

## **FOREWORD**

This handbook aims to introduce your college to you. It shall serve as your guide while you are studying at ASIST. The goals and objective of the College as well as its rules and regulations, policies and the basic date about the school contained therein are very important information for you to help you in your personal development. Read and study them and most importantly, put them into practice. For, while you are studying here, ASIST will be your new home as you strive to acquire an education. Study demands sacrifices and sheer dedication; therefore, devote your energies towards your personal goals. Take advantage of all the facilities the college has to offer.

It is our hope that every student will make this handbook an integral part of his/her everyday life.

*\*Post Script: It is a must that each student must take time to download and read all the contents for your wholistic perspective of college life. Note Well: Show an objective proof of having read and downloaded this Student Handbook for clearance and other purposes.*

## **INTRODUCTION**

**ASIST VISION:** A premier higher education institution of science and technology in the Cordillera Administrative Region.

### **MISSION**

The College shall primarily provide technological, professional, technical education and shall inspire leadership in the field of Agricultural Education and Industry, through scientific research and extension.

### **GOALS**

1. To produce quality graduates who are locally and globally competitive
2. To disseminate and showcase client, responsive technologies and other solutions to development problems;
3. To develop/generate new knowledge and verify client-oriented technologies and other solutions to local and national development problems;
4. To develop and operate viable Income Generating Projects (IGP's) to augment the finances of the College;
5. To realize ASIST as a dynamic and responsive learning institution effectively managing its resources.

### **BRIEF HISTORY OF ASIST**

The Abra State Institute of Sciences and Technology is the lone state college in the province of Abra, located in the municipality of Lagangilang. It was founded in 1908 by an American, Mr. Amos Allen as an industrial school and then later became a Farm School in 1911. It became the Lagangilang Agricultural High School in 1943 until 1948 when it was nationalized and became the Lagangilang National Agricultural High School. In 1966, it finally became the Lagangilang Agricultural College.

ASIST attained its present status as a state college by virtue of Batas Pambansa Blg. 392 on January 24, 1983.

By virtue of CHED Memorandum Order #27, s. 2000, ASIST has integrated with then Abra School of Arts and Trades, which is now ASIST – Bangued Campus.

## **I. BASIC ACADEMIC POLICIES AND PROCEDURES**

### **A. Admission**

All new students wishing to be admitted in the undergraduate level should:

1. be physically and mentally fit;
2. take the College Placement Test (CPT);
3. meet the entrance requirements set by the department or college in which he/she is entree.

Requirements:

1. Form 138 or High School report card (For High School Graduates only)
2. Birth Certificate/Certificate of Live Birth from NSO
3. Honorable Dismissal (for transferees)
4. Transcript of Records (for transferees)
5. Certificate of Good Moral Character
6. Two copies of ID picture (1x1); two copies 2x2 ID picture
7. Certificate of Class Rank (for recipients of ASIST Scholarship Award only)

\*For the Current list of courses offered, please inquire from the Registrar's Office or refer to the General Bulletin of Information.

\*For special and/or part-time students, they should submit #4, 5 and 6 of the lists of requirements above.

\*For old-returning students, they should seek re-admission certificate from the Admission Office before they are allowed to re-enroll.

\*Cross-enrollees. A student registered in any institution may be admitted to the college provided he/she presents a written permit from the Dean or Registrar of the school last attended setting forth the courses and the total number of units in which the student will be registered.

Likewise, the college shall not credit any course taken by the student in any other college/university unless authorized in writing by the Admission Office through the Executive Dean and the College Dean.

### **B. Registration**

Students shall be allowed to register only upon qualifying for admission within the scheduled registration period as provided for in the approved annual academic calendar.

Late registration shall be allowed within the first week of classes only, in which case a fine shall be imposed. No late registrants shall be entertained after the first week of classes unless under very meritorious cases.

#### C. Refund of Fees

In accordance with the College Code, the school shall allow the refund of fees, as follows:

1<sup>st</sup> week of classes – 100% refund on tuition fee and other fees except registration fee

2<sup>nd</sup> week of classes – 75% refund on tuition fee and other fees except registration fee

3<sup>rd</sup> week of classes – 50% refund on tuition fee and other fees except registration fee

4<sup>th</sup> week of classes – 25% refund on tuition fee and other fees except registration fee

After the 4<sup>th</sup> week of classes there shall be no more refund of fees. An enrolled student who wishes to transfer may get back his/her entrance credentials but without refund of fees.

#### D. Academic Load

The maximum academic load in every regular semester shall be that prescribed in the approved course curriculum. An overload of 3 units may be allowed by the Registrar to students graduating within the term or year upon the recommendation of the Executive Dean and the College Dean. The computation of academic load as well as the weighted average grade shall include Physical Education subjects and also the NSTP course, or its equivalent.

#### E. Curricular Changes

1. Dropping of Subjects. Dropping of subjects shall be made within the first three-fourths of the total class hours, prescribed thereof. After the three-fourths period, a student may be allowed to drop a course by reason of illness, duly certified by any government physician, or other justifiable causes. (ASIST Code Art. 231)

If, however a student wishes to drop a subject for reasons aside from illness, he/she should seek the approval of his/her instructor/Professor and the Department Chairman or the College Dean. If dropping is made within the first half of the total class hours, that is before the Mid-term Exams, he/she gets a mark of DROPPED as final rating. If dropping is made after the first half of the total class hours, that is after the Mid-term Exams, he/she gets a mark of 5.00 in his/her final rating.

When the number of hours lost by absence exceeds 20% of the total class hours required in the course before the Mid-term exams, he/she shall be dropped from the subject. The rules on the time of dropping shall prevail.

2. Withdrawal from Program. A student who drops entirely in his/her program during the term with valid reasons and approval of the Executive Dean, shall be classified as “withdrawal”. (ASIST Code Article 232)

3. Substitution of Subjects. All substitution of subjects shall be recommended by the College Dean and approved by the Executive Dean.

4. Changing Section/Major. Change of sections/subjects shall be allowed only upon approval of the Executive Dean on the recommendation of the subject instructor and Department Chairman and College Dean concerned.

5. Shifting of Course within the College. Shifting from one course to another within the college shall not be allowed within the same term. A student who intends to shift to another course shall finish the term in the course he/she is presently enrolled and may only be allowed to shift to another course in the next term upon satisfying the requirements for shifting of courses within the College.

6. Shifting of Course/ Transfer of Students. Shifting of course/major should only be allowed once and only with valid reason.

7. Transfer of Students. Shifting from one course or major to another and likewise transfer of students from a recognized institution of higher learning to the College shall be allowed following the policies set by the College or the department he/she intends to enroll. (ASIST Code Article 235-236)

#### F. Academic Calendar and Classes

1. Academic Calendar. The college academic calendar shall be within the calendar issued by the Commission on Higher Education with its details being prepared by the College through the Academic Council. Each semester shall consist of at least 18 weeks for the College department and 20 weeks for the Secondary department. Class work in the summer session shall be equivalent to class work in one semester.

2. Class Offerings and Schedule of Classes. The subjects to be offered in a semester depend upon the curriculum being followed. The schedule of classes to be followed shall be that which has been prepared for, according to course and year. If however, the number of students enrolled in the same course and year exceeds the regular number of students for one section, additional sections may be opened. The College Dean or the Executive Dean shall determine the schedule of classes for these sections. Block section is applied in this college wherein students in one section shall attend to the same subjects under the same Instructor/Professor.

Any change in the schedule should be upon the approval of the Executive Dean through the recommendation of the College Dean.

3. Suspension of Classes. Classes in a department or unit may be suspended at the discretion of the Executive Dean not exceeding one day in cases of fortuitous events. For which immediate report shall be submitted to the President of the College. All other cases need the approval of the College President through the Vice President for Academic Affairs. (ASIST Code Article 222)

Orders from the Commission on Higher Education (CHED) on suspension of classes during fortuitous event shall be considered. Suspension of classes in lieu of important school activities does not excuse the student from absenting himself/herself, just as these activities call for the participation of all students.

#### G. Attendance

When the number of hours lost by absence exceeds 20% of the total class hours required in the course, he/she shall be dropped from the subject. The rules on the time of dropping shall then prevail.

## II. RULES ON SCHOLASTIC STANDING AND GRADUATION

### a. Examinations

There shall be two examinations to be given in a term: Mid-term Exam for formative evaluation and Final Exam for summative evaluation.

### b. Grading System

1) The academic performance of students shall be evaluated and graded at the end of each term in accordance with the prescribed grading system that follows (per ASIST BOT resolution #08, s. 2007):

GRADES	DESCRIPTION	NUMERICAL EQUIVALENT
1.00	Excellent	99-100
1.25	Very Good	96-98
1.50	Very Good	93-95
1.75	Good	90-92
2.00	Good	87-89
2.25	Good	84-86
2.50	Fair	81-83
2.75	Fair	78-80
3.00	Passed	75-77
4.00	Conditional	
5.00	Failed	74 and below
INC	Incomplete	
DRP	Dropped	

2) In the undergraduate courses, the prerequisite for the determination of the major line of specialization (for Teacher Education courses) shall be their grade in the major subjects taken in first year. The minimum grade shall be 2.50 and for minor subjects is 3.00.

Other department/academic units are covered by their respective internal policies on the matter.

### c. Leave of Absence

Prolonged leave of absence shall require a written petition to the Executive Dean stating the reasons of the leave and the duration thereof, which shall not exceed one academic year. The Executive Dean or the College Dean shall notify the Director for Admission, parent or guardian of the student granted leave of absence citing the reasons thereof.

Students who withdraw from the College without any formal leave of absence may have their registration privileges curtailed or entirely withdrawn and disqualified from graduation with honors.

### d. Graduation with Honors

1. Students who complete their course with the following range of weighted average grade, computed to the second decimal point shall graduate with honors as follows:

SUMMA CUM LAUDE	-	1.00 - 1.24
MAGNA CUM LAUDE	-	1.25 - 1.49
CUM LAUDE	-	1.50 - 1.75

### III. SCHOLARSHIPS AND GRANTS-IN-AID

#### A. Academic Scholarships

The general rules that govern all scholarship programs, regardless of the type of scholarship, are as follows:

- \*the scholar-recipient should always carry the regular load as prescribed in his/her curriculum;
- \*he/she must not have incurred a grade of "Dropped" or "Incomplete".

##### 1. ASIST Entrance Scholarship Award

The ASIST Entrance Scholarship Award is awarded to the top ten graduating students in all private and public high schools in the entire province of Abra, wherein upon enrollment to any collegiate course in ASIST, the recipients enjoy free tuition fee for the first semester only after which he/she may shift to the President's or Dean's List scholarship program as discussed in the following paragraphs.

2. President's List or Full Academic Scholarship. The President's List or full academic scholarship consisting of free tuition fee shall be enjoyed by an undergraduate student who obtained a weighted average grade of 1.25 in the previous semester, but with no grade lower than 2.50.

3. Dean's List or Partial Scholarship. The Dean's list or partial scholarship constituting of 50% discount on tuition fee shall be enjoyed by any undergraduate student who obtained a weighted average of 1.26-1.75 in the previous semester, but with no grade lower than 2.50.

B. Grants-In-Aid Scholarships shall be provided subject to the conditions set by the college, and other existing government laws and regulations among which are the following:

- Scholar-recipients should always carry the regular load as prescribed by his/her curriculum;
- He/she should have no grade of Dropped, INC nor 5.00;
- He/she should maintain an average grade of at least 80% or its equivalent (2.50).

1. First 10 to Enroll Scholarship Program. A Scholarship Program consisting of free tuition for the semester shall be awarded to the first 10 enrollees in the BS Math, BS Biology, Diploma in Cooperatives, and Forest Ranger Courses. In the succeeding semesters, a weighted average grade of at least 2.5 is needed to maintain the scholarship.

2. Athletic Scholarship is awarded to all athletes who represented the college in the regional/national athletic meet during the previous year with outstanding performance, that is top 1-3 in their respective events. This is good only for one academic year.

3. Socio-Cultural Scholarship shall be enjoyed by the following after having active participation for one year prior to the claim of the grant:

- a. Musicians/Band Members;
- b. Dance Troupe Members;
- c. ASIST Choir members; and
- d. ASIST Dramatics Club

Provided, however, that the foregoing organizations are duly accredited by the Office of Academic Related Services.

The following are additional criteria for the Socio-Cultural Scholarships:

- There shall be Screening Committee on the manner of selection of Socio-Cultural Troupe members to be headed by the ARS, PE Instructors and other experts in the field. Applicants should undergo audition.
- There shall be a regular practice, at least once a week to be monitored by the screening committee.
- There shall at least be one cultural presentation in a year.
- The member must have represented the school in any occasion calling for a presentation.

4. Staff Privilege. Children, wife or husband of permanent full-time faculty and personnel including those on daily basis who have served continuously for a period of not less than five (5) years in the College is exempted from the payment of tuition fee and development fund fee for the high school.

5. Sibling Scholarship shall be given to brothers and sisters who are simultaneously enrolled. 50% tuition fee discount shall be enjoyed by one of two siblings, while one shall be entitled to 100% free tuition fee for every three brothers or sisters simultaneously enrolled.

6. Barangay Scholarship. The LGU scholarship shall be implemented in ASIST having the above label as Barangay Scholarship. Scholarship benefit shall be 100% free tuition fee.

Qualification of Applicants: A candidate for the LGU Scholarship must:

1. be a legitimate child of a barangay official as certified by the Provincial/Municipal Local Government Officer and/or he/she himself/herself being a Sangguniang Kabataan Official.
2. be a high school graduate
3. have passed the entrance examination (placement test)
4. must be from the province of Abra. Existing LGU scholars who are children of Brgy Officials, and/or Sangguniang Kabataan officials from other provinces would no longer be allowed to avail of the said scholarship.

The required Documents for New Applicants to the Barangay Scholarship:

1. A certification from DILG Office (either Municipal or Provincial) that the parent of the applicant is a Brgy Official, and/or he/she, himself/herself is Sangguniang Kabataan official.
2. Original Birth Certificate (preferably from NSO) and photocopy thereof.

Policy on Retention of Barangay Scholarship. The grantee shall:

1. carry a full semestral load as prescribed in the approved course curriculum;
2. weighted average grade for the previous term must at least be 80 or 2.50.

Policy on Retention of Barangay Scholarship. The grantee shall:

1. carry a full semestral load as prescribed in the approved course curriculum;
2. weighted average grade for the previous term must at least be 80 or 2.50.
3. finish his/her course within the prescribed course duration;
4. maintain at least a passing grade in all subjects enrolled;
5. shall have no grade of "Incomplete";
6. must not be enjoying any other scholarship.

The Required Documents for Renewal of the Barangay Scholarship:

1. A certification from DILG Office (either Municipal or Provincial) that the parent of the applicant is a Brgy Official, and/or he/she himself/herself being a Sangguniang Kabataan official
2. Certification of Grades for the previous semester
3. Approved course curriculum (photocopy only) – only for the 1<sup>st</sup> renewal, to determine the load requirement (retention policy #1)

Termination of Barangay Scholarship Grant:

1. Scholastic deficiency
2. Falsification of official records
3. Shifting and/or dropping of course
4. Membership, participation in any non-accredited/illegal organization
5. Any violation or offenses in the Student Conduct and Discipline with a penalty of at least 30 days suspension.

- Should there be any reason for the termination of the grant, there shall be a formal notification given to the grantee stating the reasons for such.
- Suspension /termination may be appealed within 5 working days after receipt of the notice. All appeals should be addressed to the Student Scholarship Committee.

*Effectivity of the Barangay Scholarship: The revised LGU scholarship as having been in force effective School-Year 2006-2007, First Semester.*

C. Financial Aid to Students

1. The ASIST Student Loan Fund is available to all bonafide students of ASIST in need for cash for subsistence or medicine with a maximum amount of P250.00 and is payable within two months without interest. If, however, the student borrower fails to pay in due time, there shall be a 6% interest per annum to be charged on the outstanding balance of the loan. In addition, the student shall not be allowed to apply for another loan from the Student Loan Program, nor can he/she secure any student record unless payment has been made and clearance is sought from the ARS Office; which takes charge in the administration and monitoring of the said loan.

2. Student Labor Assistantship. A student who wishes to become a student assistant must be a bonafide student of ASIST who is currently enrolled for the current semester and must have a passing grade in all the subjects he/she has enrolled for the previous semester. A student assistant is allowed to work for a maximum of 4 hours/day. For other details, contact the ARS Office or the Guidance Center.

3. SAFE Loan. Fund transferred by CHED intended for student loan under the Student Assistance Fund for Education (SAFE) may be availed of by third- and fourth-year students who are enrolled in any of the CHED identified priority courses. Other qualifications for the availment of the loan include:

1. The applicant-grantee must carry a full semestral load as prescribed in the course curriculum and must be in need of financial assistance to compensate other expenditures in school.
2. The applicant-grantee must be willing and capable to pay the loaned amount as stated in the terms and conditions of payment.
3. The applicant-grantee must submit documentary requirements to the Screening and Selection Committee before the loan is processed.
4. There must be a guarantor or a collateral for the said loan.

Qualification of a Guarantor in the SAFE Loan:

1. A permanent faculty or employee of ASIST shall be the acceptable guarantor. However, the paying capacity of the faculty/employee must be taken into consideration, such that a limit for four borrowers in the SAFE Loan is hereby set for a faculty employee to serve as guarantor.
2. If the borrower has no guarantor, he may present a collateral for the said loan. Accepted for collateral are real property, for example land title and/or certification of registration for vehicle. However, there should be an accompanying letter of permission from the registered owner of the property that such will be used as collateral for the SAFE Loan, and as such, should the borrower fail to pay, the property shall serve as payment for the loan.

Documentary Requirements: All documents must be submitted in 4 copies:

1. Certificate of Enrollment
2. Application Form with 2 x 2 picture
3. Notarized Promissory Note or Letter of Intent and schedule of repayment addressed to the President coursed through the Screening and Selection Committee, with parent's signature and guarantor's signature.

Terms of Payment for the SAFE Loan

1. The grantee can borrow as much as eight thousand pesos (Php 8,000.00) for the payment of tuition fee, thesis, course projects, board and lodging and other valid related educational expenses with the approval of the Screening and Selection Committee.
2. The grantee shall start paying the loan within a year up to the second year after the release of the loan and or as stated in the schedule of payment.

3. Non-payment of the loan on the specified date of payment hold the right of ASIST to non-issuance of clearance to the grantee.

#### IV. CO-CURRICULAR ACTIVITIES

##### A. Student Government

The Student Government, being the supreme student organization in the College has the following functions:

- a. To develop school spirit and promote the general welfare of students;
- b. To advise the President of the College on student matters, affairs, and activities of distinctly intercollegiate concern;
- c. To adopt its own by-laws for its internal and general government.
- d. To coordinate student activities;
- e. To exercise such powers and perform such duties as the school authorities may from time to time delegate it.

##### B. Student Organizations and Activities

1. Mandated Organization is a student organization which requires mandatory membership from the students. The Departmental organizations, for that matter are mandated organizations and operate after its annual Action Plan has been approved by the College President, upon the recommendation of the ARS Director.

2. Accredited Organization is any student organization which solicit membership from the students on a voluntary basis and does not require mandatory membership. An accredited organization needs accreditation from the ARS Office before it can operate officially in the campus. The accreditation of any organization is valid only for a year, but can be renewed for as long as the organization meets the standards set the ARS Office. Other details are available from the ARS Office.

##### C. Student Publication

The **FLOW** being considered as the official student publication of the College serves as a good training experience for students who have increasing ability and growing interest in the field of journalism.

The staff performs its tasks by being guided by certain outstanding policies, such as:

1. to support school projects and to give only constructive criticisms of such projects;
2. to maintain a high standard of sportsmanship by avoiding personal enmity and jealousy both within the school and inter-school relations;
3. to refrain from publishing articles that convey wrong impressions against the school; and
4. to avoid unkind personal jokes, criticisms, and caricatures.

##### E. Athletics

Every student, upon payment of the athletic fee, shall be considered member of the College's Athletic Association under the supervision of the Director of Academic Related Services, Athletic

Coordinator and all coaches and chaperons. All athletic participation in the community shall be approved by the College administration.

#### F. Socio-Cultural and Spiritual/Moral

The College shall exhibit concern on the development of the students' talents in music, drama, speech, dance and arts. Socio-cultural groups such as the Mangliwan Dance Troupe, ASIST Combo, and College Choir came into existence to realize this purpose and to encourage and discover students interested to develop and share their talents in the various fields mentioned. An adviser shall be assigned to supervise and take charge of socio-cultural activities of students.

### V. STUDENT SERVICES

#### A. Library

All students, once they acquire their library cards are entitled to use the library resources of the college. For the proper care and maintenance of the library materials, certain regulations are being set by the College Librarian. The main library is open daily, Mondays to Fridays, 7:00 AM – 5:00 PM. A Reading Center located at the College department but the E-Lib serves as an extension of the Main Library.

#### B. Residence Halls

The College maintains residence halls to afford decent living to the students, especially those coming from far-flung municipalities of the Province.

Occupancy in the dormitory is on a semestral basis, thus a student who wishes to stay in a dorm shall file his/her application to the ARS Office every start of the semester. At the end of the semester, all occupants should vacate the dorm, and thus are considered new applicants for the next semester. Since the Residence Halls do not provide enough accommodation to all students, application is on a first come, first serve basis.

Every residence hall is under the custody of a faculty assigned as matron, who is responsible for the maintenance of order and discipline of the resident students, and who shall be under the general supervision of the ARS Director.

#### C. Guidance and Counseling Office

The major concern of the Guidance and Counseling Office is to facilitate or enhance the provision of opportunities for maximum development of the whole person. The guidance counselor is available to help students in their personal, social, or educational concerns, ranging from simple worries such as homesickness, inability to study well to more serious worries such as wrong choice of course or even boy-girl relations, etc.

The guidance office is open to all students who would like to share their concerns to a friend, a parent or an elder sibling in the person of the guidance counselor.

The different services offered in the Guidance and Counseling Office are Information service; Testing service; Placement service; Follow-up service; Individual Inventory service; Counseling service and Simple Research. Proper accreditation of scholarships is also the task of the guidance counselor.

The Guidance and Counseling Office is open daily during the weekdays, Mondays to Fridays, 8:00 AM to 5:00 PM. However, for serious matters, the guidance counselors are available on call basis at any time.

#### D. Alumni Affairs

The Alumni Affairs Office, as part of the Academic Related Services is tasked to coordinate with the Alumni Association for activities planned to sustain alumni involvement in College affairs. Efforts are being done to update an alumni directory. The Alumni Affairs office functions to complement the follow-up and placement services of the guidance program.

#### E. Medical and Nursing Services

The College Clinic provides medical and health services to the ASIST Community. It is manned by a full-time nurse and a part-time physician (whose services are sought only at the start of the school year when the physical examination of the students is accomplished to assess their physical fitness in the pursuance of their studies in the College).

During the rest of the school year, first aid treatment including medicines is given to students with minor ailments by the full-time school nurse. In serious cases as well as emergency cases which need the attention of a medical doctor, the patient may be brought to the nearest clinic or hospital with the use of the school ambulance. For the use of the school ambulance, the motor pool in-charge must be notified.

Upon prescription of a medical doctor, treatments, injections and medicines may be administered by the school nurse.

#### F. ASIST Security Force

ASIST has a security force that ensures safety, peace and security of all its constituents: the students as well as personnel within the campus. They are in their permanent posts and in proper uniforms always. They are directly under the supervision of the ASIST Security Officer.

#### G. Information and Communication Technology Center

The Information and Communication Technology Center, otherwise known as the E-library or Internet Room is located at the right wing of the Science Building which houses the Information and Technology Department of the College. It is open on weekdays, Mondays to Fridays 7:30 – 11:30 AM and 1-00 PM – 5:00 PM. Internet access is open to both ASIST students and walk in users with corresponding fees being charged. Printing service is also available.

Rules and regulations governing the use of the Internet room are strictly enforced for its proper usage. Interested users should familiarize themselves with such rules. Copy of such rules and regulations, including fees being charged can be found at the entrance of the Internet Room.

## VI. SCHOOL FACILITIES

School facilities are provided to give comfort and convenience; as such they should be properly utilized so they would serve their purpose in a longer period of time. Relative to this, there are terms and conditions which should be properly considered and observed in the use of these school properties, equipment and facilities, among which are the following:

- a. Each student should exercise care in the use of school facilities, library books, laboratory equipment, computers, furniture, sewing machine, light, electric fan, faucets, etc.
- b. All students are responsible for the maintenance of cleanliness and orderliness of their classrooms, the corridors, stairways, library, washrooms and the school campus as a whole.
- c. Vandalism should be avoided at all times within the school campus, especially on walls, corridors, chairs, wash rooms, etc.

Some of the school facilities are discussed as follows:

1. ASIST Marketing Center. The ASIST Marketing Center has as its main objective to serve as a show-window of the various agricultural products produced in ASIST. It sells to the students, teachers and employees these various agricultural products at very affordable cost. It also offers cafeteria in the form of snacks. It has a dry good section, too. It is directly under the supervision of the Director of Agribusiness.
2. ASIST Multi-Purpose Cooperative. The ASIST Multi-Purpose Cooperative has as its members, teachers and employees, retired personnel, and some student organizations of the College. It offers cafeteria services in the form of snacks; and catering services at very affordable prices. It sells dry goods as well as frozen foods. As a multi-purpose cooperative, it offers credit services to members at very low interest rates. At the end of every year, it distributes patronage and stock dividend to its members.
3. FADC Hall and FADC Canteen. The Farmer's Agricultural Development Center (FADC) serves as a training center mainly for farmers, students and professionals who are interested in keeping themselves abreast to new technologies in agriculture.

The FADC also conducts trainings, technical assistance and consultancy on the various fields of agriculture such as crop production, animal production, post-harvest and even farm mechanization technologies. It is also the provincial center for the Farmers Information and Technology Services (FITS) which is a one-stop technology on production technologies and marketing systems for farmers and entrepreneurs.

The FADC is complete with training facilities such as conference hall, bedrooms (for live-in seminars), bathrooms, comfort rooms, photocopiers, mimeographing machine, video camera, video cassette player, television set and overhead projectors. These facilities are available mainly for seminars and trainings. For outside users, a rental fee is charged. Students may avail of the photocopying services at a very affordable price.

The FADC Canteen, as an income generating project of the Extension Department serves snacks and meals at very affordable prices to students and those undergoing seminars/training at the FADC Hall. School supplies and daily necessities are likewise offered.

4. ASIST Research Center. The ASIST Research Center located at the left side of the Library Bldg. is responsible for the research function of the College. It conducts researches on the various fields of agriculture and forestry, social aspect and many others.

Students undertaking their research course and faculty interested in undergoing research may present their research proposals and avail of the resources at the Research Center, upon proper coordination with the Director of Research.

5. ASIST Gymnasium. The gymnasium is a multi-purpose structure for sports activities, socio-cultural events, even for big conventions and meetings. Outsiders may only be allowed to use the gymnasium for parties, big celebrations and other activities not related to school functions upon approval by the College President and upon payment of a rental fee to be determined by the proper school authorities. The rental fee however shall be properly received and considered as an income generated by the College.

Other School Facilities include:

1. Speech Laboratory
2. Computer Laboratory
3. Biology Laboratory
4. Chemistry Laboratory
5. Foods Laboratory
6. Sewing Room
7. Post-Harvest Laboratory
8. Farm Mechanization Engineering Workshop
9. Agromet
10. Water System
11. Irrigation System
12. Windmill
13. Feed Mill Station
14. Motor Pool
15. Rice Fields
16. Ranch
17. Vehicles such as school buses, passenger type jeepneys, motor cycles
18. Agribusiness Center

## **VII. STUDENT CONDUCT AND DISCIPLINE**

A. Discipline. Discipline is a term used to refer to actions resulting from failure to meet scholastic standards and from infractions of rules and regulations fully promulgated by the school and of the laws of the land. Rules and regulations are intended to achieve order and harmony among and between all segments of the school. Without such order and harmony, the administration cannot effectuate the objectives of the institution.

B. Conduct. Students are bound to conduct themselves with dignity and proper comportment inside and outside the campus as they bear the name of the College:

1. Outside the campus, an ASIST student must:

- a. protect the good name of the college;
- b. respect the rights of his/her fellow students, faculty members, non-teaching staff and the administration;
- c. conduct himself/herself with dignity and deportment especially when using the name of duly recognized school organization or when representing the College in activities such as competitions, and the like.
- d. avoid the following indecent place like: night clubs, disco pubs, gambling dens, drinking bars and other places on ill-repute; men and women of questionable moral character and mean conduct; using and pushing prohibited drugs;
- e. be encouraged to perform their civic duties by giving sound opinions about public issues and cooperating with their local government officials in the implementation of such policies that are directed towards the development of their community.

2. Conduct Inside the Campus

a. Norm of Conduct. ASIST is essentially a Filipino institution; therefore all its students in the exercise of their rights and in the performance of their obligation, must act in accordance to and/or with respect to the principles, traditions and ideals of the Filipino nation.

b. Persons in Authority/Role of Professor/Instructor in Discipline. In view of their relation to students (authority in *loco parentis*), they shall have the right and duty in case violations of school rules and regulations committee in their presence, to apprehend and refer the culprit to the proper school authorities for appropriate action. However, in case of minor offenses committed in their presence, school administrators, professors and teachers may impose disciplinary measures in the interest of good order and discipline. The professor or instructor is directly responsible for maintaining classroom discipline. He is the extension of the personality of the school administration.

c. ASIST ID Card. Every student must have an ID card which must be carried and displayed properly at all times while in the campus.

d. Uniforms. The wearing of the prescribed college uniform is compulsory on specified days as set by the Student Government. In cases where uniform is not worn, students should come to school in decent attires appropriate for studying. Wearing of mini skirts, shorts and attires not fit for school is discouraged.

e. School Activities. These are regular and/or special school activities calling for the participation of all students outside the classroom, which are regarded as important as they develop skills and attitudes not usually taught in the classroom setting. Attendance in these activities is compulsory. These are the following:

1. Orientation Program (Old returning, transferees and freshmen)
2. SC Campaign Rally and Election
3. Departmental Convocations
4. Intramurals/ Playday
5. Foundation Day
6. Christmas Festivities
7. CMT Tactical Inspection & Graduation (students enrolled in ROTC)
8. Town Fiesta

- 9. Baccalaureate/ Graduation Exercises
- 10. Educational Trip and Excursion

All students are encouraged to join in approved co-curricular activities under the supervision of the club advisers for the development of leadership, social awareness, responsibility, creativity, poise, sportsmanship and better inter-personal relationships.

C. Student Violations and their Corresponding Sanctions:

The student violations contained therein have their corresponding sanctions based on the gravity of the offense, and may either be one or the following, as defined:

- Reprimand – it is a severe and a formal rebuke or admonition by a person in authority on an offender. It is a written notice of warning:
- Suspension – for specific duration of time, this entails exclusion from classes, other student privileges and activities;
- Dismissal – outright dropping or dishonorable dismissal of an offender, which is permanent in nature;
- Expulsion – the severest form of punishment or penalty and this means also non-admission in other institutions of learning.

The student violations are enumerated as follows, together with their corresponding offenses:

1. Assault against a fellow student without a weapon
  - 1<sup>st</sup> offense - suspension for 1 week
  - 2<sup>nd</sup> offense - suspension for 1 month
  - 3<sup>rd</sup> offense - suspension for a semester
2. Fighting or resorting to physical force or violence.
  - 2.1 Slight physical injuries
    - 1<sup>st</sup> offense - suspension for 1 week
    - 2<sup>nd</sup> offense - suspension for 1 month
    - 3<sup>rd</sup> offense - suspension for 1 semester
 Subsequent offense - dismissal from the College
  - 2.2 Less serious physical injuries
    - 1<sup>st</sup> offense - suspension for 1 month''
    - 2<sup>nd</sup> offense - suspension for 1 semester
    - 3<sup>rd</sup> offense - suspension for 1 year
 Subsequent offense - dismissal from the College
  - 2.3 Serious physical injuries
    - 1<sup>st</sup> offense - suspension for 1 semester
    - 2<sup>nd</sup> offense - dismissal from the College
3. Insulting, uttering derogatory remarks and flagrant indecency in language
  - 1<sup>st</sup> offense - suspension for 2-5 days
  - 2<sup>nd</sup> offense - suspension for 6-10 days
  - 3<sup>rd</sup> offense - suspension for 2-3 weeks
4. Creating noise in the library, classroom, hallways or other rooms
  - 1<sup>st</sup> offense - reprimand
  - 2<sup>nd</sup> offense - suspension for 1-2 days

- 3<sup>rd</sup> offense - suspension for 3-5 days
- 5. Possession of and distribution of pornographic materials
  - 1<sup>st</sup> offense - reprimand
  - 2<sup>nd</sup> offense - suspension for 1-2 days
  - 3<sup>rd</sup> offense - suspension for 3-5 days
- 6. Disturbing/disrupting classes or meetings, programs, etc.
  - 1<sup>st</sup> offense - suspension for 1 week
  - 2<sup>nd</sup> offense - suspension for 2 weeks
  - 3<sup>rd</sup> offense - suspension for 1 month
  - Subsequent offense - suspension for 1 semester
- 7. Loitering within the college campus after curfew hour at 9:00 PM
  - 1<sup>st</sup> offense - suspension for 1 week
  - 2<sup>nd</sup> offense - suspension for 1 month
  - 3<sup>rd</sup> offense - suspension for 1 semester
- 8. Gambling inside the school campus with or without cash
  - 1<sup>st</sup> offense - suspension for 1 week
  - 2<sup>nd</sup> offense - suspension for 1 month
  - 3<sup>rd</sup> offense - suspension for 1 semester
  - Subsequent offense – dismissal from the College
- 9. Using words that are offensive, vulgar, obscene, indecent in nature against a faculty or any person in authority even if they are not bound by the above rules and regulations
  - 1<sup>st</sup> offense - suspension for 3-5 days
  - 2<sup>nd</sup> offense - suspension for 7-15 days
  - 3<sup>rd</sup> offense - dismissal
- 10. Vandalism or destruction of public property, such as destruction of building parts/fixtures/walls, tearing of pages of library books, magazines, etc.
  - 1<sup>st</sup> offense - suspension for 1 month and payment of damages
  - 2<sup>nd</sup> offense - suspension for 1 semester and payment of damages
  - 3<sup>rd</sup> offense - dismissal from the college and payment of damages
- 11. Immorality
  - 11.1 Illicit relations with a married faculty, employee or a fellow student – suspension for one year
  - 11.2 Acts of lasciviousness and indecent acts done in public inside the campus
    - 1<sup>st</sup> offense - suspension for 1 week
    - 2<sup>nd</sup> offense - suspension for 1 month
    - 3<sup>rd</sup> offense - suspension for 1 semester
    - Subsequent offense - dismissal from the College
- 12. Drinking intoxicating beverages and drunkenness
  - 12.1 Drinking alcoholic beverages and/or drunken behavior within the College premises
    - 1<sup>st</sup> offense - suspension for 3-5 days
    - 2<sup>nd</sup> offense - suspension for 6-10 days
    - 3<sup>rd</sup> offense - suspension for one month
  - 12.2 Any drunkenness resulting to physical injuries to other person
    - 1<sup>st</sup> offense - suspension for 2 weeks
    - 2<sup>nd</sup> offense - suspension for one month
    - 3<sup>rd</sup> offense - suspension for one semester
    - Subsequent offense - dismissal from the College
  - 12.3 Any drunkenness resulting to school vandalism
    - 1<sup>st</sup> offense - suspension for 2 weeks and payment of damages

- 2<sup>nd</sup> offense - suspension for one month and payment of damages
  - 3<sup>rd</sup> offense - suspension for 1 semester and payment of damages
  - Subsequent offense - dismissal from the College
13. Preparing, publishing, disseminating libelous, defamatory or subversive manifesto and the like or instigating ill-will among and between students, personnel, faculty or the administration
    - 1<sup>st</sup> offense - suspension for one month
    - 2<sup>nd</sup> offense - suspension for one semester
    - 3<sup>rd</sup> offense - dismissal
  14. Violation of legally posted signs and notices
    - 1<sup>st</sup> commission - suspension for 3-5 days
    - 2<sup>nd</sup> commission - suspension for one month
    - 3<sup>rd</sup> commission - suspension for one semester
  15. Extortion from other institutions or agency without the expressed consent of the administration
    - 1<sup>st</sup> offense - suspension for one month
    - 2<sup>nd</sup> offense - suspension for one semester
    - 3<sup>rd</sup> offense - dismissal
  16. Entering the cottages and dormitories without permission
    - 1<sup>st</sup> offense - suspension for 3-5 days
    - 2<sup>nd</sup> offense - suspension for 7-15 days
    - 3<sup>rd</sup> offense - dismissal
  17. Ingestion, use, possession and/or peddling of dangerous regulated drugs or paraphernalia
    - 1<sup>st</sup> offense - dismissal from the College
    - \*The case shall be reported to proper police/court authorities, and upon conviction, the penalty shall be dismissal from the College
  18. Acts of bribery to gain favor in violation of the standards of instruction
    - 1<sup>st</sup> offense – suspension for one semester
    - 2<sup>nd</sup> offense – dismissal from the College
  19. Unauthorized possessions of firearms, i.e., in one’s person or custody and/or other deadly weapons, including kitchen knives; except when student undergo laboratory classes in cooking, or when they are inside dormitories.
    - 1<sup>st</sup> offense - suspension for one month
    - Subsequent offense - dismissal from the College
  20. Robbery
    - 1<sup>st</sup> offense – suspension for one month and payment of damages
    - 2<sup>nd</sup> offense – suspension for one semester and restitution of stolen goods and payment of damages
    - Subsequent offense - dismissal from the College
  21. Theft
    - 1<sup>st</sup> offense – restitution of stolen goods and suspension for one semester
    - 2<sup>nd</sup> offense – restitution of stolen goods and dismissal from the College
  22. Forging signature, falsification of public documents, perjury, impersonating or giving names, misrepresentation of facts
    - 1<sup>st</sup> offense – suspension for one month
    - 2<sup>nd</sup> offense – dismissal from the College
  23. Forming and joining fraternities and sororities which are not accredited by the school
    - 1<sup>st</sup> offense - suspension for one semester
    - 2<sup>nd</sup> offense - suspension for one year
    - 3<sup>rd</sup> offense - dismissal
  24. Cheating in examination and quizzes

- 1<sup>st</sup> commission - automatic grade of "5" on subject cheated
- 2<sup>nd</sup> commission - automatic grade of "5" and suspension for one semester
- 3<sup>rd</sup> commission - automatic grade of "5" and suspension for one year
- Subsequent offense - dismissal from the College
- 25. Littering or scattering of trash in public places
  - 1<sup>st</sup> offense – picking up litters for 1 day
  - 2<sup>nd</sup> offense – suspension for 2-3 days plus picking up litters for 1 day
  - Subsequent offense – suspension for 1 week plus picking up of litters for 1 week
- 26. Scandalous disturbance on public order
  - 1<sup>st</sup> offense - suspension for one week
  - 2<sup>nd</sup> offense - suspension for 2 weeks
  - 3<sup>rd</sup> offense - suspension for 1 month
  - 4<sup>th</sup> offense - suspension for one semester
  - Subsequent offense - dismissal from the College
- 27. Connecting or disconnecting electrical wires and plumbing device without permission from authorities concerned
  - 1<sup>st</sup> offense - suspension for one week
  - 2<sup>nd</sup> offense - suspension for 2 weeks
  - 3<sup>rd</sup> offense - suspension for 1 month
  - Subsequent offense - suspension for one semester
- 28. Cutting/uprooting/stoning of fruits/trees, ornamental plants and unauthorized fishing within the campus shall be promulgated by the Head of the Department/College.
  - 1<sup>st</sup> offense – suspension for one month and payment of damages
  - 2<sup>nd</sup> offense – dismissal from the College
- 29. Assault against a person in authority
  - 1<sup>st</sup> offense - dismissal
- 30. Smoking within the school premises or in designated "No Smoking Areas"
  - 1<sup>st</sup> offense - suspension for 3-5 days
  - 2<sup>nd</sup> offense - suspension for 6-10 days
  - 3<sup>rd</sup> offense - suspension for 1 month

\*Important:

The student is held responsible to read and to understand the contents of this Handbook.

\*\*It is hereby understood that this Student Handbook shall continue to be in force and effect subject to the rules and regulations, circulars, policy instructions, memoranda, and other similar issuances by the Institution, the Commission on Higher Education, and/or other agencies of the government.