



# BULACAN AGRICULTURAL STATE COLLEGE

Pinaod, San Ildefonso 3010,  
Bulacan, Philippines



# STUDENT HANDBOOK

Revised 2024

# **STUDENT HANDBOOK**

REVISED 2024

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## FOREWORD

Welcome to the Bulacan Agricultural State College. As you read through the pages of our Student Handbook, you are walking through the pathways that led to the building of the community of BASC. Each page contains information that leads towards the achievement of our guiding principle that “Shaping Minds, Transforming Lives”.

This handbook is a product of the combined efforts of BASCians whose main objective is to help YOU in every step of the way as you interact with your instructors/professors, College officials and all our support personnel to achieve your goals as a student. This handbook will be your guide and support as you face challenges of academic life.

Understand very well your purpose in life in relation to the vision, mission, goals and objectives of BASC. Know how to integrate these with your goals and those of your institute spurring you towards the same course and direction. I pray that the Good Lord bless you in all your undertakings at the Bulacan Agricultural State College. Mabuhay Ka BASCians!



**JAMESON H. TAN, EdD, CESE**  
SUC President III

***To the BASC students...***

All of us at the Bulacan Agricultural State College welcome you! It is our hope that the years you spend here will be both happy and productive ones, as you embark on your College journey in preparation for your future career.

This handbook was prepared to help you understand your privileges and responsibilities. Please read it with care. Share and discuss it with your parents. Refer to it when you need to. If you have any questions that are not answered in this handbook, ask your teachers. There are many people in this College who will help you. Your teachers, school counselors, advisors and academy directors, along with many other school employees, are here to assist you in any way they can.

Your STUDENT HANDBOOK is full of information about our school, if used properly, can help you be the best you can be at BASC. Read each part of this handbook carefully. Following the rules and enjoying all of the programs in our College. BASC will help you make the most of your College day's experience.

We wish you much success and please know that a wonderful educational adventure filled with opportunities awaits you here at BASC. Make the most of it!

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education". - Martin Luther King, Jr.

  
**JENNIFER P. ADRIANO, PhD**  
Director, Student Affairs and Services

## **CHAPTER I INTRODUCTION**

### **A. History**

The story of Bulacan Agricultural State College, a product of decades of educational and socio-political metamorphoses, is humble and remarkable. At present, it is a sixty-seven (67) year old state-funded institution of learning situated in Brgy. Pinaod, San Ildefonso, Bulacan.

Established in 1952, the institution started as the Plaridel Community Agricultural High School (PCAHS) located in Brgy. Bintog, Plaridel, Bulacan. Soon after, PCAHS was renamed Bulacan Provincial Agricultural High School (BPAHS) having just about 100 students. A growth in the student population occurred as students arrived not just from local communities but from other municipalities in the province as well. On June 20, 1953, its name was again changed to Bulacan National Agricultural High School (BNAHS) by virtue of Republic Act No. 948.

On June 8, 1955, then President Ramon D.F. Magsaysay signed Proclamation No. 163 reserving around 192.5 hectares of the Buenavista Estate for BNAHS. By virtue of Republic Act No. 2416, BNAHS was converted to Bulacan National Agricultural School (BuNAS) on 21 June 1959.

In 1960, the two-year Associate in Agriculture program became part of the curricular offerings of BuNAS; the first tertiary education program offered in the school which eventually led to the offering of the Bachelor of Science in Agriculture degree with majors in Agronomy and Animal Husbandry.

Cognizant of the prevalent agriculture education and training needs of Bulakeños at the time, Hon. Ricardo C. Silverio, then Representative of the 3rd District of Bulacan, authored House Bill No. 2389 which proposed for an expanded educational program for BuNAS. With the bilateral approval of both Houses, then President Fidel V. Ramos signed Republic Act No. 8548 officially converting BuNAS into a chartered state college known as the Bulacan National Agricultural State College (BNASC) on 24 February 1998. Over time, its name was changed to Bulacan Agricultural State College (BASC) by virtue of Republic Act No. 9249 signed by Former President Gloria Macapagal-Arroyo on 19 February 2004.

Situated between the country's capital Metro Manila and the Province of Nueva Ecija, it opened its door in 1952 and 60 years later, it continues to be devoted to discovering answers to the profound challenges of this generation and training students for leadership in today's multifaceted world. Furthermore, BASC has grown to be a regional leader in higher education, interdisciplinary partnerships and innovative research programs.

The college still supports competent collaborators from different backgrounds to work together with the Administration in the direction of feasible targets. It advocates alliance and modernization across conventional hindrances of education, generating exceptional individuals who pass on their mark to the world. Most of all, BASC continues to uphold its pledges to students, viable research and education.

Like every distinguished education institution, BASC equally pondered and operated upon the bigger world. Its groundwork later became potent and creative. Personnel, students and alumni, partners and stakeholders, and allies have united for this grand educational endeavor. BASC would not be BASC without their dreams, service, and allegiance.

Now, its educational calling is to help students by coaching them with leadership and problem-solving proficiency and principles of quality, moral conduct, responsibility to humanity and faithfulness to their potential jobs. Everything is being done to train students for sensible global citizenship and leadership by combining sustainability, public

responsibility and esteem for varied outlooks all throughout their curriculum while they acquire deep professional competence.

At present, the College has four satellite campuses on top of the main campus. One is located at Brgy. Poblacion, San Ildefonso, Bulacan. The College of Agriculture Campus. Next is located at Brgy. Sapang Bulak, Dona Remedios Trinidad, Bulacan aptly called the BASC-DRT Campus. It was established in 2005. Established in 2011, the other campus is located in Balagtas, Bulacan in consortium with Balagtas Technical Vocational School. Lastly, located at Brgy. Guyong, Sta. Maria, Bulacan. The Sta. Maria Campus is part of a collaboration at Fortunato F. Halili National Agricultural High School.

BASC believes that every student, staff and client bring a unique aspiration. All are welcomed and encouraged to carry out accomplishments they feel can play a part to self, community, country, and international progress.

## **B. Vision, Mission, Goals and Objectives, and Core Values**

### **Vision**

A globally-engaged higher education institution of agriculture and allied disciplines.

### **Mission**

Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.

### **Goals**

- Sustained Excellence in Instruction
- Innovative RDE System and Competitive S&T Products
- Adequate and Sustainable Resource Generation Activities
- Efficient, Effective and Client-Centered Administrative Support Services
- Functional and Adequate Physical Facilities and Infrastructure 3

### **Core Values**

The four (4) core values institutionalized as a way of the BASC community are:

R - Relevance

I - Integrity

T - Truth

E - Excellence Seal and Colors

**Seal** – The seal of the College shall be in accordance with the design, form, and style as prescribed below:

1. The basic shape of the College logo is the CIRCLE, which signifies oneness and unity of the College's major stakeholders - *the administration, the faculty and employees, the students and the community* - in the attainment of its mandate as a higher institution of learning. The circle between the name of the institution represents the world as the symbol of the College's vision for global competitiveness. It shall bear the name "Bulacan Agricultural State College" and "1952", the year it was established. The two stars represent the vision and mission of the College. It shall be bounded on its inner and outer sides with entwined ropes symbolic of the College's bond and unity of purpose and its strong determination to be the instrument of national development.
2. The *white book* at the center portion of the logo represents education as a basic mandate of the College. It signifies truth and knowledge as the fundamental philosophy and the foundation of development of both the individual and society.



3. The *golden torch* represents light and wisdom in its search for scientific and technological progress by developing the skills and potentials of its clientele thru provision of quality and relevant instruction.
4. The *atom* symbolizes the other thrusts of the College – research, extension and production – through the appropriate modern technology which will benefit the students and the industry as symbolized by the barn.
5. The *mountains and the meadows* symbolize the serene place of the College set up in its early establishment which had been mute witnesses to the growth and development of the school into a state college where birds, animals and plants live abundantly.
6. The *rice paddies* represent the primary mission of the College to be the premier institution of higher learning in agriculture in this part of the country.
7. The *clouds* are the graduates whom after graduation emerge from oblivion to the wide horizon of opportunities.
8. The *blue sky* depicts the graduates whom like the clouds when blown by the wind, fill the sky of aspirations and opportunities to serve the country.

Provided, that the seal of the College may be modified by the Board of Trustees upon the recommendation of the College President after consultations with the stakeholders of the College.

**Colors** – The basic colors of the College shall be blue, white, green and gold as briefly described below:

1. *Blue* represents energy, fervor, passion, and zeal for excellence.
2. *White* represents life, purity, and truth.
3. *Green* represents productivity and the promotion of sustainable development of the Central Luzon region.
4. *Gold* represents prestige, high aspiration, wealth, and nobility of purpose.

The combination of the four colors embody the College's pure and noble aspiration and zeal for excellence of the life of the individual as a useful and productive members of the bigger society, reflected in its vision, mission, goals and objectives.

Provided, that the colors of the College may be modified by the BASC Board of Trustees upon the recommendation of the College President after consultations with the stakeholders of the College.

## CHAPTER II

### GENERAL ACADEMIC REGULATIONS AND PROCEDURES

#### **A. Academic Calendar (BASC Code, 2019)**

A.1. The annual school calendar shall be prepared in accordance with the rules and regulations as may be prescribed by the Board of Trustees. The framework of the school calendar including major activities of the College shall be approved by the Administrative Council, and the details thereof prepared by the Admission Office in coordination with the Vice-President for Academic Affairs and other offices concerned.

A.2. Each school calendar shall consist of not less than forty (40) weeks and the semestral term for collegiate courses shall not be less than eighteen (18) weeks, with two (2) weeks of semestral vacation, and two (2) weeks of Christmas break.

A.3. During each academic year, the College shall observe its Charter Day every 24th day of February.

#### **B. Student Admission**

No student shall be denied admission to the College by reason of age, sex, race and religion (BASC Affirmative Action, 2020).

#### **C. Dismissal and Postponement of Classes (BASC Code, 2019)**

##### **1. Dismissal of Classes**

**1.1** Classes may be dismissed ten (10) minutes before scheduled time to give ample time for students to transfer from one room/building to another or from one online class to another.

**1.2.** A class may be dismissed if after the first fifteen (15) minutes the instructor has not entered the classroom or the online classroom. Should this happen: (1) during face to face classes, the students must be advised to go to the library or other learning centers for research work and/or readings, (2) during online classes, the students must be advised to do readings.

##### **2. Transfer/Suspension of Classes**

**2.1.** No instructor shall postpone his/her class to any other hour, transfer or move his classes to any other day, room or place except when expressly permitted in writing to do so by the Department Chair or Chairperson.

**2.2.** Classes in all levels shall automatically be suspended when public/weather Signal No. 3 is raised by the PAGASA Weather Bureau.

#### **D. Class Attendance**

- Whenever a student is absent from class for three (3) consecutive class days, the instructor concerned shall report the matter to the Guidance Office for proper action and formal notification to the parents or guardians.
- When the absences of a student are equivalent to 20% of the total number of hours of recitation or lecture of (or) laboratory, or any other scheduled work in one semester, s/he shall be automatically dropped from the course; provided, that such absences had been incurred before the midterm test. If such absences had been incurred after the midterm test, a grade of "5" is given. If the absences are incurred due to valid reasons as determined shall be marked "Dropped" without a grade.
- Excuse slips for absences shall be obtained from the Guidance Office. They shall be presented to the Instructor concerned upon the student's return. Excuse slips are issued for the class time missed only. All work covered by the class during the

period of absence shall be made up within the term by the student concerned in accordance with prescribed requirements.

**E. Examination and Grading System (BASC Code, 2019)**

**1. Examinations**

- There are two major examinations scheduled during the semester: midterm and final examinations. These are accordingly announced in the academic calendar. No student shall be exempted from these examinations.
- The OCR in consultation with the Vice President for Academic Affairs and the Director of Student Affairs and with the approval of the College President may schedule an Integration Period of two (2) days before the final examination to enable the students to review; provided that all the Professors/Instructors shall keep regular office hours and make themselves available for consultation.

**2. Grading System**

The performance of students every semester shall be determined and the corresponding numerical grades and supplementary marks shall be given. The equivalents are for purposes of interpretation relative to the grading system of other Colleges and Universities, and other countries. The passing grade in the Graduate School and undergraduate level is 3.0. However, a student in the Graduate School shall have an average of 2.0 per term to pursue studies in the Graduate Program.

The work of the student shall be rated at the end of each term in accordance with the following system:

For the Undergraduate Level		For the Graduate Level	
1.0	Excellent	1.0	Excellent
1.25 to 1.5	Very Good	1.25	Very Good
1.75 to 2.0	Good	1.5	Good
2.25 to 2.5	Satisfactory	1.75	Satisfactory
2.75 to 3.0	Passing	2.0	Passing
4.0	Conditional Failure	3.0	Failing
5.0	Failing	INC	Incomplete
INC	Incomplete	IP	In-Progress for Thesis Writing
IP	In-Progress for Thesis Writing		Thesis/Dissertation

1. The conditional failure grade, is given to student whose class standing falls within 4.0 passing grade, fails to take the final examination or fails to complete other course requirements for valid reason. The final grade is either 3.0 or 5.0
2. The grade of INC is given if a student whose class standing for the semester is passing, fails to take the final examination or fails to complete other course requirements for valid reason.
3. The numerical grading system shall be used in the giving of grades in the research subject/s and Thesis Writing subject.

4. IP grade shall be given only to Thesis Writing subject, where an equivalent accomplishment was rendered and the process is still in progress and on-going, otherwise, if there is no progress, a 5.0 shall be given.
5. In the computation of grades, the faculty shall follow the approved standard grading system.

### **Completion of Grades**

1. Students, whose final grade in a subject at the end of the semester is Conditional Failure, are required to take the removal examination for the said subject. Students who passed the removal examination shall be given a grade of 3.0. Failure to take the removal examination shall earn the students a grade of 5.0. Likewise, students who failed in the removal examination shall be given a grade of 5.0. The completion of grade for 4.0 grade must be done within the prescribed time of one semester.
2. Completion for the INC grade must be done within the prescribed time of one (1) year by passing an examination or satisfying the requirements for the course, after which the students shall be given a final grade based on his/her overall performance.
3. Removal examinations for completion of INC and 4.0 grade may be taken at other times upon the recommendation of the Faculty concerned and approval of the Dean.

### **Change of Grades**

1. A student who has received a passing grade in a given course is not allowed to take re- examination for the purpose of improving his grades.
2. No faculty member shall change any grade after the report of record has been filed with the College Registrar. In exceptional cases, as where an error has been committed, the instructor may request authority from the Dean of his/her Institute/College to make the necessary change. If the request is granted, a copy of the request letter from the Dean authorizing the change shall be forwarded to the Office of the College Registrar for recording.
3. No student in the College shall directly or indirectly solicit assistance from any person, which may influence his instructor to change entries made in his record, examination paper, or final report of grades.

## **F. Classification of Students**

### **1. Regular and Irregular Students**

- a. A regular student is one who is registered for formal academic credits and who carries the full load required for in a given semester or term by the curriculum for which s/he is registered; provided, that if a student has already finished some of the required course/s, the earned credits shall be added to the units s/he is actually taking in the computation of his/her load for the purpose of determining his status.
- b. An irregular student is one who is registered with formal credits but carries less than the full load required for a given semester or term in the curricular for which s/he is registered.

### **2. Classification According to Curricular Year**

- a. A freshman is a student who is taking up the first year curriculum or 25% of the total number of units required in the entire degree.
- b. A sophomore is a student who has satisfactorily completed the prescribed course/s of the first year curriculum or has finished not less than 25% nor more than 50% of the total number of units required the entire degree.

- c. A junior is a student who has completed the prescribed course/s of the first two years of the curriculum, or has finished not less than 50% nor more than 75% of the total number of units required in the entire degree.
- d. A senior student who has completed the prescribed course/s of the first, second, third, year of the curriculum, or has finished not less than 75% of the total number of units required in the entire degree. e. In a five or six year degree program, the last is considered the senior year.

**G. Academic Retention (Applicable to all undergraduate programs except the Education Students)**

The following minimum standards shall be observed in dealing with this matter:

- a. any student who at the end of the semester obtains final grades below “3” in 25% to 49% of the total number of academic units in which s/he is enrolled shall be warned by the guidance counselor through the Department Chair or Chairperson and the Advisers to improve his/her work;
- b. any student who at the end of the semester obtains final grades below “3” in 50% to 75% of the total number of academic units in which s/he is enrolled shall be placed on provisional status for the succeeding semester. Provisional status shall be removed by passing with grades of “3” or better in more than 50% of the units in which s/he has his/her final grades in the succeeding semester;
- c. any student who at the end of the semester obtains final grades below “3” in 75% of the total number of academic units shall be required to enroll not more than 12 units on advice of the College Dean;
- d. any student who at the end of the semester obtains an incomplete grade in 50% or more of the normal load shall be on provisional status for the succeeding semester.
- e. For the purpose of this Code, provisional status means a student cannot carry a regular load during the succeeding term otherwise, s/he shall be dropped from the College.

Required courses in which a student has failed shall take precedence over other courses in his succeeding enrollment.

**H. Retention and Exclusion Policies for Education Students (BASC Board of Trustees Resolution No. 21-1347)**

The Institute of Education Degree program has its retention policies which are being imposed.

**A. FOR FRESHMEN STUDENTS**

1. Upon admission to the institute, the students must not be involved in any unlawful acts that can be grounds for their suspension, expulsion or dismissal from the College while they are officially enrolled. Such acts are, ***“stealing or any attempt thereof; oppression, misconduct, disgraceful, immoral, fraudulent and/or unlawful conduct; unauthorized solicitation of funds or promoting the sales of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes even in the latter cases; gambling of any form within the premises of the institution; conduct prejudicial to the best interest of the college.”***

Note: This condition must be satisfied by all students from first to fourth year.

2. For the first semester, the following conditions must be met by the students in order to be retained in the program:

2.1. **No failing grade in all of their subjects.** A failing mark will automatically mean students will be culled from the Institute and they will be advised to transfer to another institute.

2.2. **Incomplete or (INC) grade** should be completed upon enrollment.

2.3. **Conditional or a grade of 4** must also be processed before enrollment.

3. For the Second Semester, in addition to the same conditions which they have to meet during the first semester, students must also:

3.1. obtained at least **General Weighted Average of 2.25** or higher for the whole academic year;

3.2. scored at least 60% in each component of the battery exam which shall be composed of the following:

3.2.1. Bachelor of Elementary Education

General Education

Professional Education

3.2.2. Bachelor of Secondary Education

General Education

Professional Education

Major/Specialization

**Academic Freedom.** Students have the right to choose their field of study from among existing curricula without prejudice to the pre-existing requirements for admission in certain programs of the College. Students shall express their opinion inside and outside the classroom in a respectful manner and subject to existing College policy. Student shall resort to procedures, as provided for in the Students' Handbook, for the redress of their grievances concerning faculty, grades, class policies, and other academic-related matters.

## **B. FOR SECOND YEAR AND THIRD YEAR EDUCATION STUDENTS**

1. Students in the Second- and Third-Year level shall no longer be excluded in the program on the basis of academic performance except for committing unlawful acts as stated in the BASC student manual.

2. At the end of each academic year, students must take the exit exam and achieve a minimum average of 80% on the following areas:

a. Bachelor of Elementary Education

General Education

Professional Education

b. Bachelor of Secondary Education

General Education

Professional Education

Major/Specialization

2.1. If the student/s failed to achieve the average of 80%, the student will undergo the coaching session.

3. **A student who failed in any subject, shall be automatically deloaded** in the next semester to ensure that the student/s will have more time to focus on the current load. Students should enroll in summer class to take the subject in which they have failed. The Program Chair must see to it that the subject to be deloaded should be a General Education subject and without pre-requisite.

4. If the students with the failing mark are enrolled in the coaching session, they must prioritize their summer classes however, they still need to attend and comply with the requirements of the coaching sessions.

## **I. Graduation**

### **1. Graduation Pre-Requisites (BASC Code, 2019)**

- a. Student/s shall be recommended for graduation only after they have satisfied all academic requirements prescribed by the curriculum for graduation.
- b. For undergraduate programs, graduating students shall apply for evaluation at the OCR within one month after enrollment for their last semester at the College.
- c. For Masters and Doctorate degree programs, graduating student shall apply for graduation within one month after enrollment for their last semester at the College.
- d. All candidates for graduation shall have their deficiencies made up and their records cleared not later than one month before the end of their last semester at the College, with the exception of course/s currently enrolled.
- e. All candidates for graduation shall have satisfactorily completed all the academic requirements for graduation one week before the College Academic Council (CAC) Meeting to endorse candidates for graduation to the Board of Trustees (BOT).
- f. No transferred students shall be graduated unless s/he has completed in the College at least 54 academic units for undergraduate studies and 21 academic units for the masteral program and 27 units for the doctoral program.

### **2. Graduation with Honors**

1. Computation of the general average of students who shall graduate with honors specifically, Summa Cum Laude, Magna Cum Laude, and Cum Laude, shall be based on the following grade requirements:

GWA (General Weighted Average)

Summa Cum Laude - 1.00 to 1.25

Magna Cum Laude - 1.26 to 1.50

Cum Laude - 1.51 to 1.75

Minimum Grade Requirement

Summa Cum Laude – 1.25

Magna Cum Laude – 1.50

Cum Laude – 1.75

2. In the result of the computation of grade of candidates for honors, rounding off of final grades shall not be allowed.

3. Only final grades shall be considered in the computation of the general average.

4. In the computation of the final average of students who are candidates for graduation with honors, only resident credits shall be included.

5. The candidates for graduation with Latin Honors and Academic Distinction should not have any grade of 3.00 or lower and “Incomplete” or “INC” in any academic or non-academic subject whether prescribed or not in his/her

curriculum, taken in the College or in any other educational institution including NSTP (ROTC/CWTS/LTS) course.

6. Students who are candidates for graduation with honors must have not repeated any subject in the College or in any other another educational institution, including any repeated subjects due to graduating from an associate or two-year course or other tertiary degree from other educational institution including NSTP(ROTC/CWTS/LTS) course.

7. Students who are candidates for graduation with honors must have completed in the College at least 75% of the total number of academic units for graduation and must have been in residence therein at least 2 years immediately prior to graduation.

8. Students who are candidates for graduation with honors must have taken the normal/regular load prescribed in the curriculum during each semester or terms.

9. No student shall graduate with honors if he/she has completed his degree in more terms (including summer) and/or years than the terms prescribed in the program.

10. A candidate for graduation with honors who meet the prescribed average but failed to satisfy any requirements (Y.6 to Y.9) shall be awarded the "Certificate of Graduation with Academic Distinction".

11. Students who are candidates for graduation with Latin Honors and Certificate of Graduation with Academic Distinction must not have been charged and found guilty of any violation of existing College rules which is at least punishable by at least one-week suspension (Approved Student Manual 2021).

12. No student shall graduate with Latin Honors and Certificate of Graduation with Academic Distinction if he/she has a grade of 3.0 and 5.0 in any subject taken in the College or in any other HEI attended prior to enrollment in the College.

13. Students who are candidates for graduation with honors in courses with prescribed length of less than four years, the English equivalent, "With Highest Honors", "With High Honors", "With Honors" shall be used.

14. In the case of graduate students graduating with "Academic Excellence",

14.1 the general weighted average must be 1.10 or better, -

14.2 with no grade lower than 1.25, -

14.3 has a High Passed Grade (High Passed- 96-100%, Passed 91-95%, Low-Passed 85-90%) in comprehensive exam,

14.4 with one IP grade only in Thesis/Dissertation and

14.5 has not incurred incomplete grades (INC) in any academic or non-academic subject prescribed in the curriculum

1.1 Has not credited any subject from other SUCs or other educational institution or repeated any subject required or not required in the degree.

1.2 With at least one publication in a refereed journal (CMO No. 15 s. 2019).

1.3 Must have finished the degree within the required time frame of 3 years for full time for masters and 4 years for full-time doctorate students, without leave of absence (approved or unofficial), in continuous counting starting from the first enrollment.



15. The following shall be observed in the computation of point grade average:

15.1 Weighted average grades will be computed to three (3) decimal places which will be finally ascended off to two decimal places.

15.2 In rounding off number, the following will be observed.

15.3 If the third decimal figure is less than five, the first two decimal figures are retained.

15.4 If the third decimal figure is more than five, the second decimal figure is increased by one (1).

15.5 If the third decimal figure is five, the second decimal figure is retained if it is an even number, if it is odd number the second decimal figure is increased by one (1).

#### **J. Release of School Credentials (BASC Citizen's Charter)**

1. Transfer Credentials

All students who desire to leave the College shall be granted transfer credentials by the College Registrar upon submission of the College clearance.

2. Student Academic Records

All student records are confidential. They should be released only upon request by the student, their parents or guardians, faculty or personnel in connection with the student's academic financial aid or for other legal purposes. Only the Office of the College Registrar (OCR) is authorized to release official student academic records.

3. Official Transcript of Records Application for Official Transcript of Records (OTR) shall be filed at the OCR upon submission of the accomplished College Student Clearance and request form.

#### **K. Classification of School Fees**

a. Regular school fees include tuition, matriculation, medical-dental, athletic, diploma, library and identification card.

b. Student fees include fees for student publication, student body government, student handbook, and graduation fees for seniors.

c. Administrative fees include fines for late enrollment, for changing, adding or dropping of course/s within the first ten (10) days from the start of classes, special service fees for validation/removal examinations, official transcript of records, and testing service fees.

d. The Out-of-State fees are levied on foreign students who are qualified to enroll in the College.

*\*Any student who get forms and then transferred or who will not continue enrollment shall be charged with a minimal fee.*

NOTE: Pursuant to RA No. 10931, known as the "Universal Access to Quality Tertiary Education Act" qualified students of BASC shall be exempted from paying tuition fees and miscellaneous fees. (Please refer below, Student's Guide to RA 10931: "Free Higher Education" or see Appendix)

#### **L. Student's Guide to RA 10931 – "Free Higher Education"**

Republic Act 10931 or also known as the "Universal Access to Quality Tertiary Education Act of 2017" basically means that all Filipino students currently enrolled or shall enroll in any bachelor degree in any State University and Colleges (SUCs) and

Local Universities and Colleges (LUCs) shall be exempted from paying tuition fees. This means FREE EDUCATION.

This was implemented on the First (1st) Semester of School Year 2018-2019.

**1. Benefits**

- a. free tuition for all courses/classes enrolled in during a particular semester/term, as part of the curriculum and are essential to obtaining a degree;
- b. free miscellaneous fees, which include:
  - library fees                      admission fees
  - computer fees                      registration fees
  - laboratory fees                      developmental fees
  - school ID fees                      guidance fees
  - athletic fees                      handbook fees
  - medical and dental fees      cultural fees
  - entrance fees

**2. Requirements**

Students are only eligible to receive free tuition and other school fees if they qualify with the admission and retention requirements of the SUCs and LUCs.

Students who will benefit from the free higher education provision are obligated to undergo the SUC or LUC Return Service System.

**3. Who are ineligible to avail?**

- a. Those who already finished a bachelor's or undergraduate degree;
- b. Those who failed to comply with the admission policy of the SUC/LUC;
- c. Those who failed to complete bachelor's degree within the year as prescribed in the program. However:

In case of shiftees, any semester wherein the students have availed the benefits of free higher education will be subtracted from the expected duration of the current program in which the students are enrolled;

In case of transferees, any semester wherein the student have availed any form of government funded assistance programs (StuFAPs) shall be subtracted from the current program in which the students are enrolled;

In case of returning students, and other students who filed leave of absences, no subtraction shall be issued; and

In special cases, the SUCs and LUCs shall decide on the extension of the student's availment of free higher education;

- d. Those who are enrolled in a non-credit-semester tutorial or review classes, or review and enhancement classes offered by the Higher Education Information Systems; and
- e. Those who have voluntarily opt out of the free higher education provision.

**4. The Opt Out and Voluntary Contribution Mechanism**

SUCs and LUCs are mandated to create their own mechanisms in case a student decides not to avail the free higher education provision or to voluntarily contribute a financial amount to the SUC or LUC.

The students who would opt out/ voluntarily contribute shall decide during the enrollment period. Their decision is final and irrevocable. They however, will still be allowed to change their decision in subsequent semester/terms.

The students who would opt out will of course pay the assessed tuition and other school fees and are exempted from civic obligation brought about by the SUC or LUC's Return Services System.

A waiver containing the following information must be signed by the student who would opt out/ voluntarily contribute.

**OPT – OUT**

- a. a statement certifying that the student is aware of the provisions of free higher education, providing the reason for opting out, and certifying that the student made the choice voluntarily and not by force or under duress;
- b. the academic period (semester/term and academic year) in which the student opted out;
- c. signature of the student, if minor, signature of the legal guardian or parent; and
- d. certification/acceptance by the registrar and/or guidance counselor.

**VOLUNTARY CONTRIBUTION**

- a. a statement certifying that the student is aware of the provisions of free higher education and certifying that the student made the choice voluntarily and not by force or under duress;
- b. the amount of financial contribution;
- c. the academic period (semester/term and academic year) in which the student voluntarily contributed;
- d. signature of the student, if minor, signature of his/her legal guardian or parent; and
- e. certification/acceptance by the registrar and/or guidance counselor.

**M. Off-Campus Activity (CMO No. 63 s. 2017)**

The College is following the CHED Memorandum Order No. 63 s. 2017 as its policies and guidelines on local off-campus activities. For more information, please refer to References.

Timeline	Preparation Undertakings
Beginning of the semester	The Instructor prepares the syllabus for the subject course where an off campus activity is necessary.
Two (2) months before the off-campus activity	The students, parents, and faculty concerned must be consulted. A general consensus to pursue the off-campus must be achieved in this consultation.
One (1) month before the off-campus activity	The itinerary, mode of transportation, and schedule of fees must be finalized.
Twenty (20) days before the off-campus activity	The Certificate of Compliance issued by the College President must be submitted to the CHEDRO3.

Fifteen (15) days before the off-campus activity	All pertinent documents must be submitted to the VPAA for endorsement/recommending approval. The Office of the President may approve or disapprove the conduct of the off-campus activity.
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## **CHAPTER III**

### **STUDENT PROGRAMS AND SERVICES**

#### **OFFICE OF STUDENT AFFAIRS AND SERVICES (OSAS)**

The Office of Student Affairs and Services (OSAS) was re-organized in 2019 and is directly under the jurisdiction of the Office of the Vice President for Academic Affairs. The OSAS aims to develop, implement, and monitor programs that come in the form of academic support experiences. These programs eventually lead to the holistic development of each BASC student.

#### **OSAS Principle**

A service-oriented partner for the development of competitive students

#### **OSAS Mandate**

Advocate quality and relevant student development services and programs that are responsive to the emerging needs of time

#### **OSAS Goal**

Equip students with essential life skills that serve as catalyst in order to become productive citizens of the local and international society

#### **OSAS Objectives**

1. Manage student-centered programs and services that promote holistic development in support of academic instruction, nation-building, and global competitiveness;
2. Plan, organize, coordinate and implement student programs and activities in relation to student development, student wellness, health, library services and international students' program;
3. Oversee that accredited student organizations operate within the charter and rules of the College;
4. Conduct investigation on disciplinary concerns involving students and student organizations and recommend appropriate actions to the President through the VPAA;
5. To help build and promote capabilities and competence of students, faculty and staff members, researchers and scholars through well-stocked relevant quality library collections, and
6. Develop a better quality of life through health promotion, disease prevention and medical intervention.

#### **SERVICES UNITS**

##### **A. Student Welfare Services Unit**

The SWSU is concerned with activities that facilitate the academic, vocational, social and personal growth and development of each BASC student. Under the SWU, the following are included:

##### **1. Information and Orientation Services**

The Institution has information materials, such as brochures, on institutional mission, vision and goals, academic rules and regulations, student conduct and discipline, student programs, services and facilities and such other information necessary for student development and should be made accessible and would be available to all students.

There is a regular comprehensive orientation program for new and continuing students responsive to their needs, including orientation on the

dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities.

Conduct of lectures, seminars, and workshops, and distribution of informative materials on different academic performance and personality enhancement topics, as follows:

- a. R.A. 9262 or Anti Violence against Women and Children Act;
- b. Guidelines on drug abuse prevention and control;
- c. R.A. 7877 or the Anti-Sexual Harassment Act of 1995;
- d. HIV/AIDS Awareness;
- e. Self-care and healthy lifestyle;
- f. R.A. 9442, particularly on the provision on public ridicule and vilification against persons with disability;
- g. Anti-Bullying Act of 2015; and
- h. R.A. 9344 or the Juvenile Delinquency Act.
- i.

***All italicized procedures are for the new normal.***

<b>Steps</b>	<b>Procedures</b>
1	The student logs in the SWSU attendance monitoring form. <i>The student logs in the SWSU online attendance through google form.</i>
2	The Head of SWSU conducts the activity and seminar. <i>The Head of SWSU conducts online activity and seminar.</i>
3	The student submits the accomplish Feedback form to the Head of SWS. <i>The student emails the accomplish Feedback form to the Head of SWS.</i>

## **2. Guidance and Counseling Services**

The main function of this service is to help students attain personal growth and development. The unit assists students in examining and resolving problems and situations that impede their academic, personal, moral, spiritual, social, and psychological as well as career development through interventions or strategies being utilized such as gathering the students' personal information and administration of psychological tests.

Provision of care to students through counseling or life-coaching, appraisal, follow-up, and referral to aid students come up with necessary coping and decision- making skills they can use when faced with difficult circumstances.

### **Guidance and Counseling Services Procedures**

- a. Guidance & Counseling (Individual or Group)

<b>Steps</b>	<b>Procedures</b>
1	The client/s log/s in the SWSU-GC Transaction logbook upon visit <i>The client/s log/s in the google form for online consultation.</i>
2	If referring, the client/s present/s his/her/their referral slip/s to the attending SWSU personnel and/or Guidance Counselor (GC) or Student Assistant (SA).

	<p>If referred, the client/s present/s his/her/their call slip/s to the attending SWSU personnel and/or Guidance Counselor (GC) or Student Assistant (SA).</p> <p><i>If referring, the client/s fill/s out his/her/their referral slip/s via Google forms.</i></p> <p><i>If referred, the client/s receive/s his/her/their call slip/s through email.</i></p>
3	<p>The attending SWSU personnel and/or Guidance Counselor (GC) provides necessary and appropriate intervention/s (individual or group counseling), and administration of appropriate psychological test/s to further assess the student's issue/s.</p> <p><i>The attending SWSU personnel and/or Guidance Counselor (GC) provides necessary and appropriate intervention/s through video call or chat, whichever the client/s prefer/s to use.</i></p>
4	<p>The SWSU personnel and/or Guidance Counselor (GC) issues feedback form to both the referring and referred parties respectively.</p> <p><i>The SWSU personnel and/or Guidance Counselor (GC) emails the feedback form to both the referring and referred parties respectively.</i></p>
5	<p>The SWSU personnel and/or Guidance Counselor (GC) conducts Follow-up Counseling Sessions, if needed (the number of follow-up sessions depends on the nature of concern of the student/s).</p> <p><i>The SWSU personnel and/or Guidance Counselor (GC) conducts Follow-up Counseling Sessions through video call or chat, if needed (the number of follow-up sessions depends on the nature of concern of the student/s).</i></p>
6	<p>Student/s is/are referred to other experts, like a Clinical Psychologist or Psychiatrist, if the student/s' concern/s need/s special intervention/s is/are beyond the Counselor's expertise.*</p>
7	<p>The SWSU personnel and/or Guidance Counselor (GC) terminates counseling process / relationship (if student/s has/have developed constructive coping and/or sound decision-making skills).*</p>

b. Guidance for Students Applying for Leave of Absence (LOA)

<b>Steps</b>	<b>Procedures</b>
1	<p>The student presents the accomplished Leave of Absence (LOA) Application Form procured from the Office of the College Registrar (OCR).</p> <p><i>The student emails Leave of Absence (eLOA) Application Form downloaded from the Office of the College Registrar (OCR).</i></p>
2	<p>Concerned student fills out the SWSU-GC Transaction Logbook.</p> <p><i>The client/s log/s in the e-logbook via google form.</i></p>
3	<p>The SWSU personnel and/or Guidance Counselor (GC) provides guidance and/or life coaching to the student. The SWS personnel and/or Guidance Counselor (GC) acts on (endorses or not) the LOA application of the student.</p> <p><i>The SWSU personnel and/or Guidance Counselor (GC) provides online guidance and/or life coaching to the student. The SWS</i></p>

	<i>personnel and/or Guidance Counselor (GC) acts on (endorses or not) the eLOA application of the student.</i>
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c. Guidance and/or Life Coaching of Students Applying for Readmission

<b>Steps</b>	<b>Procedures</b>
1	The student presents the accomplished Application for Re-admission Form (ARF) procured from the OCR. <i>The student email the accomplished e-copy of Application for Re-admission Form (ARF) downloaded from the OCR.</i>
2	The GC evaluates and documents the accomplished Re-admission form.*
3	The SWSU personnel and/or Guidance Counselor (GC) conducts psychological assessment that aids guidance and/or life coaching to the student. The SWSU personnel and/or Guidance Counselor (GC) issues feedback form for the status. <i>The SWSU personnel and/or Guidance Counselor (GC) provides online guidance and/or life coaching to the student though video call or chat. The SWSU personnel and/or Guidance Counselor (GC) emails the Feedback form for the status.</i>
4	The SWSU personnel and/or Guidance Counselor (GC) acts on (endorses or not) the Application for Re-admission of the student.

d. Academic Guidance and/or Counseling of Students with Low Performance

<b>Steps</b>	<b>Procedure</b>
1	The college or the teacher presents the referral form to the SWSU personnel and/or Guidance Counselor (GC). <i>The college or the teacher fills out the referral form via Google form.</i>
2	The SWSU personnel and/or Guidance Counselor (GC) receives, classifies and collates the data given by teachers per college. *
3	Guided by the individual and/or group counseling process, the SWSU personnel and/or Guidance Counselor (GC) call-in the concerned students for guidance and counseling, along with administration of appropriate psychological test/s that will be interpreted and explained to the students. <i>Guided by the individual and/or group counseling process, the SWS personnel and/or Guidance Counselor (GC) emails the concerned students for guidance and counseling sessions.</i>
4	SWSU personnel and/or Guidance Counselor (GC) provides updates to referring colleges and/or teachers for feedback purposes. *



e. Guidance for Students Seeking Permission to Shift, Withdraw or Drop Subjects

Steps	Procedures
1	<p>The student presents the accomplished Application for Shifting/Withdrawing/Dropping Form procured from the OCR.</p> <p><i>The student email the accomplished e-copy of Application for Shifting/Withdrawing/Dropping Form downloaded from the OCR.</i></p>
2	<p>The SWSU personnel and/or Guidance Counselor (GC) evaluates and documents the accomplished Application for Shifting/Withdrawing/Dropping Form.*</p>
3	<p>The SWSU personnel and/or Guidance Counselor (GC) provides guidance and/or life coaching to the student. The GC acts on (endorses or not) the Application for Shifting/Withdrawing/Dropping Form of the student.</p> <p><i>The SWSU personnel and/or Guidance Counselor (GC) provides online guidance and/or life coaching to the student. The GC acts on (endorses or not) the Application for Shifting/Withdrawing/Dropping Form of the student.</i></p>

f. Academic Guidance and/or Counseling of Students Referred due to Absences and/or Tardiness

Steps	Procedures
1	<p>The Instructor submits a Referral Slip to the SWSU-GC.</p> <p><i>The Instructor emails a Referral Slip.</i></p>
2	<p>The student will be called-in to the SWSU-GC.</p> <p><i>The SWSU personnel and/or Guidance Counselor (GC) emails the schedule of consultation with the concerned student.</i></p>
3	<p>The SWSU personnel and/or Guidance Counselor (GC) interviews, provides necessary intervention/s. The GC issues Feedback form for follow-up, if deemed necessary.</p> <p><i>The SWSU personnel and/or Guidance Counselor (GC) interviews, provides necessary intervention/s through video call or chat. The SWS personnel and/or Guidance Counselor (GC) issues Feedback form for follow-up, if deemed necessary.</i></p>

g. Request for Student Records or Information

Steps	Procedures
1	<p>The client presents a valid identification card and fills out the GC Request for Student/s' Records or Information Form.</p> <p><i>The client emails a scanned copy of valid identification card and Accomplished e-copy of Request for Student/s' Records or Information Form.</i></p> <p><i>*if the requesting party is not the client him/herself, they must present a court order.</i></p>

2	The GC evaluates and documents the submitted Request for Student/s' Records of Information Form.
3	If the request is approved, the SWSU personnel and/or Guidance Counselor (GC) releases the requested student records. <i>If the request is approved, the SWSU personnel and/or Guidance Counselor (GC) emails the requested student records.</i>

### 3. Career and Job Placement Services

This aims to assist students' pre-employment and employment needs by providing the following programs:

1. Provision of career counseling towards a well-informed career decision-making.
2. Maintenance of pertinent documents such as exit records for possible job referrals. These documents will be kept confidential.
3. Conduct of career orientation programs which assist the students in selecting from various options open to them. Topics to be discussed are related to areas such as Pre-Employment Orientation Service (PEOS), Labor Education for Graduating Students (LEGS), choice of career, job hunting, and resumé writing. Mock interviews are likewise to be conducted to better prepare graduates for actual job interviews.
4. Providing assistance to students' job placement by conducting annual job fairs. Companies representing various industries are invited as part of the school's on-campus recruitment program.
5. Implementation of One-Stop-Shop Program which is to be participated by SSS, PAGIBIG, PhilHealth, NSO and BIR to give students' a head-start in the world of work.
6. Linkages with Department of Labor and Employment (DOLE), Public Employment Service Office (PESO), as well as BASC Alumni Office are will be provided to the students with relevant information about the present labor market situation and employability of BASC graduates.

### Career and Job Replacement Procedure

Steps	Procedures
1	The student records required entries on the PESO services' logbook. <i>The student records required entries on the PESO e-services' google form.</i>
2	Assist students on their presented concerns. <i>Online assistance on students' concerns through the FB page: BASC Office of the Student Affairs and Services</i>
3	The PESO Coordinator will do necessary actions pertaining to the concerns of the students.

### 4. Economic Enterprise Development

This refers to those services and programs that would cater to the other economic needs of students such as but not limited to 1) student cooperative, 2) entrepreneurial, 3) income generating projects, and 4) saving if in case the College opted to organize cooperative, the same must be recognized/registered with the

Cooperative Development Agency (CDA) subject to the existing laws and guidelines of the said Agency.

The College may develop mechanisms to promote and develop student economic enterprises but not limited to academic activities.

**5. Student Handbook Development**

There is an existing student handbook being used for a year. There is now a mechanism to revise it and it is on the process of revision. This student handbook development as well as any revision and inclusion are based on CMO No. 09, s. 2013, and in the existing laws of the land.

**Student Handbook Development Procedures**

Steps	Procedures
1	The College President releases a Memorandum Order for Student Handbook Development Committee.
2	The Committee reviews the existing handbook for updates.
3	The Committee endorses the revised handbook to the Student Trustee and Academic Council. <i>The Committee emails the revised handbook to the Student Trustee and Academic Council for comments and suggestions.</i>
4	The Committee evaluates the comments and suggestions of the students and the Academic Council.
5	The Committee submits the revised student handbook to the Board of Trustees for evaluation. <i>The Committee emails the revised student handbook to the Board of Trustees for evaluation.</i>
6	If approved by the board, the Committee circulates the new student handbook. <i>If approved by the board, the Committee circulates the e-copy of the new student handbook.</i>

**B. Student Development Services Unit**

The SDSU banners the growth, improvement, training and promotion of sustainable endeavors of all bonafide BASC students and alumni. Under the SDPU the following are included:

**1. Student Discipline (SD)**

The goal of the SD is to ensure judicious implementation of institutional rules and regulations governing student behavior and conduct in and outside the campus while carrying-out school-related activities.

## Student Discipline Procedures

### a. Processing of Disciplinary Cases

Steps	Procedures
1	<p>Upon receipt of the Incident Report from referring party using the Appointment Slip, the SDSU Head conducts preliminary inquiry guided by the Student Code of Conduct and Discipline.</p> <p><i>Upon receipt of the Incident Report from referring party using the e-copy of the Appointment Slip, the SDSU Head conducts preliminary inquiry guided by the Student Code of Conduct and Discipline.</i></p>
2	<p>To ease access and afford close monitoring of cases, SDSU Head creates respective file-folder of students endorsed for disciplinary intervention/s.</p>
3	<p>As indicated in the accomplished Appointed Slip, referred student reports to the SDSU Office for due process.</p> <p><i>As indicated in the accomplished e-copy of Appointed Slip, referred student reports to the SDSU Office to submit for due process via zoom/google meet.</i></p>
4	<p>The SDSU Head prepares respective Monitoring Checklist Form of referred students where progress of case processing and other pertinent information are reflected.</p>
5	<p>At the initial intervention stage, the SDSU Head prepares formal charge/s and serves to respondent as the student reports for accountability.</p> <p><i>At the initial intervention stage, SDSU Head prepares formal charge/s and serves to respondent as the student reports for accountability via zoom/google meet.</i></p>
6	<p>Students' respondent prepares written explanation detailing their side of the incident. The students then submits written account within 72 hours from the receipt of the formal charge/s.</p> <p><i>The student will be given 72 hours to email the written explanation.</i></p>
7	<p>Depending on the severity of offense, the SDSU Head schedules hearings, refers to the concerned offices for appropriate intervention measures, and/or elevates case to the Student Judge.</p> <p><i>Depending on the severity of offense, SDSU Head schedules hearings, refers to the concerned offices for appropriate intervention measures, and/or elevates case to the Student Judge via zoom/google meet.</i></p>
8	<p>As the case is decided, student respondent serves meted sanction/s based on the BASC Student Code of Conduct and Discipline (BSCCD).</p>
9	<p>SDSU Head records updates and completion of meted disciplinary sanction/s and informs all concerned anent status of case (whether closed or on appeal).</p>
10	<p>SDSU Head files confidential documents / records under lock and key for safekeeping and for future reference as the need arises.</p>

b. Certificate of Good Moral Character Preparation

<b>Steps</b>	<b>Procedures</b>
1	Requesting party writes entries on the OSAS-SDSU Transaction Logbook.
2	SDSU Head checks disciplinary records on file to establish good repute of the requesting party.
3	Requesting party presents the document's Official Receipt (OR) of payment.
4	SDSU Head prepares the Certificate of Good Moral Character (CGMC) on pre- signed template.
5	The CGMC is imprinted / marked with the College dry seal for authentication.
6	The SDSU Head checks the accuracy / veracity of logbook entries to document the transaction.
7	The CGMC document is handed to the requesting party along with the marked "Used for CGMC" OR.

c. Clearance Signing

<b>Steps</b>	<b>Procedures</b>
1	The student presents the clearance form to the SDSU Head.
2	The requesting party writes pertinent entries on OSAS-SDSU Transaction Logbook.
3	The SDSU Head checks disciplinary records to establish good repute of requesting party.
4	If cleared, the SDSU Head imprints OSAS Director's facsimile on Clearance Form before affixing initials on same.
5	For special cases, the requesting party is referred to the Student Development Services Division Head for disposition.
6	Once cleared of accountabilities on the special concern/s, steps 3 and 5 are carried out.

*\*applicable for walk-in and online*

d. Processing of Activity Permits

<b>Steps</b>	<b>Procedures</b>
1	Submit the proposed activities to the Head of SDSU/Dean for review
2	Check the proposed activities
3	Endorse the proposed activities to the OSAS Director
4	Review and evaluate the submitted proposed activities
5	Recommend the proposed activities to the Office of the Vice President for Academic Affairs/Office of the President for Approval

6	Approve the proposed activities
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*\*applicable for walk-in and online*

e. Procedure on Posting of Bills

Steps	Procedure
1	The student leader records required entries on the SDPU services' logbook. <i>The student leader records required entries on the SDPU google form.</i>
2	The student organization submits the accomplished form and completed documents with signature/s 2 weeks before posting of bills. <i>The student organization emails the accomplished form and completed documents with signature/s 2 weeks before posting of bills.</i>
3	The SDPU Head evaluates submitted documents taking into account completeness and compliance to OSAS requirements.
4	The SDPU Head endorses the posting of announcements to the OSAS Director for signature and attached the approval stamp that bears the expiration date.

*\*applicable for walk-in and online*

f. Submission of Accomplishment Reports

Steps	Procedures
1	The student leader records required entries on the SDPU services' logbook. <i>The student leader records required entries on the SDPU google form.</i>
2	The student submits Accomplishment Report Forms (ARFs) complete with signatures of all concerned and the required attachments. <i>The student emails Accomplishment Report Forms (ARFs) complete with e- signatures of all concerned and the required attachments that will be sent to bascosas.official@gmail.com</i>
3	The SDPU Head evaluates submitted documents taking into account completeness and compliance to OSAS requirements.
4	The SDPU Head documents transaction and hands other copies to student organization after receiving SDPU's copy. <i>E-copies will be provided to the concerned student organization.</i>

g. Accrediting an organization

Steps	Procedures
1	The student leader records required entries on the SDPU services' logbook. <i>The student leader records required entries on the SDPU google form.</i>
2	The student presents the required complete documents with signatures of all concerned party.

	<i>The student emails the required complete documents with signatures of all concerned party/ies that will be sent to bascosas.official@gmail.com</i>
3	The SDPU Head evaluates submitted documents taking into account compliance to OSAS requirements on processing lead time among others.
4	The SDPU Head recommends list of Student Organizations to the next higher authorities (OSAS Director, VP for Academic Affairs and/or College President)
5	Once approved, Awarding of Certificate of Recognition will be done. <i>Once approved, Virtual Awarding of Certificate of Recognition will be done.</i>

h. Awarding an Outstanding Student Leader/Organization/Student Council/Fraternity and Sorority

<b>Steps</b>	<b>Procedures</b>
1	The Student leader of each organization records required entries on the SDSU services' logbook. <i>The Student leader of each organization records required entries on the SDSU google form.</i>
2	The student submits the required complete documents with signatures of all concerned party. <i>The student emails the required complete documents with signatures of all concerned party.</i>
3	The SDPU Head will recommend list of awardees to the Awards Giving Body Committee.*
4	The Student Leader presents their Accomplishment Report in-front of the Awards Giving Body Committee for pointing system. <i>The Student Leader presents their Accomplishment Report to Awards Giving Body Committee via zoom/google meet for pointing system.</i>
5	Once done, Awards Giving Body Committee will endorse the outstanding organization to the College President.
6	Awarding Ceremony will be done. <i>Virtual Awarding Ceremony will be done.</i>

<b>Criteria</b>	<b>Points</b>
Participate in the Leadership Training/Workshop/Seminar	10%
Approved Activities	15%
Collaborated with other Organizations	20%
Attended to the meetings called by OSAS	5%
Submitted Accomplishment Report	5%
Community Outreach	20%
Research Project	25%

Total	100%
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**Scoring Rubrics**

**A. Participation in the Leadership Training/Workshop/Seminar – Maximum of 10 points**

International Participation

Face-to-Face	Points	Virtual	Points
1 certificate of participation	4 points	Minimum of 3 certificates of Participation	4 points
2 certificate of participation	7 points	4 – 7 certificates of participation	7 points
3 certificate of participation	10 points	8 or more certificates of participation	10 points

National Participation

Face-to-Face	Points	Virtual	Points
1 certificate of participation	1 point	Minimum of 3 certificates of Participation	1 point
2 certificate of participation	3 points	4-5 certificates of participation	3 points
3 certificate of participation	4 points	6-7 certificates of participation	4 points
5 or more certificate of participation	5 points	8 or more certificates of participation	5 points

Regional Participation

Face-to-Face	Points	Virtual	Points
1 certificate of participation	1 point	Minimum of 3 certificates of Participation	1 point
2 certificate of participation	3 points	4-5 certificates of participation	3 points
3 certificate of participation	4 points	6-7 certificates of participation	4 points
5 or more certificate of participation	5 points	8 or more certificates of participation	5 points

Local/Municipal Participation – will be given 0.5 points for every certificate of participation

**B. Approved Activities – Maximum of 15 points**

College wide Approved Activities



Face-to-Face	Points	Virtual	Points
1 approved activity	3 points	Minimum of 2 approved activities	3 points
2 approved activities	4 points	3 - 5 approved activities	4 points
3 or more approved activities	5 points	6 or more approved activities	5 points

**Institute wide approved Activities**

Face-to-Face	Points	Virtual	Points
1-2 approved activities	1 point	Minimum of 3 approved activities	1 point
3-4 approved activities	2 point	4 - 6 approved activities	2 point
5 or more approved activities	3 point	7 or more approved activities	3 point

Within organization approved activities – will be given 0.5 point for every approved activity

**C. Collaborated with other Organizations – Maximum of 20 points** International Participation

Face-to-Face	Points	Virtual	Points
1 collaboration with other Organizations	5 points	Minimum of 2 collaboration with other Organizations	5 points
2 or more collaborations with other Organizations	10 points	3 or more collaboration with other Organizations	10 points

**National Participation**

Face-to-Face	Points	Virtual	Points
1 collaboration with other Organization	3 points	Minimum of 2 collaborations with other organizations	3 points
2 collaboration with other Organization	4 points	3 collaborations with other Organizations	4 points
3 or more collaboration with other Organization	5 points	4 or more collaborations with other Organizations	5 points

**Regional Participation**

Face-to-Face	Points	Virtual	Points
1 collaboration with other Organization	1 point	Minimum of 2 collaboration with other Organization	1 point

2 collaboration with other Organization	2 points	3 – 4 collaboration with other Organization	2 points
3 or more collaboration with other Organization	3 points	5 or more collaboration with other Organization	3 points

Local/Municipal Participation – will be given 1 point for every collaboration with other organization.

**D. Attended Meetings – Maximum of 5 points**

- 100% attendance – 5 points
- 95-99% attendance – 4 points
- 90 – 94 % attendance – 3 points
- 85 – 89% attendance – 2 points
- 84% and below attendance – 1 point

**E. Submission of Accomplishment Report**

<b>Submitted Accomplishment Report – maximum of 5 points</b>	<b>Points</b>
One or more week before deadline of submission	5 points
5-6 days before deadline	4 points
3-4 days before deadline	3 points
1-2 days before deadline	2 points
Deadline date	1 point

**F. Community Outreach Project/Program – Maximum of 20 points**

<b>Approved Community Project</b>	<b>Points</b>
5 or more Community Outreach Projects/Programs	20 points
4 Community Outreach Projects/Programs	17 points
3 Community Outreach Projects/Programs	14 points
2 Community Outreach Projects/Programs	10 points
1 Community Outreach Projects/Programs	5 points

**G. Research Project – Maximum of 25 points**

	<b>Points</b>
1 submitted but deferred proposal	5 points
1 submitted but approved proposal	10 points
1 ongoing project	15 points
1 completed research project	25 points

In order to be selected as an Outstanding Student Leader of the Year, the following criteria will be used;

CRITERIA	POINTS
Organization Points	50%
Interview with the Panel	10%
Professor's Evaluation	25%
General Weighted Average (GWA)	15%
Total	100%

### Scoring Rubrics for Outstanding Student Leaders

**A. Organization Points** – the formula will be used to calculate the points.

$$\text{Points} = \text{Accumulated Organization Points} \times 50\%$$

**B. Interview** – Average will be used to calculate the scores in Interview by the committee.

**C. Professor's Evaluation** – a rating scale will be used to evaluate Student leader.

**D. General Weighted Average (GWA)**

GWA	Points
3.00	1
2.75 – 2.99	2
2.50 – 2.74	3
2.25 – 2.49	5
2.00 – 2.24	7
1.75 – 1.99	9
1.50 – 1.74	11
1.25 – 1.49	13
1.00 – 1.24	15

1. **Cash Incentives.** There would be a cash incentive that will be given to the Outstanding Organizations and Student Leader.

1.1. Php 20,000 will be given to the awardee for their tangible project for the College.

1.2. The cash incentives will be charged in the Student Development Fund.

2. In order to claim the cash incentives, the following are needed:

2.1. A project proposal endorsed by the adviser to the Awards Committee.

2.2. The approved project recommended by the Awards Committee subject for the Approval of the College President.

- 2.3. Proper Liquidation subjected to Commission on Audit (COA) rules and regulations.
- 2.4. Weekly and/or Monthly Accomplishment submitted to the Office of the Student Affairs and Services for the Monitoring and Evaluation of the Project.

i. Student Council / Government

The official designation of the student governance body at Bulacan Agricultural State College (BASC) shall be the Federation of Supreme Student Council (FSSC). This name signifies the organization's role as the principal representative body for the student community at BASC. The Federation of Supreme Student Council is established to foster a unified and cohesive student voice, promoting active participation, leadership, and engagement in various aspects of campus life.

As the Federation of Supreme Student Council, this body is tasked with coordinating and overseeing the activities of the various student councils within the institution, ensuring that student initiatives and concerns are effectively addressed and represented. The FSSC will serve as the central hub for student governance, working to enhance the overall educational experience by facilitating communication between the student body and the college administration, advocating for student needs, and organizing events and programs that contribute to the development and well-being of the students at BASC.

By adopting this name, the organization affirms its commitment to upholding the principles of student leadership and collaboration, and to advancing the interests of the BASC student community in a structured and impactful manner.

j. Student Publication

The Soil Tiller is designated as the official student publication of Bulacan Agricultural State College, serving as the primary platform for student expression and communication within the college community. Located within the premises of the college, the office of The Soil Tiller functions as the central hub for all editorial activities, from planning and writing to editing and distribution. This publication operates independently, upholding the principles of free and responsible journalism to inform and engage the students and faculty with accurate, relevant, and timely news. The Soil Tiller is dedicated to reflecting the interests, concerns, and creative expressions of the student body, while fostering a well-informed and connected campus community.

k. Availing of Yearbook/Annual

Steps	Procedures
1	The student submits the accomplished form and the required documents for yearbook/annual to the Institute Secretary. <i>The student emails the accomplished form and the required documents for yearbook/annual to the Institute Secretary.</i>
2	The Institute Secretary evaluates and records the accomplished form.
3	The Institute Secretary releases list of students for yearbook/annual.

## C. Institutional Student Programs and Services Unit

### C.1. Admission Services

Undergraduate Applicants for college admission must be a graduate of Kto12 senior high school, or a graduate of high school before the implementation of K to 12 program (High School graduate until 2016), a transferee from other SUCs or private higher education institution, or an Alternative earning System graduate.

Only applicants who shall meet all the entrance requirements shall be admitted. No students shall be denied admission to the College by reason of ethnicity, age, gender, socio-economic status, religious belief, political affiliation, conviction, or ideology. Every applicant shall pass a physical and medical examination. Admissions of foreign students shall be subject to existing laws and regulations.

#### Application Procedures

##### A. General Guidelines

Steps	Procedures
1	The student should go to <a href="http://basc.prisms.online">basc.prisms.online</a> and click new applicant (freshman, transferee) and create a new e-mail address following this format: <a href="mailto:firstname.lastname.basc@gmail.com">firstname.lastname.basc@gmail.com</a>
2	The applicant should fill out the application form.
3	Upload necessary documents.
4	Applicants who have applied online and received a follow up email for lacking document/s but missed the schedule of submission can send it via email or bring their lacking requirements onsite.
5	Admission Test is given according to the scheduled time.
6	Take the admission exam according to the scheduled time
7	Wait until test results are released.

##### B. Guidelines for Admission

###### B.1 For Incoming First Year

1. Create an Account using a valid email address to register following the format:

[LastName.FirstName.BASC@gmail.com](mailto:LastName.FirstName.BASC@gmail.com)

For those who have multiple first names, use only either one or two of it ([e.g.Rizal.JuanMiguel.BASC@gmail.com](mailto:e.g.Rizal.JuanMiguel.BASC@gmail.com)).

2. Scanned copy of Form 138 for GRADE 11 Report Card (Front and Back Photocopy);
3. Scanned copy of 2x2 I.D. picture in white background; and
4. Scanned copy of PSA Birth Certificate.

###### B.2 For Transferee/Second Courser

1. Create an Account using a valid email address to register following the format:

[LastName.FirstName.BASC@gmail.com](mailto:LastName.FirstName.BASC@gmail.com)

For those who have multiple first names, use only either one or two of it ([e.g.Rizal.JuanMiguel.BASC@gmail.com](mailto:e.g.Rizal.JuanMiguel.BASC@gmail.com)).

2. Scanned copy of Transfer Credentials (Honorable Dismissal and Copy Grades or Certified Copy of Grades/Official Transcript of Records (TOR)
3. Scanned copy of 2x2 I.D. picture in white background
4. Scanned copy of PSA Birth Certificate

### **B.3 For Indigenous People (IP's)**

1. A certificate of membership issued by the National Commission on Indigenous People (NCIP) from Region III.

### **B.4 For Alternative Learning System (ALS) Certificate Holder**

1. A certificate of equivalency from the Department of Education.

### **B.5 Person With Disabilities (PWDs)**

1. ID as PWD ;
2. Must meet also all the requirements for incoming freshman; however, with the provision for special lane for him/her.

### **C. Specific Qualification Requirements for Incoming Education Students**

Before being admitted to the Institute of Education, the student must satisfy the following requirements:

#### **C. 1. For Incoming Students**

1. Obtain a score of 75% or higher in the BASC Admission Test (BASCAT)
2. Submit pertinent documents as prescribed by the Office of Student Affairs and Services (OSAS) and the Office of the Registrar.
3. Have an average grade of 85% or higher on Form 138 (report card)
4. Undergo and pass screening procedures

*The screening procedure starts with a writing prompt activity to assess written communication skills and an interview for oral communication skills. This is administered and conducted by the institute designated officials or faculty members.*

#### **Screening Criteria**

Communication Skills (written and oral)	10 pts
Organization of Ideas (written and oral)	10 pts
Appropriate Non-Verbal Cues	5 pts
<b>TOTAL</b>	<b>25 pts</b>

**Note: Please see Appendix A for the rubrics for the screening criteria.**

5. Obtain a cumulative score of 75 points or higher to be admitted to the institute:

### Distribution of Scores

BASC Admission Test	40%
Form 138	40%
Screening	20%
<b>TOTAL</b>	<b>100 pts</b>

#### C. 2. Shifters/Transferees/Unit Earners

1. Express intention to shift course using the College Form for Shifters, subject for the approval of the Dean for availability of slots, or to take teacher education units
2. Undergo the screening procedure and must have a WA of 1.75 from the previous program with no grade of incomplete, conditional, or failing mark (as reflected in the Transcript of Records)

#### D. Specific Qualification Requirements for Incoming Engineering Students

Interested applicants in any undergraduate programs under the Institute of Engineering and Applied Technology (IAT) are required to take the college admission test or the BASCAT. They are required to undergo and complete the following:

##### 1. BASC Admission Test (BASCAT)

- a. A student applicant must obtain a score of **85% or higher** or belong to the **top 1000 examinees** in the BASC Admission Test (BASCAT) in at least three subject areas: English, Mathematics, Science, Abstract Reasoning, Logical Thinking, and Reading Comprehension. Student applicants whose score belongs to the range 70-84% and belongs to the top 1000 examines shall be waitlisted.
- b. Submission of Pertinent documents as prescribed by the Office of Student Affairs and Services (OSAS).

##### 2. IEAT Admission

- a. Student applicants who completed and obtained a **score of 85% in the BASCAT** and who graduated under the **STEM program** in their Senior High School will be prioritized in admission to IEAT undergraduate programs. Followed by other SHS strands, they will also be subjected to evaluation.
- b. For BSABEN, BSGE and BSIT: STEM strand candidates, a minimum grade of 85% for all Math and Abstract/Logic subjects is recommended. An average grade of 85% or higher in Form 138 is recommended. **For BSFT:** An average grade of 85% or higher in Form 138 is recommended.
- c. Student applicants must pass the **interview** administered by the Institute's designated officials or assigned faculty members. The criteria for the interview are as follows:

**Criteria for Grading the Interview:**

Communication Skills	10%	
Critical Thinking Skills	15%	
Enrollment Intention		5%
<b>TOTAL</b>	<b>30%</b>	

d. The distribution of scores is as follows:

**IEAT Admission Distribution of Scores**

BASC Admission Test	70%	
Interview		30%
<b>TOTAL</b>	<b>100%</b>	

**Passing Percentage: 70%**

**E. Admission Guidelines for Foreign Students (BOT Res. 24-1647)**

This admission guidelines are designed to ensure that international students receive the guidance and resources necessary for a smooth transition to academic life in our institution.

**General Requirements**

**A. Bachelor’s Degree**

A foreign applicant who graduated from a high school abroad and has not enrolled in college may be admitted to the University provided that the following requirements are met: (1) completed secondary education from his country; (2) passing rate in a college qualifying national or international foreign-administered examination such as General Certificate of Education (GCE), the Scholastic Aptitude Test (SAT) or any equivalent examination. Failure to pass the examination other mechanisms to measure foreign applicants’ general academic competence are used. These include scheduled online interviews and academic essays.

**B. Masters and Doctoral Degree**

A foreign applicant who has completed a bachelor’s degree may be admitted to the Master’s program, while an applicant who has completed a Master’s degree may be admitted to the doctorate program, provided that (1) the academic requirements for the graduate degree being applied for were met and (2) submitted a certificate on English Proficiency Test.

**C. English Proficiency Test**

Applicants whose native language or who’s medium of instruction is not English are required to have a minimum score of 10 iBT in each skill in the Test of English as a Foreign Language (TOEFL) and 5.5 iBT in the International English Language Testing System (IELTS). Applicants must present a copy of their scores to the College. Applicants who did not pass the TOEFL and TOEIC requirements will undergo the Language assistance administered by the College.

**D. Filipino Applicants from Abroad**

Filipinos who graduated from schools abroad applying for (bachelor, master’s and doctorate) degree in the College must also satisfy the same requirements as those for foreign students.



## E. Application for Deferment of Enrollment

A qualified applicant who, for a valid reason, cannot enroll in the semester originally applied for may apply for deferment in the succeeding semester by writing to the College Registrar. Such applicants must not have taken any academic college subject before enrolment.

### F. Requirements

1. A non-refundable application fee for resident foreign students and non-resident foreign students in cash, money order, cashier's or manager's check payable to Bulacan Agricultural State College
2. Upper secondary school certificate with a grade equivalent issued by the Department of Education of the country of origin (if freshman) or TOR with equivalent grading system (if transferee)
3. Notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses (proof of financial capability)
4. Photocopy of the student's passport data page showing the date and the place of birth
5. Photocopy of birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post
6. Authentication from Consular Section of the Embassy of the Philippines in the country of origin
7. Certificate of Good Moral Character from the country of origin
8. Clearance issued by the national (or federal, whichever is applicable) police authorities in the student's country of origin or legal residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place
9. Medical health certificate issued by an authorized physician (from country of origin) including but not limited to chest x-ray, HIV and Hepatitis B clearance and drug test
10. Official TOEFL or TOEIC results
11. Student Visa
12. For applicants in the graduate school, official transcript of records (1 official transcript of records and 3 photo copies) from the schools or university last attended and duly authenticated by the Philippine Foreign Service Post located at the student applicant's country of origin or legal residence, and official examination certificates (certified English translations of documents must also be submitted), if any, (Duly designated authorities in the country of origin of the applicant shall authenticate the photocopied documents)

## C.2 Scholarships and Financial Assistance

### a. Screening of Scholarship/Financial Assistance Beneficiaries

Steps	Procedures
1	BASC and sponsoring organization sign the MOA and the Program's Implementing Rules and Standards.
2	ISPSU Head announces / publishes Call for Applications.*
3	Interested students submit Application Form from the ISPSU Head with the required supporting documents on or before deadline. <i>Interested students email Application Form with the required supporting documents on or before deadline at</i>

	bascosas.official@gmail.com
4	ISPSU Head prescreens submitted documents; schedules and conducts interview with applicants.
5	ISPSU Head issues list of qualified applicants and endorses the same to the sponsoring organization / BASC recommending personnel for perusal and approval.
6	Sponsoring organization / BASC recommending personnel submits to ISPSU Head the list of student applicants accepted for the scholarship or financial assistance.
7	ISPSU Head issues Notices of Award to concerned students upon receipt of the approved endorsement. <i>ISPSU Head emails Notices of Award to concerned students upon receipt of the approved endorsement.</i>
8	ISPSU Head and/or sponsoring organization orient/s scholars / grantees on the rules and standards of the scholarship/grant. <i>ISPSU Head and/or sponsoring organization conduct/s online orientation on the rules and standards of the scholarship/financial assistance.</i>
9	ISPSU Head processes the scholarship /financial assistance.
10	Sponsoring organization / BASC recommending personnel takes action on the disbursement of scholarship / grant benefits.

b. Student Assistantship (SA)

<b>Steps</b>	<b>Procedures</b>
1	During the application Period to Interested students who meet the minimum requirements of the SAP shall submit the complete set of application requirements as follows: <ul style="list-style-type: none"> <li>• Application Form</li> <li>• BASC-issued Identification (ID) Card</li> <li>• Certificate of Registration</li> <li>• Cumulative General Percentage Average</li> <li>• Letter of consent from parent or guardian</li> </ul>
2	<b>Interview</b> Before the interview, the applicants fill out the SAP Application Form and submit the same to the staff in-charge. Then, they prepare and submit themselves for assessment interview by the ISPSU Head.
3	<b>Acceptance</b> Qualified applicants will be informed accordingly.
4	<b>Orientation</b> As a mandatory requirement before deployment, all qualifiers are obliged to attend the orientation on work ethics and other required calling of the program.
5	<b>Placement</b>

	Taking into consideration the qualifications of the student assistants and the criteria provided by end users, the ISPSU Head assigns and deploys them correspondingly.
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**C.3 Food Services**

Processing of Food Safety (Food Court)

Steps	Procedures
1	Stall occupancy owner records required entries on the ISPSU services' logbook.
2	They present properly filled-out Stall Occupancy Form (SOF) complete with signatures and required attachments.
3	The ISPSU Head evaluates submitted documents taking into account compliance to Food Safety requirements on processing lead time among others.
4	If in order, endorses the list of stall occupancy to next higher authorities (OSAS Director, Business Affair Director, and VP for Academic Affairs and/or the College President) for approval.
5	Once approved, ISPSU Head gets the unit's copy, encodes details of exchange student database for monitoring and report generation purposes and gives other copies to the occupancy owner.
6	The ISPSU Head will use the Weekly monitoring Form to supervise and monitor each stall owner for food safety protocols.

**C.4 Health Services**

a. Medical and Dental Consultation Procedures

Steps	Procedures
1	The patient reports to the Medical or Dental Clinic for consultation and/or management. <i>The patient emails to the Medical or Dental Clinic for consultation and/or management.</i>
2	The Nurse or the Dental Aide on duty conducts preliminaries such as checking of records, taking vital signs, etc. and refers the patient to the attending Physician or the Dentist for management.*
3	The patient is referred back to the Nurse or the Dental Aide on duty for final instructions.*

**C.5 Safety and Security Services**

BASC ensures that the students and the employees are provided with safe and secure environment.

**C.6 Student Housing and Residential Services**

The SHU primarily provides shelter to the students. It also provides a healthy atmosphere conducive for study, social interaction and

group living. The Ladies' and the Men's Dormitories are "homes away from home" to their residents.

a. Application at the Ladies' and the Men's Dormitories

Steps	Procedures
1	Proceed to respective Residence Hall (Ladies' Dorm for females, Men's Dorm for males) and APPLY for accommodation.
2	The applicants are interviewed / screened by the concerned Dormitory-in-Charge.
3	If in order, applicants accomplish the Dormitory Application Forms provided to them by the Dorm-in-Charge. Applicants proceed to the Cashiering Office and to PAY the dormitory fee for one (1) semester / term. To comply with the required supporting documents, the applicants photocopy the Official Receipt of payment and ready initial requirements* for submission along with the Application Form before proceeding back to the Ladies' or Men's Dormitory.
4	Applicants submit the accomplished Dorm Application Forms complete with required attachments to the Dorm-in-Charge. Dorm-in-Charge checks the completeness of submitted documents including compliance with initial requirements*.
5	If compliant, applicants are given their respective room assignments upon checking- in, that is, three (3) days before the start of classes.

**C.7 Multi-Faith Services**

These services refer to the provision of an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies.

**C.8 Foreign/International Students**

**Support Services for International Students**

The following support services are designed to address the unique needs of international students, helping them integrate academically, socially, and culturally into the college environment. This will foster a successful and enriching experience for international students.

1. Pre-Arrival Support

C. 1. Admissions and Visa Assistance

- Application Guidance: Provide clear and detailed instructions for the application process, including required documentation and deadlines.
- Visa Support: Offer assistance with visa applications and compliance with immigration regulations. Provide resources and workshops to help students understand visa requirements and processes.

C. 2. Pre-Departure Orientation

- Online Webinars: Host webinars covering topics: cultural adjustment, academic expectations, and practical information about living in the host country.

- Pre-Arrival Checklist: Create a comprehensive checklist for students to prepare for their move, including health insurance, banking, and housing.
2. Arrival and Orientation Services
    - 2.1 Welcome and Orientation Programs
      - Campus Tours: Organize guided tours of the campus and surrounding area to familiarize students with their new environment.
      - Orientation Sessions: Conduct orientation programs that include information on academic policies, student services, and cultural adjustment.
      - Welcome Packets: Provide welcome packets with essential information, including campus maps, contact details for key services, and local guides.
    - 2.2 Housing and Accommodation Support
      - On-Campus Housing: Assist with the application and assignment process for on-campus housing.
      - Off-Campus Housing: Provide resources and guidance for finding off-campus accommodation, including a list of reliable landlords and rental agencies.
  3. Academic Support
    - 3.1 Language and Writing Support
      - English Language Classes: Offer English language courses tailored to academic needs, including academic writing, presentation skills, and conversation practice.
      - Writing Centers: Provide access to writing centers for assistance with academic papers and projects.
    - 3.2 Tutoring and Academic Advising
      - Subject Tutoring: Offer tutoring services for various subjects to help students with coursework and exams.
      - Academic Advising: Provide personalized academic advising to help students select courses, understand degree requirements, and plan their academic path.
  4. Cultural and Social Integration
    - 4.1 Cultural Exchange Programs
      - Mentorship Programs: Pair international students with domestic student mentors to help them acclimate and integrate into campus life.
      - Cultural Events: Organize events and activities celebrating different cultures, such as international festivals, food fairs, and cultural workshops.
    - 4.2 Social and Recreational Activities
      - Student Organizations: Encourage participation in student organizations and clubs that cater to diverse interests and cultural backgrounds.
      - Social Outings: Arrange regular social outings and recreational activities, such as city tours, hiking trips, and sports events.
  5. Personal Support and Counseling
    - 5.1 Counseling and Mental Health Services
      - Counseling Services: Provide access to counseling services for personal, academic, and emotional support. Offer workshops on stress management and coping strategies.
      - Crisis Support: Ensure availability of crisis support services and emergency contact information for students in need.

## 5.2 Health and Wellness Services

- **Healthcare Access:** Assist with understanding and accessing local healthcare services, including medical facilities and health insurance options.
- **Wellness Programs:** Promote wellness programs that include fitness classes, nutrition counseling, and mental health awareness.

## 6. Practical Support

### 6.1 Legal and Practical Assistance

- **Legal Support:** Provide access to legal resources for issues related to visas, work permits, and other legal matters.
- **Practical Workshops:** Offer workshops on practical matters such as renting an apartment, using public transportation, and understanding local laws and regulations.

## 7. Continuous Improvement and Feedback

### 7.1 Feedback Mechanisms

- **Surveys and Focus Groups:** Regularly collect feedback from international students through surveys and focus groups to assess the effectiveness of support services and identify areas for improvement.
- **Advisory Committees:** Establish advisory committees with international students to provide input on program development and service delivery.

## **C.9 Services with special needs and Person with disability (Determination of Eligibility for Students with Special Needs and Persons with Disabilities)**

Please see BASC Affirmative Action Program Page.

## **C.10 Culture and Arts Program**

The Culture and the Arts Development Office

1. The Culture and the Arts Development Office Director motivates the students as well as the faculty and other college personnel to generate creativity through cultural and social development.
2. Through this office, the students shall be encouraged to participate in programs/convocations, seminars and workshops related to cultural and social affairs, sponsored by the college and other provincial, regional, national, and international agencies either in live or virtual presentations.

### Procedure on Recruitment

<b>Steps</b>	<b>Procedures</b>
1	The opening of the recruitment of new members for Culture and the Arts will be announced at the OSAS Orientation.
2	Interested students should contact the person in charge for audition procedures and express their interest in the recruitment.
3	The person in charge will advise the students to prepare their audition piece, artworks and literary pieces. <i>The student should prepare two video recorded performances to be emailed to the official email address of the Office of Culture and the Arts.</i>
4	The audition pieces, artworks, and literary pieces sent by the students

	will be evaluated by the screening committee based on the criteria that will be created by this office.
5	The Office of Culture and the Arts will post the list of students who passed the audition and the evaluation of the artworks and literary pieces.
6	The members of the Culture and the Arts should regularly attend the trainings, practice and meetings that will be conducted by the office. There will be three days per week allotted for this activity and will be done at 5:00 – 7:00 pm. The office will determine the specific days based on the schedule of the students. <i>There will be two days per week that will be dedicated for the activities that will be conducted through Google Meet.</i>
7	The student who will fail to attend the activities of the Office of Culture and the Arts will be subjected to disciplinary procedures.

*\*applicable for walk-in and online*

### **C.11 Sports Development Program**

The BASC Sports Development Program Headed by the Director of Sports Affairs together with the Sports Coordinator in every Institute, taps qualified athletes, and coaches and trainer to lead and to compete on the outside competitions.

#### Recruitment of Varsity Athletes

<b>Steps</b>	<b>Procedures</b>
1	Students submit accomplish varsity athlete form to the Office of Sports Director. <i>Students emails the Accomplish Varsity Athlete form at bascosd@gmail.com</i>
2	The Sports Director records and evaluates the submitted documents.
3	Student prepares for a try-out for their respective field of expertise.
4	The Sports Director releases list of qualified Varsity Athletes and subject for approval of the VP AA and/or the College President.
5	Qualified varsity athletes will undergo orientation about the policy and guidelines for varsity athletes. <i>Qualified varsity athletes will undergo online orientation about the policy and guidelines for varsity athletes.</i>

### **C.12 Social and Community Involvement Programs**

This program addresses the needs of communities through academic expertise and volunteer works of the students.

### **C.13 Other Related Programs and Services**

- a. International Linkages and On-the-Job Training Program

Under CMO 55 series of 2016 “Policy Framework and Strategies on the Internationalization of Philippine Higher Education involve mobility of students, and

researchers; programs, and institutions. Based on the UNESCO 2005 Guidelines, activities under cross-border education. Cross border education - movement of people, programs, providers, knowledge, ideas, projects and services across national boundaries.”

b. Process for Student Internship Local/Abroad

**b.1 Student Internship Abroad Program (SIAP)**

The Internship abroad program is voluntary in nature thus, students are given the option to render their internship/OJT/Practicum locally or internationally. All internships conducted abroad for purposes of completion of the academic degree shall be governed by CMO 10, S. 2023 except internships in the agriculture.

For Internship in agriculture program, the same shall be governed by another set of guidelines considering that the national government has prioritize agriculture activities.

The program aims to:

- Provide tertiary students enrolled in HEI's implementing SIAP the opportunity to acquire practical knowledge, skills, and desirable attitudes in recognized Foreign Host Establishment or Organizations (FHEs/Os) in foreign countries;
- Enhance students' work values, competencies, and discipline as the relate to others in a multicultural work environment;
- Promote global competitiveness of students through their training, exposure, and acculturation in a foreign country;
- Strengthen and enrich the degree programs in HEIs in order to deliver levels of knowledge and skills necessary in a dynamic competitive world; and
- Protect and safeguard students undergoing internship abroad from harassment, exploitation, deplorable training conditions, and such other conditions that contravene or defeat the purpose of the internship.

Requirements:

Student Interns who must be carefully screened by BASC Screening Committee and must possess the following minimum qualifications:

- Must be a Filipino citizen;
- Currently enrolled in the internship/OJT/Practicum subject at the Philippine HEI and must have completed at least 75% of professional units for the particular program;
- At least 20 years old at the time of internship;
- Passed the pre-practicum/internship requirements of the HEI;
- In good Academic standing as certified by the HEI;
- Physically, mentally and emotionally fit and have passed the physical and psychological examination certified by Department of Health (DOH) accredited clinics and hospitals;
- Need to secure comprehensive insurance;
- Articulate in English or in the language spoken in the host country; and
- Has notarized affidavit of written consent from the parents/legal guardian/spouse to undergo international internship.



**CHAPTER IV**  
**COLLEGE LIBRARY AND INFORMATION**  
**SERVICES (CLIS) DIVISION**

**LIBRARY FACILITIES**

**1. Reference Section**

This section houses general reference collections including the following: dictionaries, encyclopedias, atlases, gazetteers, biographical directories, almanacs, and yearbooks.

**2. Technical Section**

The acquisition and classification of library materials are managed in this section. Upon acquisition, books and other library materials undergo different mechanical and technical processes. They should first be made ready for circulation and use.

**3. Serials Section**

This section holds current and back issues of local and foreign journals, magazines, and other periodical materials. Current issues of the newspaper are displayed in the reference section.

**4. Circulation Section**

Responsible for the processing of library materials being borrowed and returned by the library clients. Other functions of the section are:

- Issues overdue notices to borrowers; and
- Prepares statistical reports of users/borrowers.

**5. Audiovisual Room**

Electronic resources and reference books in digitized formats are house in the Audiovisual Room. Materials found in this section are VHS tapes, interactive instructional CD-ROMs, VCDs, DVDs, and audiocassette tapes.

**6. Internet Section**

This section contains computer units intended for the use of students, faculty members and staff for research and educational purposes.

**7. Theses/ Dissertations Section**

The library holds a vast collection of undergraduate theses, master's theses, and dissertations. It is arranged by call numbers on the shelves according to Library of Congress Classification System, The College Librarian is in-charge of organizing the Theses Collection through cataloging and classification.

- Website Uploading of Theses/Dissertation Abstract  
The abstracts of Theses/dissertations are scanned and converted into PDF file along with the title and author. After the conversion, the PDF file will be uploaded to the KOHA ILS.

## **8. Archives Section**

This section serves as a repository of the records and materials with significant historical/research value, produced and received by the College Library.

## **9. BASC SINEIksik Bulacan Research Hub**

The BASC has been selected as one of the recipients of the SINEIksik Bulacan Research Hub, which was officially established on June 26, 2024, at the Main Library, in partnership with the Provincial History, Arts, Culture, and Tourism Office (PHACTO). The research hub aims to function as a library, museum, and archive in one, housing documentary films, learning modules, heritage books, posters, and other publications related to the local history and heritage of Bulacan.

## **10. Learning Commons**

The Learning Commons is a collaborative and innovative space designed to support and enhance the learning experience of library users. It serves as a hub for academic resources, technology, and services aimed at fostering a dynamic and interactive learning environment. Additionally, the space often includes areas for group study, individual workstations, technology-equipped areas, and expert assistance from librarians/library staff.

## **11. Filipiniana Section**

This includes books about the country by Filipinos or by others in whatever subject or language published in or outside of the country.

## **12. Reserve Section**

This includes books for the different courses in great demand.

## **LIBRARY SERVICES**

### **1. Reference Service**

This section houses general reference collections including the following: dictionaries, encyclopedias, atlases, gazetteers, biographical directories, almanacs, and yearbooks.

### **2. Current Awareness**

This service keeps library users informed about the latest resources, upcoming events, and other related library activities. and ensures easy access to the materials needed for users' research, studies, and personal interests. This is done through bulletin board displays, e-bulletin board, library newsletters, and posting via the official website and social media pages.

### **3. Online Library Orientation**

This service aims to orient new library users to resources, services, and facilities, available in the library.

### **4. Use of the Book Dropbox**

- The Library provides one book drop box for the convenience of the users of the BASC community. The outdoor book drop box station is located at the main entrance of the college and is meant for returning books only.

- Users are advised to insert books into the drop boxes individually and avoid forcing or jamming them in.
- Library staff check the drop boxes once daily between 9:00 am in the morning.
- Books returned after this time will be considered returned the following day.
- Borrowers are encouraged to return borrowed books in the drop boxes on or before the due date.

For overdue books, borrowers should return them to the Circulation Counter to settle any fines incurred. If a borrower returns an overdue book in the drop box, the total fine amount will be calculated up to the date the book is received by library staff, and the borrower will be notified of the fine to be paid.

### 5. Library User Education

To maximize the use of the library resources, facilities, and services and to promote lifelong learning among University constituents and other library users, a continuing library user education program shall be carried out.

### 6. Readers Advisory Service

If the library users do not know the specific topic they want to read, the librarian suggests specific title and author which will coincide with the user's particular interest.

### 7. Referral Service

This service is provided to all enrolled students, faculty members and staff of the institution who may wish to read and make use of library materials from the other libraries.

### 8. Access to Library Services and Resources

Libraries	Hours	Days
Main Library	7:00 am – 6:00 pm	Monday to Friday
Graduate Studies Library	7:00 am – 4:00 pm 7:00 am – 5:00 pm	Monday to Friday Saturdays
College of Agriculture and Veterinary Medicine Library	7:00 am – 5:00 pm 8:00 am – 5:00 pm	Monday to Friday Saturdays
BASC DRT Campus Library	8:00 am – 5:00 pm	Monday to Friday

A no-noon break policy is being observed in all libraries. However, Library service may be extended on Saturday if Saturday classes will be conducted.

## **9. Indexing**

Periodicals, magazines, journals, and newspapers provide the best source of up-to-date information. Articles from these materials are indexed and compiled alphabetically by subject, author and title which are accessible on the OPAC. Each article entry includes the following: title, author, title of the magazine, journal or periodical, volume, number, pages, and date.

## **10. Interlibrary Loan**

The library provides interlibrary loan services, allowing users to access books and materials from our partner institutions if requested resources are not available in our collection.

## **11. Remote Access to Electronic Resources**

The library provides access to both subscribed and open-access electronic resources, including e-books, e-journals, and other online materials relevant to support the educational needs of users.

## **12. Internet Services**

Computer units are available for library users for surfing the Internet and accessing CD-ROMs.

## **13. Audiovisual Room**

The audiovisual Room is designed for film viewing, conferences, seminars, group discussion, and meeting purposes only. This room also houses materials such as reference books in digital format or Electronic Resources VHS tapes, interactive instructional CD-ROMs, VCDs, DVDs, and audiocassette tapes.

## **14. Document Delivery Service**

The library offers delivery of requested journal articles, book excerpts, e-resources, and other materials available in the library, in accordance with copyright laws and fair use provisions. These documents are scanned, photocopied and can be picked-up in person or sent electronically via Facebook messenger or email.

## **15. Photocopying Service**

This caters to the needs of library users who want to photocopy or reproduce information through transparencies. Rules and regulations shall be as follows:

- Borrowers must ask permission from the librarian at the desk, and materials to be photocopied must be charged properly.
- The cost of photocopying shall be as follows: short paper – ₱1.00 and long paper – ₱1.50.

## **16. Issuance of Certificate of No Duplication of Thesis Title**

This service verifies the originality of a thesis title, by assuring that it has not been previously used or duplicated. The certificate serves as an official documentation to support the uniqueness of the proposed thesis topic. This is given online through Messenger or onsite.

## **17. Virtual Reference Service**

This online service allows librarians to deliver reference services online that provide fast and real-time help to users and answer research-related questions through digital platforms such as e-mail, Facebook messenger, phone calls, and websites.

## **18. Reserve Services**

This includes books for the different courses in great demand during each semester.

### **Objectives**

- Reserve services shall have the following objectives:
- To enable faculty members to place information resources on restricted loan for a limited period (i.e., from “library use only” to overnight loan);
- To enhance the teaching process by enabling faculty members to temporarily supplement library collections in support of their courses; and
- To guarantee that assigned information resources will be made available for students to use when these are needed.

## **HANDLING FINES AND LOST MATERIALS**

- Library privileges of students with unsettled accounts are suspended.
- Mutilation and stealing of library materials. Any Library User who shall willfully, maliciously or wantonly tear, deface mutilate, injure or destroy any book, pamphlet, periodical, manuscript, map and other college library materials and property shall be punished.
- If the library material (Books, serials, audio-visual and other non-print materials) is lost, the borrower should notify the librarian. It may either be replaced with an exact copy of the material or paid with its price plus the processing fee of fifty pesos (Php 50.00) within 30 days after date of report of loss.
- The levy overdue charge may be stopped effective on the date of notice of loss. If the book is found, fines collected will only be from the time the loss was reported to the time the book is returned.
- There will be a fine ten Pesos (Php10.00) per day, excluding Saturdays, Sundays, and Holidays for every unreturned books, but not exceeding the price of the book.
- Payments of overdue fines should be made at the Cashier's Office.

## **LOST MATERIALS RECORDS**

### **Lost but Paid**

- A record of lost material but paid is maintained. Payment of the lost materials should be made at the Cashiers' Office.
- The note “lost” and the date the material was lost, official receipt no. and its date are indicated on the accession record.
- Library staff in-charge is notified of the lost materials and the shelf list is marked lost with the date of loss.
- Library staff in-charge withdraws completely the record from the card catalogue except those with accompanying added copies which are not lost.

### **Lost but Replace Book**

- a. Replacement of the book lost should be the exact copy of the book
- b. The following should be checked before accepting the replacement:
  - copyright date of the book;
  - publisher;
  - title of the book;
  - author;
  - the format whether it is cloth bound or paper bound; and
  - ISBN

### **AUTHORIZED USERS**

- a. All bonafide members' students, faculty, and staff of the schools in campus;
- b. BASC alumni and former students honorably discharged from the College upon presentation of alumni identification card and use the library resources within library premises; and
- c. Scholars/Researchers and members of other educational institutions and agencies, and other private individuals, if permitted by the regulations of the library.

Specific provisions for external clients include:

- Any client not connected with Bulacan Agricultural State College or local residents who wants to avail of the services of the library must present the following:
- Validated school ID or Library Card, Employee ID, or any Valid ID from the government.
- Non-members of the BASC community are required to pay a fee of thirty pesos (Php30.00) per person for each visit per person for the use of materials or other facilities. All materials shall be for room use only.

Request/Referral Letter from the Librarian of the school if students are presently enrolled.

### **LIBRARY CLEARANCE**

To ensure that library users have no accountabilities before they shall go on vacation, leave, or separate from the College, they must secure a library clearance. Rules and regulations pertaining library clearance shall be as follows:

#### **Employees**

- Library clearance for faculty members whether regular, temporary and contractual is required to clear himself/herself from any library accountabilities every end of the semester.
- BASC employees granted scholarship, either academic or short-term training grants, for a period of at least one month is likewise required to get a library clearance.

## **Students**

- All students (graduating and non-graduating) are required to get their library clearance within one week after the final examination.

Students applying for honorable dismissal, transcript of records, and diploma are likewise required to get library clearance.

## **THE LIBRARY CARD**

The Library Card shall be a basic requirement for the use of information resources and facilities of the BASC Library System. Hence, upon enrollment, freshmen or new students must apply for their Library Card immediately. The Library Card shall be non-transferable. Forgery of this card shall be treated as a major offense.

- a. New students applying for a Library Card shall be required to:
  - present their Certificate of Registration forms for the current semester;
  - fill out the Library Card Application Form; and
  - submit one piece of 1"x 1" ID pictures to assigned staff.

The official Library Card shall bear the signature of the Head Librarian.

- b. Old students shall be required to present their Certificate of Registration forms for the current semester and their Library Cards for validation.

- c. Students shifting from one degree to another and in case of a lost or damaged Library Card, application for another one shall be allowed. Before the re-issuance of a Library Card, the applicant must:

- Inform the librarian about the loss/damage of the Library Card and fill out the letter request for replacement of the library card;
- Present requirements such as one 1"x1" ID picture, and Certificate of Registration; and
- Secure the order of payment and pay ₱50.00 for the replacement of the library card at the Cashier's Office and submit the official receipt to the assigned library staff.

The official Library card shall bear the signature of the Head Librarian.

- Graduate students or students no longer enrolled are required to surrender or return their library cards.
- Returned and obsolete library cards are not transferable and cannot be recycled. They should be securely stored in a box until they can be disposed of.

## **Loss of Library Privileges**

- Non-compliance with the library rules and regulations shall result in the suspension of the library privileges of the offender.
- The College Librarian or unit librarians can expel from the library building anyone who disturbs or annoys others or who is damaging books or any other property of the library.

- The College Librarian or unit librarians shall send a written warning to a borrower who fails to return a material after two recall notices have been sent.
- If the written warning is ignored, the College Librarian or unit librarians may suspend temporarily the borrowing privileges of the offender until the material is returned and the accrued fines are paid.
- If the offenders refuse to pay for the outstanding charges, such as fines, replacement costs of damaged books or repair of damaged properties, the College Librarian or unit librarians can withhold their borrowing privileges until their accounts are cleared or subject to pertinent institutional rules.
- Repeated offenses may lead to total loss of library privileges, including the use of any of the unit libraries. These may also lead to disciplinary action as provided under the College rules for Library User conduct.

### **LIBRARY CIRCULATION POLICY: LOAN PERIODS AND OVERDUE FINES**

<b>Kinds of Material for Circulation</b>	<b>Loan Period</b>	<b>Overdue Fines</b>
<b>General Reference Books</b> (e.g. encyclopedias, dictionaries, atlases, books in sets and the likes)	Not for Check-Out	N/A
<b>General Circulation Books</b>	<b>Undergraduate Students:</b> three books for 3-7 Days <b>Graduate Studies Students:</b> three books one week <b>Teaching and Non-Teaching Staff:</b> three books for 4 months subject to renewal if not in demand	Php10.00 / day <i>(excluding Saturdays, Sundays and Holidays)</i>
<b>Reserve Books</b>	1 book for Overnight Use	Php 10.00 / day Php 2.00 / appointed hour Php 1.00 / succeeding hour <i>(excluding Saturdays, Sundays, and Holidays)</i>
<b>Filipiniana Books</b>	1 book for Overnight Use	Php 10.00 / day Php 2.00 / appointed hour Php 1.00 /succeeding hour



<b>Kinds of Material for Circulation</b>	<b>Loan Period</b>	<b>Overdue Fines</b>
		<i>(excluding Saturdays, Sundays and Holidays)</i>
<b>Fiction Books</b>	2 fiction books for 1 week	Php10.00 / day <i>(excluding Saturdays, Sundays and Holidays)</i>
<b>Theses / Dissertations Collection</b>	Not for Check-Out	N/A
<b>Serials, maps and globes</b>	Can be charged-out only when the faculty needs them for classroom instruction. Materials have to be returned right after the class.	N/A
<b>Audiovisual Materials</b>	Can be charged-out only when the faculty needs them for classroom instruction. Materials have to be returned right after the class.	N/A

## **BORROWING PROCEDURES**

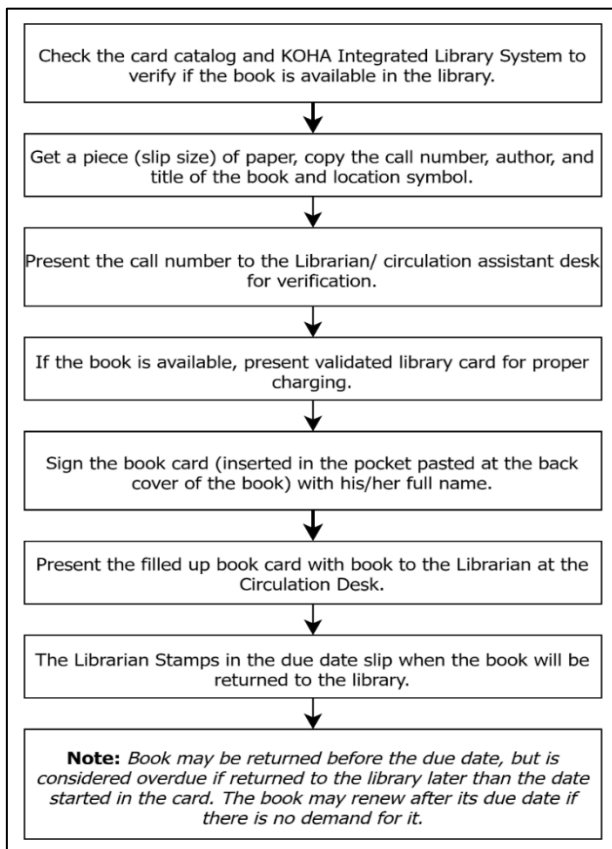
### ***Manual system of borrowing***

The manual system of borrowing adopts the modified Anglo-American Cataloging Rules 2nd edition (AACR2), and KOHA Integrated Library System.

The system makes use of:

- Book cards bearing call number, author, and short title for each.
- College ID (bearing name, address, etc.)
- Book pocket, which reports information on book card.
- Due date slip.

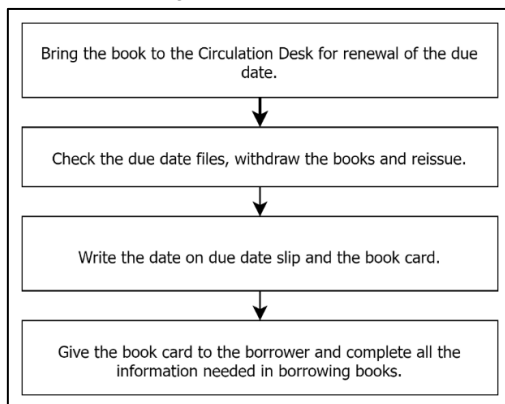
The following steps are devised for all the borrowers in the BASC Library and shall be implemented strictly unless otherwise revised or altered.



*Procedures for Borrowing of Books*

### **Renewal of Books**

To renew a borrowed book, borrowers should bring the book to the Circulation Desk for renewal of the due date. The following procedure is observed:



*Renewal of Books Procedure*

## **LIBRARY RULES AND REGULATIONS**

### **Library Log In Practices**

- All library users are required to log in upon entrance and log-out before leaving the library.
- Lending the College Library Card may subject the owner of the card to a fine of Php20.00 for the first offense, and at the rule of the librarian. Second offense merits suspension of library privileges for not more than 2 weeks.
- Library courtesy should always be observed, i.e. priority is given to the student who makes the first demand for the material.
- The library adopts the open shelf system. Therefore, library users are requested to deposit their bags and belongings, i.e., folders, umbrellas, and etc. except for valuable things to be placed at the baggage counter upon entrance.

### **Utilization of Resources**

- The College Library Card serves as the pass in the use of the library and its resources. The NO ID, NO ENTRY is strictly enforced. The library card is presented upon entrance and every time a book or material is borrowed.
- The library card is non-transferable. Library privilege should be exercised personally. The owner of the ID card is responsible for materials borrowed on it. Anyone found lending or using someone else's ID card will be penalized.
- The Library card is validated every semester.
- A lost book must be reported immediately to avoid accumulation of fines. It must be replaced with the same kind or paid not later than two weeks after the librarian has been notified of the loss.
- Students will not be allowed to borrow books for home use one (1) week before the final examination.
- Bringing any bag or attaché case into the open shelf area of the library shall be prohibited.
- Smoking, excessive noise, unpleasant behavior, disturbance or any other misdemeanor interfering with the proper use of the library shall be forbidden.
- Cell phones must be set on silent mode.
- Eating shall not be allowed in the public service areas.
- Silence must be firmly observed inside the library. Loud conversations, loud laughs, and other unnecessary noises are strictly prohibited.
- The library must be kept clean. Littering on the table or floor is not allowed. Waste baskets are purposively provided inside the library to maintain cleanliness.
- All borrowed materials should be returned promptly. Borrowing period varies with the type of materials.

## **INFORMATION TECHNOLOGY INFRASTRUCTURE AND SERVICES**

### **1. Science and Academic and Research Based Openly Operated Kiosk Station (STARBOOKS)**

This stands for Science and Technology Academic and Research-Based Openly Operated Kiosk Station developed by the Science and Technology Information Institute (STII), an agency of the DOST. It contains thousands of digitized science and technology resources in various formats (text and video/audio) placed in specially designed "pods" set in a user-friendly interface.

### **2. Technology Empowerment for Education, Employment, Entrepreneurship, and Economic Development (Tech4ED) Digital Transformation Centers (Tech4ED- DTC)**

The Department of Information and Communications Technology and the Bulacan Agricultural State College (BASC) entered into a partnership to establish TECH4Ed-Digital Transformation Centers (DTC), which are designed to offer IT-enabled services and ICT skills development opportunities that aim to promote digital literacy.

### **3. KOHA Integrated Library System**

The BASC Library uses Koha Integrated Library System that facilitates the organization of the collection. It is an open-source Integrated Library System (ILS) used by libraries worldwide to manage their collections, patrons, and circulation.

### **4. Library Official Website and Facebook Page**

The Library Official Website serves as a comprehensive online platform where users can access a wide range of resources, services, and information provided by the library. Visitors can browse through the catalog, search for specific materials, access digital resources, and stay updated on library events and announcements. The website offers a user-friendly interface, making it easy for users to navigate and find the information they need.

The Library's Facebook Page serves as a dynamic and interactive platform for engaging with the library community. Followers can stay connected with the library through regular updates, event notifications, and engaging posts. Users can interact with the library staff, ask questions, provide feedback, and participate in discussions. The Facebook Page also serves as a channel for promoting library services, resources, and events to a wider audience.

### **5. Online Public Access Catalog (OPAC)**

The BASC Library uses the KOHA Integrated Library System that facilitates the organization of the collection. One of its modules is the Online Public Access Catalog (OPAC) which allows library users to search the library collection quickly and easily. This can be accessed on-site and off-site.

### **6. BASC E-Library Mobile Application (BELMApp).**

The BELMApp is a convenient digital platform that provides students with access to a wide range of academic resources and materials on their mobile devices. Users can easily search for and access links to online educational resources like e-books,

e-journals, research papers, and other educational content anytime, anywhere. The application offers a user-friendly interface for browsing, reading, and downloading materials, making it a valuable tool for students to enhance their learning experience on the go.

### **Procedures on how to access (BELMApp)**

- Sign-up form. Register using a Google account (user must register a valid Google account).
- Log-in form. The user must enter a username and a valid password to open the application homepage (the password to enter is set during registration).
- Long press the log-in button to proceed to the application homepage.
- Homepage. Users can access e-resources after registration.

### **7. Virtual Library Facilities Set Up Navigation**

The Virtual Library Facilities Set-Up Navigation features enable users to efficiently navigate and explore the virtual library's diverse facilities. Users can easily move through different sections of the virtual library, such as reading areas, study rooms, digital collections, and reference desks, using intuitive controls and interactive interfaces. This feature enhances user experience by providing a seamless way to access and utilize the various resources and services available within the virtual library environment.

### **8. Automated Library Attendance**

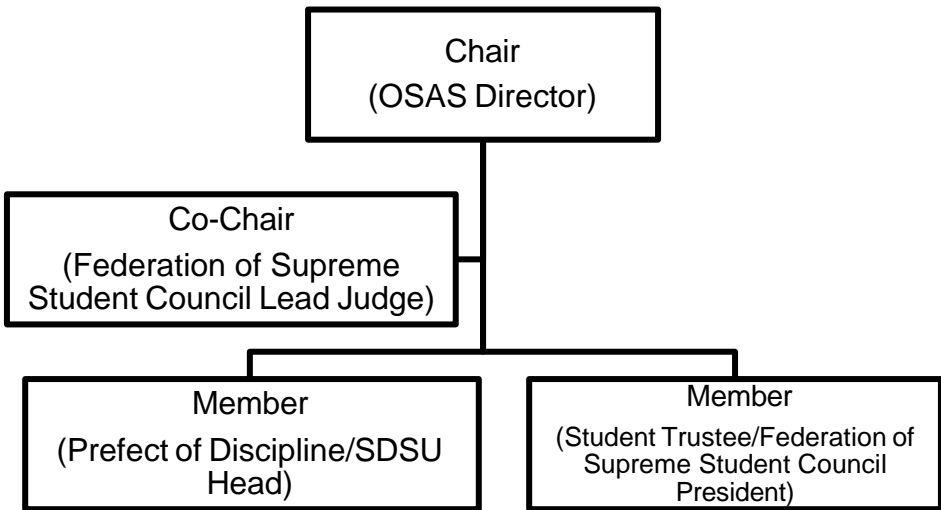
The Library Automated Attendance is a system that automatically records and tracks the attendance of library patrons. By using technology such as barcode scanners, the system can quickly and accurately log when individuals enter or exit the library. This helps library staff efficiently monitor visitor traffic and ensure accurate attendance records without the need for manual tracking.

**CHAPTER V**  
**STUDENT DISCIPLINARY TRIBUNAL**

The Student Disciplinary Tribunal (SDT) oversees the enforcement of college rules regarding student code of conduct and discipline. Its goal is to address student misbehavior and facilitate learning from these errors. Punishments vary and records are kept for student offenders, with copies distributed to their colleges, OUR, and their parents.

The SDT shall be composed of: a chair, who shall be the Director of the Office of Student Affairs and Services; a co-chair, who shall be the Federation of Supreme Student Council Lead Judge; and two (2) members, who shall be the Prefect of Discipline/SDSU Head and the student trustee/Federation of Supreme Student Council President.

**Student Disciplinary Tribunal Organizational Chart**



The SDT may receive student-to-student, student-to-non-teaching, student-to-faculty, faculty-to-student, and non-teaching-to-student complaints and serves as a vital intermediary in resolving conflicts.

The student-to-student, faculty-to-student, and non-teaching-to-student complaints shall undergo the ISO Process of Investigation on Student Discipline under the Student Disciplinary Tribunal Committee, except for cases involving sexual harassment.

Any complaints regarding sexual harassment shall be referred to the Committee on Decorum and Investigation of the college, while administrative cases shall be directed to the committee established by the higher authorities of the College.

In this capacity, the tribunal assumes the critical role of safeguarding the interests and rights of students while facilitating fair and equitable solutions in contentious situations.

The SDT not only upholds the principles of justice and accountability but also fosters a culture of transparency, trust, and respect among all stakeholders.

**Investigation on Federation of Supreme Student Council Judiciary Board  
Procedures  
(for student-to-student)**

The Federation of Supreme Student Council shall be composed of: Lead judge, Associate judge and six (6) student judges. Any Cases involving petty or minor offenses shall be handled by the FSSC Judiciary Board, wherein its members shall initiate an investigation and conduct hearings. Upon resolution of the initial hearing, a joint decision shall be made by the Board. However, if further proceedings are required, the case shall be referred to the Student Disciplinary Tribunal and will be kept to the Office of the Student Affairs and Services.

Steps	Procedures
1	The Incident Report from referring party will be submitted to the OSAS and forwarded to the FSSC Judiciary Board. <i>The Incident Report from referring party will be submitted to the <u>osas@basc.edu.ph</u> and be forwarded to <u>fssc.judiciary@basc.edu.ph</u></i>
2	The FSSC Judiciary Board will conduct initial conference
3	The FSSC Judiciary Board will release notice of hearing
4	The FSSC Judiciary Board will conduct the investigation
5	The FSSC Judiciary Board will release joint decision
6	The FSSC Judiciary Board will release Notice of Community Service
7	The FSSC Judiciary Board will endorse the student(s) for guidance counseling upon completion of sanction.

*All italicized procedures are applicable online.*

*\*applicable for walk-in and online*

**CHAPTER VI**  
**STUDENT CODE OF CONDUCT AND DISCIPLINE**  
**(Student Disciplinary Tribunal Resolution No. 001, Series of 2023-2024)**

**Article I**  
**Basis of Conduct and Discipline**

The Office of Student Affairs and Services – Bulacan Agricultural State College promulgates these regulations to instill values such as accountability, humility, justice, and patriotism. These principles are intended to fortify character and foster a scholarly community that prioritizes integrity and strives for excellence, thus defining the distinctive quality of education at BASC.

This code aims not to constrain or overly restrict student activities but rather to establish institutional boundaries that support the flourishing of such activities. Adhering to these guidelines generates several key institutional and social benefits, including fostering a sense of community and safety, promoting valuable initiatives, encouraging social collaboration, and enhancing collective well-being.

**Article II**  
**Effect and Application of this Code**

This code shall take effect upon the approval of the Board of Trustees.

This code is applicable to all students currently enrolled at Bulacan Agricultural State College.

For graduating students with ongoing disciplinary cases, the issuance of their diploma, clearances, certificate of honorable dismissal, and certificate of good moral character will be withheld until the resolution of their case. Moreover, graduating students with pending sanctions to fulfill will have their diploma, clearances, certificate of honorable dismissal, and certificate of good moral character withheld until their sanctions are completed.

Students with sanctions must comply within one (1) Academic Year, with the possibility of extension for at least one (1) additional semester. Failure to comply will result in the inability to enroll for the following Academic Year, and clearances, transcripts of records, and certificates of good moral character will not be provided.

Furthermore, any offenses committed outside the college premises but during an approved college event where students represent the college will be considered as occurring within the jurisdiction of the college.

Finally, any offenses committed outside the college premises by students wearing school ID or uniforms or any identification of the school, and resulting in complaints from other stakeholders, will be deemed to have occurred within the jurisdiction of the college.



### **Article III**

#### **Definition of Terms**

For purpose of this code, the following terms shall be defined thus:

- |                                   |  |
|-----------------------------------|--|
| <b>1. Academic Year</b>           | - as determined by the college.  |
| <b>2. Admonition/Reprimand</b>    | - a written or oral, formal reproof.   |
| <b>3. Clearance</b>               | - a form from the College Registrar that being signed by the respective college officials as proof of cleared accountabilities.  |
| <b>4. Community Service</b>       | - any rehabilitative activity as provided by the disciplinary tribunal designed to provide act of service within the school community, provided that it should not displace regular employees, supplant employment opportunities ordinarily available, or impair contracts for services. |
| <b>5. Expulsion</b>               | - permanent disqualification from attendance in the college.   |
| <b>6. Fraud</b>                   | - deliberately making a false statement and practicing any deception for financial or personal gain.   |
| <b>7. Gambling</b>                | - any form of gambling, involving betting money or valuable items on uncertain outcomes with the aim of winning, is prohibited, except for fundraising activities permitted by the college, such as bingo and raffles.   |
| <b>8. Hearing</b>                 | - an opportunity for the parties to be heard.  |
| <b>9. Intellectual dishonesty</b> | - any fraudulent act performed by a student to achieve academic advantage or gain for oneself or others, including but not limited to:<br><br>a. Plagiarism, defined as “the appreciation of another person’s ideas, processes, result of words without giving appropriate credit”.      |
| <b>10. Intellectual Property</b>  | - as defined by the College Intellectual Property Rights Policy.   |
| <b>11. Incident Report</b>        | - includes any report duly submitted in writing to any proper authority in the College by a Faculty member, member of the college security force, any officer of a college or unit, or any officer of the College Administration.  |
| <b>12. Reparation</b>             | - appropriate compensation to the aggrieved party of damage and/or loss.   |
| <b>13. Restitution</b>            | - return of property to reverse unjust enrichment.   |
| <b>15. Semester</b>               | - academic period as determined by the college.  |

**16. Student**

- any individual admitted to and registered in a degree or non-degree program, including one who is officially on leave of absence; and who has not yet been separated from the college formally through either transfer, graduation, honorable, or dishonorable dismissal, expulsion or expiration of the period allowed for maximum residence, at the time of the commission of the misconduct, regardless of whether or not he/she is enrolled in any until of the College at the time of filing of the charge or during the pendency of the disciplinary proceeding against her/him.

**17. Student Organization**

- a group of students officially accredited by the College.

**18. Suspension**

- an involuntary, temporary leave from the College wherein a student may not be allowed to enroll and shall not:

a. attend classes and academic activities

b. use campus facilities, including but not limited to athletic facilities, libraries and computer laboratories, except dormitories for dormitory residents under suspension for less than one (1) semester.

c. center academic buildings and their premises;

d. participates in students' activities within college premises;

e. takes exams; and

g. avail of any other privilege attendant to being a BASC student.

**27. College Official**

- for purposes of this code, includes all College employees, such as faculty/teaching and non-teaching staff, contract on service, and job orders.

**28. College Premises**

- as defined by the College's certificates of title, including those of the external and satellite campuses.

## **Article IV**

### **Student Conduct**

#### **Section 1. Norms of Conduct**

A student is imbued with moral character and qualifies, if, among others, he/she:

- a. learns to act, live and think as a person whose values, attitudes and convictions are in accord with the universal ethical norms;
- b. is receptive to change accepting and overcoming his/her shortcomings;
- c. is fair and just in dealing with his/her fellow brethren;
- d. lives by precepts of love, justice, compassion and concern for others;
- e. respect the rights of others; and
- f. expresses their views and opinion inside and outside the classroom in a respectful manner and subject to existing College policy. Any opposition to school policies, which are disadvantageous to the interests of the students, shall not be a ground for denying or withdrawing scholarship grants and privileges of deserving students. The privacy of communication and correspondence of students is inviolable. However, any form of private communication and correspondence that violates College policies or injurious to the reputation of the College or any of the stakeholders is not allowed.

#### **Section 2. Code of Conduct**

The following Code of Conduct shall be observed by all students inside the College Campuses:

- a. in their dealings with peers and other members of the community, students are expected to practice acceptable norms of civility, etiquette and decorum, courtesy, sensitivity to the needs and welfare of others, helpfulness and other positive values and virtues which create harmony in human relations must be observed. Administrators and faculty members, in their obligation to exercise the judgment of good parents based on the principle of "in loco parentis" as provided under Article 349 and Article 342 of the Civil Code of the Philippines, shall call the attention of students whose behavior infringes on the rights and welfare of others;
- b. students should strictly observe College policies, rules and regulations concerning use and maintenance of properties and in the observance of peace and order within its premises;
- c. student should follow standard classroom policies and procedures as well as that preset and agreed upon by their peers and faculty members. Infraction on such policies and procedures may be a reason for sending out a student from the class. A student in such a circumstance must secure from the Dean of the Institute/College concerned or the Director of Student Affairs and Services Office a temporary permit to enter the class for the next meeting, subject to final judgment of the violation committed in accordance with the provisions in College Code and/or in this Students' Handbook of the College;
- d. unseemly and boisterous conduct (e.g., loud whistling, howling, shouting, jumping, and other delinquent acts) which disturb or disrupt classroom/laboratory and other academic activities should be avoided;
- e. destruction of college properties is strictly forbidden;
- f. particularly in interaction with the opposite sex, students must be gender-sensitive;
- g. observes honesty and decency in thoughts, words and deeds and conduct himself/herself in a manner befitting the College's Vision. Students are exhorted to

be respectful, obedient, polite, friendly, and cooperative with fellow students as well as faculty members, office personnel and College authorities in order to promote peace and harmony in the College;

- h. public display of affection inside the campus is strictly prohibited. Curfew in campus starts at 9:00PM for College and Graduate students. No student is allowed to stay or roam around the College campus beyond this period unless there is permission from the College President or authorized representative. Whoever violates this provision shall be required to leave the premises;
- i. any report regarding misconduct and other violations of prescribed rules on proper behavior automatically brings about an inquiry by the Director of Student Affairs and Services Office. Such action may render a student liable for investigation by the Students' Disciplinary Tribunal (SDT); and
- j. in theory and in practice, the underlying principle behind this code of conduct lies in the ancient maxim known as the Golden Rule: "Do not do unto others what you do not want others do unto you."

### **Section 3. Personal Discipline**

A student is imbued with personal discipline and qualities, if, among others, he/she:

#### **a. The Identification Card**

Every student must have a proper and valid Identification Card (ID) which may be worn properly at all times while in the college premises. The ID must bear the signature of the College President.

#### **b. Dress Code**

Every student must follow the Federation of Supreme Student Council (FSSC) Resolution No. 01, s. 2024 of the Academic Year 2023-2024, titled, "A Resolution Petitioning the Vice President of Academic Affairs to order the Strict Implementation of Dress Code". (See *Appendix – A p.45*)

#### **c. Attendance and Punctuality**

c.1. Students shall attend classes promptly and regularly. In all cases of absences, a student may only be re-admitted to their classes upon presentation of a letter of excuse signed by their parent/guardian; and

c.2. All students are likewise encouraged to attend and participate in college activities such as College Week/Charter Day Programs, recognition programs and the like. Graduating students, on the other hand, are required to attend the Commencement Exercises including the Baccalaureate Mass and other activities.

### **Section 4. Behavior and Conduct**

- a. Each student is expected to act as a responsible maturing man or woman at all times, giving due respect to duly constituted authorities and the rights of fellow students;
- b. Each student is expected to cooperate and participate in all co-curricular and extra-curricular activities of the college;
- c. Each student is expected to give due respect and courtesy, live by the precepts of love, justice, compassion and concern for others; and

- d. Students with vehicles shall observe traffic rules and regulations of the College.

### **Section 5. Conduct Outside the School**

While outside the campus, a student should observe generally accepted rules of conduct and norms of behavior:

1. a student identifies himself/herself with BASC and must reflect a good image of the College. They have the responsibility to uphold that image under all circumstances;
2. the student has the responsibility to exercise decency and self-discipline. They have to respect the rights of his/her fellow students, the faculty members and the administrators. When acting as an official representative of the College, he/she has the responsibility to abide by all the instructions of the competent authorities, written and oral;
3. they has the responsibility to conduct himself/herself with dignity and deportment;
4. a student shows civic consciousness by participating in community projects, parades, meetings, civic programs and the like. The College encourages students' activities so long as the activities will not be contrary to the aims and purposes of the College and the community;
5. the student is expected to perform his/her civic duties by cooperating with local government officials in the implementation of ordinances, rules and regulations;
6. the student is enjoined to keep away from indecent places, such as night clubs, drinking bars, gambling joints and other places of ill repute and to shun the company of men and women of questionable moral character and mean conduct;
7. any student caught violating any written or unwritten moral laws will be subjected to disciplinary action by duly constituted authorities of the College; and
8. Student organizations are created mainly to uphold and promote student welfare, any act contrary to such an objective violates not only the rights of its members but the right of the College as well.

### **Article V**

#### **Guidelines for Disciplinary Cases**

The College promotes students' involvement in activities that foster their personal growth and collective development. Students and officially recognized student organizations shall only undergo disciplinary proceedings as outlined in this Code.

### **Section 1. Intellectual Dishonesty and Academic Dishonesty**

Committing any form of intellectual dishonesty such as, but not limited to:

**a. Plagiarism;**

- 1<sup>st</sup> offense - suspension for a minimum of two (2) months to one (1) semester
- 2<sup>nd</sup> offense - suspension for a minimum of six (6) months to one (1) academic year
- 3<sup>rd</sup> offense - expulsion from the college

**b. Fabrication, falsification, distortion and/or destruction of data;**

- 1<sup>st</sup> offense - suspension for a minimum of two (2) months to one (1) semester
- 2<sup>nd</sup> offense - suspension for a minimum of six (6) months to one (1) academic year
- 3<sup>rd</sup> offense - expulsion from the college

**c. Copying or providing the means or accessing means to copy exam answers, homework, projects, laboratory experiments, term papers, etc.; possession and/ or use of cheat devices during an examination; allowing another person to take an examination in one's name, and/or impersonating another student or allowing someone to impersonate oneself in an academic activity; and manipulating a corrected exam paper;**

- 1<sup>st</sup> offense - grade of five (5.00) for the subject and one (1) month community service
- 2<sup>nd</sup> offense - grade of five (5.00) for the subject and suspension for a one (1) month suspension
- 3<sup>rd</sup> offense - expulsion from the college

**d. Forging, falsifying public documents, misrepresentation of facts. Erasing, substituting or altering by any means of the figures, letters, words or signatures, making untruthful statements in a narration of facts; alteration in a genuine document which changes its meaning; using fictitious names and concealing other personal circumstances; and offering/giving evidence of false witness or testimony;**

- 1<sup>st</sup> offense - suspension for one (1) semester
- 2<sup>nd</sup> offense - expulsion from the College

**e. Forging the signature of parents or guardian in school requirements or documents;**

- 1<sup>st</sup> offense - 3 days community service
- 2<sup>nd</sup> offense - 5 days community service
- 3<sup>rd</sup> offense - advised to transfer

**f. Offering/giving false testimony/witness/evidence (verbal/written);**

- 1<sup>st</sup> offense - 1 month suspension and 6 months community service

2<sup>nd</sup> offense - expulsion from the College

**g. Using the name or seal of the college offices without due permission;**

1<sup>st</sup> offense - 1 month suspension and 6 months community service

2<sup>nd</sup> offense - expulsion from the College

**h. Forging the signature of teachers and persons in authority; and**

1<sup>st</sup> offense - 1 month suspension and 6 months community service

2<sup>nd</sup> offense - expulsion from the College

**i. Cheating and leakage in examinations and quizzes;**

1<sup>st</sup> offense - grade of five (5.00) for the subject and one (1) month community service

2<sup>nd</sup> offense - grade of five (5.00) for the subject and suspension for a one (1) month suspension

3<sup>rd</sup> offense - expulsion from the college

Additional corrective measures for all acts of Intellectual Dishonesty and Academic Dishonesty:

- revocation of degree;
- withdrawal of honors;
- disqualification from graduation with honors; and
- cancellation of enrollment.

**Section 2. Fraud**

Making a false statement and practicing any deception in the following shall be dealt with administratively:

**a. In connection with admission to the College;**

The admission to the College of any student found to have committed the misconduct shall be declared by the College Registrar/Institutional Student Programs and Services Unit to be null and void; they shall be permanently barred from admission.

**b. In connection with enrollment in the College;**

1<sup>st</sup> offense - suspension for a minimum of two (2) months to one (1) semester

2<sup>nd</sup> offense - suspension for a minimum of six (6) months to one (1) academic year

3<sup>rd</sup> offense - expulsion from the college

**c. In connection with retention in the College;**

- 1<sup>st</sup> offense - suspension for a minimum of two (2) months to one (1) semester
- 2<sup>nd</sup> offense - suspension for a minimum of six (6) months to one (1) academic year
- 3<sup>rd</sup> offense - expulsion from the college

**d. In connection with graduation from the College;**

- This offense shall result in expulsion; and
- The degree granted to any student found to have committed misconduct defined in Article V Section 2.d. shall be recommended to the Board of Trustees for revocation.

**e. In connection with application to and/or receiving any scholarship or grant funded or managed by the College and its affiliated institutions for the purpose of receiving the grant;**

- 1<sup>st</sup> offense - suspension for a minimum of one (1) semester to one (1) academic year, reimbursement of the full cost of the grant, and permanent disqualification from all scholarships or grants funded or managed by the College and its affiliated institutions
- 2<sup>nd</sup> offense - expulsion from the college

**f. In connection with stealing/malversation/ misuse of organization funds collected in connection with student activities and/or student organizations, recognized or not;**

- 1<sup>st</sup> offense - suspension for a minimum of one (1) semester to one (1) academic year, restitution or the return of the funds to the rightful owner, and reparation or compensation to the aggrieved party for damage or loss
- 2<sup>nd</sup> offense - expulsion from the college

**g. In connection with recognition of student organizations;**

- 1<sup>st</sup> offense - suspension of student/s responsible for a minimum of one (1) week to one (1) month
- 2<sup>nd</sup> offense - expulsion from the college

**h. In connection with the use of college facilities by, or in the name of student organizations, recognized or not; and**

- 1<sup>st</sup> offense - suspension of officers and students who applied for the use of the college facilities under the name of the organization for a minimum of one (1) week to one (1) month; they shall be solidarily liable for the payment of the actual cost of use of the facility



2<sup>nd</sup> offense - expulsion from the college

**i. In connection with the use of intellectual property of the College, which results in gain, material or otherwise.**

1<sup>st</sup> offense - suspension for a minimum of one (1) month to six (6) months

2<sup>nd</sup> offense - expulsion from the college

Additional corrective measures for all acts of Fraud:

- revocation of degree;
- withdrawal of honors;
- disqualification from graduation with honors; and
- cancellation of enrollment.

**Section 3. Harm to Persons**

**a. Creating and/or engaging in disorder, tumult, breach of peace, or serious disturbance such as, but not limited to, rumbles, within the College premises, resulting in harm to persons;**

1<sup>st</sup> offense - suspension for a minimum of one (1) month to six (6) months

2<sup>nd</sup> offense - expulsion from the college

**b. Threatening fellow students, teaching and non-teaching, and/or fellow persons in authority using deadly weapons;**

1<sup>st</sup> offense - suspension for 1 month suspension and 1 month community service

2<sup>nd</sup> offense - expulsion from the college

**c. Slight physical injuries and maltreatment (offended party incapacitated for labor or regular duties or to attend classes from one (1) to seven (7) days;**

1<sup>st</sup> offense - suspension for 1 week to 2 weeks and payment of hospitalization bill plus community service for 15 days after serving suspension

2<sup>nd</sup> offense - suspension for 1 month to 1 semester and payment of hospitalization bill plus community service for 15 days after serving suspension.

3<sup>rd</sup> offense - suspension for 1 year and payment of hospitalization bill plus, community service for 15 days

3<sup>rd</sup> offense - expulsion from the College and payment of hospitalization bill

**d. Less serious physical injuries (offended parties incapacitated for labor or regular duties or to attend classes for 8-21 days);**

- 1<sup>st</sup> offense - suspension for 2 weeks to 1 semester and payment of hospitalization bill plus 30 days community service after serving suspension
- 2<sup>nd</sup> offense - suspension for 1 semester to 1 year and payment of hospitalization bill plus 30 days community service after serving suspension
- 3<sup>rd</sup> offense - expulsion from the College and payment of hospitalization bill

**e. Serious physical injuries (injured person shall become insane, imbecile, impotent, blind, shall have lost an eye, a hand, a foot, an arm, or leg or shall have lost the use of any such member, including deformity or shall have become incapacitated for work for more than twenty-one (21) days in which the student was therefore habitually engaged;**

- Expulsion from the College and payment of hospitalization bill.

**f. Engaging in any of the acts described in RA 8049, otherwise known as the Anti-Hazing Law;**

- Exclusion of the officers of the organization actually and directly involved and members involved in the act; and
- The neophyte who allows himself / herself to be subjected to such rites and rituals shall be suspended for one (1) week to one (1) semester and shall be required to undergo counseling.

**g. Physical injuries inflicted in a tumultuous affray. When several students 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 violence upon the person of the offended party shall be punished;**

- 1<sup>st</sup> offense - suspension for 1 semester to 1 year
- 2<sup>nd</sup> offense - expulsion from the College

**h. Injuries resulting in death. All of the above offenses if it resulted in death;**

- Expulsion from the College and indemnity for the immediate family or next of kin as may be determined by law.

**i. All acts described in the Anti-Sexual Harassment Act of 1995 (R.A. 7877) and its Implementing Rules and Regulations (IRR); and**

- Expulsion from the college will be enacted if proven through the proceedings of the college's Committee on Decorum and Investigation.

**Additional corrective measures for all acts of Harm to Persons:**

- revocation of degree;
- withdrawal of honors;
- disqualification from graduation with honors; and

cancellation of enrollment.

#### **Section 4. Damage to Property**

##### **a. Theft and related offenses within the college premises;**

- 1<sup>st</sup> offense - suspension for 1 week and 1 month community service and restitution or payment of damage
- 2<sup>nd</sup> offense - expulsion from the College and restitution or payment of damages

##### **b. Attempted/Frustrated Robbery;**

- Expulsion from the College and indemnity for the person injured as may be determined by law.

##### **c. Theft outside the college while wearing the school ID, uniforms or any identification of the school; and**

- 1<sup>st</sup> offense - suspension for 1 month and 6 months community service
- 2<sup>nd</sup> offense - expulsion from the College and restitution or payment of damages

Additional corrective measures for all acts of Damage to Property:

- revocation of degree;
- withdrawal of honors;
- disqualification from graduation with honors; and cancellation of enrollment.

#### **Section 5. Unlawful Utterances**

##### **a. Rebellious/libelous actions/remarks against the college in different medium of communication such as social media; and**

- 1<sup>st</sup> offense - suspension for 7 days
- 2<sup>nd</sup> offense - suspension for 2 weeks
- 3<sup>rd</sup> offense - advised to transfer

##### **b. Instigating, participating or leading a boycott, strike, or any other act causing disruption of classes; impeding, obstructing, and preventing the right and obligation of a teacher or professor to teach his/her subject or the right or any student to attend classes;**

- 1<sup>st</sup> offense - summon parents; sign undertaking; suspension for two (2) weeks and referral for counseling
- 2<sup>nd</sup> offense - expulsion from the College

Additional corrective measures for all acts of Unlawful Utterances:

- revocation of degree;
- withdrawal of honors;

- disqualification from graduation with honors; and cancellation of enrollment.

## **Section 6. Other Inappropriate Behavior**

### **a. Drinking of alcoholic beverages, except where and when expressly allowed, and/or drunken behavior within college premises;**

- 1<sup>st</sup> offense - 1 month suspension and 6 months community service
- 2<sup>nd</sup> offense - expulsion from the College

### **b. Possession within the College premises of any dangerous or deadly or potentially deadly object or material such as, but not limited to, firearm; any bladed or pointed object; stick, pipe, or any similar object; and chemicals unless required in his/her course or official activity;**

- 1<sup>st</sup> offense - 1 month suspension and 6 months community service
- 2<sup>nd</sup> offense - expulsion from the College

### **c. Gambling or using of card games or any gambling application with or without involvement of money within the College premises;**

- 1<sup>st</sup> offense - 1 month suspension and 6 months community service
- 2<sup>nd</sup> offense - expulsion from the College

### **d. Undermining or obstructing any investigation or proceeding, and/or willfully disobeying any written lawful order or directive by the Deans, Directors of academic units, OSAS Director and members of disciplinary bodies, including, but not limited to, summons for purposes of investigation and other proceedings;**

- 1<sup>st</sup> offense - 5 days community service
- 2<sup>nd</sup> offense - 10 days community service
- 3<sup>rd</sup> offense - advised to transfer

### **e. Fraudulent handling and reporting of financial expenditures and technical malversation of the funds of an organization or groups;**

- 1<sup>st</sup> offense - 1 month suspension and 6 months community service
- 2<sup>nd</sup> offense - expulsion from the College

### **f. Unauthorized possession, manufacture, storage and/or use of regulated or prohibited drugs or substances as defined in the prevailing Comprehensive Dangerous Drugs Law, within the College premises;**

- Expulsion from the College.

### **g. Preparing, or disseminating libelous, defamatory or subversive manifestos, streamers or any form of graphic materials that undermine faith or foments distrust of duly constituted authorities within or outside the College;**

***(Provided that if the materials are of such nature that tend to destroy the reputation of any person including the College or any of its employees, or inviting an uprising, walkout, protest, strike against the College or any of its employees, the students involved shall suffer the following penalties); and***

- 1<sup>st</sup> offense - 1 month suspension and 1 month community service
- 2<sup>nd</sup> offense - expulsion from the College

**h. Hacking/cracking of computer systems/manipulation of data in school (including physical and Wi-Fi connections) of the school, students and school personnel.**

- Expulsion from the College.

Additional corrective measures for all acts of Other Inappropriate Behavior:

- revocation of degree;
- withdrawal of honors;
- disqualification from graduation with honors; and cancellation of enrollment.

## **Section 7. Offenses Involving Organizations**

**a. Conducting activities, inside/ outside the College without seeking approval from proper authorities;**

- 1<sup>st</sup> offense - the organization/ student group will be suspended for one (1) semester
- 2<sup>nd</sup> offense - permanent disqualification and revocation of organization

**b. Soliciting without the approval of authorized College officials; and**

- 1<sup>st</sup> offense - the organization/ student group will be suspended for one (1) semester
- 2<sup>nd</sup> offense - permanent disqualification and revocation of organization

**c. Illegal possession of firearms and other deadly weapons.**

- Expulsion from the College.

Additional corrective measures for all acts of Offenses Involving Organizations:

- revocation of degree;
- withdrawal of honors;
- disqualification from graduation with honors; and cancellation of enrollment.

***List of Cases that will be handled by the FSSC Judiciary Board***

**Section 8. Harm to Person/s**

**a. Malicious acts such as but not limited to: Lewd Remarks, Derogatory or Offensive Nicknames, Verbal abuse, Using unwelcome names;**

- 1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 7 days suspension
- 3<sup>rd</sup> offense - 1 month to 1 semester suspension

**b. Defamation of one's reputation such as but not limited to; spreading malicious rumors, false accusation, etc.;**

- 1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 7 days suspension
- 3<sup>rd</sup> offense - expulsion from the College

**c. Leaving an abusive or threatening message such as but not limited to; grave threats, death threats, etc.;**

- 1<sup>st</sup> offense - suspension for 1 semester and 1 month community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - expulsion from the College

**d. Blackmailing and extortion;**

- 1<sup>st</sup> offense - suspension for 1 semester and 1 month community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - expulsion from the College

**e. Keeping or sending inappropriate screensavers/pictures/messages/recording/video that may cause offense to others;**

- 1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 7 days suspension
- 3<sup>rd</sup> offense - expulsion from the College

**f. Use of rude language, pseudonyms or speech that wounds a person's feelings and arouses anger; belittling, disparaging, speaking, slighting of, offending against recognized standards of propriety or good taste;**

- 1<sup>st</sup> offense - 5 days community service

*Referral to Student Tribunal*

- 2<sup>nd</sup> offense - 7 days suspension
- 3<sup>rd</sup> offense - expulsion from the College

**g. Making fun or initiating mockery of persons with disabilities (PWDs), Indigenous People, LGBT and other marginalized group whether in words or action due to their impairments, uttering slanderous and abusive statements against PWDs and staging a public activity which incites hatred and ridicule of PWDs. (Also covered by RA 9442 “Prohibitions on Verbal, Non-Verbal Ridicule and Vilification Against Persons with Disability”;**

- 1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 7 days suspension
- 3<sup>rd</sup> offense - expulsion from the College

**h. Uttering of derogatory remarks against school authority, personnel and fellow students; and**

- 1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 7 days suspension
- 3<sup>rd</sup> offense - expulsion from the College

**i. Unauthorized opening/reading of a sealed letter/document, others’ messages in cell phones, journal notes and other personal properties of students.**

- 1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 7 days suspension
- 3<sup>rd</sup> offense - expulsion from the College

Additional corrective measures for all acts of Harm to Person/s:

- revocation of degree;
- withdrawal of honors;
- disqualification from graduation with honors; and cancellation of enrollment.

**Section 9. Destruction of Property**

**a. Hunting, fishing, picking of fruits & experimental plants and destruction of animals and other valuables within college premises;**

- 1<sup>st</sup> offense - 5 days community service and payment or replacement of the destroyed material.  
*Referral to Student Tribunal*

- 2<sup>nd</sup> offense - 7 days suspension and payment or replacement of the destroyed material.
- 3<sup>rd</sup> offense - expulsion from the College

**b. Uprooting and unlawful cutting of trees and plants;**

- Planting of 10 trees for every tree uprooted/cut down.

**c. Vandalism or destruction of government/ private property such as books, periodicals, chairs, vehicles, etc.;**

- 1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 7 days suspension
- 3<sup>rd</sup> offense - expulsion from the College

**d. Cyber-related offenses such as: Establishing and operating unofficial websites that misleads students and taints the image and reputation of the College, its offices, or any organization; Hacking of the email account, social media account, or website of any person or group of persons; and**

- 1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 10 days suspension
- 3<sup>rd</sup> offense - expulsion from the College

**c. Unlawful use of means of publication and unlawful utterances. (Art. 154, Revised Penal Code). Printing, publishing, posting false news which may endanger the public order, or cause damage to the interest or credit of the university; 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, periodicals or leaflets which do not bear the real printers' name or which are classified as anonymous.**

- 1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 10 days suspension
- 3<sup>rd</sup> offense - expulsion from the College

**Additional corrective measures for all acts of Destruction of Property:**

- revocation of degree;
- withdrawal of honors;
- disqualification from graduation with honors; and cancellation of enrollment.



**Section 10. Other Inappropriate Behavior**

**a. Engaging in the use of tobacco products, e-cigarettes, vapes, hand pipes, bubblers, or any smoking devices in violation of the provisions outlined in Republic Act 9211 is strictly prohibited;**

- 1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 7 days suspension
- 3<sup>rd</sup> offense - expulsion from the College

**b. Wearing inappropriate, indecent, and very revealing clothes in attending classes that causes disturbance to others;**

- 1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 7 days suspension
- 3<sup>rd</sup> offense - expulsion from the College

**c. non-wearing of valid school identification card (ID);**

- 1<sup>st</sup> offense - 2 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 7 days suspension
- 3<sup>rd</sup> offense - expulsion from the College

**d. Wearing someone else's ID/lending one's ID to another;**

- 1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 7 days suspension
- 3<sup>rd</sup> offense - expulsion from the College

**e. Loitering during the prescribed curfew in the evening;**

- 1<sup>st</sup> offense - 2 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 7 days suspension
- 3<sup>rd</sup> offense - expulsion from the College

**f. Failure to obtain from the concerned College office or equipment/s permit for the use of any College facility or equipment/s, subject to conditions imposed thereto;**

- 1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*
- 2<sup>nd</sup> offense - 7 days suspension

3<sup>rd</sup> offense - expulsion from the College

**g. Posting, distributing or disseminating notices, posters, leaflets or bills without approval. (Provided that if the income in the activity has resulted in the personal gain of the student involved, he/she shall be required to remit it to the organization whose name was used in the activity.);**

1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*

2<sup>nd</sup> offense - 7 days suspension

3<sup>rd</sup> offense - expulsion from the College

**h. Distributing immoral or indecent pictures, posters, slides or similar materials; writing, or distributing immoral and/or subversive literature;**

1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*

2<sup>nd</sup> offense - 7 days suspension

3<sup>rd</sup> offense - expulsion from the College

**i. Littering in College premises;**

1<sup>st</sup> offense - 2 days community service  
*Referral to Student Tribunal*

2<sup>nd</sup> offense - 7 days suspension

3<sup>rd</sup> offense - expulsion from the College

**j. Spitting in College premises;**

1<sup>st</sup> offense - 1 day community service  
*Referral to Student Tribunal*

2<sup>nd</sup> offense - 7 days suspension

3<sup>rd</sup> offense - expulsion from the College

**k. Violating legally posted instructions or signages such as “No Trespassing,” “Keep off the Grass,” “Off Limits,” “No parking”, “Loading and Unloading Area”., etc.**

1<sup>st</sup> offense - 5 days community service  
*Referral to Student Tribunal*

2<sup>nd</sup> offense - 7 days suspension

3<sup>rd</sup> offense - expulsion from the College  
*In all cases, the violator shall be required to restore the condition of the area violated.*

Additional corrective measures for all acts of Other Inappropriate Behavior:

- revocation of degree;
- withdrawal of honors;
- disqualification from graduation with honors; and  
cancellation of enrollment.

**Article VI  
Procedures**

All cases involving student discipline under these rules shall fall under the jurisdiction of the student disciplinary tribunal, in accordance with the approved ISO Process outlined below:

**Investigation on Student Discipline Procedures  
(for student-to-student, faculty-to-student, and non-teaching-to-student)**

Steps	Procedures
1	The Incident Report from referring party will be submitted to the OSAS and be forwarded to the Student Disciplinary Tribunal (SDT). <i>The Incident Report from referring party will be submitted to the osas@basc.edu.ph and be forwarded to the Student Disciplinary Tribunal (SDT).</i>
2	The Student Disciplinary Tribunal will conduct initial conference. *
3	The Student Disciplinary Tribunal will release notice of hearing. *
4	The Student Disciplinary Tribunal will conduct the investigation. *
5	The Student Disciplinary Tribunal will release joint decision. *
6	The Student Disciplinary Tribunal will release Notice of Suspension or Notice of Community Service followed by monitoring of service. *
7	The Student Disciplinary Tribunal will endorse the student(s) for guidance counseling upon completion of sanction.

*All italicized procedures are applicable online.*

*\*applicable for walk-in and online*

**Handling Client's Complaint  
(for student-to-student, student-to-faculty and student-to-non-teaching)**

Steps	Procedures
1	The Incident Report from referring party will be submitted to the OSAS and be forwarded to the Student Disciplinary Tribunal (SDT). <i>The Incident Report from referring party will be submitted to the osas@basc.edu.ph and be forwarded to the Student Disciplinary Tribunal (SDT).</i>

2	The Student Disciplinary Tribunal will assess the complaint. *
3	If the case is sexual harassment the SDT will endorse the case to Committee on Decorum and Investigation (CODI). * If the case is administrative case the SDT will endorse the case to Committee on Mediation. * If the case is falls under the Article V of this chapter (Guidance for Disciplinary Cases), the process on Investigation on Student Discipline Procedures will follow. *
5	The Student Disciplinary Tribunal will monitor the implementation of the result of the investigation. *
6	The Student Disciplinary Tribunal will endorse the student(s) for guidance counseling. *

*All italicized procedures are applicable online.*

*\*applicable for walk-in and online*

### **Section 1. Filing of Charge**

A disciplinary proceeding shall be initiated either spontaneously (motu proprio) or upon the submission of a written incident report detailing any violation of the current Guidelines for Disciplinary Cases. Upon receiving the report, whether it is directed to the Student Disciplinary Tribunal or the Office of Student Affairs and Services, an official entry will be recorded in a designated logbook. This entry will include details such as the individuals involved, the complainants, any witnesses, relevant information regarding the incident, and a description of the event itself.

### **Section 2. Preliminary Inquiry**

Upon receipt of the complaint or report, the tribunal shall conduct an initial conference followed by the issuance of a notice of hearing for both parties.

### **Section 3. Hearing**

Hearings shall begin no later than two (2) weeks after the initial conference of Student Disciplinary Tribunal.

#### **a. Notice of Hearing**

All parties concerned shall be notified of the date set for hearing at least three (3) days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be sufficient notice for the purpose of this section.

#### **b. Failure to appear at Hearing**

Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noticed and the hearing shall proceed ex parte without prejudice to the party's appearance in subsequent hearings.

#### **c. Duration of Hearing**

No hearings on any cases shall last beyond two (2) calendar months. During the preliminary meeting, the parties shall consider all matters that will aid in the prompt disposition of the case, such as any facts admitted, marking of documents to be presented, dates of hearings, identity of witnesses and the gist of their testimony.

#### **Section 4. Decision**

The tribunal shall decide each case within fifteen (15) days from final submission. The decision shall be in writing and signed by a majority of its members. It shall include a brief statement of the findings of fact and the specific regulations on which the decision is based. Any decision of the tribunal, other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar days, shall become final and executed after fifteen (15) days from receipt of the decision of the respondent unless within (5) days from receipt thereof, a motion for reconsideration of the same is filed, in which case the decision shall be final after (15) days of receipt of the action on the motion for reconsideration.

#### **Section 5. Appeal**

In all cases in which all final decision is not conferred from the tribunal, the respondent may file an appeal within ten (10) days exclusive of Sundays and official holidays after receipt of the appeal.

#### **Section 6. Rights of the Respondents**

Each respondent shall enjoy the following rights:

- a. Not to be subjected to any disciplinary penalty except upon due process of law;
- b. To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
- c. To be convicted only on evidence introduced at the proceedings or of which the respondent has been properly appraised;
- d. Pending final decision on any charge, to enjoy all his rights and privileges as a student, subject to the power of the tribunal to order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the college or the University; and
- e. To defend himself personally, or by counsel, or representative of his own choice. If the respondent should desire but is unable to secure the services of counsel, he should manifest that fact two (2) days before the date of hearing, and request the tribunal to designate counsel for him from among the members of the college constituency.

#### **Section 7. Notice of the Suspension and Community Service**

Upon a decision made by the tribunal, except for cases of expulsion, permanent disqualification, or suspension exceeding thirty (30) days, the respondent will be informed within fifteen (15) days. This notice will explain the findings, the rules used to make the decision, and what action will be taken. If there's no appeal made within five (5) days, the decision will become final and be acted upon received. Suspension also requires the completion of community service.

#### **Section 8. Effect of the Decision**

Decision shall take effect as provided in these rules. However, final decision of suspension or dismissal within thirty (30) days prior to any final examination shall take effect during the subsequent semester, except when the respondent is graduating, in which case the penalty shall immediately take effect.

## **Section 9. Records**

All proceedings before any tribunal or Committee shall be set down in encoding to the databank by the tribunal. Original records pertaining to student discipline shall be under the custody of the Director of Office of Student Affairs and Services. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he is involved therein, or unless he has legal right which cannot be protected or vindicated without access to or copying of such records. Any College official or employee who shall violate the confidential nature of such records shall be subject to disciplinary action.

## **Article VII**

### **Amendment, Repealing, and Transition Clause**

#### **Amendment**

Any provision of this code may be amended by a special meeting convened by the Student Disciplinary Tribunal. Amendments approved by the Board of Trustees shall take effect on the first day of the following semester. Students, faculty, and non-teaching personnel may propose amendments to the Code.

#### **Repealing**

Existing bodies, tribunals, offices, committees, and units which are rendered obsolete by this Code are hereby dissolved; and all existing rules and regulations that are in conflict with this Code are hereby repealed.

#### **Transition**

Present bodies shall remain until the new disciplinary committees are created.

The Code shall apply to all pending cases, in so far as it will benefit the respondents.

## **Article VIII**

### **Review**

The Director of Office of Student Affairs and Services shall call for the review of this Code or parts of it by faculty and students, if none has been made in ten (10) years.

## CHAPTER VII ADMISSION AND RETENTION POLICIES

### **Admission and Retention Policies for Agriculture, Agricultural Engineering, Geodetic Engineering and Food Technology Undergraduate Degree Programs**

As per BOT Resolution 24-1598

Admission and enrolment policies are of primary importance in SUCs to ensure equal access yet get the best or deserving applicants to fill up the limited number of students. Yet, provisions on admission and enrolment are insufficient and mostly outdated. While the College has its current policies, several aspects need to be enhanced or upgraded to cater to needs of the changing times. As of this date, only the Institute of Education has its own Board approved admission policy, other banner programs such as Agriculture and Engineering based its admission on the general admission policy of the College.

The proposed admission and retention policies of the Agriculture, engineering and food technology programs shall ensure clarity. These policies shall be included in the Student Manual and will serve as bases in updating ISO processes on admission and enrolment.

It is hoped that freshmen applicants and students Agriculture, engineering and food technology programs are properly guided and that problems in the processes and delays in the completion of studies will be minimized if not eliminated with policies in place.

#### **Part 1. Admission Policies**

##### **A. General Policies**

1. Admission is open to all who intend to pursue a degree program in the university and who meet the admission criteria.
2. A bridging program maybe prescribed by a college or institute to an applicant who finished a non-K12 curriculum in the high school.
3. The following may apply for admission Senior high school graduates Student Applicants s under the Enhanced Affirmative Action Plan Transferees from government-recognized schools College graduates (2nd degree takers)
4. Application for admission shall start as early as six (6) months prior to admission depending on the approved Academic Calendar.
5. Bases for admission shall be
  - 5.1. Quota requirement of 40 students per class, of the Agriculture, engineering and food technology degree programs
  - 5.2. Admission requirements depend on applicant classification (enhanced affirmative action plan)
  - 5.3. Availability of slots
6. No one shall be denied admission by reason of age, sex or gender, civil status, physical deformity, political affiliation, race, religion, ethnicity or type of secondary education completed. (enhanced affirmative action plan)
6. In the event that there are no adequate prospective enrollees to these degree programs, available slots shall be filled up on a first-come-first-served basis from among applicants who meet the prescribed admission requirements of the institute but did not make it in their chosen/priority degree programs due to limited slots.
7. Applicants who passed the admission requirements of BASC but did not enroll during the first semester term may be accepted during the second semester. If he/she plans to enroll the following academic year, he/she has to notify the institute he/she plans to

join at least three (3) months before the start of the coming semester. He/she will be re-ranked together with new applicants if entering during the first semester.

## **B. Specific Policies**

### **B.1. Grade 12 Students** (non-transferees, non-shifters)

1. For final admission of those currently in Grade 12, the Grade 12 GWA shall be considered for enrolment. A GWA of 80% or better is set as minimum qualification for those applying in the agriculture and food technology degree programs and 85% or better in engineering degree programs. All of these degree programs has their own licensure examinations.
2. For applicants of the agriculture and food technology programs a Grades of 80% or better in English, and Science are required
3. For applicants of the engineering degree programs Grades of 80% or better in English, and Science and Math
4. Interviews shall be conducted by the Department Chairpersons or Institute Deans among the qualifiers based on grades. Interview schedule to be provided by the office of the VP Academic Affairs.
5. Co-curricular and extracurricular involvement in high school may be considered

### **B.2. Transferees**

Thorough evaluation of transferees is necessary considering especially the (a) conditions for Free Higher Education Tuition and Other School Fees e.g. need to finish degree within the allowable time period, and (b) availability of slots in the course section.

1. Must come from Higher Education Institution recognized by the government
2. Has a General Weighted Average of 2.50 or better for all subjects finished.
3. Has NOT completed more than 50% of the units required for the degree program.
4. Generally accepted for the 1st semester. The decision to accept transferees during the 2' semester depends on the evaluation results.
5. Validation of examination is conducted for crediting of subjects prior to enrolment.

### **B.3. Shifters**

1. Applicant must have a General Weighted Average of 2.50 or better from last degree enrolled
2. Shifting of degree program will only be allowed twice.

### **B.4. Foreign Students**

1. Must meet all the prescribed requirements by the Department of Foreign Affairs and Bureau of Immigration e.g. valid student visa. The valid study permit apply every semester.
2. Must submit security clearance from his/her embassy.
3. Must submit a Certificate of Proficiency in English issued by the International Language Center for students who come from countries where English is not the medium of instruction in the absence of TOEFL or IELTS results.
4. An applicant must meet all other prescribed admission requirement of the College and the degree program.
5. An applicant may be admitted based on availability of slots in the degree program applied for and on a First Come First Served basis.
6. If transferee from the Philippine HEI, policies for transferees also apply.

### **B.S. College graduates** (2" degree takers)



1. Second degree takers may be accepted to prepare them for a masteral course or qualify them to take a licensure examination (e.g. LET)
2. Acceptance to other courses is dependent on the availability of slots and projected years of residence

## Part II. Retention Policies

The completion of degrees on an allowable time period is strictly implemented for a HEI to be eligible to the Free Higher Tuition Fee and Other School Fees (RA 10931). To help ensure the completion of degrees on time, a new student shall upon enrolment, be assigned an ADVISER from among permanent faculty members of the concerned Department/Institute

### 1. Grades

- a) Maintains a GWA of at least 3.0 every semester.
- b) Pass 50% or more of enrolled subjects for the semester.

2. Pre-requisites: No student shall be allowed to enroll a subject if he/she did not pass the prerequisite for that subject.

3. Actions to address academic delinquencies (**e.g. INC = Incomplete, D=Dropped, F=Failure, PR = In Progress**) at the end of each semester of midyear are shown in Table 1.

	Interventions				Special Actions
	Academic Advising/ 1 <sup>st</sup> Warning	Academic Advising/ 2 <sup>nd</sup> & Final Warning	Promissory Note/ Contract of undertaking (for Adviser & OSAS)	Intervention by the OSAS - GCU	
DELINQUENCY (INC, PR, D, F)					
In case of INC, PR and D					
1 <sup>st</sup> Semester	✓		✓	✓	
2 <sup>nd</sup> semester		✓	✓	✓	
INC or PR Grades in three (3) or more subjects (cumulative)			✓	✓	Deload*
In case of Failure					
1 <sup>st</sup> semester of incurring a falling grade	✓		✓	✓	Deload*
2 <sup>nd</sup> semester		✓ 2 <sup>nd</sup> warning	✓	✓	Deload & Final Warning
3 <sup>rd</sup> semester		✓		✓	Non-admission at the institute

4th semester		✓			Non-admission at BASC
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Note: \*The number of units to be deloaded shall correspond to units of delinquency.

### Part III. Residency Requirements

As a subsidized Higher Education Institution, there should be a timetable for students to complete their degrees so that other qualified students may also enjoy the same opportunity. RA 10931 allows only one (1) year of extension. Hence, all students are enjoined to observe the prescribed residency period (PRP).

<b>Prescribed Residency Period</b> (depends on degree program)	<b>Allowable Extension</b>	<b>Maximum Residency Period</b>
4 years	+ 2 years	6 years
5 years	+ 2 years	7 years

Exemptions may be granted to working students upon the assessment and recommendation by the Dean and Approval of the Vice President for Academic Affairs. Employment records e.g. contract shall be submitted.

2. Students who failed to complete their degree program within the maximum residency may be allowed to continue for another two (2) years upon recommendation of the Department Chair and the Dean and are required to re-enroll course audit or competency appraisal courses during their last school year.
3. Any student can avail of a leave of absence (LOA) from school for justifiable cause for a maximum of 1 year (cumulative or continuous) during his/her residency period. The LOA shall NOT be subtracted from the residency period except in cases when such LOA has been waived by the institution.

### Part IV. Other Policies

1. Any student who dropped or obtained failing grades in any prerequisite course/subject shall not be allowed to enroll the course/subject requiring such.
2. Undergraduate thesis maybe enrolled up to three (3) times. If still without any accomplishment, give a final grade of 5.0 (failed). If the student intends to enroll again, he or she is advised to seek a new adviser.
3. Any student who incurred failing grades due to prolonged illness or medical treatment or other reasonable absences shall be given consideration upon the recommendation of the Office of Student Affairs and Services through the Guidance Counseling Unit and Approved by the Institute Dean. Reconsideration is granted to a student twice only.

# Admission and Retention Policies for Education Undergraduate Degree Programs

As per BOT Resolution 23-1571

## I. Criteria for Admission Policies for Incoming Students

Before being admitted to the Institute of Education, the student must satisfy the following requirements:

### 1.1 For Incoming Students

- 1.1.1 Obtain a score of 75% or higher in the BASC Admission Test (BASCAT)
- 1.1.2 Submit pertinent documents as prescribed by the Office of Student Affairs and Services (OSAS) and the Office of the Registrar.
- 1.1.3 Have an average grade of 85% or higher on Form 138 (report card)
- 1.1.4 Undergo and pass screening procedures

*The screening procedure starts with a writing prompt activity to assess written communication skills and an interview for oral communication skills. This is administered and conducted by the institute designated officials or faculty members.*

### Screening Criteria

Communication Skills (written and oral)	10 pts	
Organization of Ideas (written and oral)	10 pts	
Appropriate Non-Verbal Cues		5 pts
<b>TOTAL</b>		<b>25 pts</b>

**Note: Please see Appendix A for the rubrics for the screening criteria.**

- 1.1.5 Obtain a cumulative score of 75 points or higher to be admitted to the institute:

### Distribution of Scores

BASC Admission Test	40%	
Form 138		40%
Screening	20%	
<b>TOTAL</b>		<b>100 pts</b>

## 1.2. Shifters/Transferees/Unit Earners

1.2.1 express intention to shift course using the College Form for Shifters, subject for the approval of the Dean for availability of slots, or to take teacher education units

1.2.2 undergo the screening procedure and must have a WA of 1.75 from the previous program with no grade of incomplete, conditional, or failing mark (as reflected in the Transcript of Records)

## II. Criteria for Retention and Exclusion Policies

The following are the conditions that must be met by the students to remain in their respective programs:

### 2.1. For All Students (1st to 4th year)

Students must not be involved in any unlawful acts stipulated in the Student Handbook of the College that can be grounds for their suspension, expulsion, or dismissal from the College while they are officially enrolled.

### 2.2. First Year

**2.2.1** No incomplete (INC), conditional (4), or failing grade (5) in any courses.

A grade of incomplete (inc), conditional (4), or failing mark (5) in any course will automatically mean students will be culled from the institute and will be advised either to shift programs or transfer to another school offering teacher education programs.

**2.2.2** Obtain at least a general weighted average of 2.25 or higher at the end of each semester

**2.2.3** Achieve a minimum weighted average of 75% in the battery examination, which is composed of the following:

For Bachelor of Elementary Education:

60% General Education, and 40% Professional Education

For Bachelor of Secondary Education General Education:

40% Professional Education, 40% Major/Specialization, and 20% General Education

**2.2.4** Secure a pre-enrolment clearance before enrolment

### 2.3. Second and Third Year

Students in **the Second- and Third-Year levels will no longer be excluded from the program** on the basis of academic performance except for committing unlawful acts as stated in the BASC Student Handbook. Second- and third-year students must comply with the following requirements:

2.3.1 An incomplete (inc) or conditional (4) grade must be completed or complied with within the period given by the Registrar's Office

2.3.2 A failing mark (5) will mean that the student will be automatically deloaded in the next semester. The subject/s to be deloaded should be a General Education subject and without a pre-requisite. Students should enroll in summer class/es to take the subject/s in which they have failed. If the student with the failing mark is enrolled in the coaching session, summer classes must

be prioritized; however, attendance and compliance with the requirements of the coaching sessions must also be met.

In case where students receive two or more failing marks in a semester, the academic retention policies prescribed by the Office of the Registrar's Manual must be implemented.

- 2.3.3 At the end of the two semesters, students are required to take the exit examination and achieve a minimum general weighted average of 75% in the exit exam, which shall be composed of the same areas in 2.2.3. If a student failed to achieve the required percentage, the student must undergo a coaching session.
- 2.3.4 Students who will undergo a coaching session must successfully complete the coaching session requirements before enrolment.
- 2.3.5 A pre-enrolment clearance must be obtained before enrolment

### **3. Fourth Year**

The following conditions must be met by the students and will also serve as part of the requirements in accomplishing their students' clearance before graduation:

- 3.1 Enroll in Project R2: Review (deepening sessions) during the first and second semesters. If and when a student misses a session, he or she is required to comply with whatever task or assessment was given during or after the session.
- 3.2 Take and obtain a general weighted average of 80% in every summative examinations, which will be administered after every deepening session during the first and second semesters. They may be allowed to take the examinations several times until the student obtains the passing percentage.
- 3.3. Achieve a general weighted average of 80% in the pre-board examination, the last examination to be given after the conduct of deepening sessions from the first to second semester, to obtain an endorsement letter from the institute for the LET Examination

### **4. Shifters/Transferees**

Shifters and transferees are on probationary status for a year once admitted. The following are the conditions that they need to meet:

- 4.1 must take the exit exam and achieve a minimum general weighted average of 75%. Failure to pass the exit exam after a year of probationary status means that the student will be culled from the institute.
- 4.2 secure a pre-enrolment clearance before enrolment

*Note: Students who were previously culled or removed from the institute and wish to be readmitted are not permitted.*

**LEAVE OF ABSENCE**

A leave of absence is the non-enrollment of a student from the College for one semester subject to renewal. This is granted to a student under the following conditions:

- A student is sick and unable to continue attending classes, supported by a medical certificate.
- A student is being drafted for military training.
- A student is unable to continue going to school beyond the period of official dropping, but whose class standing is of passing quality as certified by the instructors or professors. Prolonged leave of absence may be sought by a student in writing to the Registrar, stating therein the reasons for the petition and the specific period of applicability, but not to exceed one academic year.
- Withdrawal from the College without a formal petition for leave of absence may cause the curtailment of the entire withdrawal of registration. RESIDENCY REQUIREMENTS Residency refers to the number of years required for a student to finish the course. An undergraduate student must finish the requirements of a course within the period of actual residence equivalent to a maximum of one and a half of the normal length prescribed for the course; otherwise, he may not be allowed to enroll in the same course.
- No student shall graduate from the College unless he or she has completed at least one year of residence work immediately prior to graduation
- Transferees must have taken at least 50% of the total number of required in the curriculum at BASC.

**RESIDENCY REQUIREMENTS**

- Residency refers to the number of years required for a student to finish the course.
- An undergraduate student must finish the requirements of a course within the period of actual residence equivalent to a maximum of one and a half of the normal length prescribed for the course; otherwise, he may not be allowed to enroll in the same course.
- No student shall graduate from the College unless he or she has completed at least one year of residence work immediately prior to graduation.
- Transferees must have taken at least 50% of the total number of required in the curriculum at BASC.

**Rubrics for the Screening Procedure**

Criteria	Points & Description	Points & Description	Points & Description	Points & Description	Points & Description
Communication Skills 10 points	2 - The student presented/delivered unclear and	4 – the language was unclear, and delivery	6 – the language was weak, unclear, and wordy; the	8 – the language and delivery were generally	10 – the language was powerful and effective;

	contradicting ideas.	relied exclusively on notes.	delivery relied too much on notes and lacked spontaneity.	good but could have been more effective.	the delivery was clear and powerful.
Organization of ideas 10 points	2- the student manifested an inability to organize his/her thoughts.	4 – the student showed difficulty organizing ideas and may require more time to express them.	6 – the student was able to organize thoughts but found it difficult to follow.	8 – the student was able to present/delivered information but needed to be more logical.	10 – the student presented/delivered information in logical, interesting sequence that the interviewee could easily follow.
Appropriate Non-Verbal Cues 5 Points	1- the student did not use appropriate verbal cues.	2 – the student sparingly used appropriate nonverbal cues.	3 – the student seldom used appropriate nonverbal cues.	4 – the student used few appropriate verbal cues during the interview.	5 – student used several and appropriate verbal cues during the interview.

# PROPOSED ADMISSION AND RETENTION EXCLUSION POLICIES FOR DOCTOR OF VETERINARY MEDICINE STUDENTS

As per BOT Resolution 22-1415

The DVM program shall propose the following admission and retention policies.

## A. ADMISSION

### 1. First Year Students

- 1.1. The student has a GWA of 88% or better.
- 1.2. The student belongs to the 80% percentile rank among all BASCAT takers.
- 1.3. Only the top 100 applicant (based on BASCAT results, and meets the first two requirements) will be admitted.

### 2. Transferees/ Shiftees

- 2.1. The student has a GWA of 1.75 or higher from all subjects taken in previous course/ school.
- 2.2. The student belongs to the 80% percentile rank among all BASCAT takers.

### 3. Graduates of other degrees

- 3.1. The GWA from the first degree must be at least 2.0.
- 3.2. The student shall take all the required courses under the program.

## B. RETENTION

1. The student should pass the National Veterinary Admission Test after two years (when implementation of the NVAT resumes).

2. Upon admission to the DVM program, the students must not be involved in any unlawful acts that can be grounds for their suspension, expulsion or dismissal from the College while they are officially enrolled. Such acts are', "stealing or any attempt thereof; oppression, misconduct, disgraceful, immoral, fraudulent and/or unlawful conduct; unauthorized solicitation of funds or promoting the sales of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes even in the latter cases; gambling of any form within the premises of the institution; conduct prejudicial to the best interest of the college."

Note: This condition must be satisfied by all students from first to sixth year standing.

3. For the first two years, the following conditions must be met by the students in order to be retained in the program:

- 3.1. No failing grade in all subjects. A failing mark will automatically mean students will be culled from the program and they will be advised to transfer to another program/institute.
- 3.2. Incomplete or (INC) grade for major subjects should be completed before enrolment.
- 3.3. Conditional or a grade of 4 for major subjects must also be processed before enrolment.



3.4. A GWA of 2.25 or higher must be obtained at the end of for the first two academic years so that they can proceed to the DVM proper curriculum (3rd to 6th year).

4. Starting from the third year, the percentage of enrolled units with deficiency/ies per semester will result in the following:

4.1 Any student who at the end of the semester obtains final grades below “3” in 25% to 49% of the total number of academic units in which he/she is enrolled shall be warned by the Department Chairperson and Program/Class Adviser to improve his/her work. Deloading automatically happens due to sequential courses in the DVM program, (i.e. most courses in the proper curriculum have prerequisites.)

4.2. Any student who at the end of the semester obtains final grades below “3” in 50% to 75% of the total number of academic units in which he/she is enrolled shall be placed on provisional status for the succeeding semester. Provisional status shall be removed by passing with grades of “3” or better in more than 50% of the units in the succeeding semester. Student who fails to clear provisional status after one semester shall be dropped from the program and advised to shift to other program.

4.3. Any student who at the end of the semester obtains final grades below “3” in 76% or more of the total number of academic units shall be dropped from the program.

4.4. Any student who at the end of the semester obtains an incomplete grade in 50% or more of the normal load shall be on provisional status for the succeeding semester.

4.5. For the purpose of this policy, provisional status means a student cannot carry a regular load during the succeeding term otherwise, s/he shall be dropped from the program. Required courses in which a student has failed shall take precedence over other courses in his/her succeeding enrolment.

5. The maximum residency for DVM students is 9 years. The counting of the period of residence shall start from the student's first enrollment after admission into the program, and shall include all leaves of absence. Those who fail to finish the requirements of the degree within nine years of actual residence shall not be allowed to register further.

**CHAPTER VIII**  
**BASC AFFIRMATIVE ACTION PROGRAM**

As per BOT Resolution 24-1603

**EQUITY POLICY FOR FRESHMAN ADMISSION**

The Bulacan Agricultural State College, beyond providing accessible and equal opportunity to quality education, will uphold utmost humane considerations in selecting freshman applicants. The Student Policy and Program Development Office under the Office of the Vice President for Academic Affairs proposes the "*Guidelines on BASC's Equity Policy for College Freshman Admission*". It likewise recommends that the guidelines be observed by College/Institutes to demonstrate through concrete procedures the promotion of a more inclusive and equitable education.

1. In the light of the Affirmative Action Program of the University, the following criteria among others shall be considered in the selection of the qualifiers to the academic programs under the Equity Policy:

BASC Admission Test (BASCAT) result (65%), General Weighted Average (20%), and Socio-economic Profile (SEP), 15%. The SEP will consist of the Income Classification and Marginalization. The Income Classification is based on the Listahanan 3.0 of the Department of Social Welfare and Development.

On the other hand, the Marginalization profile shall be determined based on any of the following categories:

- a. Indigenous People (IPs)
- b. Pantawid Pamilyang Pilipino Program (4Ps) beneficiary
- c. Persons with Disabilities (PWD)
- d. Graduate of Alternative Learning System (ALS)
- e. Solo Parents
- e, geographically isolated and depressed areas (GIDA),
- f. with Exemplary Artistic and Athletic Ability and
- g. others as prescribed by law. 2

Table 1 below enumerates the requirements and the corresponding percentage allocation for the above-mentioned criteria (highlighted)

Criteria	Requirements	Percentage
<b>A. Scholastic Records</b>		
1. Mean General Weighted Average (GWA) for Grade 11 and Grade 12 (1st Sem) (20%),	Form 138	20
<b>2. BASC Admission Test Score</b>	Admission Assessment Form	65

<b>B. Socio-economic Profile (SEP), 15%.</b>		
Income Classification	Poor	3
	Non-poor	2
Marginalization.		10
1. Member of an Indigenous Cultural Community (ICC)/Indigenous People (IP);	Membership Certificate/ Barangay -issued Certificate	
2.2. Member of Pantawid Pamilya Pilipino Program (4Ps)	Membership Certificate/ Barangay -issued Certificate	
2.3. Student with Special Needs (SSN) and other Types of Disabilities	Membership Certificate/ Identification Card (ID)	
2.4. Graduate of Alternative Learning System (ALS)	Accreditation & Equivalency Assessment and Certification	
3. Child of a Solo Parent	Solo Parent ID	
4. Resident of geographically isolated and depressed areas	Certificate from the Municipal Social Welfare Office	
5. With Exemplary Artistic and Athletic Ability	Certificate from the Heads of the school-or community-based organizations (civic and/or religious orgs)	
6. Others prescribed by law	Certificate from the relevant government office	
Total		100

## 2. Procedures

- a. The Admission Office will provide each College/Institute Dean with the lists (per program) of the ranked applicants based on the BASC Admission Assessment results.
- b. Each College/Institute shall establish a Local Admission Committee to assist the Admission Office and to look into an applicants' other requirements.
- c. Each College/Institute will submit the initial lists of qualifiers to the BASC Admission Office for the generation of the shortlist of qualifiers.
- d. The shortlisted names of qualifiers will be submitted to the Office of the President for perusal and approval.

## 3. Other Provisions

To ensure that the policy is properly implemented, this will be revisited every two years after its implementation. This is also to guarantee that the allocated SEP percentage is still practical and relevant to the university's targets and equity policy.

To warrant implementing the proposal and to enhance provision of affirmative action policies and programs in relation to the Equity Policy, such as the creation of

additional decentralized BASCAT Testing Centers in the next five years, provision of academic support services to students from marginalized groups, and psychosocial support services to students with special needs, an annual budget of Php 1 Million will be allocated.

With this policy to serve the deserving scholars, BASC hopes to achieve the unwavering commitment to transformative education that fosters inclusivity, innovation, and social impact.

## **AFFIRMATIVE ACTION PROGRAM FOR CONTINUING STUDENTS**

### **A. The BASC Affirmative Action Program for Continuing Students**

The Bulacan Agricultural State College, beyond providing accessible and equal opportunity to quality education, will uphold utmost humane considerations for all its continuing students. The Office of Student Affairs and Services under the Office of the Vice President for Academic Affairs proposes the "Guidelines on Affirmative Action Program for Continuing Students ". It likewise recommends that the guidelines be observed by College and Institutes to demonstrate through concrete procedures the promotion of equality and equity.

In the light of the Affirmative Action Program of the University, Policies and Programs for continuing students on financial assistance for economically challenged students and for those students with special needs are prioritized.

### **B. Financial Assistance Program for the Economically Challenged and Marginalized Students**

The Bulacan Agricultural State College shall administer all student programs, services, rules, regulations, benefits, and aids without discrimination. The University considers with utmost importance students who are economically challenged and are marginalized.

### **C. General Guidelines for Economically Challenged and Marginalized Students**

- 1.1. Through the Office of the Scholarship and Financial Assistance (OSFA) under the Office of the Director of Student Affairs and Services, there are available educational programs, services, and assistance for the economically challenged yet deserving students.
- 1.2. The College/Institute Secretaries with the Student Councils are tasked to disseminate the information on such services; further inquiries may be made with the units.
- 1.3. The College/Institute Secretaries and/or the Scholarship Coordinators will then forward the application with the attached documents to the OSFA.
- 1.4. The OSFA will forward the application with accomplished Endorsement Form to the Office of the Director of Student Affairs and Services.
- 1.5. OSFA will conduct the orientation to interested students and based on the criteria set in coordination with other sponsoring organizations/offices such as Gender and Development (GAD) as deemed needed will accept, evaluate and certify the applications of the students concerned.
- 1.6. The OSFA will facilitate the approval of the application and inform the College/Institute Secretaries of the result for the approval of the President; applicants with approved applications will be required to personally communicate with the OSFA for details.

### **2. Programs and Assistance**

- 2.1. **Scholarship Program.** The program provides scholarship support to students who are from the marginalized and economically challenged groups, yet with excellent academic achievement and who have the

desire and motivation to succeed. This is a merit **(with maintaining grade requirement) and need-based (with no maintaining grade requirement but based on Socio-economic Profile which consist of the Income Classification and Marginalization)** scholarship program under the OSFA targeted for continuing students of the University. Applicants of the financial assistance and scholarship are selected based on the required criteria.

## **2.2. GAD Financial Assistance Program.**

The University through the Office of Gender and Development (GAD) will provide assistance to a greater number of deserving students by providing book and transportation allowances.

## **D. Students with Special Needs (SWSN)**

The Bulacan Agricultural State College is committed to ensuring that all students with special needs receive an education in a supportive environment that values diversity, inclusion, and participation. In the context of learners at school, students with special needs (SWSN) are those individuals that need to be given special educational requirements for they experience learning difficulties, emotional and behavioral problems, or physical disabilities.

The University aims to bring students with special needs an accessible, encouraging, healthy and inclusive learning environment. The University warrants that incoming and continuing students with special needs are given sufficient opportunity and support to fully access and engage in university life. Reasonable adjustments will be made so that students with special needs will be able to cope with the challenges/concerns and issues of higher education.

### **1. General Guidelines**

- 1.1** The University will strive to apply Universal Design concepts to its facilities, structures, curricula, and services.
- 1.2** Student Support Services Units will work on the SWSN Action Plan detailing their special services for SWSNs. Infographics on the matter should be posted in each office to inform and guide the students on those special services.
- 1.3** The Faculty members who will handle SWSNs will be instructed to make appropriate changes to the content, delivery, and evaluation methods of the course without undermining the academic standards or the course's intrinsic academic criteria, or providing an undue academic advantage to a student. The Faculty member is not expected to provide an alteration that would cause unjustifiable hardship or endanger the health and welfare of the student or others. A report on appropriate changes to cater SWSN will be submitted to the Program Chair.

### **2. Programs and Assistance**

### **2.1. Extended Scholarship Program for PWDs**

The University may extend financial assistance to PWDs through scholarships. This is in response to CHED RA No. 7277 and Magna Carta for Disabled Persons

### **2.2. Vocational / Livelihood Training (Dagdag -Kitang Pangkabuhayan, Tulong sa Mag-aaral)**

Students with special needs should be helped to make an effective transition from school to adult working life. The Institute of Management among others, may assist the students to become economically active and provide them with the skills needed in everyday life, offering training in skills which respond to the social and communication demands and expectations of adult life. This calls for appropriate training technologies, including direct experience in real-life situations outside school.

### **2.3. Community-School Based Rehabilitation**

Community involvement should be sought in order to supplement in-school activities, provide help in doing homework and compensate for lack of family support. Mention should be made in this connection of the role of neighborhood associations in making premises available, the role of family associations, youth clubs and movements, and the potential role persons with special needs, in both in school and out-of-school programs. Various partners in the community, including organizations of persons with special needs and other non-governmental organizations, should be empowered to take responsibility for the program. This is possible with the support of BASC Extension Office and Student Affairs.



## **E. Definition of Terms**

1. **Indigenous Peoples** refers to a group of people or homogenous societies identified by self-ascription and ascription by other, who have continuously lived as organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed customs, tradition, and other distinctive cultural traits, or who have, through resistance to political, social, and cultural inroads of colonization, non-indigenous religions and culture, became historically differentiated from the majority of Filipinos. They shall likewise include peoples who are regarded as indigenous on account of their descent from the populations which inhabited the country, at the time of conquest or colonization, or at the time of inroads of non-indigenous religions and cultures, or the establishment of present state boundaries, who retain some or all of their own social, economic, cultural, and political institutions, but who may have been displaced from their traditional domains or who may have resettled outside their ancestral domains as defined under Section 3 (h), Chapter II of Republic Act No. 8371, otherwise known as "The Indigenous Peoples Rights Act of 1997" (IPRA of 1997);
2. **Persons with Disabilities** refers to those who are suffering from restriction or different abilities, as a result of a mental, physical, or sensory impairment to perform an activity in the manner or within the range considered normal for a human being; and
3. **Solo Parents** refers to those who fall under the category of a solo parent defined under Republic Act No. 8972, otherwise known as the "Solo Parents Welfare Act of 2000".

# **APPENDICES**



**APPENDIX – A APPROVED DRESS CODE  
RESOLUTION NO. 08 SERIES OF 2023**

 	Republic of the Philippines <b>BULACAN AGRICULTURAL STATE COLLEGE</b> Federation of Supreme Student Council – Legislative Board Pinaod, San Ildefonso, Bulacan 3010	Document No.: QRDI-COP- SDPU02-001
	Title: <b>RESOLUTION NO. 01, s. 2024</b> <b>A.Y. 2023-2024</b>	Revision No.: 00 Effectivity Date: 02/10/2020

**A RESOLUTION PETITIONING THE VICE PRESIDENT OF ACADEMIC AFFAIRS TO  
ORDER THE STRICT IMPLEMENTATION OF DRESS CODE**

**WHEREAS,** the BASC Student Handbook under Personal Discipline, states that: "The wearing of the prescribed uniform is compulsory to all students from Monday to Thursday; Friday, however is free day where everyone can wear dress of his/her choice provided that decency is observed. P.E. uniform may also be worn during P.E. class and training period. Those having outdoor laboratory class may wear working clothes as scheduled."

**WHEREAS,** the BASC Student Handbook under Personal Discipline states further that: "Choice of Attire. Students shall have the right to dress according to their respective SOGIE while keeping within the prescribed school attire of the College. In the absence of school attire, students are expected to dress simply, appropriately, and decently."

**NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED,** that for the purpose of ensuring consistent understanding and enforcement of uniform regulations, with the concurrence of the Vice President of Academic Affairs, the following shall be prohibited

1. clothes with lewd, malicious, profane words and/or pictures
2. tattered jeans and ripped jeans
3. capri pants (tokong or pedal) and shorts (except during field and laboratory work)
4. miniskirts (maximum length should be 2 inches above the knee)
5. skirts with high slit (up to 1-2 inches slit is allowed)
6. backless blouses
7. plunging neckline
8. tube blouses and off-shoulders
9. see through
10. spaghetti straps or tank tops
11. bralette and sports bra
12. hair dye (loud and bright)
13. leggings
14. clothes that expose the waist or belly area while in a relaxed standing or sitting position
15. Slippers, crocs or any similar footwear/s shall be allowed for the all students whenever they are wearing their laboratory uniform or scrub suit.


**RESOLVED FURTHER,** the Institute shirts, BASC shirts, organization shirts, and any shirts issued by any offices in BASC shall be officially recognized as part of the uniform and are permitted to be worn specifically on Thursdays. Additionally, members are allowed to wear these shirts on any day when their respective organization requires them to do so.

**RESOLVED FURTHER,** that slippers and sandals shall be automatically allowed when it is raining.

**RESOLVED FURTHER,** that the responsibility for implementing this resolution during their class rests with the instructors and professors. Students shall be permitted entry to the college regardless of whether they are wearing the prescribed uniform, provided that the students still comply with the rules on decency.

**RESOLVED FINALLY**, that this amendment shall take effect after two weeks from approval to allow ample time for everyone to comply.

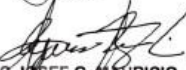
**SIGNED AND UNANIMOUSLY APPROVED** this 20<sup>th</sup> day of February, 2024

  
**SHERYL S. BUSTAMANTE**  
Senate President

  
**HAZEL MAE M. POLICARPIO**  
Senate Pro-Tempore

  
**REILA KHRYSTA V. DIONISIO**  
Senator

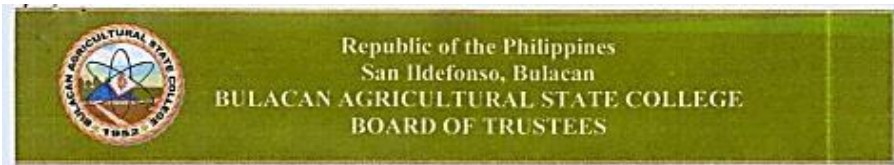
  
**EDWIN S. SANTOS**  
Senator

  
**MARC JOSEF G. MAURICIO**  
Senator

  
**KYLA DC. SOLIVIO**  
Senator

  
**KYLE DAVE M. GIMENO**  
Senator

## APPENDIX – B BASC BOARD OF TRUSTEES. RESOLUTION 23-1571 APPROVED LETTER



EXCERPT FROM THE MINUTES OF THE 103<sup>RD</sup> (4<sup>TH</sup> QUARTER OF 2023) REGULAR BOARD MEETING  
12 DECEMBER 2023  
CHED CENTRAL OFFICE, QUEZON CITY

XX

**2. Academic Matters**

**Agenda 2.3:** Proposed revision of the Admission, Retention, and Exclusion Policy of the Institute of Education

The Pre-board Committee Chairperson, Trustee Dayrit moved to approve agenda 2.1 to 2.4. It was duly seconded by Trustee Capalad. The Board passed:

**BASC BOT RESOLUTION 23-1571**

**A RESOLUTION OF THE GOVERNING BOARD OF THE BULACAN AGRICULTURAL STATE COLLEGE APPROVING THE PROPOSED REVISION OF THE ADMISSION, RETENTION, AND EXCLUSION POLICY OF THE INSTITUTE OF EDUCATION EFFECTIVE SECOND SEMESTER A.Y. 2023-2024**

WHEREAS, the Institute of Education has an existing admission, retention, and exclusion criteria which has been approved by the Board in March 2021 as per BASC Bot Resolution 21-1348 which was agreed by the Institute Academic Council (IAC Resolution 09-2023) to be revised in order to bolster the efficacy of the said policy in line with academic standards;

WHEREAS, revisions in terms of criteria for admission policies include submission of documents as prescribed by both the Office of Student Affairs and Services and the Office of the Registrar, requirement of a general weighted average of at least 85 percent on Form 138, expanded screening process which consists of an interview and a writing prompt, and increase of the screening score from 20 points to 25 points;

WHEREAS, in terms of retention and exclusion policy, battery exams and stricter grade requirements were proposed; completion of incomplete grades and attendance to coaching sessions / summer classes in case of failing grades were encouraged; pre-enrolment clearance and enrolment to project R2 (deepening sessions) were required; and summative exams were included to be administered while additional provisions were also added for Shifters/Transferees/Unit Earners;

RESOLVED THEREFORE, that the Governing Board hereby approves the proposed revision of the Admission, Retention, and Exclusion Policy of the Institute of Education effective Second Semester A.Y. 2023-2024.



**APPROVED**

XX

I hereby certify the correctness of this document (BASC Bot RESOLUTION 23-1571).

Prepared by:

  
BEA T. VINCULADO  
Board Secretary

Attested by:

  
Hon. JAMESON H. TAN, EDD, CESE  
Vice Chairperson, BASC Board of Trustees

2024-004

*QDD/SMP/SEC01-003/Rev. 00 (07.08.2021)*



Republic of the Philippines  
San Ildefonso, Bulacan  
**BULACAN AGRICULTURAL STATE COLLEGE**  
**BOARD OF TRUSTEES**

EXCERPT FROM THE MINUTES OF THE 104<sup>TH</sup> (1<sup>ST</sup> QUARTER OF 2024) REGULAR BOARD MEETING  
8 APRIL 2024  
CHED CENTRAL OFFICE, QUEZON CITY

XX

**2. Academic Matters**

On motion by Trustee Representative Dayrit, and duly seconded by Trustee Briz, the Board passed:

**BASC BOT RESOLUTION 24-1508**

**A RESOLUTION OF THE GOVERNING BOARD OF THE BULACAN AGRICULTURAL STATE COLLEGE APPROVING THE ADMISSION AND RETENTION POLICIES FOR AGRICULTURE, AGRICULTURAL ENGINEERING, GEODETIC ENGINEERING AND FOOD TECHNOLOGY UNDERGRADUATE DEGREE PROGRAMS**

WHEREAS, regular evaluation and adaptation of educational practices are essential to producing competent graduates and professionals in various fields and maintaining high licensure passing rates;

WHEREAS, admission and enrolment policies are of primary importance in SUCs to ensure equal access to deserving applicants while encouraging students to meet the requirements of their respective fields;

WHEREAS, the College has enhanced the outdated admission and enrolment provisions to cater to the needs of the changing times and to ensure clarity;

WHEREAS, the Board approved admission policy of the College (by institute) is limited to the Institute of Education while other banner programs of the College such as Agriculture and Engineering based its admission on the general admission policy of BASC;

WHEREAS, the College has subjected the "Admission and Retention Policies for Agriculture, Agricultural Engineering, Geodetic Engineering and Food Technology Undergraduate Degree Programs" (see attached document) on March 21, 2024 to the Pre-board Committee which was duly endorsed by the said body;

WHEREAS, the Board supports the initiative of the College to enhance the admission and retention policies prior to enrollment, in order to attract and retain high-quality graduate students who are committed to pursuing licensure in their respective fields, ultimately increasing the number of graduate takers for licensure and supporting the future workforce needs of the agricultural, agricultural and geodetic engineering, and food technology industry;

RESOLVED THEREFORE that the Governing Board hereby approves the Admission and Retention Policies for Agriculture, Agricultural Engineering, Geodetic Engineering and Food Technology Undergraduate Degree Programs.

RESOLVED FURTHER, that the said policies be included in the Student Manual and shall serve as bases in updating ISO processes on admission and enrolment;

APPROVED

XX

# APPENDIX – C Student Disciplinary Tribunal Resolution No. 001, Series of 2024



Bulacan Agricultural State College  
**FEDERATION OF SUPREME STUDENT COUNCIL**  
**Judiciary Board**  
Pinaod, San Ildefonso, Bulacan



## A RESOLUTION UPDATING THE STUDENT CODE OF CONDUCT TO REFLECT RELEVANT AND UPDATED DISCIPLINARY ACTIONS

**WHEREAS**, the Federation of Supreme Student Council (FSSC) Judiciary Board is tasked with upholding the integrity, fairness, and order within the academic community by ensuring that the Student Code of Conduct remains applicable and just;

**WHEREAS**, the current Student Code of Conduct contains provisions that have become outdated, necessitating amendments to align with evolving standards of behavior, current societal norms, and advancements in educational practices;

**WHEREAS**, a comprehensive review of the Student Code of Conduct has revealed a need for adjustments in the categorization of offenses and corresponding disciplinary measures to ensure a more just and equitable system for students;

**WHEREAS**, it is imperative that the Student Code of Conduct provides clear guidelines on conduct expectations and consequences, promoting both accountability and personal development within the student body;

**NOW, THEREFORE**, the Judiciary Board, in the exercise of its authority, hereby resolves to amend the Student Code of Conduct as follows:

### 1. Section I: General Provisions

The preamble and general provisions shall be revised to emphasize the importance of personal responsibility, respect for the rights of others, and adherence to community standards in both academic and non-academic settings.

### 2. Section II: Classification of Offenses

a. Offenses shall be categorized into three levels: Minor, Moderate, and Severe.  
b. Each offense shall be clearly defined, with specific examples provided to avoid ambiguity in interpretation.

### 3. Section III: Allocation of Disciplinary Authority

a. FSSC Judiciary Board shall handle all Minor Offenses, which include infractions such as failure to comply with basic institutional rules, minor disruptions, or breaches of community standards.

i. Disciplinary measures for Minor Offenses may include verbal or written warnings, mandatory counseling, or community service.

b. Student Disciplinary Tribunal shall have exclusive authority over Moderate and Severe Offenses, which involve more serious violations of the Student Code of Conduct, such as academic dishonesty, physical altercations, harassment, or violations threatening the safety and well-being of the academic community.

i. Disciplinary measures for Moderate Offenses may include probation, mandatory reform programs, or suspension for a limited period.

ii. Severe Offenses may result in extended suspension, expulsion, or referral to external legal authorities as warranted.

c. The Judiciary Board and the Student Disciplinary Tribunal shall coordinate as necessary to ensure a smooth transfer of cases and provide clarity on procedural responsibilities.

### 4. Section IV: Procedural Reforms

a. The adjudication process shall be streamlined to ensure timely resolution of cases, with additional safeguards for the protection of student rights.

b. Appeals mechanisms shall be clearly outlined, ensuring transparency and fairness in the review process.

### 5. Section V: Periodic Review and Revisions




Bulacan Agricultural State College  
**FEDERATION OF SUPREME STUDENT COUNCIL**  
**Judiciary Board**  
 Pinaod, San Ildefonso, Bulacan





The Student Code of Conduct shall be reviewed on a tri-annual basis to ensure its relevance and responsiveness to changing academic and social contexts.

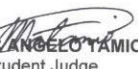
**RESOLVED FURTHER**, that this resolution shall take effect immediately upon its adoption by the FSSC Judiciary Board, and all existing provisions inconsistent with these amendments are hereby repealed or modified accordingly.


So ordered.

  
**ANGELO G. DIZON**  
 Lead Judge  
 Federation of Supreme Student Council


  
**TRISHA MAE DE GUZMAN**  
 Student Tribunal Secretary  
 Federation of Supreme Student Council

  
**MA. THERESA GARGAR**  
 Associate Judge  
 Federation of Supreme Student Council

  
**MARC ANGELO YAMIO**  
 Student Judge  
 Federation of Supreme Student Council

  
**JOHN MICHAEL DALISAY**  
 Student Judge  
 Federation of Supreme Student Council

  
**MICAH SAN MIGUEL**  
 Student Judge  
 Federation of Supreme Student Council

  
**ROMEL CAÑADA**  
 Student Judge  
 Federation of Supreme Student Council

**APPENDIX – D CHED Memorandum Order No. 09 Series of 2013  
Enhanced Policies and Guidelines on Student Affairs and Services**



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED MEMORANDUM ORDER**

No. 09

Series of 2013

**SUBJECT: ENHANCED POLICIES AND GUIDELINES ON STUDENT AFFAIRS AND SERVICES**

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act No. of 1994", Batas Pambansa 232, and Resolution No. 321-2013 of the Commission en banc dated April 8, 2013, the Commission on Higher Education, pursuant to its commitment to the utmost achievement of quality, relevant and efficient higher education in the country, hereby adopted and promulgated the following Enhanced Policies and Guidelines on Student Affairs and Services, which define the scope, procedures, the extent of regulations as well as the mechanics of evaluating student welfare and activities for students enrolled in Higher Education Institutions (HEIs) thus:

**ARTICLE I  
GUIDING PRINCIPLES**

- Section 1** The 1987 Philippine Constitution declares that the State shall protect and promote the rights of all Filipino citizens to quality education at all levels and shall take appropriate steps to make education accessible to all.
- Section 2** The State shall establish, maintain and support a complete, adequate, and integrated system of education relevant to the needs of the people and society.

**ARTICLE II  
STATEMENT OF POLICIES**

- Section 3** The CHED is mandated to promote quality education; take appropriate steps to ensure that education shall be accessible to all; and ensure and protect academic freedom for the continuing intellectual growth, the advancement of learning and research, the development of responsible and effective leadership, the education of high level professionals, and the enrichment of historical and cultural heritage.
- Section 4** An educational institution seeks to form individuals who can later become productive citizens of the country and the world. Its responsibility is not only confined to the teaching and development of job skills, but also to the acquisition of life skills and values. The individuals produced by the educational institution should be able to contribute positively to the progress of his/her country, and to the upliftment of the human conditions. Student Affairs and Services, therefore, must systematically and deliberately address this end objective of producing citizens suited to the aims of the country and of humanity. Higher Education Institutions must provide a set of student centered activities and services in support of academic instruction intended to facilitate holistic and well rounded student development for active involvement as future responsible citizens and leaders. These shall be collectively known as Student Affairs and Services.

- Section 5** The students' enjoyment of their rights shall be balanced by the exercise of accountability and social responsibility, that is, for every right enjoyed, there is a corresponding duty and accountability.
- Section 6** The rights of students to "self management" with the exercise of right to self-organize on matters that will advance their welfare and maximize their potentials shall be invaluable.
- Section 7** HEIs shall ensure full implementation of these Policies and Guidelines and provide mechanism for its monitoring and evaluation.

**ARTICLE III  
OBJECTIVES**

- Section 8** This set of guidelines aims to set minimum standards on student affairs and services among Higher Education Institutions (HEIs) in order to:
- 8.1 ensure proper balance between rights of educational institution and student rights;
  - 8.2 improve the quality of Student Affairs and Services among Higher Education Institutions;
  - 8.3 promote access to quality, relevant, efficient and effective student affairs and services;
  - 8.4 support student development and welfare; and
  - 8.5 ensure that all Higher Education Institutions provide holistic approach for Student Affairs and Services and comply with the minimum requirements for student affairs and services.

**ARTICLE IV  
SCOPE AND COVERAGE**

- Section 9** This set of policies, and guidelines shall apply to all Higher Education Institutions both public and private, duly authorized by the Commission on Higher Education and/or their respective Board of Trustees/ Board of Regents (BOT/BOR) in case of public institutions.

**ARTICLE V  
STUDENT AFFAIRS AND SERVICES**

- Section 10** **Student Affairs and Services (SAS)** - Student Affairs and Services are the services and programs in higher education institutions that are concerned with academic support experiences of students to attain holistic student development. Academic support services are: those that relate to student welfare, student development and those that relate to institutional programs and services. Implementation of these services can be unique to an institution.
- 10.1 Student Welfare Services are basic services and programs needed to ensure and promote the well-being of students. ✓



- 10.2 Student Development Services refers to the services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership, and social responsibility through various institutional and/or student-initiated activities.
- 10.3 Institutional Student Programs and Services – refers to the services and programs designed to pro-actively respond to the basic health, food, shelter, and safety concerns of students including students with special needs and disabilities and the school.

**ARTICLE VI  
MANAGEMENT AND ADMINISTRATION OF  
STUDENT AFFAIRS AND SERVICES**

**Section 11** Higher Education Institution must ensure that there is an office to manage the Student affairs and Services.

11.1 The HEI must ensure an adequate number of student services personnel to serve the student population.

11.2 The HEI must ensure that the student services personnel are qualified, and competent.

**Section 12 Student Services Funds** - The HEI must ensure that any Student Affairs and Services fees collected must be judiciously disposed for Student Affairs and Services. There shall be a mechanism to ensure transparency and accountability in the usage of the fund.

**ARTICLE VII  
STUDENT WELFARE**

These are basic services that are necessary to serve the well-being of students. These include Information, Orientation and Awareness, Guidance and Counseling, Career and Placement, Economic Enterprise Development, and Student Handbook development.

**Section 13 Information and Orientation Services** – refer to informative activities and materials designed to facilitate student adjustment to life in tertiary/higher education.

13.1 **Information and Orientation Services**

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

13.1.2 There shall be a regular comprehensive orientation program held for new and continuing students responsive to their needs, including



orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities.

- 13.1.3 There shall be an organized, updated, and readily available educational, career, and personal/social materials in different accessible formats. Information materials include statutes affecting students such as (a) R.A. 9262 or Anti Violence Against Women and Children Act; b) guidelines on drug abuse prevention and control, c) R.A. 7877 or the Anti-Sexual Harassment Act of 1995, d) HIV AIDS awareness, e) self-care and healthy lifestyles and (f) R.A. 9442, particularly on the provision on public ridicule and vilification against persons with disability.

#### Section 14 Guidance and Counseling Services

- 14.1 **Guidance Service** – a 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.
- 14.2 **Counseling** – individual and/or group intervention designed to facilitate positive change in student behavior, feelings, and attitudes.
- 14.2.1 Gender sensitive individual and group counseling shall be provided by a licensed counselor. The acceptable ratio of counselor to student population is at least 1:1,000.
- 14.2.2 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.
- 14.2.3 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.
- 14.3 **Appraisal** – gathering information about students through the use of psychological tests and non-psychometric devices.
- 14.3.1. The Guidance Office shall maintain student's cumulative records which contain relevant information about the student e.g. family background, test data, disability records, etc. Records shall be appropriate, usable and regularly updated.
- 14.3.2 There shall be provision for a well-planned assessment program for students with appropriate standardized psychological tests administered, scored and interpreted by qualified personnel. The test results are interpreted to students, teachers, and concerned individuals e.g. parents.
- 14.4 **Follow-up** – a systematic monitoring to determine the effectiveness of guidance activities, in general, and placement in particular.



14.4.1 There shall be adequate and appropriate Follow-up and Referral Schemes known to students and concerned parties.

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

**Section 15 Career and Job Placement Services** – refer to the assistance provided for vocational and occupational fitness and employment.

15.1 The Higher Education Institution 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.

15.2 The Higher Education Institution shall maintain active networking with school, community, alumni, and other relevant agencies for career and job placement of students.

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

15.4 There shall be regular career seminars and job placement services available for the students.

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

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

**Section 16 Economic Enterprise Development** – refers to those services and programs that would cater to the other economic needs of students such as but not limited to 1) student cooperatives, 2) entrepreneurial, 3) income generating projects, and 4) savings. If in case the HEIs opted to organize cooperative, the same must be recognized/registered with the Cooperative Development Agency (CDA) subject to the existing laws and guidelines of the said Agency.

16.1 The HEI may establish mechanisms to promote and develop student economic enterprises but not limited to academic activities.

**Section 17 Student Handbook Development**

17.1 There shall be mechanisms 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 university stakeholders.

17.2 There shall be mechanisms to archive and retrieve previous student handbooks for purposes of improving the same.

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

**ARTICLE VIII  
STUDENT DEVELOPMENT**

These are programs and activities designed for the enhancement and deepening of leadership skills and social responsibility, which include Student Organizations and Activities, Professional organization or societies, special interests, Leadership Training Programs, Student Council/ Government, Student Discipline, Student Publication/ media.

**Section 18 Student Activities** – supervision, recognition, and monitoring of student organizations and their activities such as leadership programs, student publication, student organizations, sports development, volunteerism, peer helper program, etc.

**Section 19 Student Organizations and Activities** – refer to the recognition/accreditation, supervision and monitoring of student groups including the evaluation of their activities.

19.1 The Higher Education Institution (HEI) shall have a system of accreditation, re-accreditation, monitoring and evaluation using participatory institutional procedures and processes in recognition of basic rights to organize. Requirements and procedures for recognition/accreditation of student groups shall be widely disseminated.

19.2 The HEI shall provide accredited student organizations adequate office space and other institutional support.

19.3 The Constitution and by laws of student organizations shall provide for and require participation in activities on anti-drug abuse, awareness and drug abuse prevention initiated by Government and Non-government Organizations. There shall be a mechanism to coordinate with the school administration relative to the treatment and rehabilitation of students with drug-related problems.

**Section 20 Leadership Training**– are programs and opportunities to develop and enhance leadership effectiveness in the personal level and student organizations.

20.1 The HEI shall ensure that leadership training programs are provided and opportunities for interaction with counterparts from other institutions.

**Section 21 Student Council/Government** – refers to the student body duly organized and elected at large by the students themselves, with due recognition and authority from the HEI, as the students' official representative in matters affecting them.

21.1 The HEI must recognize the right of the students to govern themselves as a student body, to be transparent and accountable to their constituents; and be represented in various for a where the students need to be consulted. ✓



- 21.2 The HEI must ensure transparency in the development/revision of guidelines and procedures for the student council/government.

**Section 22 Student Discipline** – refers to the judicious implementation of institutional rules and regulations governing student behavior and conduct.

- 22.1 The HEI shall have gender and disability sensitive rules and regulations formulated in consultation with students and faculty and published in a student manual that is accessible and disseminated to students including students with disabilities, faculty and concurred in by parents. The rules and regulations define appropriate student conduct and prescribe sanctions for misconduct such as but not limited to acts of vandalism, exaggerated utterances, irresponsible and libelous statements and other negative acts of militancy that threaten peace and order and private and public properties inside and outside the HEIs.
- 22.2 A discipline committee shall be established in all HEIs to ensure due process in dealing with student misconduct.
- 22.3 There shall be timely mechanisms to address student grievance.

**Section 23 Student Publication/Year Book** – refers to the official publication/organ/journal/yearbook and such other student oriented print and non-print media of the university and/or college.

- 23.1 The HEI shall support the establishment and implementation of student publication as provided for in R.A. 7079, otherwise known as “Campus Journalism Act of 1991” and other media forms preferably within the framework of self-management.
- 23.2 There shall be mechanism to ensure that the provisions under this Act are complied with.
- 23.3 There shall be mechanism to encourage other media and yearbook production.

**ARTICLE IX  
INSTITUTIONAL STUDENT PROGRAMS AND SERVICES**

These are programs and activities offered by the HEIs to facilitate the delivery of essential services to the students that include Admission, Scholarship and Financial Assistance, Food, Health, Security and Safety, Housing and Residential Services, Multi-Faith, Foreign/International Students, services for Students with Special Needs and other programs such as: culture and arts, sports, social and community involvement.

**Section 24 Admission Services** – refer to services that take care of the processing of students' entrance and requirements.



- 24.1 Requirement and procedures for admission are in place with consideration/reasonable accommodation for those applicants and/or persons with disabilities as stipulated in R.A. 7277.
- 24.2 Stakeholders are properly informed of the guidelines of the HEI.
- 24.3 List of tuition and other school fees and educational visits and field trips must be posted in conspicuous places.

**Section 25 Scholarships and Financial Assistance (SFA)** - refer to the management, generation and/or allocation of funds for scholarship and financial aid to deserving students.

- 25.1 There shall be student scholarships and financial assistance in various forms and accessible modalities available to students with appropriate screening and monitoring procedures, and guidelines understood by applicants and recipients.
- 25.2 There shall be structures to provide access to scholarship and financial assistance instituted. Availability, qualification requirements, and procedures for availment of scholarships and financial aid should be widely and promptly disseminated in various media.
- 25.3 There shall be mechanisms for HEIs to institutionalize more compassionate policies and guidelines particularly for those students belonging to the vulnerable and/or marginalized sector of our country. The HEIs must provide access on any financial assistance in cases where the stated students can not pay on the particular moment.

**Section 26 Food Services** – refer to the ensurance of available, adequate, safe and healthful food within the campus and immediate vicinity in accordance with the food, safety and sanitation guidelines of the Department of Health.

- 26.1 The Higher Education Institution shall set the criteria for safety and sanitary conditions and food choices 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.
- 26.2 The Higher Education Institution shall periodically inspect food outlets for sanitation and hygiene. The Certificate to Operate should be displayed in a prominent area of the food outlet.

**Section 27 Health Services** – refer to the provision of primary health care and wellness program.

- 27.1 The Higher Education Institution shall provide primary health care services administered by licensed medical, dental and allied professionals to all students.



- 27.2 There shall be adequate facilities for health care and updated health records including disability records for students with disabilities that are kept and maintained as required by the Department of Health and other related agencies.
- 27.3 There shall be mechanisms to promote healthy lifestyle such as but not limited to healthy diet, physical activities, and no smoking and drinking of alcoholic beverages and substance abuse; and provide healthy environment not only inside the campus but also outside the school premises.
- 27.4 The school shall provide policy and environment to enable the practice of healthy lifestyle.
- 27.5 There shall be compliance with the relevant and existing health and related laws, rules and regulations.

**Section 28 Safety and Security Services** – refer to the provision of a safe and secure environment and that of the members of the academic community.

- 28.1 There is safe, accessible (for persons with disabilities) and secure environment, buildings and facilities shall comply with government standards. Licensed and competent security personnel shall ensure the safety and security of students and their belongings.
- 28.2 There shall be mechanisms to address disaster risk reduction and management concerns to include persons with disabilities' needs in compliance with R.A. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010".
- 28.3 There shall be a regular conduct of earthquake and fire drills involving majority of students and teaching and non-teaching personnel.
- 28.4 There should be a contingency plan for each campus of each HEI in compliance with R.A. 10121.
- 28.5 There shall be an established mechanism for the students to help in crime prevention, safety and security of the concerned HEI.

**Section 29 Student Housing and Residential Services** – refer to the assistance provided to ensure access to accommodation that is safe and conducive to learning.

- 29.1 The school must provide mechanism, assistance and/or list of acceptable student dormitories and housing facilities that are safe, clean, affordable, accessible to students with disabilities, and conducive to learning.

**Section 30 Multi-faith Services** – refer to the provision of an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies.



30.1 The HEI shall be encouraged to ensure that the right of religion is respected.

30.2 The HEI must provide mechanism for the use of facilities.

**Section 31 Foreign/International Students Services** – refer to the provision of assistance to address the needs of foreign students.

31.1 An integrated service program that caters to the socio-psycho-cultural, academic and non-academic needs should be available to all international students.

31.2 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.

31.3 There shall be a regular submission of the list of foreign students and compliance reports as required by the concerned government agencies.

31.4 There must be a Code of Conduct that will govern foreign students while they are inside the country in compliance with prescribed rules and regulations.

31.5 Adequate quota between Filipino and Foreign students should be established within the particular HEI considering local and national security in accordance with prescribed rules and regulations.

**Section 32 Services for Students with Special Needs and Persons with Disabilities** are programs and activities designed to provide equal opportunities to Persons With Disabilities (PWDs), indigenous peoples, solo parents, etc. (academic accommodation for learners with special needs).

32.1 The HEI shall ensure that academic accommodation is made available to persons with disabilities and learners with special needs with proper consultation and conference with students with disabilities themselves, together with their teachers, parents/guardian/s, personal assistant/s and other concerned professionals, whenever necessary.

32.2 There shall be provisions/programs for life skills training e.g. conflict management and counseling or testing referrals shall be done whenever necessary.

32.3 There shall be a regular submission of the list of students with disabilities detailing the intervention programs to the CHEDROs in order to build up the Database of HEIs Accommodating PWDs.

**Section 33 Cultural and Arts Programs** – refer to the set of activities designed to provide opportunities to develop and enhance talents, abilities and values for appreciation, promotion and conservation of national culture and multi-cultural heritage.

33.1 The HEI shall provide opportunities for appreciation of culture and the arts. ✓





33.2 There shall be mechanisms to promote Philippine Culture and the Arts in coordination with other government agencies.

33.3 The HEI shall provide an Office for Culture and the Arts.

**Section 34 Sports Development Programs** – are programs designed for physical fitness and wellness of students.

34.1 The HEI shall provide opportunities for physical fitness and well-being of students.

34.2 There shall be mechanism to promote national, sectoral and cultural sports activities and development in coordination with other agencies. Example: arnis (national), sports for persons with disabilities, and sipa (cultural).

34.3. There shall be a regular conduct of sports programs supporting school athletes and the whole studentry.

**Section 35 Social and Community Involvement Programs** – refer to programs and opportunities designed to develop social awareness, personal internalization and meaningful contribution to nation building.

35.1 The HEI shall ensure opportunities for meaningful socio-civic involvement of students which include among others volunteerism, environment protection, etc.

35.2 The HEI shall ensure that the students are insured in their field work days.

**Section 36 Other Related Programs and Services** - refer to those that include other institutional programs that might be established by the institutions.

36.1 There shall be appropriate mechanisms established to inform the students and stakeholders regarding the other related programs and services not cited in this CHED Memorandum Order.

**ARTICLE X  
RESEARCH ON STUDENT AFFAIRS AND SERVICES**

**Section 37** The Higher Education Institution shall be encouraged to conduct research on Student Affairs and Services Programs. The students may be involved in the research.

**Section 38** Research results and outputs shall be disseminated and utilized.

**ARTICLE XI  
MONITORING AND EVALUATION**

**Section 39 Monitoring and Evaluation on Student Affairs and Services** – feedback mechanism on the effectiveness of the Student Affairs and Services.

- 39.1 There shall be mechanisms for regular monitoring and evaluation on the implementation of Student Services and submission of reports regarding the same to CHEDROs.
- 39.2 There shall be mechanisms to ensure sustainability of effective programs and submission of reports on student affairs and services to the CHEDROs for the purpose of improving existing policies, guidelines and procedures dealing with student affairs and services.
- 39.3 Evaluation results and outputs shall be disseminated and utilized.
- 39.4 Monitoring and evaluation instruments shall be developed and issued.

**ARTICLE XII  
REWARDS AND INCENTIVES**

**Section 40 Institutional Rewards on Excellence in Student Affairs and Services**

- 40.1 There shall be mechanisms for HEIs to provide incentives and rewards for proper implementation and execution of the Student Affairs and Services.

**Section 41 Government and Non Government Incentives**

- 41.1 Incentives and rewards shall likewise be awarded to HEIs that properly implemented and executed the Student Affairs and Services.

**ARTICLE XIII  
REPEALING CLAUSE**

**Section 42** CHED Memorandum Order No. 42 s. 2005 "Implementing Guidelines for the Creation of Student Crime Prevention Councils in all Colleges and Universities" is hereby repealed.

**Section 43** All CHED issuances or memorandum orders or parts thereof contrary to or inconsistent with this memorandum order are hereby repealed or modified accordingly.

**ARTICLE XIV  
TRANSITORY PROVISIONS**

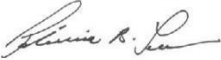
**Section 44** Higher Education Institutions operating in the country must comply with the ensuing Guidelines within three years from its issuance. New applicants for higher education



program must strictly adhere to these Enhanced Policies and Guidelines on Students Affairs and Services.

**ARTICLE XV  
APPROVAL AND EFFECTIVITY**

**Section 45** This set of Policies and Guidelines is hereby approved and shall take effect Academic Year 2013-2014.



PATRICIA B. LICUANAN, Ph. D.  
Chairperson

Issued on April 19, 2013.

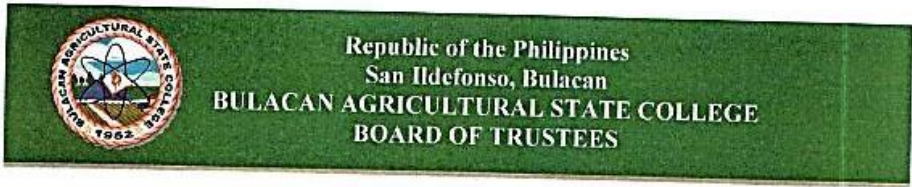
Enclosure: Appendix A – List of References



List of References

Laws	Short Titles
R.A. 6728	Government Assistance to Students and Teachers in Private Education Act
R.A. 6847	Philippine Sports Commission Act
R.A. 7079	Campus Journalism Act of 1991
R.A. 7277	Magna Carta for Persons with Disabilities
R.A. 7356	Law Creating the National Commission for Culture and the Arts
R.A. 7610	Protection against child abuse, exploitation and discrimination
R.A. 7877	Anti-Sexual Harassment Act of 1995
R.A. 8049	Anti- Hazing Law
R.A. 8749	Clean Air Act of 1999
R.A. 9165	Comprehensive Dangerous Drugs Act of 2002
R.A. 9163	National Service Training Program Act of 2001
R.A. 9211	Anti-smoking law
R.A. 9262	Anti-Violence Against Women and Children Act
R.A. 9418	Volunteerism Act of 2007
R.A. 9442	An Act Amending Republic Act No. 7277, known as the "Magna Carta for Disabled Persons and for Other Purposes"
R.A. 9512	Environmental Awareness and Education Act of 2008
R.A. 9520	Philippine Cooperative Code of 2008
R.A. 10121	Philippine Disaster Risk Reduction and Management Act of 2010
<b>Rules and Regulations</b>	<b>Title</b>
<b>Exec. Order No.</b>	
285 s. 2000	Amending the Guidelines Governing the Entry and Stay of Foreign Students in the Philippines, and the Establishment of an Inter-agency Committee on Foreign Students for the Purpose
<b>CHED Memo Order</b>	
21 s. 2006	Guidelines on Student Affairs and Services Program

**APPENDIX – E BASC BOARD OF TRUSTEES. RESOLUTION 23-1571 APPROVED LETTER**



EXCERPT FROM THE MINUTES OF THE 106<sup>TH</sup> (3<sup>RD</sup> QUARTER OF 2024) REGULAR BOARD MEETING  
18 SEPTEMBER 2024  
CHED CENTRAL OFFICE, QUEZON CITY

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- 2. Academic Matters
  - 2.2 Proposal for Admission of Foreign Students

The Board passed:

**BASC BoT RESOLUTION 24-1647**  
**A RESOLUTION OF THE GOVERNING BOARD OF THE BULACAN AGRICULTURAL STATE COLLEGE**  
**APPROVING THE PROPOSAL TO ADMIT FOREIGN STUDENTS**

WHEREAS, the Bureau of Immigration approved the accreditation of BASC to accept foreign students for its undergraduate and graduate degree programs last May 24, 2024 through AAFS No. 2024-T665;

WHEREAS, admitting foreign students will enrich the educational experience, build reputation, promote cultural exchange and understanding, support enrollment and financial stability, advance academic and research opportunities, and reflect institutional values;

WHEREAS, the proposal has been subjected to the Pre-Board Committee which was endorsed by the same on 9 September 2024;

BE IT RESOLVED, that the Governing Board recognizes that admission of foreign students is a strategic initiative that aligns with BASC's mission to foster a diverse, inclusive, and globally engaged educational environment;

BE IT RESOLVED FURTHER, that the Governing Board hereby approves the proposal for admission of foreign students which includes admission guidelines, general requirements, support services for international students, and schedule of fees, in conformity with the guidelines on the entry and stay of foreign students in the Philippines pursuant to Executive Order no. 285, s. 2000.



APPROVED

XX

Prepared by:

  
BEA T. VINCLADO  
Board Secretary V

Attested by:

  
Hon. JAMESON H. TAN, EDD, CESE

OFFICE OF THE BOARD SECRETARY  
CERTIFIED TRUE COPY  
BY: ROCHELLE DAVE L. CRONOFF





## BULACAN AGRICULTURAL STATE COLLEGE

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# STUDENT HANDBOOK

Revised 2024

