

Republic of the Philippines
BICOL STATE COLLEGE OF APPLIED SCIENCES AND TECHNOLOGY
City of Naga

STUDENT HANDBOOK

BOARD RESOLUTION NO. 104, S. 2015
July 15, 2015
BISCAST Conference Room

FOREWORD

This student handbook is specifically anticipated for the young men and women who are eager to acquire quality education to our College.

The regulations that appear on this Student Handbook apply to all undergraduate and graduate students who are enrolled in this College, upon admission agree to abide by these same regulations and conduct themselves so as to maintain discipline, the good order of the school, conserve the fair name of the College, and actualize its Mission, Vision and Core Values.

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

The administrative authority of the College is vested on the President of the institution. The continued attendance of any student at Bicol State College of Applied Sciences and Technology subjects him or her to this authority, conforming to the spirit of the on-going policies set by the academic community.

PART I- THE COLLEGE

BRIEF HISTORY OF BISCAST

The Bicol State College of Applied Sciences and Technology (BISCAST) was founded as the Camarines Sur Trade School in 1911. It was nationalized and renamed Camarines Sur National School of Arts and Trades (CSNSAT) by virtue of House Bill No. 2919 (R.A. 825) approved in August 15, 1952 and sponsored by Cong. Emilio Tible.

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

Tertiary level was immensely 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 education component of the project was operationalized in school year 1984-1985, by the offering of the two-year Diploma in Industrial Technician (DIT) curriculum, with four major fields of specialization namely Automotive, Mechanical, Electrical, and Refrigeration and Air conditioning technologies.

In 1988, by virtue of DECS Order no. 39, s. 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) during the term of Supt. Augusto R. Nieves an alumnus of this College.

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 Communication (BSECE), Mechanical Engineering (BSME) and Bachelor of Science in Architecture (BSA). The institution had first Engineering and Architecture graduates last March, 2001 and until now had steadily produced board passers and board toppers.

In December 2000, pursuant to Republic Act 8760, on the integration of CHED Supervised Institution (CSI's) to State Universities and College (SUC's), the Bicol College of Arts and Trades was integrated to the Camarines Sur Polytechnic Colleges (CSPC) in Nabua, Camarines Sur. For more than 11 years, it existed as the CSPC Naga Campus under three Presidents, Dr. Lourdes B. Laniog (2000-2002), Dr. Monsito G. Ilarde (2002-2010) and Dr. Dulce F. Atian (2010-2012). Serving as Campus Directors were Dr. Amparo A. Nieves (2000-2002, 2003-2006), Dr. Alejandro R. Cortez (2002-2003) and Dr. Richard H. Cordial (2010-2012), who also became Campus Administrator before the conversion of the College.

In 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.

The CSNCA, the BCAT and then CSPC- Naga Campus, now BISCAST, takes pride in its distinguished history that saw the growth of this institution. Thousands of young men and women have passed through its portals and are now productive citizens or community leaders. It has survived more than 100 years as an institution of learning and served generations of Bikolanos. It remains to this day, a premier source of Engineering and Vocational Technology, Teacher Education, and Architecture. With its new mandate, it looks forward to enriching its programs in the Applied Sciences and Technology. With the spirit and dynamism of its present leaders and staff, it will continue to grow, serve and pursue its goals and commitment to the people of Bicol.

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 courses. It shall also undertake research and extension services and provide progressive leadership in its areas.

VISION:

The premier applied sciences and technology institution in the country.

MISSION:

Produce quality graduates who are highly competitive and socially responsive to the needs of the community along instruction, research, extension and entrepreneurial undertakings through excellent applied science and technology education.

CORE VALUES

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

B rilliance
I ntegrity
S tudent-Centered
C ompetence
A daptability
S ervice-Oriented
T eamwork

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, He / She is 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 code of conduct, rules and regulations of the College.
- 1.4.** A student shall observe the guidelines on the use of official identification (ID), and registration cards.
- 1.5.** Upon admission into the College, every student is issued an official ID card and has it validated at the start of every term.
 - a.** Student must always bring his ID and his current registration card to school.
 - b.** Student shall wear his ID conspicuously at all time while inside the campus.
 - c.** A student proven to have violated the foregoing rule shall be subjected to disciplinary measures.
 - d.** A student who has forgotten to bring his ID shall present at the Security Post his certificate of registration issued by the College Registrar.
 - e.** A student who fails to bring both ID and registration card shall be subject to disciplinary measures.
 - f.** A student who uses a non-validated ID shall be subject to disciplinary measures
 - g.** A student who loses his ID shall refer to Part VIII, item 3.3.

- h. In the implementation of the foregoing guidelines on the use of ID/registration card, utmost courtesy is expected at all times.
 - i. 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.
- 1.6. No student shall be allowed inside the campus after 9:00 p.m. They may, however, be allowed to stay overnight on campus provided they secure permission to stay from the Director for Student Development Services, Security Officer and approved by the President.
 - 1.7. Every student is encouraged to attend Institutional-sponsored activities.
 - 1.8. When typhoon Signal No. 3 is raised, all classes are automatically suspended. High School classes are suspended when Signal No. 2 is hoisted. Classes may also be suspended by the administration in case of emergencies or as precautionary measure in abnormal conditions.

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 areas of interpersonal relationships with any member of the College community.
- 2.2. Every student is expected to show respect and courtesy to all visitors on campus.
- 2.3. Every student is expected to cooperate in ordinary 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. He/She should pass through corridors with minimum noise so as not to distract on-going classes.

- 2.5. Smoking is strictly prohibited inside the campus.
- 2.6. Students are encouraged to use school facilities for their 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 get a written clearance from the Director of Student Development Services and duly approved by the College President.
- 2.8. Students who invited 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 to him a Visitor's List, indicating the names of campus visitors, 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 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, contribution and letter of confirmation from the agency/company to be visited. (Refer to CHED Memo No. 17, s. 2012)
- 2.10. Every student shall at all time wear properly the prescribed uniform except wash days, stormy weather or when an exemption is granted by the Director of Student Development Services.

PART III- ADMISSION AND REGISTRATION

- 1. **General Admission Policy.** The Bicol State College of Applied Sciences and Technology shall be open to all students who are willing to abide by its rules and regulations and who meet the academic standards and requirements of the program in which he/she wishes to enroll. No student shall be denied admission to the college by reason of age, sex, gender orientation, ethnic consideration, socio-economic status, religious belief, or political affiliation. The applicants must come from schools duly recognized by the government. Any violation thereof shall be sufficient cause for summary denial for admission or dismissal from the College.
- 1.1. **Entrance Requirement.** All new students must apply for admission at the Guidance, Testing and Admission Office for Secondary, under-graduate programs and graduate programs. They must submit the prescribed application credentials and must qualify Admission Test.

New students refer to fresh graduates from elementary or secondary who has not taken any units in post secondary or tertiary level.

1.2. Laboratory High School. Only applicants with grade school Academic average of at least 83% and above, no grades below 80% in any subject in grade school can take the high school admission test.

1.3. College of Engineering and Architecture. Only applicants with high school academic average of at least 83% and above, no grades below 85% in Mathematics, English & Science/Physics and no grades below 80% in any subject in high school can take the College Admission Test.

1.4. College of Education. Only applicants with high school general average of 83% and above and no grades below 85% in English, Mathematics Science/Physics for Math, English and Physical Science Majors; and no grades below 80% in other subjects can take the College Admission Test.

For BTTE, BEEd and BSEd-TLE majors, no grades below 80% in all high school subjects.

1.5. College of Trades and Technology. Only high school graduates can take the College Admission Test.

1.6. College of Arts and Sciences. Only applicants with no failing grades in high school can take the College Admission Test.

2. Schedule of Admission Test. The schedule for application, conduct and release of results of the Admission Test shall be fixed while the exact dates shall be specified in the Academic Calendar. Notice of Admission shall be given to qualified applicants.

Program	Application Period	Conduct of Exam	Release of Result
Secondary	January	Second and Third week of March	First Week of April
College	September to December	January to February	First Week of April

In the Graduate School, the deadline for application is **April 30** for the first semester admission, **September 30** for the second semester, and February 28 for the summer term; and the results shall be released within one month after the date of application.

2.1. Screening of Applicants. The applicants are those who passed the admission. They shall be evaluated by the College concerned and those qualified shall be issued Notice of Admission (NOA) and endorsed to the Office of the College Registrar. Qualified applicants in the Laboratory High School shall be evaluated by the laboratory high school supervisor before they are given the Notice of Admission by the said office.

2.2. Admission Credentials. All qualified students shall submit the original copy of the prescribed credentials upon enrollment or within the first semester of residence due to valid reasons, otherwise, the student status shall be on probation.

2.2.1. Required to all applicants

- a)** Notice of Admission
- b)** Medical Certificate
- c)** Two copies of latest 2"x2" recent photo
- d)** Certificate of Good Moral Character from school last attended
- e)** NSO certified Birth Certificate (Only for courses requiring PRC)

2.2.2. Secondary- Original Form 138-A

2.2.3. College Freshmen - Original Form 137 and Form 138

2.2.4. Transferees, graduate students, second-degree applicants and special students seeking credit units -original transcript of records and transfer credentials or honorable dismissal. Students from private schools who are applying in the Graduate School must have a Special Order number or Registry Order in the transcript of records.

2.2.5. Foreign Students- Transcript of records in English, original passport, alien certificate of registration, certificate of English proficiency or TOEFL result where English is not the medium of instruction, and affidavit of financial support, other appropriate visa from DFA.

2.3. Readmission. Students with good academic standing who failed to enroll or were dismissed due to academic delinquency pending upon the policies and guidelines on academic delinquency may seek readmission. Those who enrolled in another school after leaving the College shall apply as transferee.

2.4. Returning Students. Students who are returning after five years of absence and whose curriculum has been revised shall be admitted under the revised curriculum.

2.5. Shifters. A student may be allowed to shift to other degree programs/major field only upon endorsement of the releasing College and admission by the accepting College.

2.6. Transferees. Transferees may be admitted provided that there are **Available slots** and they satisfy the admission and residency requirements;

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

2.6.2. Shall have a residency of at least four (4) semesters in BISCAST

- 2.6.3.** Shall validate subjects with a grade lower than 2.5 or its equivalent that were taken from accredited private schools within the first year of residency.
- 2.6.4.** Shall repeat if necessary, some professional courses upon recommendation by the College concerned.
- 2.7. Second Degree.** Second- degree students maybe 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 courses to be credited shall be determined by the College.
- 2.8. Cross Enrollees.** Cross 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 school where the student is presently enrolled.
- 3. CLASSIFICATION OF STUDENTS.** All students should be classified and indicated in their academic records for efficient records management system.
- 3.1. Classification Based on Year Level**
- a. Freshman.** A student who is enrolled in the first year level with a load 25% of the total number of units prescribed in his / her curriculum.
 - b. Sophomore.** A student who has satisfactorily completed the prescribed subjects of the first year curriculum and has finished 50% of the total number of units required in his/her entire course.
 - c. Junior.** A student who has completed the prescribed subjects of the first two years of his/her curriculum, or has finished 75% of the total number of units required in his/her entire course.
 - d. Senior.** A student who has completed the prescribed subjects of the first second and third year of the curriculum, or has finished more than 75% of the total number of units required in his/her entire course. In a five-year degree program, the last is considered the senior year. Those enrolled in the last term of their course work 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.** A student who is enrolled in any baccalaureate degree program.
 - c. Graduate student.** A student who is enrolled in any post baccalaureate 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 who is currently enrolled in another school who is permitted to enroll in the College to earn credit units or a student in the College who is given permission to enroll in other school also to earn credit units.
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 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 re-admission.
- g. **Shifter.** A student who changed his/her degree or major field.
- h. **Transferee.** A student who finished some course works in other schools and intends to pursue a degree in the College.
- i. **Second-degree student.** A student who is taking up another degree with the same level to the degree previously earned.
- j. **Working student/Part time student.** A student who is enrolled and at the same time employed.
- k. **Foreign student.** Any student who is not a Filipino citizen.

4. **ADMISSION.** Accessibility to education is highly recognized by the College. No student shall be denied admission to the College by reason of age, gender, nationality, religious belief or political affiliation.

The applicants must come from schools duly recognized by the government and must 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 for admission or dismissal from the College.

- 4.1. **Special Students.** 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. A Certificate of Completion or official transcript of records shall be given to the student for satisfactory performance at the end of the semester.
- 4.2. **Foreign Students.** Foreign applicants may be admitted provided that they meet the requirements of the Department of Foreign Affairs in addition to the admission requirements of the College.

- 4.3. 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.

PART IV - ACADEMIC POLICIES

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

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

- 1.1. Regular Students.** Semester load not to exceed the units prescribed in the curriculum unless student is graduating or exceptionally gifted but not to exceed more than 25 units. On summer, 9 units for subjects without laboratory and 6 units with laboratory.
- 1.2. Graduate Students.**
- 1.2.1.** Semester load for Full-time- 12 units for subjects without Laboratory and 9 units with laboratory.
 - 1.2.2.** Part-time/working- 9 units for subjects without laboratory and 6 Units with laboratory.
 - 1.2.3.** Summer load- Full-time 9 units without laboratory; 6 units with laboratory.
 - 1.2.4.** Part-time, 6 units for subjects without laboratory and 3 units with laboratory.
 - 1.2.5.** Probationary students- 9 units
- 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. Working Students.** 15 units including thesis for undergraduate students and 9 units including thesis for graduate students.
- 1.5. Special Students.** 18 units , 2 years residency
- 1.6. Second Degree.** At least 50% of the required units for the desired degree must be completed in BISCAST or only 50% of the units earned in the previous degree that is prescribed in the curriculum shall be credited.
- 1.7. Cross Enrollees.** From other schools-based on units indicated in the Permit to Cross Enroll. To other schools-based on prescribed curriculum and other provisions on cross enrollment.
- 1.8. Graduating.** 28 units for students graduating in their last term.

- 1.9. Secondary.** Subject to the rules and regulations prescribed by the Department of Education.
- 1.10. Rules on Overloading of Units**
- 1.10.1.** Overloading of units is allowed only for graduating students.
- 1.10.2.** The maximum number of units allowed for a student to enroll with overloading is twenty-eight (28).
- 1.10.3.** A student who was allowed to carry overload units in a particular semester and obtain a failing grade shall not be allowed to have overload units in the following semester.
- 1.10.4.** Request for overloading shall be approved by the Dean and the College Registrar.
- 1.11. Taking of Advance Subjects.** A student shall not be permitted to take an advance subject/s unless he has satisfactorily passed the pre - requisites subjects. His request to take advance subjects should be approved by the Dean based on reasonable and valid grounds.
- 1.12. Changing and/or Adding of Subjects.** Change of enrollment involving the addition or change of subject must be done not later than the last day of late registration. The following rules shall be observed in changing or adding of subjects:
- 1.12.1.** Changing or dropping of subjects shall only be allowed within one (1) week after the formal start of classes under the following reasons/conditions:
- Dissolved subjects
 - Conflict of schedule
 - Enrolled subjects is not required by the course
 - Erroneous sequencing
- 1.12.2.** Duly accomplished changing or dropping form in four (4) copies shall be submitted to the College Registrar, copy furnished the Dean and the student.
- 1.12.3.** Changing/Adding of subjects shall be made within the specified period and subject to payment of corresponding fees.
- 1.12.4.** Subjects changed/added unofficially or without prior approval by the Dean and acknowledged by the Registrar shall not be given credit.
- 1.13. Withdrawal of Registration.** Withdrawal of enrolment is voluntary and should be reported to the Registrar and Dean. The following shall be followed: 1) Withdrawal of registration shall be made and approved based on the rules and regulations of the institution. 2) A student who withdraws his registration shall be entitled to a refund of fees paid, except matriculation and entrance fee s under the following time frame which comply with the CHED-approved policies governing refunds, as follows:
- 100% - before the regular classes start
 - 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

- 2. Residency.** This refers to the period for which a student should finish and earn a degree inclusive of the approved leave of absence.

No. of Years to complete the degree	Allowable Time Limit	Maximum Residency
Undergraduate degree		
4 years	+ 2 years	6 years
5 years	+ 2.5	7.5 years
Graduate Degree		
Masteral – 2 years	+ 3 years	Regular student- 5 years Transferee- 4years. Another 1 year of extension with 6 units refresher course
Transferee	Graduate	Two (2) consecutive Semesters immediate prior to graduation
Transferee Second Degree	Undergraduate	Three consecutive semesters immediately prior to graduation

For those who failed to meet the prescribed residency, a certificate of attendance shall be given.

- 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 and any changes in school fees shall be implemented only upon the approval of the Board of Trustees (BOT)

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

- 3.1.1.** Regular school fees. This refers to the tuition fees, matriculation admission fees 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 refer to the other fees for Clearance, Certification, Authentication, Transcript of Records, Entrance & Testing Fines and penalties and other fees not falling under the first two classification.

- 3.2. Terms of Payment.** The term of payment of student fees due for a semester shall be 25%, upon enrollment, 50% before midterm examination and 25% before the final examination. The College has the right to withhold the release of student records/credentials pending clearance and until the accounts shall have been paid.

3.3. School Fee Discounts. All discounts in tuition fee given in the form of scholarships or grants shall be done by the Accounting-Billing Office after receipt of resolution from the Student's Scholarship & Financial Aid Office (SSFAO) subject to the existing policies and guidelines.

3.4. Refunds. A student who has paid all the school fees who withdraws due to valid reason and upon recommendation of the College Registrar may be entitled to a refund except from the admission and matriculation fees. A student who is 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 permit to withdraw by the accounting office. It shall be as follows:

3.5.1. Refund during the semester;

	Time of Withdrawal	Refund
a)	Officially cancelled 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	No refund

3.5.2. Refund during summer

a)	Officially cancelled 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. A mid-term and final exam within the term shall be require in the tertiary level in determining the proficiency of the student. Additional one hour exams, quizzes, recitations and terms papers may be required 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 mid-term exam shall be during regular class hours while the final exam shall be prepared by the College to be posted at least two weeks before the final exam. The maximum period for final exams shall be two hours per subject.

4.2. Re-examination. Before the submission of grades the faculty concerned may conduct another final exam for failing students only if deemed necessary and the reasons are valid. Students who received a passing grade shall not be allowed a re-examination for the purpose of improving their grades.

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

5. GRADING SYSTEM. The performance of students or final grade of student 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		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	
1.9	88	Very Good	3.0	75	Passing
2.0	87		5.0	Below 75	Failed

Supplementary Rating

D - Dropped
P - Passed
F - Failed
IP - In Progress

5.1. Criteria in Evaluating Student Performance (for undergraduate & graduate programs)

5.1.1. Class Standing - include Summative tests, Oral recitation, Assignments, Solve Problems, Attendance, and Quizzes

5.1.2. Major exams - include midterm and final examinations

5.1.3. Project/Actual Performance - include outputs such as term papers, research papers, innovations, inventions, and performances.

5.1.4. Values

5.2. Final Grades. The final grade submitted by the faculty member belong to the academic freedom of a faculty member and once it is approved by the Dean, it can never be changed

except when it is evident that a clerical error has been committed. Absences or non-academic behavior are not included in the computation of grades including automatic deductions from class grades for absences or tardiness however the class works when the student was absent should be made up.

The final grade shall be computed in accordance with the prescribed norms and standards set by the College.

The passing grade in the undergraduate and graduate is 3.00 but the student should have a general average of 2 to stay in the graduate school. Final grade shall be computed as follows:

Final Grade for Lecture/Laboratory Classes

Midterm grade + (Tentative Final Grade X 2)

- 5.3. Withdrawn and Dropped Grades.** A mark of "WP" (withdrawn with permit) shall be given for all subjects that are dropped officially before the midterm examinations and a grade of 5.0 if withdrawal is done after the midterm exam.

Subjects that are unofficially dropped after one month from the start of classes shall automatically be given a grade of "5" by the concerned faculty and the reason shall be indicated under Remarks in the Grade Sheet for purposes of guidance and counseling.

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

- 5.5. In Progress Grades.** "In Progress" (IP) shall be given for thesis/dissertation that is being undertaken at the time the Final Grades are due for submission until such time that the thesis/manuscript is submitted for a numerical grade to be given.

- 5.6. Secondary/ Grade 7-12 Grades.** The grading system in these levels shall follow the scheme prescribed by the Department of Education.

- 5.7. Submission of Grades.** The Final Grades constitutes the official academic record of the student in the College and the student has the right to be informed of his/her scholastic standing at anytime.

Thus, all concerned faculty is obliged to submit the Final Grade Sheet within the prescribed period. Erring faculty shall be reported to 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 three (3) days for graduating students and within two weeks (2) for non-graduating after the conduct of the exam. The grades in the secondary level shall be submitted to the laboratory high school supervisor.

- 5.8. Changing of 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 has been committed by the faculty concerned and upon endorsement by the Dean concerned.

All supporting documents/ evidences should be attached.

A committee headed by the VPAA shall review the documents within 30 days from the date of filing and if the request is granted, the faculty will be authorized to change the grade and shall forward the same to the Registrar's/Principal's Office. Changing grades will only be allowed once.

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

The corresponding corrections shall be made by the faculty concerned and forwarded to the Registrar's/Laboratory high school supervisor.

If the complaint is against the Dean, the request shall be submitted to the VPAA. All supporting documents/evidences should be attached to the request.

- 6. Academic Advising and College Orientation.** The College concerned shall be obliged to provide academic advising prior to the admission and enrollment, and College Orientation during the first week of classes such that all students in their college shall finish their degree as prescribed in the curriculum and must be informed of the policies, rules and regulations.
- 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 fine shall be allowed within the first five (5) days of classes. In meritorious cases late registrants may enroll but in no case shall 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.

7.1. Requirements for Old Students

- a. Report of Ratings
- b. Clearance
- c. ID

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

SECTION 15. Deferment of Enrollment. New students who, for 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.

- 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 wishes to enroll in his home province or region.

Students from the College may also cross enroll in college in other countries following the same procedure. The courses taken need not be validated provided that they have similarities or if not identical to the courses at BISCAST. The student shall provide the dean concerned a detailed description of the courses prior to his/her enrollment abroad and 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 as part of his/her residency.

The student may enroll for one semester with possible extension to maximum of one academic school year. Students from other schools may also be admitted in the College provided that they present a Permit to Cross Enroll from their School Registrar and is approved by the concerned College.

- 10. Enrollment of 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. For the 6 units undergraduate and masteral thesis, it may be enrolled as 2-2-2 or 3-3 units per term. A grade of in progress ("IP") shall be given until the manuscript is submitted then a numerical grade be given. In case 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 all the required units.

- 11. Substitution of Subjects.** No substitution shall be allowed for any subject prescribed in the curriculum when in the opinion of the VPAA as recommended by the concerned Dean, the proposed substitution covers

substantially the same subject contents as the required subject and only after notification of the Registrar's Office.

12. Change in Matriculation. Students may be permitted to drop, add, change or withdraw enrolled subjects provided that it is within the prescribed period and approved by the concerned College, payment of prescribed fees and submission of 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. In cases when the student is unable to drop officially, the faculty concerned shall indicate in the grade sheet under "Remarks" the reason why the student was dropped from the list of registered students. When the student absences are equivalent to 20% of the prescribed attendance, the faculty concerned shall automatically drop the student. The following shall be observed when dropping:

12.1.1. Obtain dropping form at the Registrar's office and accomplish in four (4) copies.

12.1.2. Dropping of subject can be made within the specified Period and subject to payment of corresponding fees.

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

12.1.4. Dropping of 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.

12.2. Adding Subjects. Adding of subjects shall be allowed only if the Enrolled units are less than the prescribed units in the curriculum.

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 approved plan of course work of the student 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 a number of 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 may be able to refund or get a grade of dropped instead of "5.00" (failed) provided that they conform to the existing policies and guidelines on dropping.

PART V- ACADEMIC DELINQUENCY

- 1. CLASS ATTENDANCE AND LEAVE OF ABSENCE.** All students shall be obliged to attend classes punctually and regularly. Similarly, faculty members are obliged to attend to their classes punctually and regularly.

- 1.1. Allowable Absences.** Students shall be allowed to attend class and shall not be dropped provided that the absences are valid and not more than 20% of the prescribed class hours in a semester. If the absences are incurred in three (3) consecutive class days, or five (5) accumulated the faculty concerned shall submit the student's attendance to the Guidance Office for proper action and formal notification of the parents or guardian.
- 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 academic related activities and or other valid reasons as determined by the Office of the Student Development Services. Excuses are for time lost only. All works 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 as time lost by absence and are not considered excused.
- 1.3. Medical Certificate.** Students who have been absent from classes due to illness are required to get 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 shall be issued only after satisfactory evidences have been presented.
- 1.4. Excuse Slip.** Any student who, for unavoidable reason, absents himself from class for three consecutive class days must obtain excuse slip from the Office of Student Development Services. The excuse slip must be presented to the faculty concerned not later than the next class session following the student's return.
- 1.5. Leave of Absence.** A leave of absence (LOA) is non-enrollment of a student in the College. A student may avail of LOA for one (1) school year for justifiable cause upon approval by the College concerned and notification of the Registrar's Office. The LOA shall be deducted from the allowed residency in completing a degree. No LOA shall be granted two weeks before the last day of classes in the semester and one week 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 such period shall be considered excused.

2. ACCREDITATION AND VALIDATION OF TRANSFER CREDENTIALS. All subjects taken from other schools by transferee and second degree students must undergo accreditation and only those that meet the accreditation criteria shall be credited in the College. The College offering the subject in coordination with the Registrar's Office shall determine the subjects to be accredited and prepare a schedule for validation exam.

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

- a. The courses were taken within the last five (5) years at the time of admission.
- b. The courses were taken from PASUC and ACAP member schools.
- c. The course content and number of units are the same with those prescribed by the College. In case the units is lacking, the subjects must be re-enrolled.
- d. The final grade is equivalent to 2.00 or better for undergraduate courses and 1.5 or better in the graduate.
- e. The subjects earned are towards a degree program.
- f. For transferees, it must not exceed 50% of the total number of units prescribed in the curriculum and not least than 75% if vying for honor upon graduation.
- g. For second-degree holder, it must not exceed 50% of the total number of units prescribed for graduation. No validation exam is required. Courses taken with equivalency shall be subject to them policies and guidelines on course equivalency issued by CHED.

A student who does not comply with the above-mentioned conditions shall be required to take the validation exam.

2.2. Validation Examination. The regular period for validation test without fee shall be within two (2) weeks before the first day of regular registration.

Validation exam made beyond the schedule shall be levied a fee for each subject. A note "validated and passed" shall be indicated in the Official Transcript of Records if the student passed the exam. If the student fails, the subject must be re-enrolled. All subjects for validation must be completed within the first three (3) semesters from the date of admission to the College.

- 3. RETENTION.** It shall be the responsibility of the College concerned to evaluate the academic records of students every end of the semester or before enrollment to determine whether the student has to be retained or promoted. They shall notify the parents/ guardians to provide appropriate advice to students with scholastic deficiency in coordination with the Registrar's Office.

For purposes of evaluating the status of students, "INC" grades that were not completed shall be considered as failing grades. In the secondary levels, 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.

Student Status	%Failure except "Inc" and Dropped	Units Enrolled in Previous Semester	Allowable Load for the Following Semester	Other Conditions
Warning	25-49%	Any	May be 3 units lesser than the normal load	Two successive warning results to probation
Probation	50-75%	6 units or more	15 units only and must pass 50% of the enrolled course in the succeeding semester	Two successive probation results to dismissal
Dismissal	76-100%	9 units or more	Not allowed to enroll	Permanent dismissal to study at BISCAST

- 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 2.0 per term in order to continue their studies in the graduate program.

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 Scholarship and Financial Aid Office in coordination with the Registrar's Office and HRMO for dependents or other concerned offices when deemed necessary.

- 1.1. Entrance Scholarships.** Giving of full free tuition for valedictorians and half tuition fee discounts for salutatorians from any public or duly

recognized private schools in the country 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 students 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.

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, 50% or 25% discounts to qualified officers/members of student organizations or deserving students to be identified in accordance with the policies and guidelines promulgated by the College and approved by the Board of Trustee.

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. A specific guidelines governing this scholarship shall be the basis of employment.
- 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, duly **approved by the College President.**
- c. Band members and Majorettes-** Band/majorette members enjoy scholarship privileges depending upon the nature degree of responsibilities and particularly on the performance. This shall be determined by the Band Director/majorette trainer through the recommendations of the scholarship committee, **approved by the College President.**
- d. Publication Scholars.** Full free tuition shall be granted to Editor-in-chief of the student and other members of the editorial board subject to the evaluation and

recommendation of the Moderator, the scholarship committee, and duly approved by the College President.

e. Student Council Scholars- Full free tuition privilege shall be granted to elected SSC President, Vice President, Secretary, Treasurer and Auditor. Other elected officers are entitled to a 50% tuition fee discount.

f. Iskolar ng Bayan. – Full free tuition privilege is granted to Top Ten (10) of the Graduating Class, as provided in R.A. 10648, "Iskolar ng Bayan Act 2014".

Non-academic scholarship shall only be for a period of one (1) semester and will continue in the succeeding semester, provided the student satisfies the prescribed weighted average for those periods.

1.5. Government Scholarship/Grants-In-Aid- Students may enjoy scholars as provided by law. The following are some of the Government scholarships/grants-in-aid: Department of Science And Technology (DOST) Scholarship, CHED Scholarship, AFP, Local Government Units, BHW, Programang Pantawid Pamilyang Pilipino.

1.6. Private Scholarship- Private scholarship may be enjoyed by poor and deserving students. This includes monetary benefits, the extent of which is determined by the private donors. The rules governing each scholarship, including the qualifications required of prospective awardees, are 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 student rate. Interested students may file their application letter for student assistantship to HRM Office. To qualify for student assistantship, the applicant must:

- a. have no failing grade or incomplete mark in the previous semester
- b. pass the interview of the Office of Student Financial Assistance.

1.8. Student Research Assistantship. The college provides opportunities to students who are undertaking research activities which have been found to be with potential for development.

If a student is a recipient of two or more scholarships, he/she shall be required to choose only one(1).

2. Number of Scholarships. A student may only avail government scholarship programs at a time but without prejudice to accepting assistantships from privately sponsored scholarships.

3. Qualifications Required by Scholarship Grants

The college provides institutional scholarship grants to its qualified students who met 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 must 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 full 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 grantees for the sports and athletic scholarship shall serve as facilitators during Intramurals.
- f. The grantees for majorette scholarship shall serve as usherettes during special occasions of the College.
- g. All Off campus activities of the band, majorettes, chorale dance troupe should be endorsed by the Office of Student Development Services to the REPED Office to determine the nature of the activity. The said office shall recommend to College President for approval.

3.3. Privileges and Benefits- The Cultural and Arts, Sports and Athletics, Bands and Majorettes Scholars shall enjoy 50% to 100 % free tuition as recommended by the Coordinator/Trainer, Scholarship Committee, College President and approved by 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 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 to case basis.
- e. Deferment should not exceed one (1) school year
- f. After deferment of one semester, the grantee should likewise 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 request deferment of scholarship at the middle of the semester, or 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- Ground for termination are:

- a. Scholastic deficiency
- b. Found guilty of a disciplinary case involving violation in 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 applications about documentary requirement;
- b. Accepts and reviews application documents to ensure completeness of requirements;
- c. Transmits applications to respective Screening Committee created to:
 - 1. Screen 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 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. 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) and with a regular load, no incomplete, dropped and 5.0 grades, shall be awarded during the Recognition Day.

1.1.1. College Achievement Award. Students with a GWA of 1.49 to 1.00 shall be given a College Scholar pin, free full tuition fee in the succeeding semester, and other incentives as maybe promulgated by the College and approved by the BOT.

1.1.2. College Achievement Award. Students with a GWA of 1.75 to 1.50 shall be given a College Scholar pin, free half tuition fee in the succeeding semester, and other incentives as maybe promulgated by the College and approved by the Board of Trustees.

1.1.3. Non-Academic Achievers. Students who were given outstanding award in the regional and national level and/or have shown exemplary achievements in their field of specialization shall be given Certificates of Recognition.

2. GRADUATION WITH HONORS AND LOYALTY AWARD

2.1. Grade Requirement. Undergraduate students who complete their degree within the prescribed period with a general weighted average (GWA) grade ranging from 1.75 to 1.00, no failures, no dropped subjects and no "Inc" grades, and of good moral character; and who comply with all the other prescribed requirements shall graduate with honors **(Minimum Grade requirement of 2.2 in major subjects and 2.0 in minor subjects.)** The equivalent award shall be inscribed in their Diplomas and Official Transcript of Records .

<i>Summa cum laude</i>	1.00 to 1.24
<i>Magna cum laude</i>	1.25 to 1.49
<i>Cum laude</i>	1.50 to 1.75

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

2.3. Computation of Grades. The concerned College shall submit the list of candidates for honor students at least one week after the last day of the final exam to the Registrar's Office who in turn 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.

c) Acceptable prescribed courses taken in the previous degree program as electives.

3.2. 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 either one of the following with accompanying sworn statements:

2.4.1. Health reasons - sworn medical certification confirmed by the College Health Services

2.4.2. Non-availability of courses offered - certification by the major adviser and copy of class schedule from the Registrar's Office.

2.4.3. Employment - sworn copy of payroll and appointment papers indicating among others the duration of employment.

2.5. Loyalty Award. Loyalty award shall be bestowed to any College graduating student who completed at least two (2) degree programs (secondary, baccalaureate, masteral or doctorate) in the College during the commencement exercises. Provided that the Graduating did not enroll in other school.

3. COMMENCEMENT EXERCISES

3.1. Graduation Requirements. No student shall be recommended for graduation unless he/she has completed the entire 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 their records not later than one month before the end of their last semester with the exception of subjects currently enrolled.

3.1.2. The deadline for completion of the requirements for thesis and completion of subjects currently enrolled shall be

the day before the college academic council meeting to review the candidates for graduation.

3.1.3 Transferee students shall be allowed to graduate unless they completed one-year residence in the College.

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

3.2. Application for Graduation. All graduating students shall apply for graduation not later than 2 months after the start of their last 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 a separate commencement exercises from the College, while 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 in planning and preparing The Commencement and Baccalaureate exercises.

3.4. Attire. Candidates for graduation shall wear prescribed attire during the commencement exercises as follows:

3.4.1. Master's degree - Maroon academic gown with Hood and cap with tassel bearing the color of the College offering the degree.

3.4.2. Bachelor's degree – Maroon academic gown, Maroon cap with the tassel bearing the color of the college/institute as follows:

Architecture	Maroon
Arts and Sciences	White
Engineering and Applied Tech	Orange
Education	Blue
Trades and Technology	Yellow
Graduate School.....	Adapt the color of the College awarding the degree for the tassels and hoods.

Non-degree program Maroon

3.4.3. Members of the faculty and Administrative Council attending the commencement exercises shall be in the academic attire of the institution where they obtained their degrees.

4. HONORABLE DISMISSAL

4.1. Honorable Dismissal or Transfer Credentials. All students who graduated and with 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 reason of suspension, dropping, or expulsion due to disciplinary action shall not be entitled to honorable dismissal. If a transcript of records or ***certification of the student 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 Those who were not yet confirmed by the Board of Trustees as graduate shall be conferred any title or degree. Such student may, however, upon his request and payment of the required fees, be given certified copy of his credentials without specifying any title or degree.

4.4. A transfer credential shall be issued to students who will be 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. They should 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 or subpoena, or in a bonafide health or safety emergency, or to those authorized by the student in writing only.

College personnel who have access to student academic records in the course of 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 responsible to the records has the authority to release.

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 month from the date of filing. "Partial" transcripts shall not be issued.

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

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

6. INTERNATIONAL STUDENTS EXCHANGE PROGRAM

The College shall forge linkages and undertake cooperative projects with the international academic communities provided that it is approved by the College Board of Trustees. The College shall have a list of possible colleges where BISCAST students may enroll abroad.

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 competent instruction ,relevant learning materials and activities for holistic development.

Students have the right to invite resource speakers/experts in the field of specialization/discipline to conduct lectures, for a seminar or training to enrich /upgrade the knowledge.

1.1.2. Right to Choose. Every student shall have the right to select and decide a course/field of study after considering one's talent, capabilities and interests.

1.1.3. Right to Information and Communication. Every student deserves to know every 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 Phil. Constitution.

1.1.4. Right to Organization. The right to form, join or support any 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 own records of performance and request 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 in his behalf before an impartial body.

There shall be a Student Disciplinary Board (SDB) to be composed of

- a. One (1) representative from the College Administration,
- b. two (2) faculty members
- c. two (2) students from the Supreme Student Council.

SDB functions is to conduct investigation and to decide on cases of violation.

1.1.7. Work Opportunities. Students who are found to be competent and have earned the skill useful to the operation of the college shall be accorded with the opportunity to render part-time service in accordance with the rules on student labor as student assistant or be referred for job placement.

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

- a. To conduct researches in connection with academic work, And to freely discuss and publish their findings and recommendations;
- b. To conduct inquiry within the campus in curricular and extra-curricular activities;
- c. To choose 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 affect the students or the education system.
- d. To invite off-campus speakers or resource persons for student sponsored assemblies, for symposia and for other activities of 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/on revising of the student handbook this shall include the school rules and regulations, a copy of which shall be furnished the students upon admission to the college;
- h. To be free from any form of indoctrination leading to impose ideological homogeneity.

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 as a symbol of our country, and show respect and understand the content of the Philippine Constitution. He/ She must attend the flag raising every Monday and flag retreat scheduled Friday afternoon.

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

2.3. Development of One's Potential. Every student shall strive for academic excellence and abide by the school regulations pertaining to their responsibilities.

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 at all times in all places in a manner pleasant to all members of the community. He should uphold, preserve and maintain the good name of their Alma matter.

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 nations.

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

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

2.7. Financial Obligation. Every student must settle promptly his Financial and property obligations with the school.

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.

- 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 and comfort rooms or any similar places.

2.9. Courtesy to the Philippine Flag. The Philippine flag is the symbol of our country and our national solidarity. Every student must respect the Philippine Flag.

2.10. No Smoking Policy. The College recognizes the hazards of smoking to health thus adopt a smoke free campus.

3. STUDENT DRESS CODE

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

The College recognizes the right of students to come to school according to their prescribed uniform. Wearing the school uniform is a virtue which the College would like to cultivate among students, thus the College reserves the right to call the attention of students who dress

inappropriately."

Thus, the following guidelines on campus attire form part of a student's holistic educational experience:

1. Wearing uniform of should be decent and modest. Some extremes are not acceptable, including:
 - a) Tube blouse, spaghetti-strap or worn without vest / bolero,
 - b) Backless blouse / shirt (below the bust-line),
 - c) sando,
 - d) Blouse with plunging neckline,
 - e) See-through tops and/or bottoms where the undergarment can be seen,
 - f) Blouse / shirt showing midsection while standing / walking.
 - g) cross dressing
 - h) wearing of shorts
2. As a sign of respect, caps should not be worn inside classrooms /seminar rooms/auditorium.
3. On hair dye, students should not sport extreme hair colors (e.g.red, purple, blue).
4. On body piercing, piercing on any part of the head, except ears, is not allowed.
5. Wearing of slippers or rubber shoes is not allowed except during rainy days when there is flood.
6. Male students should have decent haircut and no earrings.

3. 2. Wash Day. Wednesday shall be declared as the wash day for school for school uniform. During wash day, the students are expected to wear decent and proper civilian clothes.

3.3. ID Requirements.The following are the policies regarding Student ID:

- 3.3.1.** School ID should be displayed while inside the campus
- 3.3.2.** Lost ID should be reported immediately to the Registrar's Office.
 - a. Secure an affidavit of loss and temporary permit from the Registrar's Office.
 - a. Proceed to the Cashier's Office for the payment of the issuance of a new ID.
 - c. Present receipt to the Registrar for the processing of new ID.

4. STUDENT CONDUCT OUTSIDE SCHOOL PREMISES

4.1 As College Representative. No student can participate in any outside activity, contest, play a band, choir, conference, association, society, or group as a representative of the College or any of the recognized student organization without the written authorization of the College President upon endorsement by the Office of Student Development Services. Participating in activities as individual and not As a representative of the College is the responsibility of the student

thus he/she cannot claim for any award or recognition.

4.2. Official Use of School Uniform in Public Places. Students wearing the school uniform while in public places should project themselves as persons with positive norms and 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 of 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 action 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 shall participate in demonstrations or rallies which publicly show feeling or opinion such as mass meeting or parade accompanied by force or violence and/or coercion.

5. OTHER PROHIBITED ACTS

The following prohibited acts shall be observed:

5.1. Bringing in Deadly Weapon . Carrying or possession of firearms, deadly weapons such as lead pipes, picks or blades more than 21/2 inches long not used for instruction purposes, and explosives including firecrackers and pyrotechnics within the premises is strictly prohibited. **(Batas Pambansa No. 6)**

5.2. Use or Unauthorized Possession of Intoxicating Drinks. Unauthorized possession and/or drinking of alcoholic beverages within the college buildings or immediate premises of entering or being in the college premises in the state of intoxication are strictly prohibited. **(Presidential Decree No.1619)**

5.3. Use or Possession of Prohibited Drugs. Unauthorized or illegal possession or use or sale of prohibited drugs or chemical such as marijuana, heroin, cocaine, shabu, "rugby" or opiates and hallucinogenic drugs or substances of any regulated drug without the proper prescription shall constitute grave offense. **(Republic Act No.9165)**

5.4. Gambling Within School Premises. Gambling in any form including betting in sports contest is strictly prohibited. **(Presidential Decree No.1602)**

5.5. Rumor Mongering and Engaging in Black Propaganda against the College or Its Officials. Any act that brings the name of the College into disrepute such as public or malicious imputation of a crime or a vice or defect, real or imaginary, or any act, omission, condition, status or circumstances, tending to cause dishonor, discredit or contempt to the name of the College is prohibited.

5.6. Illegal Assembly. Formation and/or grouping of students creating the inconvenience, or instill fear or hesitation among students, is prohibited. When the grouping is accompanied by hurling acrimonious terminologies, insult, threat or intimidation, which interferes in the exercise of the rights of others, the same is considered a most serious violation (**Batas Pambansa No. 880**)

5.7. Sexual Harassment. Sexual Harassment, defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature is strictly prohibited and considered a grave offense. (**R.A. 7877 "Anti-Sexual Harassment Act of 1995"**)

5.8. Vandalism and Littering. Destroying or damaging any property belonging to the college and other persons, or causing another to commit such act of vandalism is prohibited. (**Anti-vandalism Act of 2010**)

5.9. Bullying. Bullying is a repeated, torment, threat, harassment, humiliation, embarrassment received by child or teen from another child or teen.. (**Republic Act of 10627, "Anti-bullying Act of 2013"**)

5.10. Hazing. Hazing is an initiation rite of practice as a prerequisite for Admission into membership in a fraternity, sorority or organization. (**Republic Act of 8049, "An Act Regulating Hazing and Other forms of Initiation Rites in Fraternities, Sororities and Organizations and Providing Penalties Thereof"**)

PART IX- STUDENT'S WELFARE AND SERVICES

1. STUDENT AFFAIRS AND SERVICES (SAS)

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

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 should be made available to all students.

There shall be a regular comprehensive orientation program held for new and continuing students responsive to students needs.

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

1.2. Library Services. The college shall adopt an Open Library System to the students which provides 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), on Saturdays from 8:00 to 12:00 NN

1.2.2. Library card shall be issued to students at the beginning of the school year upon presentation of enrollment form for the first year students and transferees and it are validated every semester.

1.2.3 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 of time.

1.2.5. Home reading books may be borrowed for a period of 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. For books borrowed overnight which are not returned on time, borrowers shall be charged with a fine of one peso (1) per

hour.

1.2.8. Whenever necessary, any borrowed book may be recalled at any time and must be returned at once upon receipt of notice from the librarian. Failure to return books borrowed not for overnight use shall 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, fully destroying or damaging any library property is strictly prohibited and shall be considered as a major offense.

1.2.11. Lending or borrowing library card is prohibited. Loss of 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 Service- set of services using an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potentials to the fullest.

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

The Guidance Office shall maintain students' cumulative records which contain relevant information about 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 psychologically tests which are administered, scored and interpreted by qualified personnel. The test results are interpreted to students, teachers, and concerned individuals e.g. parents.

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

Gender sensitive individual and group counseling shall be provided by a licensed counselor. 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.

Appropriate and pro-active intervention programs and Strategies may be adopted by HEIs to ensure that every student's need for guidance and counseling and psycho-social services may be provided in a timely manner.

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 to students and concerned parties.

1.3.4. Referral – refers to coordination with multi-disciplinary team of specialists to ensure that 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 on regular basis.

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

1.4.3 Informative materials in accessible formats on career job opportunities shall provided and shall development programs shall be made available.

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

1.4.5. The students must be informed of the timelines for the concerned in seeking career and job placement at least until a specified period of time.

1.5. Student Handbook Development. There shall be mechanism to develop the student handbook and updates be made into accessible formats (such as but not limited to electronic, large print, media, braille, and sign language) for dissemination, information, and guidance of students and colleges stakeholders.

There shall be mechanisms to archive and retrieve previous student handbooks for purposes of improving the same. A representative from the student body must be included in the development and revision of 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 government/private dental clinic.
- d. Perform health teaching/counseling on dental hygiene.
- e. Make a follow-up treatment to referred cases.

1.6.2. Medical Services

- a. Assess the health status of employees and students.
- b. Provide medical services to simple ailment
- c. Provide medical care in cases of emergency.
- d. Refer complicated cases to private/government clinics/hospitals as the need arises.
- e. Perform simple diagnostic test like 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 in maintenance of sanitation proper food storage, handling, serving and food selection.
- i. Coordinate with the ground supervisor of maintenance of environmental sanitation, safety and cleanliness of school building.
- j. Make a follow-up to referred cases with health problems.

1.7. Student Publication. The College shall support the establishment of 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 the publication of news that are of general interest to the students, and it shall not be used as a medium for the promotion of personal interests.

1.8. Student Council/Government. Refers to the student body duly organized and elected by the students themselves with due recognition and authority as the students' official representative in matters affecting them.

1.9. Food Services. The College shall set the criteria for safety and sanitary conditions of food outlets within the compound of the institution. They shall coordinate with local government for the safety of food service 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 area of the food outlet.

1.10. Multi-Faith Services. The College shall ensure that the right to freedom of religion is respected. The Multi-faith Office will sponsors variety of multi-faith programs & events in addition to religion & multi religious activities.

1.11. Safety and Security Services. There is a safe and secure environment, buildings and facilities which shall comply with government standards. Licensed and competent security personnel shall ensure the safety and security of students and their belongings.

1.12. 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.

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

1.13.1. Admission and Retention

- a. All students seeking accommodation at the dormitory shall file an application to the Dorm Manager during enrolment every semester.
- b. Only bona fide and duly enrolled students of BISCASST can apply for admission.
- c. Preference is given to freshmen applicants specially those coming from far places and not capable of paying outside boarding houses to fill up vacancies at the beginning of every semester.
- d. Applicants who have earlier resided outside boarding houses shall not be accepted without clearance from their previous landlady.
- e. Clearance is mandatory to all residents whose residency has ended, terminated and those leaving the dorm voluntarily. Upon failure to do so, the resident will be subjected to appropriate sanctions.

1.13.2. Proper Behavior and Conduct

- a. Residents are expected to behave properly by being considerate courteous, conscientious and respectful to their co-residents as well to 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 other's property shall be dismissed immediately.
- d. Residents who are found guilty of smoking, drinking alcohol, taking prohibited drugs, and/or in possession thereof shall be dismissed immediately.

- e. Gambling in any form is not allowed in the dormitory.
- f. Residents are discouraged to go out of the dormitory in short pants. Appropriate outfits should always be worn.

1.13.3. Cleanliness and Orderliness

- a. Residents are enjoined to cooperate in the preservation and maintenance of cleanliness, orderliness, beautification and sanitation of the dormitory.
- b. Residents are responsible in cleaning their room, comfort rooms and other areas of the dorm. They are also required to render monthly mass work and general cleaning.
- c. Occupants of each room should provide their own trash cans.

1.13.4 Fees and Payments

- a. All dorm payments shall be paid at the Cashier's office, receipts be presented to the dorm manager for proper recording of the compliance of payments.
- b. Failure to pay the dorm for two (2) successive months shall automatically cancel the residents 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.

1.13.5. Visitors and Visiting Hours

- a. Daily visiting schedule must be strictly observed. Daily visiting schedule shall be from 4:00 pm – 7:00 pm
- b. Residents should entertain their visitors at the receiving room only. 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 College Dormitory may stay in accredited BISCAST Boarding houses that are registered and licensed to operate by the City Government.

1.14. Students with Special Needs. The college shall ensure that an academic accommodation is made 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.

1.15. International Students Services. 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, Department of Foreign Affairs and Bureau of Immigration.

PART X- STUDENT ORGANIZATIONS AND ACTIVITIES

1. CONDUCT OF STUDENT ACTIVITIES

1.1. Participation of Student. The College offers different programs under the Office of the Student Affairs Moderator to complement the academic programs, so as to promote the total development of the students based on the institutional objectives. Programs on cultural, professional, athletic and co-curricular activities are open to interested students who desire to expand their field and horizon and at the same time make their student life more enriching, interesting and rewarding.

1.2. Integration of Student Activities to Minimize Class Interruption. The Moderator of Student Affairs supervises the different student activities of the campus organizations with the assistance of the faculty advisers. All activities lined-up for the school year by the student organization shall be reflected in the Action Plan where it will be constantly monitored by the Student Affairs Moderator.

1.3 Administration of Student Activities. Request to hold activities in 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 scheduled activity. In cases of activities to be participated by the students outside the campus, the request shall be addressed to the President upon the endorsement of the Vice President for Academic Affairs five days before the scheduled activity.

1. 4 Responsibilities of Sponsoring Organization. The sponsoring student organization shall be responsible to:

- 1.4.1.** Safeguard of school facilities, equipment, fixtures and the like utilized during the activities.
- 1.4.2.** The orderly conduct of the participants and non-participants;
- 1.4.3.** Render financial report five days after the conclusion of the activities, if fiscal matters are involved
- 1.4.4.** Submission of financial report of the organization concerned if the funds derived from the organization itself, copy furnished the Moderator of Student Affairs; in the case of school-funded activities, the financial report shall be submitted to the Office of Student Development Services.
- 1.4.5.** For activities to be held inside the campus, the proponents

must observe the following procedures:

- a. Secure and accomplish the application form to hold an activity and request for use of a campus facility to the authorized College personnel.
- b. The signature of the organization's representatives and the faculty adviser are pre-requisites. If any of the two (2) signatories are absent, the Office for Student Affairs will not entertain/process the application for the said activity or project.
- c. Submit the accomplished form for final approval to the Office of Student Affairs and furnished other offices for information.

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

- a. Secure the form from the Office of the Director of Student Development Services and fill in the necessary information and signatures.
- b. Submit the completed form in triplicate for the approval of the concerned authorities with attached parent's permit.
- c. Approved by the College President

1.5. Use of Campus Facilities. The use of College facilities by student organizations is a privilege and not a right. Only recognized organizations shall be allowed to use the facilities.

Request to use school facilities should be filed at least five (5) days in advance. Before the Office of Student Affairs approves the activity to be held on campus, the student organizations must first seek approval from the Office of Physical Plant and Maintenance 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 facility are responsible for its proper care.

1.6. Fund Raising Activities. To secure permit to conduct fund raising activity, the sponsoring organization must file a formal letter request with the office of the VPAA through the Office of Student Affairs. The letter should include :

1. The nature and purpose of activity;
2. Date, time, venue of the activity, and target market;
3. The names of the members/officers directly in charge of the activity;
4. The Department of Social Welfare and Development (DSWD) permit, in case the fund raising activity shall also be done outside the campus.

Any student organization is allowed to have only one (1) major raising activity in the academic year. An organization that has been granted permit

to solicit fund must file an audited financial report to the Office of President through the Office of Student Affairs two (2) weeks after the completion of the activity.

PART XI- STUDENT DISCIPLINE

1. DISCIPLINARY ACTION. The following shall be the disciplinary action to be imposed for the various categories of offenses:

A. Offenses Involving Persons

1. Sexual Offenses. This includes display of immoral sexual desire, including acts of lasciviousness, petting and similar acts within the College, as well as indecent acts (necking, petting and other related sexual acts) committed inside the College jurisdiction.

a) Act of Lasciviousness. Forcible physical imposition of sexual desire or lewd designs upon a woman against her will.

1st offense - Suspension for one (1) school year

2nd offense - Dismissal from the College

b) Attempted/Frustrated rape committed inside the College jurisdiction.

1st offense - Suspension for one (1) school year

2nd offense - Dismissal from the College

c) Consummated rape committed inside the College jurisdiction.

1st offense - Dismissal from the College

d) Peeping

1st offense - Suspension for two (2) weeks

2nd offense - Suspension for one (1) semester

3rd offense - Suspension for one (1) year

e) Sexual Video and other Multimedia Formats of the same. BISCAS students doing obscene acts in video shall be meted the penalty:

1st offense - Suspension for one (1) year

f) Public Display of Affection

1st Offense - Warning/Reprimand

2nd Offense- Report to Guidance Office

3rd Offense - Call parent

2. Fighting or Violence Resulting in Physical Injuries

- a)** Slight physical injuries and maltreatment (offended party incapacitated for labor from one (1) to nine (9) days, Article 266, Revised Penal Code).

1 st offense	-	Suspension for one (1) week and pay hospitalization bill
2 nd offense	-	Suspension for two (2) weeks and pay hospitalization bill
3 rd offense	-	Suspension for thirty (30) days
4 th offense	-	Suspension for one (1) semester
5 th offense	-	Suspension for one (1) year

- b)** Less serious physical injuries (offended parties incapacitated for labor for ten (10) days or more)

1 st offense	-	Suspension for one (1) school year
2 nd offense	-	Exclusion from the College

- c)** Serious physical injuries, (injured person shall become insane, imbecile, impotent, blind, shall have lost the use of an eye, a hand, a foot, an arm, or leg shall have lost the use of any such member or shall have become incapacitated for the work in which he was therefore habitually engaged (Art. 263, Revised Penal Code).

Penalty is expulsion from the College and pay hospitalization bill.

- d)** Physical injuries inflicted in a tumultuous fray.

When several quarrel and assault each other in a confused and tumultuous manner and the persons responsible therefore cannot be identified, all those who appear to have used any violation upon the person of the offended party shall be punished (Art. 252, Revised Penal Code).

Penalty depends upon the nature or physical injuries inflicted in 1, 2, and 3 above.

- e)** Injuries resulting to death.

Penalty is expulsion from the College and indemnity for immediate family or next of kin as may be determined by law.

3. Writing or uttering insulting, ridiculous derogatory and malicious and libelous or flagrant indecency in language. Use of rude language, pseudonyms or speech that wounds a person's feelings and arouse him to anger; billeting, disparaging, to speak of or treat slightly; inflicting injury or suffering on another person; offending against recognized standard of propriety of good taste.

1 st offense	-	Suspension for one (1) week
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2 nd offense	-	Suspension for two (2) weeks
3 rd offense	-	Suspension for 30 days
4 th offense	-	Suspension for (1) semester
5 th offense	-	Suspension for one (1) year

4. Intimidation, threat and harassment

1 st offense	-	Suspension for two (2) weeks
2 nd offense	-	Suspension for one (1) year
3 rd offense	-	Suspension for (1) school year
4 th offense	-	Exclusion from the College

5. **Unlawful use of means of publication and unlawful utterances.**

Printing, publishing false news which may endanger the public order, or cause damage to the interest or credit of the college; unduly or cause moral emotional, psychological discomfort; any student whom by the same means, or by words, utterances or speeches, shall encourage disobedience to any provision of this code or to the constituted authorities; writing, printing, publishing and distributing or causing to be printed, published or distributed books, pamphlets or leaflets which do not bear the real printer's name or which are classified as anonymous.

1 st offense	-	Suspension for two (2) weeks
2 nd offense	-	Suspension for one (1) semester
3 rd offense	-	Exclusion from the College

B. Offenses Involving Money and Property

1. **Theft.** Unlawful or felonious taking away of another's property, whether personal or government property without consent and with the intention of depriving the person or institution of it.

1 st offense	-	Suspension for one (1) week
2 nd offense	-	Suspension for one (1) month
3 rd offense	-	Suspension for one (1) semester
Subsequent offense	-	Suspension for one (1) year

2. **Robbery.** Implies the felony of another's property from his person or in his immediate presence by the use of violence or intimidation.

a) Consummated robbery

1 st offense	-	Suspension for one (1) school year
2 nd offense	-	Exclusion from the College

b) Consummated robbery accompanied by injury to person's robbed. Penalty is expulsion from the College and indemnity for the person injured as may be determined by law.

3. **Vandalism.**

1 st offense	-	Reprimand and replace or pay the equivalent
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2 nd offense	-	prevailing value of damaged property Suspension for one (1) semester
3 rd offense	-	Expulsion from the College and replacement or payment the equivalent prevailing value of damage property.

4. Climbing or jumping over the boundary fence of the College.

1 st offense	-	Suspension for two (2) days
2 nd offense	-	Suspension for four (4) days
3 rd offense	-	Suspension for five (5) days

5. Money. Failure to account properly or reimburse money released on his name for official use. (For student organization, the President and the Treasurer or any officers entrusted with money or property belonging to students or school shall be held liable.

1 st offense	-	Suspension for two (2) weeks and non-issuance of clearance
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C. Offenses Involving the Community

1. Tumults, rumbles and other disturbances of public order, disturbances in a place or office, interruption/ disturbances of public performance or taking part in any tumultuous affairs.

1 st offense	-	Suspension for one (1) week
2 nd offense	-	Suspension for two (2) weeks
3 rd offense	-	(1) semester

2. Driving a vehicle that causes undue disturbances. Violation of campus traffic rules.

1 st offense	-	Reprimand and educate the offender if a minor, impound the vehicle and summon the offender's parents
2 nd offense	-	Suspension for two (2) weeks (including minor offender)
3 rd offense	-	Suspension for one (1) semester (including minor offender)
4 th offense	-	Exclusion from the College (including the minor offender)

3. Violation of legally posted instructions such as "No Trespassing", "Keep off the Grass", "Off Limits", etc.

1 st offense	-	Reprimand
2 nd offense	-	Suspension for two (2) days
3 rd offense	-	Suspension for four (4) days

4. Removing/marring legally posted signs

1 st offense	-	Reprimand
2 nd offense	-	Suspension for two (2) weeks
3 rd offense	-	Suspension for four (4) days

5. Littering within the College premises

1 st offense	-	Reprimand
2 nd offense	-	Suspension for two (2) days
3 rd offense	-	Suspension for three (3) days

6. Smoking in College premises

1 st offense	-	Reprimand
2 nd offense	-	Suspension for two (2) days
3 rd offense	-	Suspension for four (4) days

D. Offenses Involving Academic and Official Business

1. **Forging, falsifying public documents, impersonating or giving fictitious names, misrepresentation of facts** (Art. 169, 171, Revised Penal Code). Erasing, substituting or altering by any means of the figures, letters, words, signatures, making untruthful statements in a narration of facts; alteration in a genuine documents which changes its meaning; using fictitious names and concealing other personal circumstances; offering/giving an evidence false witness or testimony.

1 st offense	-	Suspension for one (1) semester
2 nd offense	-	Exclusion from the College

- a) **Cheating in examination and quizzes.** Faculty member concerned must report to the Department chairman or in his absence, to the Dean of the College all incidents of cheating, together with evidences.

1 st offense	-	Grade of zero (0) in the exam where one cheated
2 nd offense	-	Grade of five (5) for the subject where one cheated
3 rd offense	-	Grade of five (5) for the subject where one cheated and suspension for one (1) semester
4 th offense	-	Grade of five (5) for the subject where one cheated and expulsion from the College

- b) **Presenting Copied Requirements**

1. Thesis and/or manuscript

- 1st offense - Grade of five (5) and suspension for one semester
- 2nd offense - Grade of five (5) and expulsion from the College

2. Term paper and projects

- 1st offense - Failing grade for term paper/project submitted
- 2nd offense - Suspension for two (2) weeks and highest possible grade of three (3)
- 3rd offense - Grade of five (5) and suspension for two (2) weeks

3. Exercises and experiment

- 1st offense - Failing Grade for the exercises Experiment
- 2nd offense - Grade of five (5) and suspension for one (1) week
- Subsequent offense - Grade of five (5) and suspension for two (2) weeks

4. Using other's ID to be allowed entrance in the campus will be given the same penalty as the lender

- 1st offense - Suspension for one (1) day
- 2nd offense - Suspension for one (1) week

5. Non-wearing of ID and uniform from Monday to Friday except Wednesday

- 1st offense - Warning/Reprimand
- 2nd offense - Suspension for three (3) days
- Subsequent offense - Suspension for one (1) week

E. Serious Offenses not Covered in the Foregoing

1. Drunkenness/Possession and/or taking intoxicating drinks within the College

a) Possession and/or taking intoxicating drinks within the College jurisdiction.

- 1st offense - Suspension for one (1) week
- 2nd offense - Suspension for (1) month
- Subsequent offense - Suspension for one (1) semester

b) Drunkenness resulting in public scandal or alarm

- 1st offense - Suspension for one (1) week
- 2nd offense - Suspension for one (1) semester
- Subsequent offense - Suspension for one (1) year

c) Drunkenness resulting to physical injury

- | | | |
|-------------------------|---|--|
| 1 st offense | - | Suspension for one (1) semester and indemnity for the injured person/s |
| 2 nd offense | - | Suspension for one (1) year and Indemnity for the injured person/s |

2. Gambling and betting sports contest (Art. 195 and 197, Revised Penal Code). Taking part in any game of monetary, jueteng, or any other scheme wherein wagers consisting of money, articles of values or representative of value are made; articles of values or representative of value of or representative of value upon the result of any sports contest.

- | | | |
|-------------------------|---|---------------------------------|
| 1 st offense | - | Reprimand |
| 2 nd offense | - | Suspension for two (2) weeks |
| Subsequent offense | - | Suspension for one (1) semester |

3. Ingestion, use possession and/or peddling of prohibited or regulated drugs or paraphernalia (Art. 190, Revised Penal Code): "Prohibited Drugs" as used herein includes opium, cocaine, alpha and pheta cocaine, Indian hemp and their derivatives. This case will be reported by the College authorities, and upon conviction, the penalty shall be expulsion from the College.

4. Illegal possession of firearms and other deadly weapons

a) Possession of deadly weapons

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|-------------------------|---|-----------------------------|
| 1 st offense | - | Suspension for one (1) week |
| 2 nd offense | - | Expulsion from the College |

5. Conducting illegal assemblies

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|-------------------------|---|------------------------------|
| 1 st offense | - | Suspension for one (1) week |
| 2 nd offense | - | Suspension for two (2) weeks |
| 3 rd offense | - | Suspension for one (1) month |

6. Willful disregard or violation of established general policies and rules on regulation on conduct & discipline.

- | | | |
|-------------------------|---|------------------------------|
| 1 st offense | - | Suspension for two (2) days |
| 2 nd offense | - | Suspension for four (4) days |
| 3 rd offense | - | Suspension for one (1) month |

F. Miscellaneous minor offenses

1. Connecting or disconnecting electrical wires and plumbing device without permission from authorities concerned.
2. Sleeping, cooking and doing toilet necessities in unauthorized place.
3. Undue noise or disturbance in classroom, library, gymnasium.

- | | | |
|-------------------------|---|-------------------|
| 1 st offense | - | warning/Reprimand |
|-------------------------|---|-------------------|

2 nd offense	-	Suspension for two (2) days
3 rd offense	-	Suspension for one (1) week

Any student who had been meted of punishment for at least two (2) weeks suspension shall be ineligible to receive college honors, ie., 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 that one of who committed the offenses.

Penalties that cannot be served during vacation shall be imposed one (1) week after the opening of the classes.

2. STUDENT DISCIPLINARY CASES

2.1 Creation of College Disciplinary Board (CDB). The College Disciplinary Board shall be composed of four (4) members who shall be 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 in its absence, one who has a background on legal matters. 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. Composition of the Grievance Committee. The Grievance Committee shall be composed of at least 3rd ranking official in the Administrative Services or Academic Division, as the case may be, as chairman, representative from the Offices of the College President, non-teaching or faculty associations and human resource management officer, being the duly designated *Bilis Aksyon* Partner of the College.

The Human Resource Management Office shall extend secretariat service to the grievance committee.

PART XII- EFFECTIVITY

EFFECTIVITY CLAUSE. This Student Handbook shall be implemented upon the approval of the Board of Trustees.

Approved: July 15, 2015 under the BOT Res. No. 104 s. 2015