide quality applied sciences and technology education through continual improvement of its quality management system, satisfying applicable requirements, thereby exceeding stakeholder's expectations.

COLLEGE SEAL

The college seal consists of the following elements:

- a. The GEAR symbolizes TECHNOLOGY. The teeth of the gear embody the illustrious history of the school. The (7) teeth represent the different names by which the school was known since 1911:
 - ☐ Camarines Sur Trade School (CSTS)
 - ☐ Camarines Sur School of Arts and Trades (CSSAT)
 - ☐ Camarines Sur National School of Arts and Trades (CSNSAT)
 - ☐ Camarines Sur National College of Arts and Trades (CSNCAT)
 - ☐ Bicol College of Arts and Trades (BCAT)
 - ☐ Camarines Sur Polytechnic Colleges-Naga Campus (CSPC-Naga)
 - ☐ Bicol State College of Applied Sciences and Technology (BISCAST)
- b. The TORCH symbolizes LIGHT, which the school provides through the knowledge, skills, and wisdom the graduates acquire within its portals.
- c. The two (2) GOLDEN LAUREL LEAVES represent VICTORY and STRENGTH for the school in sustaining quality education and technological skills for over 100 years. It also symbolizes the continuing growth and development towards pursuing excellence in applied sciences and technology.
- d. The ATOM represents the field of SCIENCE. In the structure of the atom, the three (3) orbiting electrons indicate the three (3) mandates of the College: INSTRUCTION, RESEARCH, and EXTENSION. The orbits effectively carry out these mandates, representing the school's stakeholders: ADMINISTRATION & FACULTY, PARENTS & ALUMNI, and STUDENTS, all indispensable components of the institution.
- e. The MAP of the BICOL REGION represents the primary service area of the school, Bicolandia. It is colored GREEN because the school believes that, though it aims to contribute significantly to the region's development in Applied Sciences and Technology, it upholds the principle of caring for the natural conditions of the land through environmentally friendly programs.
- f. 1911 denotes the school's founding year as a learning institution.



COLLEGE COLORS

The College colors shall be MAROON, GOLDEN YELLOW, and GREEN. Maroon and golden yellow are the official school colors, depicting the institution's journey from a Trades school to an institution for applied sciences and technology. Green symbolizes the advocacy of the school to care for Mother Earth.

THE BISCAST ADMINISTRATION

The administration of the College and the exercise of its corporate powers shall be vested exclusively in the Board of Trustees and the President of the College. The governing board of the College shall be the Board of Trustees, hereinafter referred to as the Board, which shall be composed of the following (RA 10231, Sec. 6):

1. The Commissioner of the Commission on Higher Education (CHED) - Chairperson;
2. The President of the College - Vice Chairperson;
3. The Chairperson of the Committee on Education, Arts, and Culture of the Senate - Member;
4. The Chairperson of the Committee on Higher and Technical Education of the House of Representatives - Member;
5. The Regional Director of the National Economic and Development Authority (NEDA) - Member;
6. The Regional Director of the Department of Science and Technology (DOST) - Member;
7. The President of the Faculty Association of the College - Member;
8. The President of the Student Council of the College - Member;
9. The President of the Alumni Association of the College - Member; and
10. Two (2) prominent citizens from the private sector, who have distinguished themselves in their profession or fields of specialization of the College - Members.

BISCAST has two councils, namely the Administrative Council and the Academic Council. The Administrative Council consists of the President of the College as Chairperson, Vice President for Administration and Finance as Vice Chairperson, other Vice President/s, deans, directors, and other officials of equal rank as members, whose duty is to review and recommend to the Board policies governing the administration, management, and development planning of the College. On the other hand, the Academic Council comprises the President of the College, who shall act as Chairperson, the Vice President for Academic Affairs as Vice Chairperson, and all the academic staff with the rank of at least an assistant professor, as members. The Academic Council assigned to review and recommend the curricular offerings, standards, and rules of discipline of the College to the Board of Trustees for appropriate action, determine and act on policies and guidelines for the admission of students as well as for graduation and the conferment of degrees subject to review and/or approval of the Board of Trustees, and to recommend or act on policies, academic proposals, student academic programs, and other matters related to instruction.

PART II- PHILOSOPHY AND OBJECTIVES

1. General Directives

1.1. Every student is regarded as an extension and reflection of the College. Hence, whether on or off the campus, they are expected to be a model of the highest norms of behavior befitting a true scholar, a future professional, and a respectable citizen.

1.2. A student is expected to know the vision and mission of the College, the meaning of its logo, core values, and BISCAST Hymn.

1.3. A student shall observe and respect the laws of the land, the standards of organized society, and the College's code of conduct, rules, and regulations.

1.4. A student shall observe the guidelines on wearing the official school uniform and identification card (ID).

1.5. Every student is encouraged to attend institution-sponsored activities.

2. Social Norms

To ensure an atmosphere conducive to the pursuit of academic excellence and the formation of responsible and productive Filipino citizens, as well as to maintain the order necessary for the common good, the College prescribes the following norms:

2.1. Every student shall observe the usual norms of courtesy and etiquette in all interpersonal relationships with any College community member.

2.2. Every student is expected to show respect and courtesy to all visitors on the campus.

2.3. Every student is expected to cooperate in routine classroom procedures as well as to help in keeping classrooms and corridors clean, bearing in mind that:

2.3.1. A decent, clean, and orderly classroom is conducive to learning;

2.3.2. Chalkboard and pieces of chalk are for instructional purposes only;

2.3.3. Feet should be kept off furniture and walls; and

2.3.4. Pieces of equipment are to be handled with responsible care and properly stored after use.

2.4. Every student shall refrain from unruly conduct, unbecoming behavior, and actions that tend to disrupt and disturb the teaching-learning process. They should pass through corridors with minimal noise so as not to distract ongoing classes.

2.5. Smoking any type of cigarette and the like is strictly prohibited inside the campus in observance of the Republic Act No. 8749 (*known as the Philippine Clean Air Act, a comprehensive air quality management policy and program that aims to achieve and maintain healthy air for all Filipinos*) and Naga City Local Ordinance No. 2017-066 (*An Ordinance Prohibiting Tobacco, Cigar, And Cigarette Smoking In Public Places, And Providing Penalties For Violations Therefore*).

2.6. Students are encouraged to use school facilities for meetings, seminars, conferences, cultural presentations, athletic activities, and the like, but with prior permits from the authorities concerned.

2.7. Any student who wishes to participate in any activity outside the campus as a representative of the College shall first secure a clearance from the Office of the Student Development Services, duly approved by the College President, and fully compliant with the requirements of CMO 63 s. 2017 (*Policies and Guidelines on Local Off-Campus Activities*).

2.8. Students who invite guests from outside (e.g., guest lecturers, speakers, seminar participants, viewers of exhibits) are required to obtain prior approval from the Student Affairs Moderator and to submit a Visitor's List, indicating the names of campus visitors, the purpose of their visit, and their expected time of arrival. This will be forwarded to the security on detail for proper information.

2.9. Students who intend to go on educational trips, excursions, and the like shall secure permission from the College Dean, Director of Student Development Services, recommended by the Vice President for Academic Affairs, and approved by the College President and shall present permits duly signed by their parents/guardians, itinerary of travel, budget proposal, and letter of confirmation from the agency/company to be visited. They shall

fully comply with the applicable requirements of CMO 63 s. 2017 (Policies and Guidelines on Local Off-Campus Activities) before the conduct of the activity.

2.10. Every student shall always wear the prescribed uniform properly, except during wash days, stormy weather, or when the Director of Student Development Services grants an exemption.

2.11. In line with Republic Act No. 10121, also known as the "Philippine Disaster Risk Reduction and Management Act of 2010," the College recognizes the critical need for a proactive approach to disaster risk reduction and management (DRRM). All students, faculty, and staff are encouraged to participate in developing and implementing BISCAST disaster preparedness programs and cultivate a culture of safety and resilience within the campus community. Students, in particular, are expected to actively engage in DRRM activities such as attending training sessions, participating in drills, reporting potential hazards, and promoting disaster awareness to ensure that we are collectively equipped to prevent, mitigate, respond to, and recover from natural and human-induced hazards, safeguarding lives and minimizing risks to our institution and surrounding communities.

PART III- ADMISSION AND REGISTRATION

1.0 BISCAST POLICY STATEMENT ON ADMISSION

1.1 Accessibility to education is highly recognized by the College. No student shall be denied admission to the College because of age, gender, nationality, religious belief, disability, or political affiliation.

1.2 The applicants must come from schools duly recognized by the government and pledge to abide by and comply with all the rules and regulations of the College upon Admission. Any violation thereof shall be sufficient cause for summary denial of admission or dismissal from the College.

1.3 In recognition of the principles of equality and equity in providing access to education, the Admission Committee will set separate criteria to give priority treatment to disadvantaged students such as People with Disabilities, the Lumads, Muslims and other Indigenous people, Solo Parents and their children as mandated in the provisions of R.A. 10931 (Universal Access to Quality Tertiary Education Act), R.A. 7277 (Magna Carta for Disabled Persons), R.A. 8371 (The Indigenous People's Rights Acts of 1997), R.A. 11310 (Pantawid Pamilyang Pilipino Program Act) and R.A. 8972 (Solo Parents' Welfare Act of 2000).

2.0 RULES AND GUIDELINES

2.1 COLLEGE ADMISSION PROCEDURE

2.1.1 All new students may apply for college admission at the Admission and Testing Center through the Student Information and Accounting System (SIAS) via <https://icloudph.com/biscast/sias/>. Applica-

tion forms for admission can be downloaded at <https://biscast.edu.ph/biscast-portal/>.

2.1.2 Transferees may be admitted if there are available slots, and they satisfy the admission and residency requirements.

2.1.2.1 The remaining units for the desired degree program must be 50% or above.

2.1.2.2 The College shall validate the taken subjects to be accredited.

2.1.2.3 Subjects taken from former schools that are not entirely equivalent to the program curriculum or with low grades shall be repeated if necessary upon the recommendation of the College concerned.

2.1.3 Second-degree students may be admitted provided there are available slots, and they abide by the policy that only 50% of the total units earned shall be credited, and the College shall determine the courses to be credited. They will not enjoy free tuition as stipulated in R.A. 10931 (Universal Access to Quality Tertiary Education Act of 2017).

2.1.4 Admission Application Requirements

First-year students Requirements	Transferees and Second-degree Applicants Requirements	ALS (Alternative Learning System) Passers Requirements	Old Basic Education Curriculum Graduation Requirements
☐ Accomplished Application Form for Admission (Form A) ☐ 1.5 x 1.5 picture in a white background with a nametag and signature ☐ Grade 10 and 11 (1st & 2nd Semester) Report Card (Form 138) ☐ For SHS Graduates (Grade 11 and 12 Report Card) ☐ Certificate of Enrollment in Grade 12 (for those currently enrolled in Grade 12 only)	☐ Accomplished Application Form for Admission (Form B) ☐ 1.5 x 1.5 picture in a white background with a nametag and signature ☐ Transcript of Record (TOR) with indicated General Weighted Average or Certificate of Grades	☐ Accomplished Application Form for Admission (Form B) ☐ 1.5 x 1.5 picture in a white background with a nametag and signature ☐ Certificate of Rating ☐ Certificate of eligibility to enroll in college	☐ Accomplished Application Form for Admission (Form A) ☐ 1.5 x 1.5 picture in a white background with a nametag and signature ☐ Report Card in 4th year

2.1.5 Applicants should check the application status via the Student Information and Accounting System (SIAS) using their unique Control Number. If the uploaded documents comply with the standards above, the application status in the SIAS will be APPROVED for the College Admission Test. The schedule of the College Admission Test will depend on the preferred date indicated by the applicant during the online application.

2.1.6 Standardized College Admission Tests (OLSAT and DAT) are administered to all applicants.

2.1.7 During instances that will demand particular measures on public health, BISCASAT shall firmly implement the minimum standard health protocols based on the norm set by the Department of Health.

2.1.8 Admission Test in the College shall be based on the following criteria:

- A. IQ Test (30%)
- B. Aptitude Test (70%)

2.2 SPECIAL CASE DURING THE CONDUCT OF THE COLLEGE ADMISSION

TEST

2.2.1 The College Admission Test is an essential parameter in the entire admission process. Suppose the College Admission Test is waived or cancelled due to unforeseen events (i.e., health crisis, force majeure circumstances), in that case, first-year applicants shall be evaluated through the Admission Scoring Criteria for the first screening. The College will conduct the second screening through an interview and/or special exam that will measure the competencies of the freshman applicant.

2.3 ACADEMIC REQUIREMENTS BY COLLEGE (Undergraduate)

College of Engineering (CEng) and College of Architecture & Design (CA+D)	College of Sciences (COSci) and College of Business and Entrepreneurship (CBE)	College of Education (COE)	College of Trades and Technology (CTT)
☐ General Weighted Average (GWA) of 85% or better in Mathematics, Science, and English ☐ No grade below 80 % in other subjects ☐ Gained at least an 80% rating in the College Admission Test (CAT)	☐ General Weighted Average (GWA) of 80% or better in Mathematics, Science, and English ☐ No grade below 80 % in other subjects for Board Programs ☐ Gained at least 75% and above rating in College Admission Test (CAT)	☐ General Weighted Average (GWA) of 80% or better in Mathematics, Science, and English ☐ No grade below 80 % in other subjects ☐ Gained at least 75% and above rating in College Admission Test (CAT)	☐ General Weighted Average (GWA) of 80% or better in Mathematics, Science, and English ☐ Gained at least 75% and above rating in College Admission Test (CAT)

2.4 ADMISSION FOR PERSONS FROM DISADVANTAGED GROUPS

2.4.1 The College shall allot at least 5% of its total enrollment capacity, subject to the Admission Committee criteria for students from Disadvantaged Groups, along with their compliance with admission requirements.

2.5 RE-ADMISSION

2.5.1 Students with good academic standing who failed to enroll or were dismissed due to academic delinquency may seek re-admission subject to the policies and requirements of the College. Those enrolled in another school after leaving the college shall apply as transferees.

2.6 RETURNING STUDENT

2.6.1 Students returning after one (1) year or more of absence under the old curriculum may be admitted, provided they have a letter for readmission approved by the Office of the Vice President for Academic Affairs. Those students who have filed a leave of absence of not more than one (1) year shall be admitted to the College.

2.7 SHIFTEE

2.7.1 A student may be allowed to shift to another program/major field upon endorsement of the releasing college and admission by the accepting college, with an approved change of program by the College Dean.

2.8 CROSS-ENROLLEE

2.8.1 Enrollees who are currently enrolled in another school may be admitted, provided there are available slots and upon submission of a Permit to Cross-Enroll from the school where the student is presently enrolled.

2.9. SPECIAL STUDENTS.

2.9.1 Special students may be admitted even if they do not fully satisfy the entrance requirements, provided that, in the assessment of the instructor and Dean concerned, there are available slots and the student has the necessary skills and ability to pursue profitably.

2.9.2 A Certificate of Completion or official transcript of records shall be given to the student for satisfactory performance at the end of the semester.

2.10 SCHEDULE FOR ADMISSION TEST

2.10.1 The schedule of application, conduct of test, and release of admission results shall be fixed. Exact dates shall be specified in the Academic Calendar.

2.11 TIMELINE OF ADMISSION PROCESS

No.	TASK	Responsible Unit	Time Frame
1	Application for College Admission Test	Admission and Testing Center	Week 0 – 12
2	Conduct of College Admission Test	Admission and Testing Center	Week 13 – 21
3	Checking and encoding of Answer Sheets	Admission and Testing Center	Week 13 – 24
4	Release of College Admission Test Qualifiers (via email)	Admission and Testing Center; Admission Committee	Week 25 – 26
5	Evaluation of applicants using Admission Scoring Criteria (without CAT)	Admission and Testing Center; Admission Committee	Week 27 – 28
6	Interview and Special Exam (with CAT)	College / Program Chair	Week 25 – 34
7	Interview and Special Exam (without CAT)	College / Program Chair	Week 27 – 34
8	Release of Admission Test Results for Priority List	Admission Committee	Week 34 – 36
9	Online pre-registration and submission of admission requirements (Priority List)	Admission Committee	Week 34 – 37
10	Release of Admission Test Results (via Online Portal) for Waiting List and Transferees	Admission Committee	Week 38 – 39
11	Online pre-registration and submission of admission requirements (Waiting List and Transferees)	Admission Committee	Week 38 – 40
12	Enrollment	Registrar	Per the approved college calendar

Note: Schedule is adjusted when CAT is waived.

2.12 ENROLLMENT CREDENTIALS

2.12.1 Required for all applicants:

- PSA Certified Birth Certificate
- Certificate of Good Moral Character from the school last attended
- Two (2) copies of 2x2 Recent Photo
- BISCAST Medical Certificate (per one of the requirements of the Medical Clinic)

2.12.2 College Freshmen:

- Original Form 137 (valid for BISCAST)
- Original Form 138

- Original Certificate of Rating for ALS Passers
- Transferees, Second-degree applicants, and special students seeking credit units
- Original Transcript of Records and transfer credentials or honorable dismissal (valid for BISCAST)

2.12.3 Foreign Students. A foreign applicant may be admitted to BISCAST if they meet the following:

- Pass the College Admission Test
- Student Visa
- Student Permit-Certification from the Embassy re: Eligibility to Study in the Philippines
- Authenticated copy of Birth Certificate
- Certificate of Completion of a Secondary Curriculum or its equivalent
- Transcript of Records in English
- Original Passport
- Alien Certificate of Registration (ACR)
- Certificate of English Language Proficiency Test, i.e., IELTS, TOEFL, or any equivalent certification
- Affidavit of financial support and other pertinent requirements from the Department of Foreign Affairs
- The College shall implement the policies, rules, and regulations embodied in Executive Order No. 285, s. 2000 (Entry and Stay of Foreign Students in the Philippines)

2.12.4 Admission Status. The admission status of the students who failed to submit the prescribed entrance requirements upon enrollment shall be on probation until such time that the requirements are complied with, but not later than one month from the start of classes.

2.13 ADMISSION COMMITTEE

The Admission Committee shall be composed of the following:

- | | |
|-----------------------|--|
| Chairman | – Vice President for Academic Affairs |
| Members | – Director, Student Development Services |
| | Dean, College of Education |
| | Dean, College of Engineering |
| | Dean, College of Architecture and Design |
| | Dean, College of Trades and Technology |
| | Dean, College of Sciences |
| | Dean, College of Business & Entrepreneurship |
| | College Registrar |
| | Guidance Coordinator/Admission Officer |
| Sub-Committee Members | – Program Chairpersons of all Colleges |

2.13.1 General Functions and Responsibilities

2.13.1.1 Implement policies and guidelines on admission as stipulated in the Student Handbook;

2.13.1.2 Review and approve qualifiers based on the criteria provided in the policies and guidelines on admission of students;

2.13.1.3 Analyze the academic performance of students and recommend qualifiers for the second level or degree program, as the case may be;

2.13.1.4 Conduct periodic interviews and assessments of the admission and retention policy of the College for improvement of students' performance;

2.13.1.5 Formulate and recommend admission policies and strategies that will encourage quality and potential students to enroll in the College; and

2.13.1.6 Coordinate with various colleges to gather data, monitor, and assess students' academic and non-academic concerns.

2.14.1 Specific Functions and Responsibilities

2.14.1.1 The Vice President for Academic Affairs shall serve as the overall Chairman of the entire Admission Program of the College.

2.14.1.2 The College Deans in the respective departments shall determine and propose the number of students accommodated per program (quota).

2.14.1.3 The College Registrar shall be in charge of the entire formal Registration and Enrolment of the applicants who have passed all the College Admission Requirements.

2.14.1.4 The Guidance Coordinator shall be in charge of the preliminary interview, administration of the College Admission Test, and scoring and interpretation of Results, and shall supervise the conduct of the College Admission Test and monitor students' academic performance.

2.14.1.5 The Sub-Committee Members shall be in charge of re-evaluating qualified students for final screening based on departmental criteria/requirements, and evaluating and recommending measures to improve students' performance.

3. CLASSIFICATION OF STUDENTS. For an efficient records management system, all students should be classified and indicated in their academic records.

3.1. Classification Based on Year

Freshman. A student enrolled in the first year level who has a load of 25% of the total number of units prescribed in their curriculum.

- a. **Sophomore.** A student who has satisfactorily completed the prescribed subjects of the first year curriculum and has finished 50% of the total units required in their course.
- b. **Junior.** A student who has completed the prescribed subjects of the first two years of their curriculum, or has finished 75% of the total number of units required in their entire course.
- c. **Senior.** A student who has completed the prescribed subjects of the curriculum's first, second, and third year, or has finished more than 75% of the total number of units required in their course. The last year is considered the senior year in a five-year degree program. Those enrolled in the previous term of their coursework are considered graduating students or candidates for graduation.

3.2. Classification Based on Program

- a. **Basic Education Students.** This refers to the high school students in the secondary laboratory school.
- b. **Undergraduate or College student.** This refers to a student who is enrolled in any baccalaureate degree program.
- c. **Graduate student.** A student who is enrolled in any post-baccalaureate degree or doctoral degree programs.
- d. **Non-degree student/Non-resident student.** A student who is enrolled for a certificate or to earn additional units, such as:
 1. **Cross-enrollee.** A student currently enrolled in another school can enroll in the college to earn credit units, or a student who is permitted to enroll in another school to earn credit.
 2. **Special student.** A student who is enrolled but is not earning credit units or is earning credit units but not leading to a degree (e.g., Special Learning Package)

3.3. Other Classifications

- a. **New student.** A student who enrolls in the College for the first time
- b. **Old student.** A student who enrolls in the College for more than one semester.
- c. **Returning Student.** A student who went on leave of absence and is returning to enroll.
- d. **Regular student.** A student who has completed and carries the prescribed academic load.
- e. **Irregular student.** A student who does not carry the prescribed academic load.

- f. **Readmitted student.** A student who stops schooling and seeks readmission.
- g. **Shifter.** A student who changed their degree or major field.
- h. **Transferee.** A student who has finished some coursework in other schools and intends to pursue a degree at the College.
- i. **Second-degree student.** A student taking up another degree at the same level as the previously earned one.
- j. **Working student/Part-time student.** A student who is enrolled and employed either part-time or full-time.
- k. **Foreign/International student.** Any student who is not a Filipino citizen.

PART IV - ACADEMIC POLICIES

1. ACADEMIC LOAD. The academic load (number of courses, unit credits, and hours) and the sequence of subjects shall be in accordance with the approved curriculum, except in meritorious cases, taking into account the best interest of the students and upon the endorsement of the Dean concerned and the approval of the VPAA.

In collaboration with the Registrar's Office, the college concerned, except for regular and graduate students, shall determine the maximum student academic load before enrollment. The National Service Training Program is excluded from the computation of units. Assessment shall be based on the following:

1.1. Undergraduate Students. The academic load of undergraduates during the semester should not exceed the number of units prescribed in the curriculum, unless they are graduating. During the summer term, nine (9) units are allowed if they do not have laboratory courses, and six (6) units if they have laboratory courses.

1.1.1 Underloading. Underloading may be permitted upon submission of pertinent documents to the Office of the College Registrar, through the Office of the College Dean, for any of the following reasons:

- 1) for health reasons—medical certification to be confirmed by the Medical officer;
- 2) for unavailability of subjects—certification by the Program Chair and a copy of the schedule of classes;
- 3) for employment—copy of payroll and appointment papers indicating, among others, the duration of employment.

1.2. Graduate Students

1.2.1. Full-time Students. For regular semesters, full-time students can take twelve (12) units if they do not have laboratory courses, and nine (9) units if there are laboratory courses. For the summer term, they can take nine (9) units if they do not have laboratory courses, and six (6) units if there are laboratory courses.

1.2.2. Part-time/Working Students. For regular semesters, part-time/working students can take 9 units if they do not have laboratory courses, and 6 units if there are laboratory courses. During the summer term, they can take 6 units if they do not have laboratory courses, and 3 units if the course is laboratory.

1.2.3. Probationary Students. Students under probation can take 9 units during the regular semester and 6 units during the summer term.

1.3. Transferees. At least 50% of the required units for the desired degree must be completed in BISCAST, or 75% if vying to graduate with honors.

1.4. Special Students. Academic loads and residency of special students shall depend on the specific policies of special programs.

1.5. Second Degree Students. At least 50% of the required units for the desired degree, 75% if vying for honors, must be completed in BISCAST, or only 50% of the units earned in the previous degree prescribed in the curriculum shall be credited.

1.6. Cross-enrollees

1.6.1. From Other Schools. Cross-enrollees can take courses based on the number of units indicated in the Permit to Cross-Enroll. (See also Part IV Section 9)

1.6.2. To Other Schools. Cross-enrollees may be allowed to enroll in other schools based on the prescribed curriculum and other cross-enrollment provisions.

1.7. Graduating Students. Graduating students are allowed a maximum of 28 units in their last academic year, except those enrolled in the Teaching Internship and/or On-the-Job Training Courses.

1.8. Secondary School Student. The number of academic loads they can take is subject to the rules and regulations prescribed by the Department of Education (DepEd).

1.9. Taking Advanced Courses. A student shall not be permitted to take an advanced course unless he/she has satisfactorily passed the prerequisite courses. The Dean should approve the request to take advanced courses based on reasonable and valid grounds.

1.10. Changing and/or Adding of Courses. Change of enrollment involving the addition or change of a course must be done before the last day of late registration. The following rules shall be observed in changing or adding courses: (See also Part IV Section 12)

1.10.1. Changing or dropping of subjects will not reflect in Transcript of Records (TOR) and shall only be allowed within one (1) week after the official start of classes under the following reasons/conditions:

- a. Dissolved courses;
- b. Conflict of schedule;
- c. Enrolled course is not required by the program; or
- d. Erroneous sequencing of courses.

1.10.2. Duly accomplished changing or dropping form in four (4) copies shall be submitted to the College Registrar. The Dean and the concerned student shall be furnished with the approved copy of the form.

1.10.3. Changing/Adding of courses shall be made within the specified period and subject to payment of corresponding fees.

1.10.4. Courses changed/added unofficially or without prior approval by the Dean and acknowledgement by the Registrar shall not be given credit.

1.11. Withdrawal of Registration. Withdrawal of enrolment is voluntary and should be reported to the Registrar and Dean. The following are the rules for enrollment withdrawal:

- a. Withdrawal of registration shall be made and approved based on the institution's rules and regulations.
- b. A student who withdraws his registration shall be entitled to a refund of fees paid, except for the matriculation and entrance fees, under the following time frame, which complies with the CHED-approved policies governing refunds:

100% - before the start of regular classes
90% - until the end of the first week of the regular classes
80% - until the end of the second week of the regular classes
No refund shall be granted after the second week of the regular classes

- c. In case of dissolved courses, the student shall be entitled to a full refund of enrollment fees.

2. RESIDENCY. This refers to the period a student should finish and earn a degree. The period covered by an officially approved Leave of Absence will not be included in the computation of time of stay in the college. (See Part V, Section 1.4)

No. of Years to complete the degree	Allowable Extension Limit	Maximum Residency
Undergraduate degree		
4 years	+ 2 years	6 years
5 years	+ 2.5	7.5 years
Graduate Degree		
Master's – 2 years	+ 3 years	Regular student-5 years Transferee- 4 years. Another 1 year of extension with 6 units refresher course
PhD/EdD - 4 years	+3 years	Regular student- 7 years
Transferees/ Second Degree		
Remaining no. of years to complete the degree	+allowable extension limit	

A certificate of attendance shall be given to those who failed to meet the prescribed residency requirements.

3. SCHOOL FEES. The College shall publish a general announcement on the current tuition and other fees at least one month before the beginning of the school year or enrollment. Any changes in school fees shall be implemented only upon the Board of Trustees (BOT) approval. The government shall pay qualified students' tuition and other covered fees under the RA 10931 (UAQTE Act of 2017).

3.1. Classification of school fees. The school fees shall be classified as follows:

3.1.1. Regular school fees. This refers to tuition, matriculation, admission, and miscellaneous fees.

3.1.2. Fiduciary fees. This refers to the fees for a specific purpose, such as: Affiliation fee, Band fee, Computer fee, Handbook, ID., Guidance fee, Graduation, Laboratory, Library, Medical/Dental, OJT, Student Development & SCUAA fees.

3.1.3. Other Service fees. This refers to the other fees for clearance, certification, authentication, transcript of records, entrance & testing fee, fines and penalties, and other fees not falling under the first two classifications.

3.2. Terms of Payment

3.2.1. The following shall be the terms of payment of student fees due for a semester:

- a. **Special Students (SLP)** - BOT Resolution No. 16(1), Series. 2022

30% upon enrollment
30% before the midterm examination
40% before the final examination

b. Secondary School Students

20% upon enrollment
20% before the first grading examination
20% before the second grading examination
20% before the third grading examination
20% before the fourth grading examination

c. For Paying Students

25% Upon enrollment
50% before the midterm examination
25% before the final examination

3.2.2. The College has the right to hold the release of student records/credentials pending clearance until all accounts have been paid.

3.3. School Fee Discounts. All discounts in tuition fees given in the form of scholarships or grants shall be done by the Accounting-Billing Office after receipt of a resolution from the designated Scholarship Evaluation Body, subject to the existing policies and guidelines.

3.4. Refunds. A student who has paid all the school fees and withdraws for a valid reason, and upon recommendation of the College Registrar, may be entitled to a refund except for the admission and matriculation fees. A student dropped from class due to excessive absences is not entitled to a refund.

3.5. Schedule of Refund. It shall be based on the date of receipt of the permit for withdrawal by the accounting office. It shall be as follows:

3.5.1. Refund during the semester

- a. Officially canceled courses or withdrawal during the enrollment period but before the start of classes-100%
- b. In case of student death within one month from the start of classes (to be refunded to the parents/guardians) -100%
- c. Within the first and second days of classes 75%
- d. Within the second to the fourth week of classes 50%
- e. After the fourth week from the start of classes- None

3.5.2. Refund during summer

- a. Officially canceled courses or withdrawal during the enrollment period but before the start of classes-100%
- b. In case of student death within one week from the start of classes (to be refunded to the parents/guardians)-100%
- c. Within the first and second days of classes-75%

- d. Within the third to the fourth days of classes- 50%
- e. After the fifth day of classes- No refund

4. EXAMINATION. Midterm and final examinations within the term shall be required at the tertiary level to determine the student's proficiency. Additional one-hour exams, quizzes, recitations, and term papers may be needed and deemed necessary by the faculty concerned. The secondary level shall follow the prescribed number of examinations by the Department of Education.

4.1. Schedule of Examination. The Schedule of the examinations shall be based on the approved academic calendar. The maximum period for the examinations shall be two hours per course.

4.2. Re-examination. Before submitting the final grades, the faculty concerned may conduct another final exam for failing students only if necessary and for valid reasons. Students who received a passing grade shall not be allowed a re-examination to improve their grades.

4.3. Special Examinations. Special examinations shall be granted upon presentation of a valid reason and payment of the prescribed fees.

5. GRADING SYSTEM. Students' final grade for every semester shall be based on a numerical and non-numerical supplementary rating system.

Numerical	% Equivalent	Descriptive Equivalent	Numerical	% Equivalent	Descriptive Equivalent
1.0	100	Excellent	2.1	86	Good
1.1	98-99		2.2	85	
1.2	97		2.25	84	
1.25	96	Superior	2.3	83	
1.3	95		2.4	82	
1.4	94		2.5	81	
1.5	93		2.6	80	Fair
1.6	92	Very Good	2.7	79	
1.7	91		2.75	78	
1.75	90		2.8	77	
1.8	89		2.9	76	Passing
1.9	88		3.0	75	
2.0	87		5.0	Below 75	Failed

Supplementary Rating

D - Dropped
P - Passed

F	-	Failed
IP	-	In Progress
INC	-	Incomplete
WP	-	Withdrawn with Permit
NC	-	No Credit

5.1. Evaluating Student Performance. The grade of a student shall be based on the following items:

5.1.1. Class Standing

5.1.1.1 Face-to-Face Classes. The student's class standing shall be based on summative tests, oral recitation, assignments, projects, attendance, and Quizzes aligned with the flexible learning policy.

5.1.1.2. Flexible Instruction. Class standing shall be based on summative tests, oral recitation, assignments, projects, and quizzes.

5.1.3. Major Exams. Major exams include the midterm and final examinations.

5.1.4. Project/Actual Performance - This includes outputs such as term papers, research papers, innovations, inventions, and performances.

5.1.5. Deportment. Values and general behavior of the students during class sessions.

5.2. Final Grades. Once approved by the dean, the final grades submitted by the faculty member can never be changed except when it is evident that a clerical error has been committed. The final grade shall be computed in accordance with the prescribed norms and standards set by the College. The passing grade in the undergraduate programs is 3.00, and 2.0 for the graduate school (*refer to the GS manual of operations*). Final grade shall be computed as follows:

Midterm grade + (Tentative Final Grade X 2)

3

5.3. Incomplete (INC) Grades. The grade of Incomplete (INC) shall be given to students if the class standing before the final exam is passing but failed to take the final exam or if the student failed to complete the requirements of the subject due to illness or other valid reasons. If the class standing is not passing and/or the reasons are not valid, a grade of "5.00" shall be given. If the reasons are valid, the student may be given a special examination.

Removal or completion of "INC" grades must be done within one school year from date of incurrence excluding the period during which the student is on official leave of Absence. However, an "INC"

grade must be completed immediately before the enrollment period if it is a prerequisite subject.

"INC" grades not completed within one year shall automatically be given a grade of "5.00" by the Registrar's office in consultation with the concerned faculty. Students with approved Leave of Absence may complete when they return to the College during the first semester of class attendance. In cases that the faculty concerned is on leave or separated from the service, the Program Chair of the concerned department shall facilitate the completion of the student.

5.4 Withdrawn with Permit. A mark of "WP" (withdrawn with permit) shall be given for courses withdrawn by officially dropping before the midterm examinations. A grade of 5.0 will be given if withdrawal is done after the midterm exam. Courses that are unofficially withdrawn after one month from the start of classes shall automatically be given a grade of "5.0" by the concerned faculty, and the reason shall be indicated under Remarks in the Grade Sheet for purposes of guidance and counseling. (See also Part IV Section 12.4)

5.5. Satisfactory/Unsatisfactory Grades. The grades in seminar classes shall either be satisfactory "S" if the student's performance is passing or unsatisfactory "US" if otherwise. In such cases, the student shall re-enroll in the subject.

5.6. In Progress Grades. "In Progress" (IP) shall be given for a thesis/dissertation undertaken when the Final Grades are due for submission.

5.7. Secondary/ Grade 7-12 Grades. The grading system in these levels shall follow the scheme that the Department of Education prescribes.

5.8. Submission of Grades. The final grades constitute the student's official academic record. As such, they have the right to know their scholastic standing. Thus, all concerned faculty members must submit the Final Grade Sheet within the prescribed period. Erring faculty shall be reported to the VPAA for appropriate action.

Reports of Final Grades or Completion Grades shall be encoded in the prescribed form and submitted to the Registrar's Office within one week for graduating students and within two weeks (2) for non-graduating students after the conduct of the final exam.

For the Laboratory High School, the subject teachers shall submit the grades to the Laboratory High School supervisor. A copy of the grade sheet shall be provided to the class adviser, who then prepares a summary sheet as a reference for the students' grades report.

5.9. Rectification of Final Grades. Grades submitted at the Registrar's/Principal's Office are considered final and official and shall not be changed except when a clerical error or submission of course requirements by the student has been overlooked by the faculty concerned. Failed grade due to lapsed INC and DROPPED shall not be considered for rectification.

The student or faculty concerned shall be allowed to file a request to rectify the Final Grade to their Dean. Rectification shall be considered within the semester following the issuance of the grade. All supporting documents/evidence should be attached to the request.

A committee formed by the VPAA shall evaluate the request within 30 days from the filing date. If the request is granted, the approved Rectification of Grade Form shall be forwarded to the Registrar's Office to update the grade. Changing of grade changes shall only be allowed once.

5.10. Complaints on Grades. The student concerned shall file the request for reconsideration for the change of Final Grade to the Dean concerned within the semester following the issuance of the grade. A committee formed by the VPAA shall evaluate the complaint within 30 days of filing it.

The corresponding corrections shall be made by the faculty concerned and forwarded to the Registrar's/Laboratory High School Supervisor. The request shall be submitted to the VPAA if the faculty member is the dean. All supporting documents/evidence should be attached to the request.

6. Academic Advising and College Orientation.

6.1 Academic advising before admission and enrollment shall be provided to all students by their respective colleges.

6.2 A general Orientation Seminar for first-year students shall be conducted at the start of the school year. Every college shall also conduct its orientation for new and returning students.

7. Enrollment Period. The College shall inform the students of the enrollment schedule and procedures at least one semester before enrollment. Students shall enroll only within the prescribed period. Late enrollment with a fine shall be allowed within the first five (5) days of classes. In meritorious cases, late registrants may enroll, but in no case shall they exceed two weeks after the start of classes for regular semesters and three (3) days during summer, and only upon endorsement by the concerned College and approval by the VPAA.

8. Cancellation/Change of Class Schedule. The College reserves the right to cancel or change any class schedules during the enrollment period if necessary, provided a notice shall be issued to all students concerned. In such a case, fees for a change in matriculation shall not be levied, provided the replacements must have the same units.

9. Cross-Enrollment. A student in the College may be allowed to cross-enroll only upon issuance of a Permit to Cross-Enroll by the Registrar, provided that the student will enroll in schools accredited by CHED, and the subject is not currently offered, or the schedules are in conflict, and the student is graduating. The student may enroll for one semester with a possible extension of one academic school year.

Students may also cross-enroll in a college outside the country, following the same procedure. The courses taken need not be validated, provided they have similarities or are not identical to those at BISCAST. The student shall provide the dean with a detailed description of the courses before his/her enrollment abroad. The VPAA, upon the recommendation of the dean concerned, shall determine which courses will be credited. The time spent by the student abroad shall be considered part of their residency.

Students from other schools may also be admitted to the College, provided that they present a Permit to Cross-Enroll from their School Registrar and are approved by the concerned College.

10. Enrollment in Practicum, Thesis, and Dissertation. The 6 units practicum shall be enrolled in one term and given a numerical grade at the end of the term. The 6-unit master's thesis may be enrolled as 3-3 units per term. For 12 units of dissertation, it may be enrolled as 6-6 units per term. A grade of in progress ("IP") shall be given until the manuscript is submitted, then a numerical grade shall be given. If the manuscript was not submitted, a one (1) unit per term for residency shall be enrolled for a maximum of two terms. After which, the student shall re-enroll in all the required units.

11. Substitution of Subjects. No substitution shall be allowed for any subject prescribed in the curriculum, except when, in the opinion of the VPAA, as the concerned Dean recommends, the proposed substitution covers substantially the same subject contents as the required subject, and only after notification to the Registrar's Office.

12. Change in Matriculation. Students may be permitted to drop, add, change, or withdraw enrolled subjects provided it is within the prescribed period and approved by the concerned College, paying prescribed fees and submitting the prescribed forms to the Registrar's Office.

12.1. Dropping Subjects. Dropping of subjects shall be allowed on or before the midterm exam or even after the midterm exam, provided that the reasons are valid; otherwise, a grade of "5.00" shall be given. When the student cannot drop officially, the faculty concerned shall indicate in the grade sheet under "Remarks" why the student was dropped from the list of registered students. When the student's absences equal 20% of the prescribed attendance, the faculty concerned shall automatically drop the student. The following shall be observed when dropping:

12.1.1. Obtain the dropping form from the Dean's office and complete it in four (4) copies.

12.1.2. The subject can be dropped within the specified Period and subject to payment of the corresponding fees.

12.1.3. Dropping of subjects can be done before the midterm examination

12.1.4. Dropping of the subject after the midterm shall earn a failing grade or 5.0.

12.1.5. Officially dropped subjects will not appear in the Transcript of Records if done within the prescribed adding/dropping period.

12.2. Adding Subjects. Subjects shall be added only if the enrolled units are less than or equal to the prescribed units in the curriculum, except for graduating students.

12.3. Changing of Subjects. Changing or substitution of subjects shall be allowed only with the following conditions:

12.3.1. When a student is pursuing a curriculum that has been superseded by a new one, and the substitution tends to bring the old curriculum in line with the new one

12.3.2. Conflict of hours between two required subjects and the student is graduating

12.3.3. When the required subject is not offered during the Semester as indicated in the student's approved coursework plan, and the student is graduating.

12.3.4. When it involves subjects that are allied to each other. No substitution shall be allowed for failed subjects, except when the department offering the subject certifies that the proposed substitute covers substantially the same coverage as the required subjects.

12.3.5. When the units of the course to substitute carry several units equal to or greater than the units of the required subject

12.4. Withdrawal of Enrollment. Withdrawal refers to the dropping of all enrolled subjects. A student may be allowed to withdraw and be refunded, provided they conform to the existing policies and guidelines on dropping.

13. Deferment of Enrollment. New students who, for a valid reason, cannot enroll during the semester applied for may apply for Deferment of Enrollment at the Registrar's Office. The maximum period for deferment is only one school year.

PART V- ACADEMIC DELINQUENCY

1. CLASS ATTENDANCE AND LEAVE OF ABSENCE. All students shall be obliged to attend classes punctually and regularly. Leave of absence shall be filed by the student when they will be absent for an extended period due to illness or other justifiable reasons.

1.1. Allowable Absences. Students shall be allowed to attend class and not be dropped, provided that the absences are valid and do not exceed 20% of the prescribed class hours for the semester. If the absences are incurred in three (3) consecutive class days or five (5) accumulated days, the faculty concerned shall refer the student to the class adviser for formal notification to the parents or guardian. Similarly, the adviser may conduct a home visit, investigation, or follow-up to

identify and address the issue of absences. If the student continues to be absent even after the intervention made by the adviser, the case shall be appropriately referred to the Guidance Office using the Student Referral Form."

1.2. Excused Absences. Absences incurred due to activities authorized by the College shall be considered excused, such as attendance to athletic meets, conferences, and other academic-related activities, and other valid reasons as determined by the Office of the Student Development Services. Excuses are for time lost only. All work covered by the class during the absence shall be made up within the term by the student concerned. The time lost by late enrollment shall be considered time lost by absence and not excused.

1.3. Medical Certificate. Students absent from classes due to illness must obtain a medical certificate from the College Health Services. Illnesses attended elsewhere shall be reported to the Health Service Office within three days after the absences have been incurred, and a medical certificate will be issued only after satisfactory evidence has been presented.

1.4. Leave of Absence. A leave of absence (LOA) is the non-enrollment of a student in the College. A student may request a LOA for up to one (1) school year for justifiable cause upon approval by the College concerned and notification of the Registrar's Office. The LOA shall **not** be deducted from the allowed residency when completing a degree. No LOA shall be granted after the Midterm examinations or within two weeks before the end of the summer term. If the inability of the student to continue is due to illness or similar justifiable reasons, the absence during this period shall be considered excused. (BOT Resolution No. 108, s. 2021)

2. VALIDATION OF TRANSFER CREDENTIALS. All subjects taken from other schools by the transferee and second-degree students must undergo accreditation. Only those who meet the accreditation criteria will be credited by the college. The College offering the subject in coordination with the Registrar's Office shall determine the subjects to be accredited.

2.1. Accreditation of Subjects. The following shall serve as the basis for the accreditation of subjects:

1. The courses must have been taken within the last five (5) years at admission.
2. The courses were taken from CHED-recognized higher education institutions.
3. The course content and number of units are higher or the same as the College prescribes. In case the units are lacking, the subjects must be re-enrolled.
4. The final grade is equivalent to 2.5 or better for undergraduate courses and 1.5 or better for graduate courses.
5. The subjects earned must be toward a degree program.
6. For transferees, the subjects must not exceed 50% of the total number of units prescribed in the curriculum and must be at

- least 75% if the student vies for honors upon graduation.
7. For second-degree holders, the subjects must not exceed 50% of the total number of units prescribed for graduation.
 8. Courses taken with equivalency shall be subject to the policies and guidelines issued by CHED on course equivalency.
 9. Units earned in technical/vocational courses and high school shall not be credited toward a degree program.
 10. Validation/Accreditation should be completed within three (3) semesters from the date of admission to the institution.

3. RETENTION. The College concerned shall evaluate the students' academic records at the end of each semester or before enrollment to determine whether the student should be retained or promoted. The College shall notify the parents/ guardians to appropriately advise students with scholastic deficiencies in coordination with the Registrar's Office. (BOT Res. No. 39(2) s2023).

To evaluate students' status, "INC" grades that are not completed shall be considered failing. At the secondary level, retention shall be based on the rules and regulations prescribed by the Department of Education.

3.1. The following shall serve as guidelines in determining the status of tertiary students with deficiencies or failures.

% of Courses Failed per Semester	Course Category	Action	Allowable Load for the following semester
Not greater than 33.3%	☐ Minor Courses ☐ Major/Professional/ Technical courses (Non-Board Programs)	Written Warning	
	☐ Major/Professional/ Technical courses (Board Programs)	Probation	Less 3 units from the normal load
Greater than or equal to 33.3% but less than or equal to 50%	☐ Minor Courses ☐ Major/Professional/ Technical courses (Non-Board Programs)	Probation	Less 3 units from the normal load
	☐ Major/Professional/ Technical courses (Board Programs)	Disqualified from the Program	15 units only
Greater than 50% but less than or equal to 75%	☐ Minor Courses ☐ Major/Professional/ Technical courses (Non-Board Programs)	Disqualified from the Program	15 units only
Greater than 75% to 100%	All courses	Dismissal from the College	

3.1.1 Any student who has received two (2) successive warnings shall be placed on probation.

3.1.2 Students who fail any major courses shall be allowed to re-take only once; otherwise, they shall be disqualified from the program.

3.1.3 Probation status shall be lifted upon passing at least 75% of the enrolled courses during the term of probation. Otherwise, the student shall be disqualified from the program. Please refer to the retention policy of specific board programs, if any.

3.1.4 The probation period shall be given for only one (1) regular semester and **is** not applicable during the summer term. The probation period may be extended by the college/department only on valid grounds determined by the dean and program chair.

3.1.5 The student shall be placed on probation if he/she exceeds 10% of the total academic units with a cumulative number of INC, dropping, and failing units as deficiencies.

3.1.6 A student who is disqualified from a board program can still be admitted to a non-board program.

3.1.7 The student shall be allowed to shift or transfer to another degree program only once.

3.1.8 A student considered for dismissal from the college shall not be admitted to any department or degree program unless, in the opinion of the Dean and Program Chair of the receiving department, the student's aptitude and interest qualify him or her for another field of study. In such cases, the student may be allowed to enroll and be placed on probation.

3.1.9 The probation status shall not apply to graduating students.

3.2. Dismissal of Students. Students are liable to dismissal on 2 grounds:

- 1.) Academic deficiency; and
- 2.) Violation of College rules and regulations

3.3. Transferee Students. New transfer students shall not be allowed to continue in the College if they incurred two failures or three (3) dropped subjects during their first term.

3.4. Graduate Students. Graduate students should maintain an average grade of 1.75 per term with no grade lower than 2.0 to continue their studies in the graduate program. Obtaining two (2) grades of 2.0 or lower shall also be a ground for dismissal from the program. Please refer to the Graduate School Manual for detailed provisions.

PART VI- SCHOLARSHIPS AND GRANTS

1. SCHOLARSHIP AND GRANTS. The College shall provide scholarships/grants to deserving students subject to policies and guidelines promulgated by the College and approved by the Board of Trustees. Deserving students shall be assessed and endorsed by the Student Development Services Office in coordination with the Registrar's Office and HRMO for dependents or other concerned offices when necessary.

1.1. Entrance Scholarships. Full free tuition for the first-ranked and half tuition fee discounts for the second-ranked of the graduating class from any public or duly recognized private schools in the country may be given during the first semester of their admission to any of the baccalaureate programs in the college.

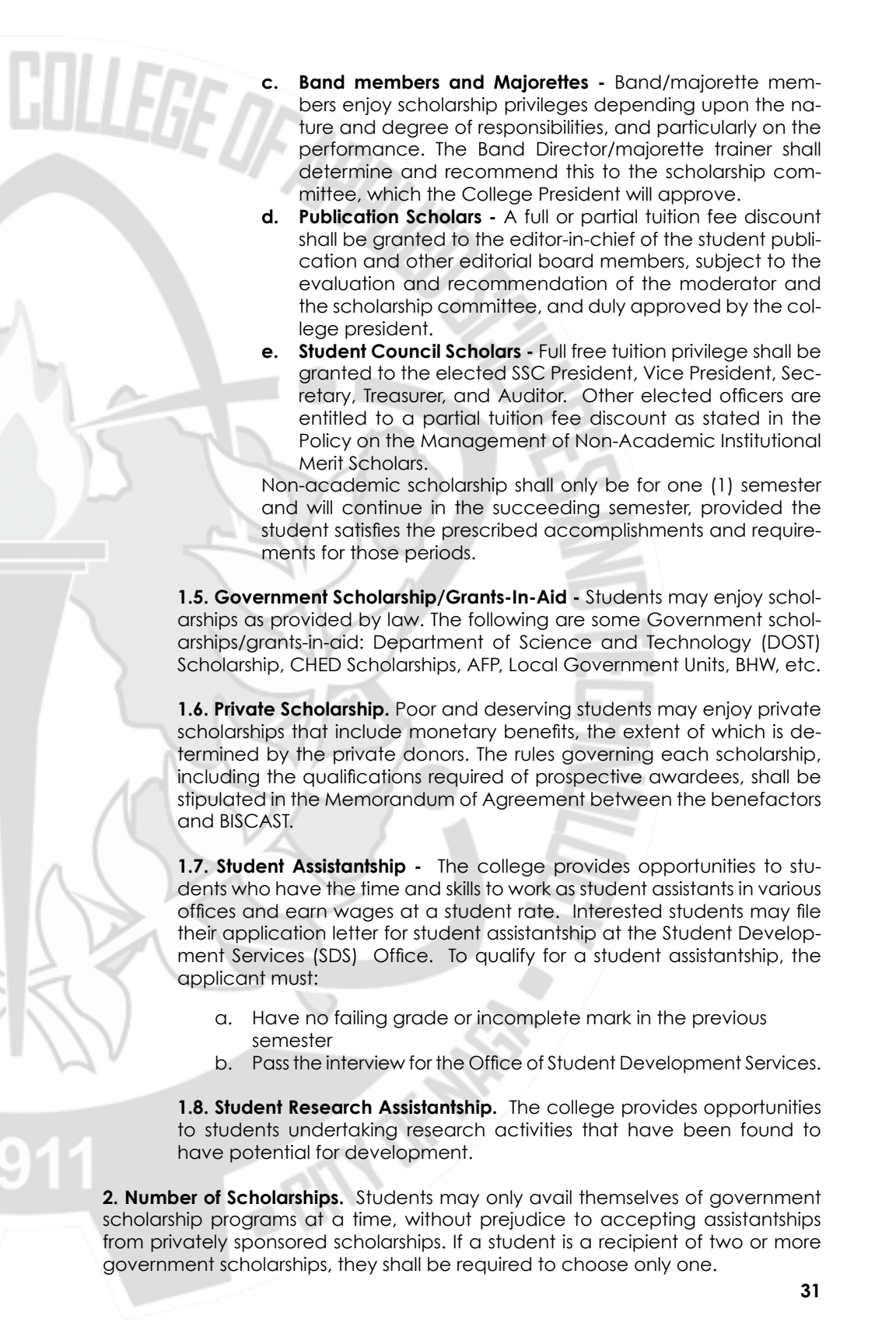
1.2. College Scholarships. Giving full free tuition to any undergraduate student who obtains a general weighted average of 1.5 or better with no INC. or failing grades in one school year, provided that the student carries the prescribed academic load in the curriculum for a regular student; or 15 units for a working student, and provided further that the student is of good moral character. Giving half tuition fee discount to any undergraduate student who obtains a general weighted average of 1.75 to 1.51, with no Inc or failing grades in one school year provided that the student carries the prescribed academic load in the curriculum for a regular student or 15 units for a working student, and provided further that the student is of good moral character. *The Policy on Incentives and Awards for Student Achievers (BOT Res. No. 173, s. 2017) shall be the reference and basis for recognizing student achievers.*

1.3. Grants for Dependents. Sons and daughters of permanent employees of the College shall be granted 100% tuition fee discounts.

1.4. Other Grants. The College shall extend full or partial discounts to qualified officers/members of student organizations or deserving students to be identified under the policies and guidelines promulgated by the College and approved by the Board of Trustees. For this purpose, the *Policy on the Management of Institutional Merit Scholars (Non-Academic)* shall serve as the basis under this provision. (BOT Res. No. 246 s2019)

1.4.1 Non-Academic Scholarships/Institutional – Free tuition may be enjoyed by the following, provided that they maintain an average grade of at least 2.5:

- a. **Sports/Athletics** - Qualified candidates for this scholarship shall avail of scholarship privileges depending upon the qualifications and performance of the athlete. Specific guidelines governing this scholarship shall be the basis for granting said privileges.
- b. **Choir/Dance troupe members** - Deserving members shall be granted scholarship privileges. A set of criteria shall determine the status of its scholars through the recommendations of the adviser, Scholarship Committee, and shall be duly approved by the College President.

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- c. **Band members and Majorettes** - Band/majorette members enjoy scholarship privileges depending upon the nature and degree of responsibilities, and particularly on the performance. The Band Director/majorette trainer shall determine and recommend this to the scholarship committee, which the College President will approve.
 - d. **Publication Scholars** - A full or partial tuition fee discount shall be granted to the editor-in-chief of the student publication and other editorial board members, subject to the evaluation and recommendation of the moderator and the scholarship committee, and duly approved by the college president.
 - e. **Student Council Scholars** - Full free tuition privilege shall be granted to the elected SSC President, Vice President, Secretary, Treasurer, and Auditor. Other elected officers are entitled to a partial tuition fee discount as stated in the Policy on the Management of Non-Academic Institutional Merit Scholars.

Non-academic scholarship shall only be for one (1) semester and will continue in the succeeding semester, provided the student satisfies the prescribed accomplishments and requirements for those periods.

1.5. Government Scholarship/Grants-In-Aid - Students may enjoy scholarships as provided by law. The following are some Government scholarships/grants-in-aid: Department of Science and Technology (DOST) Scholarship, CHED Scholarships, AFP, Local Government Units, BHW, etc.

1.6. Private Scholarship. Poor and deserving students may enjoy private scholarships that include monetary benefits, the extent of which is determined by the private donors. The rules governing each scholarship, including the qualifications required of prospective awardees, shall be stipulated in the Memorandum of Agreement between the benefactors and BISCAST.

1.7. Student Assistantship - The college provides opportunities to students who have the time and skills to work as student assistants in various offices and earn wages at a student rate. Interested students may file their application letter for student assistantship at the Student Development Services (SDS) Office. To qualify for a student assistantship, the applicant must:

- a. Have no failing grade or incomplete mark in the previous semester
- b. Pass the interview for the Office of Student Development Services.

1.8. Student Research Assistantship. The college provides opportunities to students undertaking research activities that have been found to have potential for development.

2. Number of Scholarships. Students may only avail themselves of government scholarship programs at a time, without prejudice to accepting assistantships from privately sponsored scholarships. If a student is a recipient of two or more government scholarships, they shall be required to choose only one.

3. Qualifications Required by Scholarship Grants. The college provides institutional scholarship grants to its qualified students who meet the requirements as prescribed herein.

3.1 Non-Academic Scholarships

- a. Must have passed the College Entrance Examinations
- b. Must not be a recipient of other scholarships offered by the College.
- c. Must be of good moral character or not have been a subject of any disciplinary action involving violation of school policy.
- d. Must have at least satisfactory academic performance in high school, or should have a grade average of at least 2.5 in a given semester.
- e. Must be physically and emotionally fit to undergo rigid training/practice;
- f. Must have passed screening/audition/try-out conducted by the Coordinator.

3.2. Terms and Conditions for Non-Academic Scholarships

- a. Carry the complete semestral academic load units as prescribed in the approved curriculum for the course;
- b. Maintain at least a satisfactory academic performance in all subjects and have no failing grades;
- c. Not enjoying any other scholarship provided by the College or financial assistance granted by other institutions;
- d. Shall maintain a very satisfactory performance rating based on the approved performance evaluation instrument for the scholarship.
- e. The sports and athletic scholarship grantees shall serve as facilitators during Intramurals.
- f. The grantees for the majorette scholarship shall serve as usherettes on special occasions of the college.
- g. All off-campus activities of the band, majorettes, chorale, and dance troupe should be endorsed by the Office of Student Development Services for the approval of the college president.

3.3. Privileges and Benefits - The Cultural and Arts, Sports and Athletics, Band, and Majorette Scholars shall enjoy 50% to 100 % free tuition and other privileges or benefits relative to their performance as school representatives based on the recommendations of the Coordinator/Trainer, Scholarship Committee, and College President, and approved by the BOT.

3.4. Deferment of Scholarship - Deferment of scholarship may be permitted by reason of:

- a. Poor health or illness supported by a Medical Certificate issued by the College Medical Officer or a government physician;
- b. Psychological/emotional problems with certification from the Guidance Coordinator, Dean, or SDS Director;
- c. Demise of parent;
- d. Other causes considered meritorious by the College President to be treated on a case-by-case basis.

- e. Deferment should not exceed one (1) school year.
- f. After a deferment of one semester, the grantee should apply to the Scholarship Committee for reinstatement, supported by a medical certificate that she/he is physically and mentally fit to resume studies. If the grantee requests deferment of scholarship in the middle of the semester, or at the end of the term, he shall be made to pay in full his/her tuition fees for the whole term or semester.

3.5. Termination of Scholarship - Grounds for termination are:

- a. Scholastic deficiency
- b. Found guilty of a disciplinary case involving a violation of any of the provisions of the Student Handbook.
- c. Membership/participation in any subversive organization
- d. Poor performance as per assessment by the coach/trainer/adviser;
- e. Habitual absenteeism (supported by attendance during practice/performance).

3.6. Scholarship Administration - The Student Scholarship and Financial Assistance Committee (SSFAC) shall perform the following functions and responsibilities:

- a. Provides application forms and informs applicants about the documentary requirements;
- b. Accepts and reviews application documents to ensure completeness of requirements;
- c. Transmits application forms to the respective Screening Committee created to:
 - 1. Screen the applicant
 - 2. Administer qualifying examinations
 - 3. Select grantees from among applicants
 - 4. Submit results to SSFAC
- d. Submits to the President the list of prospective grantees for approval, together with supporting documents;
- e. Issues Notice/Certificate of Award to qualified grantees;
- f. Communicates to applicants the evaluation results of the application filed;
- g. Submits master list of qualified grantees to concerned offices;
- h. Orients grantees at the start of every academic year about the rules and regulations of scholarship grants;
- i. Submits periodic reports as required.

PART VII- GRADUATION AND AWARDS

1. ACADEMIC AND NON-ACADEMIC ACHIEVERS. Deserving non-graduating students and graduating students who are achievers in academic-related activities shall be given awards during the Recognition Day. The list of academic achievers shall be identified in coordination between the Office of the Registrar and the College concerned.

1.1. Undergraduate Academic Achievers. Non-graduating students whose GWA is from 1.75 to 1.00 in the succeeding school year or two succeeding semester (summer not included), with lowest grade of 2.20 in major courses and 2.00 in minor courses, with regular load (not less than 18 units), and no incomplete, dropped and failed grades, shall be awarded as President's, VPAA's or Dean's Lister.

1.1.1 President's Lister. Students with a GWA of 1.00 to 1.24 shall be qualified as President's Lister and will be given a Gold College Scholar Pin, free tuition fee in the succeeding semester, and other incentives as may be promulgated by the College and approved by the BOT.

1.1.2 VPAA's Lister. Students with a GWA of 1.25 to 1.49 shall be qualified as VPAA's Lister will be given a Silver College Scholar Pin, free tuition fee in the succeeding semester, and other incentives as may be promulgated by the College and approved by the BOT.

1.1.3 Dean's Lister. Students with a GWA of 1.50 to 1.75 shall be qualified as Dean's Lister and will be given a Bronze College Scholar Pin, free tuition fee in the succeeding semester, and other incentives as may be promulgated by the College and approved by the BOT.

1.2. Graduate School Academic Achievers. Non-graduating GS students whose GWA is within 1.00 to 1.25 in the succeeding academic school year or two (2) consecutive semesters (summer not included), with the lowest grade of 1.50 in all courses, with a regular load, and no incomplete, dropped, or failed grades, shall be awarded with the following:

1.2.1 President's Lister. Students with a GWA of 1.00 to 1.07 shall be qualified as President's Lister and given a Gold College Scholar Pin and a Certificate of Recognition.

1.2.2 VPAA's Lister. Students with a GWA of 1.08 to 1.16 shall be qualified as VPAA's Lister and given a Silver College Scholar Pin and a Certificate of Recognition.

1.2.3 Dean's Lister. Students with a GWA of 1.17 to 1.25 shall be qualified as Dean's Lister and given a Bronze College Scholar Pin and Certificate of Recognition.

1.3 Non-Academic Achievers. The list of non-academic achievers shall be identified in coordination between the Office of the Student Development Services and the college concerned. Students who were given outstanding awards at the regional/national/international level and/or have shown exemplary achievements in their field of specialization shall be given Cer-

tificates of Recognition (BOT Res. No. 34(1), s. 2022). The *Policy on Incentives and Awards for Student Achievers* (BOT Res. No. 173, s. 2017) shall be used as a basis to give proper recognition for student achievers.

2. GRADUATION WITH HONORS AND LOYALTY AWARD

2.1. Grade Requirement.

2.1.1. Latin Honors. Undergraduate students who complete their degree within the prescribed period with a General Weighted Average (GWA) grade ranging from 1.75 to 1.00, with minimum grade of 2.2 in major subjects and 2.0 in minor subjects, no failed subjects, no dropped subjects and no "INC" grades, of good moral character; and who complied with all the other prescribed requirements shall graduate with honors. The equivalent award shall be inscribed in their Diplomas and Official Transcript of Records. (*Policy on Incentives and Awards for Student Achievers* (BOT Res. No. 173, s. 2017)

Summa Cum Laude	1.00 to 1.24
Magna Cum Laude	1.25 to 1.49
Cum Laude	1.50 to 1.75

2.1.2. With Academic Distinction. This award shall be given to graduating students who failed to qualify as Latin Honor awardees but obtained a GWA of 1.00 - 1.75 with no grade lower than 2.50 in any subject.

2.2. Residency Requirements. Candidates for graduation with honors shall have completed at least 75% of the total number of academic credits in the college and shall have had at least one (1) year of residence immediately preceding graduation.

2.3. Computation of Grades. The concerned College shall submit the list of candidates for honor students within seven (7) working days after the final examination period to the Registrar's Office, who shall make further verification. Computation shall be based on the following:

2.3.1. The computation shall be rounded in two decimal places only.

2.3.2. Only the final grades shall be computed, excluding NSTP and ROTC.

2.3.2. Only prescribed courses shall be considered.

2.3.3. In cases where the student shifted from one degree program to another, the electives to be considered shall be selected according to the following order of priority, and as approved by the College Dean:

a) Electives taken in the degree program where the student is graduating;

- b) Acceptable electives taken in the previous degree program as electives; and
- c) Acceptable prescribed courses taken in the previous degree program as electives.

2.4. Academic Load Requirement. Candidates shall have taken during each semester not less than 15 units or the normal load prescribed in the curriculum, unless the taking of under load or dropping of courses was with prior approval and due to any of the following, with accompanying sworn statements or Certification:

2.4.1. Health reasons - Sworn Medical Certification confirmed by the College Health Services;

2.4.2. Non-availability of courses offered - Certification of Non-availability of Course by the Program Chair.

2.4.3. Employment-related - Certificate of employment and job description issued by the employer.

2.5. Loyalty Award. Loyalty award shall be bestowed to any College graduating student who completed, in vertical succession, at least two (2) degree programs (secondary, baccalaureate, master's, or doctoral) in the College during the commencement exercises. Provided further that the graduating student did not enroll in another school.

3. COMMENCEMENT EXERCISES

3.1. Graduation Requirements. No student shall be recommended for graduation unless he/she has completed academic and other requirements prescribed in the curriculum, and has been endorsed by the College Academic Council and confirmed by the BOT.

3.1.1. All candidates for graduation must be cleared of their deficiencies and records no later than one month before the end of their last semester, except for subjects currently enrolled.

3.1.2 Transferee students shall be allowed to graduate provided that he/she has completed at least 50% of the course subjects in the College.

3.1.3 Only one degree shall be conferred at a time. A holder of a bachelor's degree may earn another bachelor's degree only after the conferment of a degree.

3.2. Application for Graduation. All graduating students shall apply for graduation not later than two (2) months after starting their last semester in the College.

3.3. Commencement Schedule. The Commencement and Baccalaureate exercises shall be held preferably three (3) weeks after the end of the semester or as scheduled in the Academic Calendar.

The Laboratory High School may have separate commencement exercises from the College. The Degree and Terminal Programs may have a separate commencement exercise from the Ladderized courses. The Office of the Vice President for Academic Affairs/LHS Supervisor shall be responsible for planning and preparing the Commencement and Baccalaureate exercises.

3.4. Attire. Candidates for graduation shall wear the prescribed attire during the commencement exercises as follows (ADCO Res. No. 240, s. 2020):

3.4.1. Master's degree – formal dress in off-white or beige color for women and off-white color long-sleeved polo paired with black slacks pants and formal shoes for men, and academic garb known as "Saliho" bearing the color of the College offering the degree.

3.4.2. Bachelor's degree – formal dress in off-white or beige color for women and off-white color long-sleeved polo paired with black slacks pants and formal shoes for men, and academic garb known as "Saliho" bearing the color of the college as follows:

Architecture	Maroon
Sciences	Golden Yellow
Business & Entrepreneurship.....	Drab (Khaki)
Engineering and Applied Tech	Orange
Education	Blue
Trades and Technology	Yellow
Graduate School.....	Adopt the color of the College awarding the degree for the tassels and hoods.

3.4.3. Members of the Academic and Administrative Council attending the commencement exercises shall be in the academic attire of the institution and academic garb known as "Saliho," bearing the color of the college as follows:

Architecture	Maroon
Sciences	Golden Yellow
Business & Entrepreneurship.....	Drab (Khaki)
Engineering and Applied Tech	Orange
Education	Blue
Trades and Technology	Yellow

4. HONORABLE DISMISSAL

4.1. Honorable Dismissal or Transfer of Credentials. All students who graduated and are in good standing who desire to leave the College shall be granted honorable dismissal by the College Registrar only after the College Clearance has been duly signed by the accounting and other concerned offices, indicating that the student has no pending obligations, financial or otherwise, to the College.

4.2. A student who leaves the College for reasons of suspension, dropping, or expulsion due to disciplinary action shall not be entitled to hon-

orable dismissal. If a transcript of records or certification of the student's academic status is given, it shall contain a statement of the disciplinary action rendered against him/her.

4.3. No student who fails to pay the required graduation fee or who the Board of Trustees has not yet confirm as graduate shall be conferred any title or degree. However, upon their request and payment of the required fees, such a student may be given a certified copy of their credentials without specifying any title or degree.

4.4. A transfer credential shall be issued to students enrolling in other schools only upon receipt of the Request Transfer Credentials from the school where the student has registered.

5. STUDENT ACADEMIC RECORDS

5.1. Release of Academic Records. All student records, except the directory of current enrolled students, are confidential. It shall be released only upon request by the student and their parents or guardians, faculty, or personnel in connection with the student's academic, financial aid, or in response to judicial order, subpoena, or in a bona fide health or safety emergency, or to those authorized by the student in writing only.

College personnel with access to student academic records while carrying out their responsibilities shall not be permitted to release the records to persons outside the College, unless authorized in writing by the student. Only the official person/office responsible for the records has the authority to release them.

5.2 Transcript of Records. Application for Official Transcript of Records (OTR) shall be filed at the Registrar's Office upon submission of the accomplished College Student Clearance. The OTR shall be released within one (1) month from the filing date. "Partial" transcripts shall not be issued.

OTR submitted by students during registration shall become part of the student's performance record and be issued as true copies only with the BISCAST transcript.

5.3. Withholding Student Records. Students who have been cleared shall be released with their credentials/ academic records.

PART VIII- THE STUDENTS

1. STUDENTS' RIGHTS and CODE OF CONDUCT

1.1. RIGHTS OF STUDENTS

Every student of BISCAST shall have the following rights:

1.1.1. Right to Quality Education. Every student has the right to competent instruction, relevant learning materials, and activities for holistic development.

1.1.2. Right to Choose a Field of Study. Every student shall have the right to select and decide a program/field of study after considering their talent, capabilities, and interests.

1.1.3. Right to Information and Communication. Every student deserves to know all the information related to curricular programs/issues, academic performance, and all those that contribute to career success. Likewise, the right to express their views and opinions, both oral and printed, shall be recognized, subject to the provisions of the Philippine Constitution.

1.1.4. Right to Organization. The right to form, join, or support campus organizations for the physical, intellectual, moral, civic, spiritual, and cultural development and/or enrichment shall not be abridged.

1.1.5. Right to Records Accessibility and Issuance. Every student has the right to access his/her records of performance, and the request for the issuance thereof shall not be denied, subject to the policies of the College.

1.1.6. Right to Due Process. A student subject to disciplinary proceedings shall have the right to be heard and to present evidence on his behalf before an impartial body. There shall be a **College Disciplinary Board (CDB)** composed of

- a. A chairperson with a background in legal matters;
- b. Representative from the Administration;
- c. Representative from the faculty; and
- d. Representative from the student body

1.1.6.1 Students must be informed in writing about any procedural action or decision that affects them. This includes details about the charges, the procedures to be followed, and the consequences of any decisions and actions.

1.1.6.2 Students have the right to be represented by a designated individual, such as a peer, legal counsel, student representative, or a faculty adviser, during hearings or proceedings. This ensures the student is appropriately supported and can present their case effectively.

1.1.6.3 The personal information and academic records of students involved in procedural matters must be treated with confidentiality. Details of disciplinary cases or academic disputes should not be disclosed to any unauthorized person per RA 10173 - Data Privacy Act of 2012 provisions.

1.1.6.4 All procedural actions should be completed within a reasonable and specified time frame. Delays addressing student matters should be minimized to pre-

vent unnecessary harm or disruption to the student's education or welfare.

1.1.7. Work Opportunities. Students who are found to be competent and have earned skills applicable to the college operation shall be accorded the opportunity to render part-time service as a student assistant per the rules on student labor or be referred for job placement.

1.1.8. Academic Freedom. Academic Freedom of students shall consist of the following rights:

- a. To conduct research in connection with academic work, and to freely discuss and publish their findings and recommendations;
- b. To conduct an inquiry within the campus in curricular and extracurricular activities;
- c. To choose a field of study and to pursue the quest for truth; to express their opinion on any subject of public or general concern directly or indirectly affects the students or the education system.
- d. To invite off-campus speakers or resource persons for student-sponsored assemblies, symposia, and other activities of a similar nature;
- e. To express contrary interpretations or dissenting opinions inside and outside the classrooms;
- f. To participate in the drafting of a new curriculum and the review of the old;
- g. To participate in the drafting and/or revising of the student handbook, including the school rules and regulations, a copy of which shall be furnished to the students upon admission to the college; and
- h. To be free from any form of indoctrination that leads to the imposition of ideological homogeneity.

1.1.9. Right to Progressive Thinking. Every student has the right to cultivate and enhance their progressive and critical thinking capacity. This includes the freedom to explore, adhere to, or question conforming and conflicting ideologies as part of their intellectual and personal growth. However, exercising this right must be within the bounds of lawful and ethical conduct. Progressive thinking should not lead to actions or affiliations that promote revolutionary or anti-government efforts, including but not limited to:

- ☐ Acts of terrorism,
- ☐ Indoctrination or recruitment into identified terrorist groups,
- ☐ Vandalism, or
- ☐ Any other activities that may threaten public safety, order, or institutional integrity.

Any participation in or facilitation of such prohibited acts, notably if conducted within the campus, will result in appropriate sanctions as determined by the Student Development Services (SDS) and the appropriate institutional committee based on the nature and circumstances of the violation.

2. DUTIES OF STUDENT

2.1 Loyalty and Nationalism. It shall be the duty of every student to show respect and loyalty to our national flag (RA 8491 Flag and Heraldic Code of the Philippines) as a symbol of our country, and to show respect and understand the content of the Philippine Constitution. If on campus, they must attend the flag raising every Monday and the Friday afternoon flag retreat.

2.2. Academic Excellence. Every student shall strive for academic excellence and abide by the school regulations on their responsibilities.

2.3. Development of One's Potential. The college encourages the holistic development of every student in all facets of their personality. The student must strive to achieve his fullest potential and aspire to become well-rounded.

2.4. Protection of the Good Name of the College. It shall be the duty of every student to protect the academic and technical integrity of the college and to act pleasantly and respectably to all community members at all times in all places. He should uphold, preserve, and maintain the good name of their Alma mater.

2.5. Active Participation in School Activities. Every student shall participate actively in school activities and civic affairs for the development of the community and the nation. This shall include participation in DRRM-related activities such as earthquake, fire, and other hazard drills and basic first aid procedure trainings.

2.6. Courtesy and Respect for College Officials and Fellow Students. It shall be the duty of every student to practice courtesy and proper etiquette when dealing with school officials, faculty, employees, and fellow students.

Likewise, every student should respect faculty members, administrators, and staff members, in their obligations to exercise the reasonable judgment of good parents, in loco parentis, may call the attention of a student who displays unbecoming behavior on the campus or during officially sanctioned activities outside the campus.

2.7. Financial Obligation. Every student must promptly settle their financial and property obligations with the school and the student organizations they belong to.

2.8. Maintenance of Cleanliness of the Surroundings and Care of Properties. Every student shall practice cleanliness, orderliness of the classroom, the surroundings thereof, and care of school properties. As such, they shall not do any of the following:

- a. Throwing, scattering waste papers, or improper disposal of waste;
- b. Spitting on the floor, and
- c. Writing on walls along the corridor, inside the classrooms, comfort rooms, or other places.

3. GENDER-RESPONSIVE STUDENT DRESS CODE

Students may adhere to a dress code that aligns with their gender identity and

expression, provided that all provisions of the *Policy on Gender-Responsive Student Dress Code* are observed to uphold decency and professionalism within the institution.

3.1. Use of Official Uniforms. Every student shall always wear the prescribed uniform properly, except on wash days, stormy weather, or when he/she is granted an exemption by the Office of Student Development Services for valid reasons.

3.1.1 Prescribed Uniform. For female students, the uniform comprises a khaki blouse with a 1 ½ inch thick maroon ribbon, maroon pants, and black closed shoes. For male students, a maroon polo with a 2-inch BISCASST logo, khaki pants, and black leather shoes. The cloth material shall be peach twill.

3.1.2 Skirt for Female. In addition to the existing prescribed uniform for females, a skirt is an option with the conditions that,

- a. The material and color of the skirt shall be the same as the prescribed pants, which is peach twill and maroon, respectively.
- b. The design is straight cut with a knee-length hemline or not higher than two (2) inches above the knee.

3.1.3 Adaptation of Uniform for Females due to Religious Reasons. In cases where the religion to which a female student belongs imposes restrictions on the manner of dressing, adaptation of the prescribed uniform should be allowed, provided that the same material and colors (peach twill khaki for upper and maroon for lower garments) will be observed. Furthermore, students of the same religion are requested to wear the same style and cut as approved by the SDS Director.

3.1.4 Allowing use of an alternate uniform for Education Students undergoing Practice Teaching. The uniform of Education students undergoing Practice Teaching shall be allowed on the campus as an alternative to the official college uniform, provided that the said uniform is duly approved by the Dean of the College of Education, exclusively for those students enrolled in the Practice Teaching subject.

3.1.5 Wearing of Uniform respecting Gender Identity. Students shall have the option to wear the prescribed school uniform designed for either male or female, based on their gender identity or expression, without modifications to the standard design.

All students, regardless of their choice, must adhere to the prescribed uniform guidelines, including fabric, color, style, accessories, and footwear, to maintain uniformity and uphold the institution's dress code policy. No alterations or deviations from the approved uniform design shall be permitted except for religious reasons (Section 3.1.3). The proper manner of wearing the school uniform shall also be observed.

The BISCASST Committee on Decorum and Ethics (CDE) shall be the body tasked to ensure that the Gender-Responsive Student Dress Code Policy is observed, addressing complaints or con-

cerns regarding gender discrimination in dress code, and ensuring that the policy is inclusive and aligns with the institution's broader goals of equality and respect.

Wearing the school uniform is a virtue that the institution would like to cultivate among its students; thus, the college reserves the right to call the attention of students who violate the provisions on the official uniform or dress inappropriately inside the campus.

3.2. Civilian Attire inside the Campus. On designated casual dress days (Wash Days), students shall be free to wear attire that aligns with their gender identity and expression, ensuring inclusivity and respect for diversity. However, all students are expected to dress in a manner that upholds the school's professionalism, decency, and institutional values. Attire must comply with the following guidelines, ensuring that clothing is appropriate for an academic setting. Attire that promotes violence, hate speech, or explicit content is strictly prohibited. Additionally, students are not allowed to wear clothing that includes:

1. Violent language and/or images that incite aggression or disrupt harmony within the institution.
2. Hate speech, profanity, or pornographic content, whether printed or implied, that may create an offensive or hostile environment.
3. Discriminatory or stereotypical language and imagery that marginalize individuals or groups.
4. Revealing or excessively casual clothing, including:
 - a. Tube blouses, spaghetti straps, backless shirts (extending below the bust line), and sleeveless tops (sando).
 - b. Blouses with plunging necklines, see-through clothing, or tops that expose the midsection while standing or walking.
 - c. Shorts (except for sports-related activities) and skirts that do not meet prescribed modesty standards. Skirts must not exceed two (2) inches above the knee.

3.3 Grooming and Hair Standards

To maintain professionalism and a conducive learning environment, students must keep their hairstyles and hair colors neat and appropriate. The following are prohibited:

1. Extreme or unconventional hairstyles that may be disruptive, including but not limited to:
 - a. Shaved patterns or designs on the scalp.
 - b. Unkempt, excessively long, or spiked hair that appears disorderly.
 - c. Partially shaved or asymmetrical hairstyles that draw excessive attention.
2. Unnatural and overly distracting hair colors, including but not limited to:
 - a. Neon or excessively bright colors (e.g., neon green, hot pink, bright orange).

- b. Multi-colored or rainbow hair that is not in line with natural tones.
- c. Unblended, clashing colors or patterns that create a highly unconventional appearance.

3.4 Accessories and Other Grooming Standards

To regulate the wearing of accessories that may be distracting, unsafe, or inappropriate within school premises and during official academic or institutional activities, the following guidelines shall be observed:

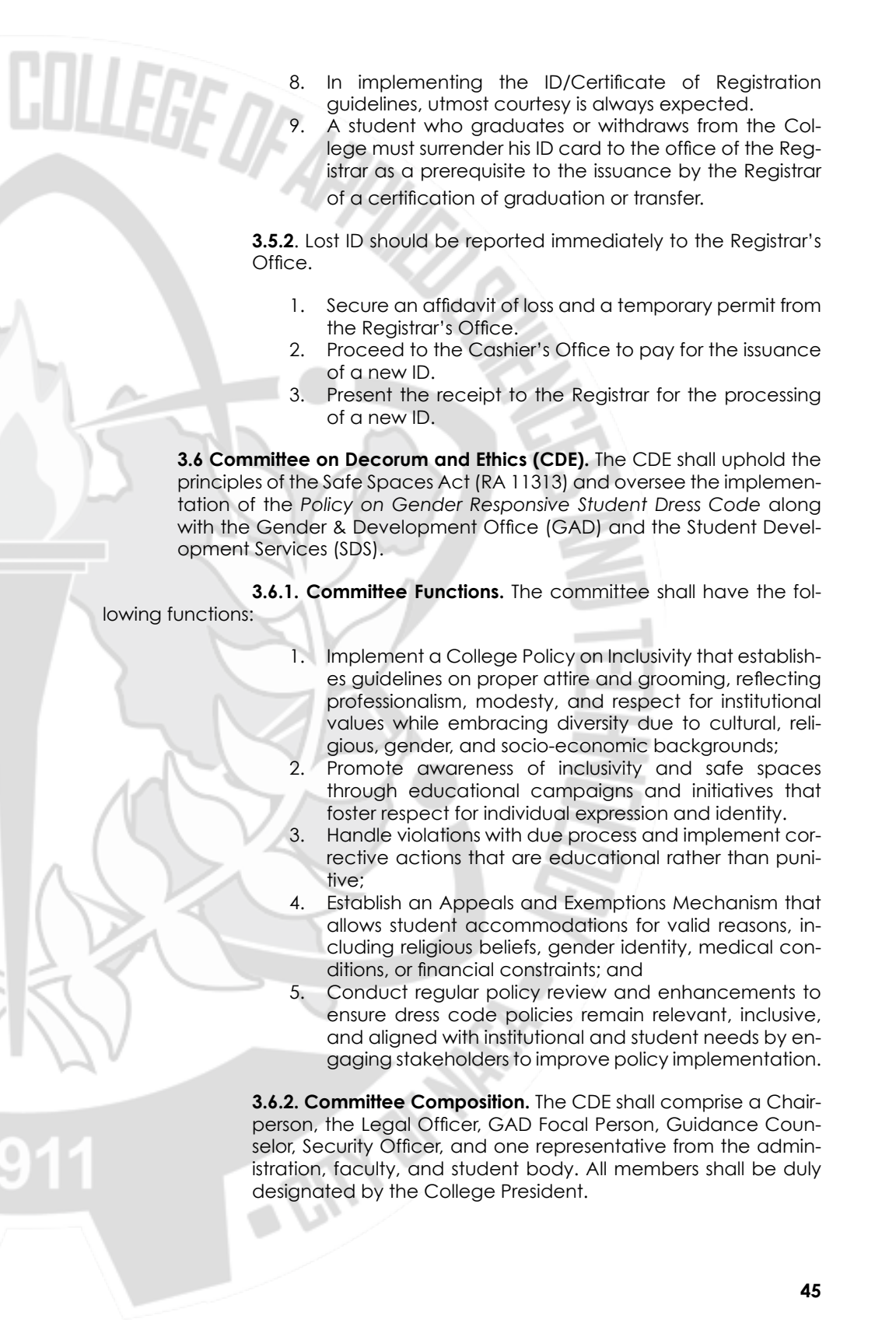
1. Earrings and Body Piercings
 - a. Male students are prohibited from wearing earrings on the campus or participating in official school functions.
 - b. Regardless of gender, students are not allowed to wear visible facial and body piercings, including but not limited to nose rings, eyebrow piercings, lip piercings, and tongue piercings.
2. Jewelry and Other Accessories
 - a. Excessive or oversized jewelry, including large rings, multiple bracelets, and flashy necklaces, is prohibited.
 - b. Accessories with offensive symbols, inappropriate messages, or those that promote violence, hate speech, or harmful ideologies are strictly prohibited.
3. Wearing hats, caps, or head coverings inside classrooms, laboratories, and other formal academic settings is not allowed, except for religious, cultural, or medical reasons.

For safety reasons, students must remove dangling jewelry, loose accessories, or any item that may pose a risk in laboratory, workshop, or physical education settings. Faculty members and laboratory personnel have the authority to enforce these safety measures strictly.

3.5. ID Requirements. A student shall observe the guidelines on using official identification (ID) and registration cards. Upon admission into the College, every student is issued an official ID card and shall have it validated by the School Registrar at the start of every term. The following are the policies regarding Student ID:

3.5.1. School ID Guidelines

1. Students must always bring their ID and/or their current Certificate of Registration to school.
2. All students shall wear their ID conspicuously while inside the campus.
3. A student proven to have violated the foregoing rule shall be subjected to disciplinary measures.
4. A student who has forgotten to bring his ID shall present his certificate of registration issued by the college registrar at the security post.
5. Students who fail to present the school ID or Certificate of Registration shall be subjected to disciplinary measures.
6. A student who uses a non-validated ID or another student's ID shall be subject to disciplinary measures.
7. Tampering with ID is not allowed, including pasting unofficial stickers. Important information shall always be visible.

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8. In implementing the ID/Certificate of Registration guidelines, utmost courtesy is always expected.
 9. A student who graduates or withdraws from the College must surrender his ID card to the office of the Registrar as a prerequisite to the issuance by the Registrar of a certification of graduation or transfer.

3.5.2. Lost ID should be reported immediately to the Registrar's Office.

1. Secure an affidavit of loss and a temporary permit from the Registrar's Office.
2. Proceed to the Cashier's Office to pay for the issuance of a new ID.
3. Present the receipt to the Registrar for the processing of a new ID.

3.6 Committee on Decorum and Ethics (CDE). The CDE shall uphold the principles of the Safe Spaces Act (RA 11313) and oversee the implementation of the *Policy on Gender Responsive Student Dress Code* along with the Gender & Development Office (GAD) and the Student Development Services (SDS).

3.6.1. Committee Functions. The committee shall have the following functions:

1. Implement a College Policy on Inclusivity that establishes guidelines on proper attire and grooming, reflecting professionalism, modesty, and respect for institutional values while embracing diversity due to cultural, religious, gender, and socio-economic backgrounds;
2. Promote awareness of inclusivity and safe spaces through educational campaigns and initiatives that foster respect for individual expression and identity.
3. Handle violations with due process and implement corrective actions that are educational rather than punitive;
4. Establish an Appeals and Exemptions Mechanism that allows student accommodations for valid reasons, including religious beliefs, gender identity, medical conditions, or financial constraints; and
5. Conduct regular policy review and enhancements to ensure dress code policies remain relevant, inclusive, and aligned with institutional and student needs by engaging stakeholders to improve policy implementation.

3.6.2. Committee Composition. The CDE shall comprise a Chairperson, the Legal Officer, GAD Focal Person, Guidance Counselor, Security Officer, and one representative from the administration, faculty, and student body. All members shall be duly designated by the College President.

4. STUDENT CONDUCT OUTSIDE SCHOOL PREMISES

4.1 As College Representative. No student can participate in any outside activity, contest, play in a band, choir, conference, association, society, or group as a representative of the College or any of the recognized student organizations without the written authorization of the College President upon endorsement by the Office of Student Development Services. Participation in activities as an individual and not as a representative of the College is the student's responsibility; thus, they may not claim any award or recognition.

4.2. Official Use of School Uniform in Public Places. Students wearing the school uniform in public should project themselves as persons with positive social conduct.

4.3. Acts Which Put the College in Public Embarrassment. Acts that bring the name of the College into disrepute, such as a public and malicious imputation of a crime or a vice or defect, real or imaginary, or any act, omission, condition, status, or circumstance, tending to cause dishonor, discredit, or contempt to the name of the college, are strictly prohibited.

4.4. Involvement in Street Demonstrations or Rallies. The College is not responsible for the actions of students who, on their own, without regard for the existing law, and despite awareness of possible grave punitive sanctions, shall engage in such activities, actively or passively. Hence, the College is not responsible for students who publicly express feelings or opinions in demonstrations or rallies, such as mass meetings or parades accompanied by force or violence and/or coercion.

PART IX- STUDENTS' WELFARE AND SERVICES

1. STUDENT AFFAIRS AND SERVICES (SAS)

1.1. Information and Orientation Services.— refer to informative activities to facilitate student adjustment to tertiary/higher education life.

The institution shall have Information materials on institutional mission, vision, and goals, academic rules and regulations, student conduct and discipline, student programs, services, and facilities, and such other information necessary for student development, and should be made available to all students.

A regular comprehensive orientation program that is responsive to their needs shall be held for new and continuing students.

There shall be an organized, updated, and readily available educational, career, and personal/social materials. Information materials include legislation affecting students, such as (a) students' rights and responsibilities, (b) guidelines on drug abuse prevention and control, c) sexual harassment, d) HIV-AIDS, and e) self-care and healthy lifestyles.

1.2. Library Services. The college shall adopt an open library system for the students, which will provide for the library needs of every department, with visual devices and aides as well as audio facilities. The following rules and regulations shall be followed:

1.2.1. Library services start from 8:00 AM to 5:00 PM daily (Monday to Friday), and on Saturdays from 8:00 AM to 12:00 PM

1.2.2. Library cards shall be issued to students at the beginning of the school year upon presentation of enrollment forms for first-year students and transferees, and they shall be validated every semester.

1.2.3 A library card should be presented when borrowing a book or any library material.

1.2.4. General reference books and periodicals must be read inside the reading room only; however, photocopying is also permitted for a short period.

1.2.5. Home reading books may be borrowed for three (3) days and can be re-borrowed for another three (3) days.

1.2.6. Books for overnight use can be borrowed from 4:00 pm and shall be returned the following day, not later than 9:00 am.

1.2.7. Borrowers shall be charged a fine of one peso (1) per hour for failing to return on time books borrowed overnight.

1.2.8. Whenever necessary, any borrowed book may be recalled and returned at once upon receipt of notice from the librarian. Failure to return books borrowed not for overnight use shall be tantamount to suspension from using the library resources for three (3) days, without prejudice to payment of fines.

1.2.9. A borrower shall be responsible for any book lost or damaged and shall be required to replace it in kind or pay its book value/price at the cashier's office.

1.2.10. Stealing, destroying, or damaging library property is strictly prohibited and considered a major disciplinary offense.

1.2.11. Lending or borrowing a library card is prohibited. Loss of a library card should be reported immediately to the librarian; otherwise, the owner shall be liable for any misuse of the library card.

1.2.12. Silence should be maintained at all times in the library.

1.3. Guidance Services- a set of services using an integrated approach to developing well-functioning individuals primarily by helping them utilize their potential to the fullest.

1.3.1. Appraisal- gathering information about students through psychological tests and non-psychometric devices.

The Guidance Office shall maintain students' cumulative records, containing relevant information about the student, e.g., family background, test data, etc. Records shall be appropriate, usable, and regularly updated.

There shall be provision for a well-planned assessment program

for students with appropriate standardized psychological tests administered, scored, and interpreted by qualified personnel. The test results are analyzed for students, teachers, and other concerned individuals.

1.3.2. Counseling. Individual and/or group intervention designed to facilitate positive change in student behavior, feelings, and attitudes.

A licensed counselor shall provide gender sensitive individual and group counseling. The acceptable ratio of counselor to student is at least 1:1,000. A counseling room shall be provided to ensure the privacy and confidentiality of counseling sessions. The records and/or counseling notes are maintained and kept confidential.

HEIs may adopt appropriate and proactive intervention programs and strategies to ensure that every student's need for guidance and counseling and psycho-social services may be provided promptly.

1.3.3 Follow-up – a systematic monitoring to determine the effectiveness of guidance activities, in general, and placement in particular. There shall be adequate and appropriate follow-up and referral schemes for students and concerned parties.

1.3.4. Referral – refers to coordination with a multi-disciplinary team of specialists to ensure that the special needs of students are met.

1.4. Career and Job Placement Services – refer to the assistance provided for vocational and occupational fitness and employment. The following are the responsibilities of the College:

1.4.1 The college shall institute valid appraisal data of students for career and job placement. They shall have continuous follow-up and monitoring of student placement conducted regularly.

1.4.2. The College shall maintain active networking with the school, community, alumni, and other relevant agencies for career and job placement of students.

1.4.3 Information on career job opportunities and self-development programs shall be available in accessible formats.

1.4.4. There shall be mechanisms to institutionalize the link with industries.

1.4.5. Students must be informed of the timelines given by different companies relative to their career and job placement.

1.5. Student Handbook Development.

1.5.1. There shall be a mechanism to develop the student handbook, and updates shall be made into accessible formats (including but not limited to electronic, large print, media, braille, and sign language)

for the dissemination, information, and guidance of students and college stakeholders.

1.5.2. The student handbook should be reviewed and revised within five years after its issuance.

1.5.3. There shall also be mechanisms to archive and retrieve previous student handbooks.

1.5.4 A representative from the student body must be included in the development and revision of the student handbook.

1.6. Health Services. The College shall provide primary health care services administered by licensed medical, dental, and allied professionals and made available to all students. There shall be adequate facilities for health care and updated health records that are kept and maintained as required by the Department of Health. Every student is entitled to health care and other related services, such as:

1.6.1. Dental Services

- a. Assess the dental status of employees and students.
- b. Provide medical treatment to clients with simple dental problems.
- c. Refer cases that are complicated to the government/private dental clinic.
- d. Perform health teaching/ counseling on dental hygiene.
- e. Make a follow-up treatment for the referred cases.

1.6.2. Medical Services

- a. Assess the health status of employees and students.
- b. Provide medical services for simple ailments
- c. Provide medical care in cases of emergency.
- d. Refer complicated cases to private/government clinics/hospitals as needed.
- e. Perform simple diagnostic tests, such as sputum examination and urinalysis, as case findings
- f. Conduct group/ individual health teaching to employees and students.
- g. Perform pre-natal check-up and family planning counseling.
- h. Coordinate with the school canteen manager regarding maintenance of sanitation, proper food storage, handling, serving, and food selection.
- i. Coordinate with the ground supervisor to maintain the school building's environmental sanitation, safety, and cleanliness.
- j. Make a follow-up to referred cases with health problems.

1.7. Student Publication. The College shall support the establishment of a student publication as provided in the Campus Journalism Act of 1991. *The Collegian* shall be the official newspaper of the students of BISCAST. It shall be devoted primarily to publishing news that is of general interest to the students and shall not be used as a medium for promoting personal interests.

1.8. Student Council/Government. The official student council of all Bicol State College of Applied Sciences and Technology students shall be the BISCAST Supreme Student Council (BISCAST-SSC). The President of BISCAST-SSC shall be the student representative on the BISCAST Board of Trustees (BOT).

1.9 Student Organizations. Students can form, join, and participate in campus organizations that promote their physical, intellectual, moral, cultural, civic, spiritual, or political interests. However, the SDS Office must officially recognize organizations that conduct activities. All activities of student organizations shall be supervised and monitored by the Student Affairs Moderator.

1.10. Food Services. The College shall set the criteria for food outlets' safety and sanitary conditions within the institution's compound. They shall coordinate with the local government to ensure food service safety outside the school premises. The College shall periodically inspect food outlets for sanitation and hygiene. The Certificate to Operate should be displayed in a prominent food outlet area.

1.11. Multi-Faith Services. The College shall ensure that the right to freedom of religion is respected. The Multi-faith Office will sponsor various programs and events in addition to religious and multi-religious activities (CMO 47 s2016. Religious Rights of Students in HEIs).

1.12. Safety and Security Services. The College shall maintain a safe and secure environment, buildings, and facilities that are compliant with government standards. Licensed and competent security personnel shall ensure the safety and security of students and their belongings.

1.13. Student Discipline. The college shall have gender-sensitive rules and regulations formulated in consultation with students and faculty and published in a student manual disseminated to students, faculty, and parents. The rules and regulations define appropriate student conduct and prescribe sanctions for misconduct.

1.14. Student Housing. The school must provide assistance and/or a list of acceptable student dormitories and housing facilities that are safe, clean, affordable, and conducive to learning.

1.14.1. Admission and Retention

- a. All students seeking accommodation at the dormitory shall apply to the Dorm Manager during enrolment every semester.
- b. Only bona fide and duly enrolled students of BISCAST can apply for admission
- c. Admission to fill room vacancies is preferred by freshmen applicants, especially those from faraway places who are incapable of paying for boarding houses.
- d. Applicants who have earlier resided outside boarding houses shall not be accepted without clearance from their previous landlady.
- e. Clearance is mandatory for all residents whose residency has been terminated and those leaving the dorm

voluntarily. The resident will be subjected to appropriate sanctions upon failure to do so.

1.14.2. Proper Behavior and Conduct of Residents

- a. Residents are expected to behave appropriately by being considerate, courteous, conscientious, and respectful to their co-residents and the constituted authorities.
- b. The dorm manager may refer dorm residents with grave misconduct or subsequent violations of the dorm policies to the Director of Student Services.
- c. Anybody found stealing or willfully destroying others' property shall be dismissed immediately.
- d. Residents who are found guilty of smoking, drinking alcohol, taking prohibited drugs,/or being in possession thereof shall be dismissed immediately.
- e. Gambling in any form is not allowed in the dormitory.
- f. Residents are discouraged from going out of the dormitory in shorts. Appropriate outfits should always be worn.

1.14.3. Cleanliness and Orderliness

- a. Residents are encouraged to cooperate to preserve and maintain the dormitory's cleanliness, orderliness, beautification, and sanitation.
- b. Residents are responsible for cleaning their room, comfort rooms, and other dorm areas. They are also required to render monthly mass work and general cleaning.
- c. Occupants of each room should provide their trash cans.

1.14.4 Fees and Payments

- a. All dorm payments shall be paid at the Cashier's office, and receipts shall be presented to the dorm manager for proper recording of the compliance of payments.
- b. Failure to pay the dorm fee for two (2) successive months shall automatically cancel the resident's privilege to stay in the dorm
- c. All dorm payments are non-transferable and non-refundable.
- d. Residents who will relinquish their space before the end of the semester are required to pay the full dorm fee for the whole semester.

1.14.5. Visitors and Visiting Hours

- a. Daily visiting schedules must be strictly observed. Daily visiting schedule shall be from 4:00 pm to 7:00 pm
- b. Residents should entertain their visitors only in the receiving room. It is strictly prohibited to entertain visitors inside the bedroom and along the pathways of the dorm.
- c. No visitors under the influence of liquor should be entertained.

1.13.6. BISCAST Accredited Dormitories. Students not accommodated in the College Dormitory may stay in accredited BIS-CAST Boarding houses registered and licensed to operate by the City Government.

1.15. Students with Special Needs. The college shall ensure that academic accommodation is available to persons with disabilities and learners with special needs. There shall be provisions/programs for life skills training, e.g., conflict management and counseling, or testing referrals shall be done whenever necessary.

1.16. International Students Services.

1.15.1 The College shall forge linkages and undertake cooperative projects with the international academic communities, which the College Board of Trustees shall approve. The College shall have a list of possible colleges where BISCAST students may enroll abroad.

1.15.2 An integrated service program that caters to the socio-cultural, academic, and non-academic needs should be available to all international students. The school should provide a liaison officer to assist international students with the government agencies like CHED, the Department of Foreign Affairs, and the Bureau of Immigration.

1.16.3 Safeguarding the Rights, Welfare, and Well-being of International Students. BISCAST is committed to providing international students with a safe, inclusive, and supportive environment. Recognizing international students' unique challenges, the college shall ensure their rights, welfare, and well-being are upheld, per national laws, institutional policies, and international standards on education and non-discrimination.

The External Linkages and International Affairs (ELIA) and the Student Development Services (SDS) Office shall be the primary units responsible for providing international students with access to support systems such as Academic Advising, Counseling Services, Legal and Immigration Assistance, and Emergency Response services for health, safety, and security concerns.

PART X - STUDENT ORGANIZATIONS AND ACTIVITIES

1. CONDUCT OF STUDENT ACTIVITIES

1.1. Participation of Students. The college offers different programs under the Office of the Student Affairs Moderator to complement the academic programs and promote the students' holistic development as an institutional objective. Programs on cultural, professional, athletic, and co-curricular activities are open to interested students who desire to expand their field and horizon while making their student life more enriching, enjoyable, and rewarding.

1.2. Integration of Student Activities to Minimize Class Interruption. The Moderator of Student Affairs supervises the campus organizations' different student activities with their advisers' assistance. All activities lined up for the school year by the student organization shall be reflected in the organization's Action Plan, which the Student Affairs Moderator shall constantly monitor.

1.3 Administration of Student Activities. Requests to hold activities on the campus, such as symposium, seminar, workshop, co-curricular activities, and the like, shall be addressed to the Director of Student Development Services not later than five (5) Days before the scheduled activity. In cases of activities to be participated in by the students outside the campus, the request shall be addressed to the President upon the endorsement of the Vice President for Academic Affairs, not later than twenty days before the scheduled activity.

1.4. Responsibilities of Sponsoring Organizations. The sponsoring student organization shall be responsible for:

1.4.1. Safeguarding of school facilities, equipment, fixtures, and the like utilized during the activities.

1.4.2. Maintain orderly conduct of the participants and non-participants;

1.4.3. Submit a post activity report, including the attendance sheet, event evaluation, and the organization's financial report, to the Moderator of Student Affairs.

1.4.4. For activities to be held inside the campus, the proponents must observe the following procedures:

1. Along with the Request Letter and proposal to conduct the event, secure and complete the application form to hold the activity, and obtain permission to use the campus facility.
2. The signature of the organization's representative and the faculty adviser are prerequisites. If any of the two (2) signatories are absent, the Office for Student Affairs will not entertain/process the application for the said activity project.
3. Submit the completed form for final approval to the Office of Student Affairs and furnish other offices with information.

1.4.5. For activities to be held outside the campus, the following procedures will be followed:

1. Secure the form from the Office of the Director of Students Development Services and fill in the necessary information and signatures. The provisions under CMO 63 s. 2017 shall be strictly observed.
2. Submit the completed form in triplicate for the approval of the concerned authorities with the attached parents' permit.
3. Approval by the College President.

1.5. Use of Campus Facilities. Using College facilities by student organizations is a privilege and not a right. Only recognized, accredited, or probationary organizations shall be allowed to use the facilities. Requests to use school facilities should be filed five (5) days in advance. Before the Office of Student Affairs approves the activity on campus, the student organizations must seek approval from the Office of General

Services Unit (GSU) or the unit/person in charge of the facility to ensure its availability.

Any organization that reserves or uses a room for any unauthorized purpose may lose its reservation privilege.

Recognized student organizations using campus facilities are responsible for their proper care and must maintain its orderliness after the activity.

1.6. Fundraising Activities. To secure a permit to conduct a fundraising activity, the sponsoring organization must file a formal letter request with the office of the President through the Student Development Services Office. The letter should include :

1. The nature and purpose of the activity;
2. Date, time, venue of the activity, and target market;
3. The names of the members/officers directly in charge of the activity;

Any student organization can have only one (1) major fundraising activity in an academic year. An organization that has been granted a permit to solicit funds must file an audited financial report to the Office of the President through the Office of Student Affairs within two (2) weeks after the completion of the activity.

PART XI- STUDENT DISCIPLINE

1. **DISCIPLINARY INTERVENTION.** The following shall be the disciplinary intervention for the various categories of offenses:

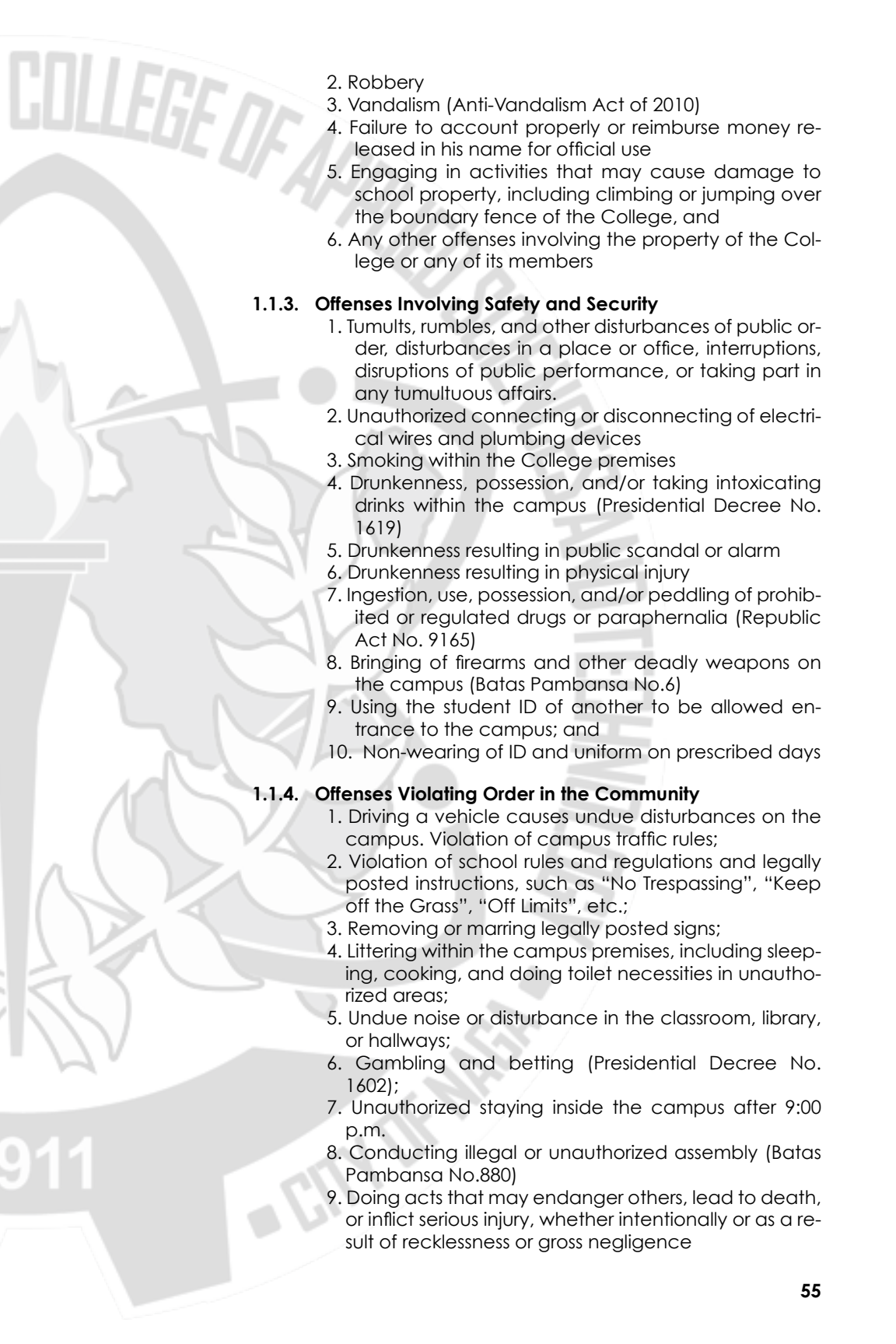
1.1 OFFENSES

1.1.1. Offenses Involving Persons:

1. Acts of gender-based sexual harassment or punishable acts, as stated in the Safe Spaces Act of 2019 (GSBH shall be automatically referred to and sanctioned by the Committee on Decorum and Investigation)
2. Fighting or violence resulting in physical injuries
3. Intimidation, threat, and harassment
4. Bullying and cyberbullying (Republic Act 10627)
5. Hazing (Republic Act 8049)
6. Writing or uttering insulting, mocking, derogatory, malicious, and libelous statements
7. Unlawful use of means of publication to make defamatory utterances
8. Discourtesy to college administrators, teaching and non-teaching staff, contract of service employees, security, and maintenance personnel
9. Rumor mongering and engaging in black propaganda against the college or its officials
10. Any act that degrades a person's dignity

1.1.2. Offenses Involving Money and Property

1. Theft

- 
2. Robbery
 3. Vandalism (Anti-Vandalism Act of 2010)
 4. Failure to account properly or reimburse money released in his name for official use
 5. Engaging in activities that may cause damage to school property, including climbing or jumping over the boundary fence of the College, and
 6. Any other offenses involving the property of the College or any of its members

1.1.3. Offenses Involving Safety and Security

1. Tumults, rumbles, and other disturbances of public order, disturbances in a place or office, interruptions, disruptions of public performance, or taking part in any tumultuous affairs.
2. Unauthorized connecting or disconnecting of electrical wires and plumbing devices
3. Smoking within the College premises
4. Drunkenness, possession, and/or taking intoxicating drinks within the campus (Presidential Decree No. 1619)
5. Drunkenness resulting in public scandal or alarm
6. Drunkenness resulting in physical injury
7. Ingestion, use, possession, and/or peddling of prohibited or regulated drugs or paraphernalia (Republic Act No. 9165)
8. Bringing of firearms and other deadly weapons on the campus (Batas Pambansa No.6)
9. Using the student ID of another to be allowed entrance to the campus; and
10. Non-wearing of ID and uniform on prescribed days

1.1.4. Offenses Violating Order in the Community

1. Driving a vehicle causes undue disturbances on the campus. Violation of campus traffic rules;
2. Violation of school rules and regulations and legally posted instructions, such as "No Trespassing", "Keep off the Grass", "Off Limits", etc.;
3. Removing or marring legally posted signs;
4. Littering within the campus premises, including sleeping, cooking, and doing toilet necessities in unauthorized areas;
5. Undue noise or disturbance in the classroom, library, or hallways;
6. Gambling and betting (Presidential Decree No. 1602);
7. Unauthorized staying inside the campus after 9:00 p.m.
8. Conducting illegal or unauthorized assembly (Batas Pambansa No.880)
9. Doing acts that may endanger others, lead to death, or inflict serious injury, whether intentionally or as a result of recklessness or gross negligence

10. Any other act that annoys people or disturbs peace and order.
11. Any act committed within and outside the campus that directly or indirectly affects the good name or welfare of the school

1.1.5. Offenses Against Honesty

1. Forging, falsifying public documents, impersonating, giving fictitious names, and misrepresentation of facts;
2. Cheating in examinations and quizzes; and
3. Plagiarism, whether intentional or unintentional, is strictly prohibited. This includes submitting copied ideas or work—whether human-created or generated by artificial intelligence (AI)—as one's own, covering all academic outputs such as theses, manuscripts, term papers, projects, exercises, experiments, and similar requirements. Students must properly, clearly, and unambiguously acknowledge all sources and comply with any teacher-specified similarity index. Failure to observe these standards constitutes academic dishonesty and will be subject to penalties as outlined in the institution's disciplinary policies.

1.1.6. Offenses Against Public Morals

1. Accessing, possessing, or distributing pornographic materials on campus, whether in physical or electronic form
2. Engaging in acts that contravene public morals, decency, and ethical conduct.

1.2. PENALTIES

1.2.1. Sanctions for Minor Offenses – Minor offenses typically refer to less serious infractions of college policies or code of conduct and result in less severe consequences. The sanctions are immediate executory penalties that may be imposed upon proper investigation, appraisal, and assessment by the SDS Director or the duly designated Disciplinary Officer.

The sanctions for minor offenses are as follows:

- | | |
|-------------|--|
| 1st Offense | – Verbal Warning, Written Apology, or Letter of Reflection |
| 2nd Offense | – Verbal/Written Warning, Letter of Reflection vouched by a faculty member from the same program, Educational/Reflective Assignment, |
| 3rd Offense | – Verbal/Written Warning, Probation, 3 hours of Community Service |

An accumulation of four (4) minor offenses shall be considered a major offense.

1.2.1.1 Minor Offenses

The following actions are minor offenses:

1. Left/Lost ID
2. Not properly wearing one's ID while inside the campus
3. Spitting or littering
4. Violations of the wearing of the proper school uniform
5. Wearing inappropriate campus attire
6. Violation of vehicle/parking regulations
7. Disrupting or disturbing classes and/or making excessive noise within the premises of the school
8. Loitering in corridors during class sessions
9. Eating and/or drinking in prohibited areas such as, but not limited to, classrooms, laboratories, library, etc.
10. Disruptive use of mobile phones, or other similar communication devices, during classes
11. Misbehavior during school programs, activities, or competitions
12. Disrespect for national, religious, and institutional symbols
13. Improper use of lavatories and washrooms
14. Use of electronic cigarettes/vape within the school premises
15. Possession of any gambling or pornographic materials while inside the vicinity of the school
16. Simple misconduct

1.2.2 Sanctions for Grave Offenses – Major offenses typically refer to more serious violations with more significant consequences. They may threaten the academic community's safety, well-being, or academic integrity.

The College Disciplinary Board (CDB) determines the appropriateness of imposing these penalties based on the circumstances and seriousness of the offense.

1. Final Warning Status- an erring student shall be under disciplinary probation; violation of imposed conditions will subject the erring student to automatic dismissal
2. Public reprimand
3. Suspension¹
4. Non-Readmission²
5. Dismissal (Exclusion)³
6. Expulsion⁴
7. Restitution or Compensation
8. Legal Consequences

Any student meted out punishment for at least two (2) weeks' suspension shall be ineligible to receive college honors, i.e., academic honors or other student awards.

Any student who induces or directs another or cooperates in the commission of an offense shall be meted the same punishment as the one who committed the offense.

Penalties that cannot be served during vacation shall be im-

posed one (1) week after the opening of the classes.

Section 106. Preventive Suspension and Categories of Administrative Penalties. A student under investigation may be preventively suspended from entering the school premises. From attending classes, when the evidence of guilt is strong, and the responsible school official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to persons and property inside the institution's premises. xxx [1] Suspension of a penalty that allows the higher education institution to deprive or deny the erring student from attending classes for a period not exceeding twenty percent (20%) of the prescribed total class days for the school term. A penalty of suspension for a period of more than twenty per cent (20%) of the total class days for the school term shall be deemed suspension for a period equivalent to twenty per cent (20%) of the prescribed total class days for the school term.

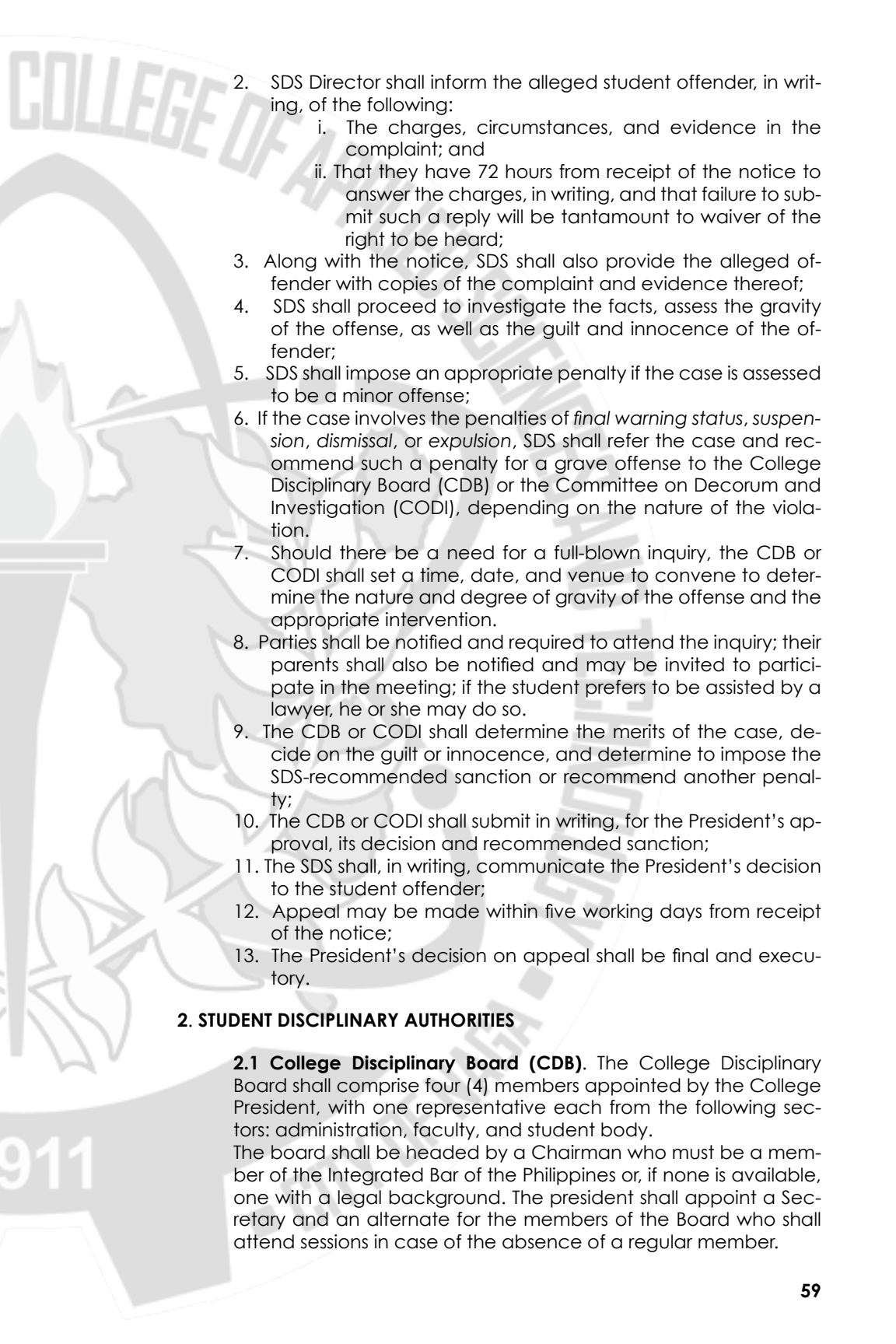
[2] non-readmission - a penalty that allows the institution to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of exclusion, the student can complete the current school term when the resolution for non-readmission was promulgated. Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of this Manual.

[3] Exclusion - a penalty that allows the institution to exclude or drop the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated. This penalty may be imposed for acts or offenses such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism, and other offenses analogous to the foregoing. Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of this Manual. The institution shall preserve a complete record of the proceedings for one year to allow the Commission to review the case in the event the student makes and files an appeal with the Commission.

[4] Expulsion- a penalty wherein the institution declares an erring student disqualified for admission to any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the Chairman of the Commission. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws. The institution shall forward a complete record of the proceedings to the Regional Office concerned within ten days from the termination of the investigation of each case. (CHED Memo no. 40 s.2008)

1.3 PROCEDURE ON OFFENSES

1. An incident report shall be submitted to the SDS Office by an interested or aggrieved party stating the nature and circumstances of the offense;

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2. SDS Director shall inform the alleged student offender, in writing, of the following:
 - i. The charges, circumstances, and evidence in the complaint; and
 - ii. That they have 72 hours from receipt of the notice to answer the charges, in writing, and that failure to submit such a reply will be tantamount to waiver of the right to be heard;
 3. Along with the notice, SDS shall also provide the alleged offender with copies of the complaint and evidence thereof;
 4. SDS shall proceed to investigate the facts, assess the gravity of the offense, as well as the guilt and innocence of the offender;
 5. SDS shall impose an appropriate penalty if the case is assessed to be a minor offense;
 6. If the case involves the penalties of *final warning status*, *suspension*, *dismissal*, or *expulsion*, SDS shall refer the case and recommend such a penalty for a grave offense to the College Disciplinary Board (CDB) or the Committee on Decorum and Investigation (CODI), depending on the nature of the violation.
 7. Should there be a need for a full-blown inquiry, the CDB or CODI shall set a time, date, and venue to convene to determine the nature and degree of gravity of the offense and the appropriate intervention.
 8. Parties shall be notified and required to attend the inquiry; their parents shall also be notified and may be invited to participate in the meeting; if the student prefers to be assisted by a lawyer, he or she may do so.
 9. The CDB or CODI shall determine the merits of the case, decide on the guilt or innocence, and determine to impose the SDS-recommended sanction or recommend another penalty;
 10. The CDB or CODI shall submit in writing, for the President's approval, its decision and recommended sanction;
 11. The SDS shall, in writing, communicate the President's decision to the student offender;
 12. Appeal may be made within five working days from receipt of the notice;
 13. The President's decision on appeal shall be final and executory.

2. STUDENT DISCIPLINARY AUTHORITIES

2.1 College Disciplinary Board (CDB). The College Disciplinary Board shall comprise four (4) members appointed by the College President, with one representative each from the following sectors: administration, faculty, and student body.

The board shall be headed by a Chairman who must be a member of the Integrated Bar of the Philippines or, if none is available, one with a legal background. The president shall appoint a Secretary and an alternate for the members of the Board who shall attend sessions in case of the absence of a regular member.

2.2 Committee on Decorum and Investigation (CODI). The CODI shall comprise a Chairperson, Human Resource Management Officer, Student Development Services Director, Safety and Security Officer, GAD Focal Person, and representatives from faculty, non-teaching, and students. The committee acts on cases involving gender-based sexual harassment (GBSH) and other acts enumerated in the Safe Spaces Act of 2019.

PART XII - FINAL PROVISIONS

1. SEPARABILITY CLAUSES. Should any provisions, section, or part of this Student Handbook be declared by any competent authorities as invalid, the remaining provisions, sections, or parts thereof remain in full force and effect. Any previous rules and regulations, policies, or parts that conflict with or are inconsistent with this policy's provisions are hereby repealed, amended, or modified accordingly.

2. TRANSITORY PROVISION. This Student Handbook will continue using the institution's name - Bicol State College of Applied Sciences and Technology until the full approval and transition to Southeast Asian University of Technology under RA 11585.

3. AMENDMENTS AND REVISIONS. Subsequent editions of the Student Handbook that incorporate updates arising from recently approved institutional policies—provided these do not constitute major revisions to existing provisions, as determined by the Academic Council Committee on Student Affairs and Services—shall only require the approval of the Academic Council. Students will be notified of significant updates through official communication channels within one month after release. On the other hand, significant revisions to the Student Handbook, defined as substantial changes affecting student rights, responsibilities, or institutional policies, shall require review and recommendation by the Academic Council Committee on Student Affairs and Services, consultation with key stakeholders (including student representatives), and final approval by the Board of Trustees.

4. EFFECTIVITY. The updates and revisions included in the 2025 Student Handbook shall be implemented upon the endorsement of the Academic Council and approval of the Board of Trustees.

Student Handbook Acknowledgment Form

As an officially enrolled student of this college, I hereby acknowledge that I have received, read, and understood the Student Handbook. I affirm that I shall abide by all the provisions stated therein as well as all institutional rules, regulations, and policies promulgated by the College. I am fully aware of the consequences of violating any of these policies, which may include disciplinary sanctions in accordance with due process and institutional guidelines.

Printed Name and Signature

Student Number

Date

Course / Year / Section

(Student's Copy)

Student Handbook Acknowledgment Form

As an officially enrolled student of this college, I hereby acknowledge that I have received, read, and understood the Student Handbook. I affirm that I shall abide by all the provisions stated therein as well as all institutional rules, regulations, and policies promulgated by the College. I am fully aware of the consequences of violating any of these policies, which may include disciplinary sanctions in accordance with due process and institutional guidelines.

Printed Name and Signature

Student Number

Date

Course / Year / Section

(School's Copy)

Student Handbook Resources

Please Scan the QR Code to access the repository of Student Handbook Resources.

- ✓ Laws and Regulations
- ✓ Institutional Policies
- ✓ Forms



ACADEMIC RECORD

Degree Program: _____		Sem - SY _____		Year Level: _____	
Subject		Grade		Instructor	Remarks
Code	Description	Medterm	Finals		

Degree Program: _____		Sem - SY _____		Year Level: _____	
Subject		Grade		Instructor	Remarks
Code	Description	Medterm	Finals		

Degree Program: _____		Summer - SY _____		Year Level: _____	
Subject		Grade		Instructor	Remarks
Code	Description	Medterm	Finals		

ACADEMIC RECORD

Degree Program: _____		Sem - SY _____		Year Level: _____	
Subject		Grade		Instructor	Remarks
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Code	Description	Medterm	Finals		

Degree Program: _____		Summer - SY _____		Year Level: _____	
Subject		Grade		Instructor	Remarks
Code	Description	Medterm	Finals		

STUDENT INFORMATION

Name: _____

Student Number: _____ Degree Program: _____

Year of Entry: _____ Section: _____

Birthdate: _____ Birthplace: _____

Cellphone Number: _____ Email: _____

Permanent Address:

Medical Condition and Additional Information:

Blood Type: _____

Parents/Guardian:

Contact Number:

Educational Background:

Elementary: _____ Year Graduated: _____

Secondary: _____ Year Graduated: _____



BISCAST HYMN

Hold high the shining banner
Firm and strong over the times
Lift us in our noble endeavor
And lead us to progress door.

Upon Thee Alma Mater dear
Life's destiny we never fear;
In our hardship comfort us
In your guiding hands we trust
Thy flag will fling to distant spheres.

Refrain: BISCAST Hail!

Thou giver of gifts that gladden
Thou molder of brains and brawn
Thou builder of Spartan men
Our hearts to Thee we enthrone
Proud we will ever be
Of the BISCAST
For all eternity,
All glory hail to Thee.
(Repeat Refrain)