



KOLEHIYO NG SUBIC
SUBIC, ZAMBALES



Student **Manual**

Revised 2021

KOLEHIYO NG SUBIC: AN OVERVIEW

Kolehiyo Ng Subic Hymn

*Kolehiyo Ng Subic kong mahal
Handog para sa sambayanan
Mga pangarap nami'y
nakamtan
Magandang kinabukasa'y
namasdan*

*Kalinga't tulong ng
pamahalaan
Gilik ng nagsisikhay na
magulang
Gurong nagtuturo ng buong
husay
Ang pag-asa ay abot kamay*

*Tanging pamana at
kayamanan
Edukasyon para sa kabataan
Isisigaw ang karangalan mo
Itataas ang pangalan mo*

*Kolehiyo Ng Subic
Moog ng aming pangarap
Kolehiyo Ng Subic
Sandiga't dangal ng lahat*

*Kolehiyo Ng Subic
Kaakbay sating pag-unlad
Kolehiyo Ng Subic
Susi ng aming tagumpay*

*KNS aming paaralan
Layunin mo
magpakailanpaman
Edukasyon tungo sa Kaunlaran*

*Kolehiyo Ng Subic kong mahal,
Kolehiyo Ng Subic kong mahal!*

FOUNDER'S THOUGHT

“Edukasyon Tungo Sa Kaunlaran” has been the clarion call of the Father and Founder of Kolehiyo Ng Subic, Congressman Jeffrey D. Khonghun. He envisions all Subiquenos to have access to quality education and achieve the dream of a progressive Subic Community.

VISION

Kolehiyo Ng Subic is an exponent of excellence and a catalyst of social change in the field of instruction, research and community extension services consistent with the national development goals.

MISSION

Kolehiyo Ng Subic, in the realization of its vision shall promote and maintain access to quality education for all.

GOALS

Kolehiyo Ng Subic, guided by its vision shall aim to:

- a. Continuously acquire new knowledge and information by adopting the latest technology that facilitates delivery systems and state-of-the-art instructional tools.
- b. Promote a sense of heightened awareness and active participation in addressing issues and problems in various realms of life – political, economic, social, cultural, ecological and spiritual
- c. Develop the culture of life-long learners, an enterprising and a caring culture as major components of education.
- d. Establish and maintain a dynamic research program manned by qualified and competent personnel with periodic publication of its studies in its scholarly journal.
- e. Develop students with outstanding achievements and produce graduates with excellent performance in the related professional licensure examinations and or their chosen fields.
- f. Institutionalize outreach program through its community extension services manned by experienced and service-oriented personnel.

CORE VALUES

Kolehiyo Ng Subic, the first Community College in the Province of Zambales, molds its students to become:

- Kind hearted
- Nurturing
- Socially responsive



KOLEHIYO NG SUBIC

Zambales

WFI Compound, Wawandue, Subic, Zambales



Section 1. GENERAL ADMISSION REQUIREMENTS

The basic requirement for eligibility for admission shall be graduation from a secondary level program recognized by the Department of Education.

The Board of Trustees of Kolehiyo Ng Subic shall determine and prescribe other admission requirements in consonance with the memoranda, orders and issuances of the Commission on Higher Education (CHED) and the Technical Education and Skills Development Authority (TESDA).

Specific Admission Requirements

The basic requirements for admission and enrolment are the following:

Incoming Freshmen:

1. Applicants for admission must submit the following:
 - a. Form 138 with the original signature of the School Principal (original and one photocopy)
 - b. Certificate of Good Moral Character (original and one photocopy)
 - c. Birth Certificate (PSA certified) (original and one photocopy)
 - d. Barangay Certificate of Residency(original and one photocopy)
 - e. Two (2) pcs. of most recent 2x2 ID picture
 - f. Two (2) pcs. long brown envelope
2. The students intending to enrol in KNS are required to take an Entrance Examination at the Guidance and Testing Center.
3. The Guidance Counselor will interview applicants for admission in KNS and recommends program or course of study to be enrolled.

Transferees:

1. Transferee students must submit the following credentials:
 - a. Certificate of Transfer Credentials/Honorable Dismissal
 - b. Informative copy of Transcript of Records
 - c. Photocopy of Birth Certificate (NSO certified)
 - d. Barangay Certificate of Residency
 - e. Two (2) pcs. of most recent 2x2 ID picture
 - f. Two (2) pcs. of most recent 1x1 ID picture
 - g. Two (2) pcs. long brown envelope
2. Transferees are required to report to the Dean for Student Affairs for an interview.
3. The concerned Department Head and College Registrar shall evaluate the Transcript of Records or Certificate of Grades to determine subjects to be credited in the course of studt being enrolled by the transferee.

KNS Current Students:

1. Duly Accomplished Clearance
2. Class cards of the previous semester

Section 2: ACADEMIC POLICIES

I. School Term

The Academic Year is consists of two (2) regular semesters and one (1) summer term:

First Semester: June-October

Second Semester: November-March

Summer: April-May

One semester is consisting of 18 weeks or 54 hours per three (3) unit subject. Summer classes are held for six (6) weeks.

II. Schedule of Classes

The College Registrar, in coordination with the Deans/Chairpersons of the respective Departments shall prepare schedule of classes for each term.

III. Academic Load

1. The subject load and sequence of subjects shall be in accordance with the approved curriculum or course of study for each program.
2. A student shall not be permitted to take any advanced subject until he has satisfactory passed the pre-requisite subject/s.
3. A graduating student may be permitted upon the discretion of the school, an additional subject load of not more than six academic units, in excess of the normal load in a given semester or term.

IV. Major Examinations

The three (3) major examinations are Preliminary Examination, Midterm Examination and Final Examination.

Students taking the aforesaid examinations must have a valid examination permit issued by the Accounting Office. If the student is unable to secure the examination permit because of an unpaid account, he may present a promissory note to the College President for him to secure the necessary examination permit.

Students who failed to take the aforesaid examinations, on justifiable grounds shall be given a special examination upon approval of the Dean/Chairperson concerned.

V. Cross-Enrollment

For valid reasons as determined by and with prior written authority of the school he is regularly enrolled in, a student may be permitted to cross-enroll in another school for up to the normal subject load for that particular term.

KNS shall allow the student to cross-enroll only in subjects not offered at the time cross-enrolment is requested.

- VI. Changing and Dropping of Subjects
 - A. A student who wishes to change or drop a subject or course shall file an application with the Registrar's Office and shall be duly recommended by the Dean/Chairperson concerned and noted by the College Registrar.
 - B. No student will be allowed to change his subject after two (2) weeks from the start of the regular classes in a semester or three (3) days during summer. However, except in extremely necessary and reasonable cases, the student may be allowed to change his subject after the aforesaid period.
 - C. No dropping of subject/s after midterm examinations shall be allowed.

VII. Transfer of Students and Transfer Credentials

A student enrolled in this College is entitled to transfer to another school provided he has no unsettled obligations. A transfer credential signed by the College Registrar shall be issued not later than two (2) weeks after the filing of the application for transfer: Provided that, in the case of a student who is a transferee from another school, his records from his previous school have been received, are complete and in order.

Section 3: CROSS REGISTRATION

- A. The Kolehiyo Ng Subic shall give no credit for any course taken by any of its students in any school unless taking of such course is expressly authorized by the Vice President for Academic Affairs upon the recommendation of the College Dean or Chairperson. The authorization shall be in writing to be recorded by the College Registrar and shall specifically describe the subject authorized and the name of the school.
- B. No student shall be cross-registered in any other academic department of the KNS without the permission of the Dean or Chairperson of the College where the student is primarily enrolled.
- C. KNS shall allow the student to cross-register only in subjects not offered at the time cross-registration is requested.

Section 4: SUBSTITUTION OF SUBJECTS

- I. Substitution of courses may be allowed only upon the request of the student under the following circumstances:
 - 1. Must be recommended by the Department Dean or Chairperson.
 - 2. Must be approved by the Vice-President for Academic Affairs. Must involve subjects within the same department. If not, the two subjects concerned must be allied to each other.
 - 3. Must be between subjects carrying the same number of units.
- II. Every request for substitution must be based on at least one of the following:
 - 1. When student is pursuing a curriculum that has been suspended by a new one and the substitution tends to bring the old curriculum in line with the new.
 - 2. When there is conflict of courses.
 - 3. When required subject is not offered.
- III. Any request for substitution must be submitted to the Vice President for Academic Affairs before 10% of the regular class meetings have been held during the semester term. Any request submitted thereafter shall be considered for the following semester.
- IV. No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of 5.0.

Section 5. CLASS ATTENDANCE, TARDINESS, ABSENCES

I. Class Attendance

Students must attend classes regularly. Every student is required to attend at least eighty percent (80%) of the required number of class and laboratory periods during a given semester term.

II. Absences from Classes

These refer to the number of hours that the student has missed in a certain class. Final responsibility for recording student absences belongs to the Faculty who will furnish the Office of the Student Affairs with a list of students incurring “warning” (when allowed number of absences is exhausted) or “overcut” (which means the student has exceeded the allowed number of absences and is dropped from the subject enrolled in). The Office of the Student affairs should immediately inform the parents and/or guardians of the student’s absences. Consideration is given only in exceptional cases by the Dean or Chairperson of the Department which the student belongs in consultation with the Instructor concerned, if an appeal is made by the student long before the end of the term.

A. Excused Absences

Any student who, for unavoidable reason, is required to absent himself from classes must obtain an excuse slip from the Office of the Student Affairs to be presented to the Instructor concerned not later than the second session of the class after the date of the student’s return. A medical certificate must be attached in cases of sickness resulting to his absence.

B. Unexcused Absences

- a. In cases where a student is absent for more than three (3) consecutive class meetings, a report of absence shall be sent by the Instructor to the College Dean or Department Chairperson who in turn shall refer the matter to the Office of the Student Affairs. The Office of the Student affairs should immediately inform the parents and/or guardians of the student’s unexcused absences.
- b. The student must secure an admission slip from the Office of the Student Affairs after a meeting or conference is held between the parent or guardian and the Office of the Student Affairs.
- c. All the academic requirements missed by the student shall be made up to the satisfaction of the Instructor within a reasonable time.
- d. If the total number of class hours lost as a result of unexcused absences of students exceeded 20% of the required class attendance, the student shall be dropped from the class roll.
- e. A student who is late in reporting to class by more than fifteen (15) minutes shall be considered absent. He may however be allowed to stay in class.

III. Suspension of Classes

As per CHED Memorandum Order No. 34 Series of 2010, the following are the guidelines of Kolehiyo Ng Subic for the suspension of classes due to typhoons/ storms, flooding and other weather disturbances.

1. Classes in Kolehiyo Ng Subic are automatically suspended if proper authorities have declared storm signal no. 3 or higher.
2. Classes at Kolehiyo ng Subic may be suspended at the discretion of the College President if special circumstances in the area such as flooding, road damage, etc. warrant it.
3. The College President through the College Administrator shall make the announcement for the suspension of classes not later than 5 o'clock in the morning of the day when it shall take effect, using all means of communication.
4. Even without the suspension of classes, students who are unable to report to class or participate in schedules activities such as exams, due to inclement weather, shall be given consideration and be allowed to make up for the missed class or activity.

Section 6: STUDENT BENEFITS

I. Scholarship and Tuition Discounts

Kolehiyo Ng Subic grants scholarship and tuition discounts to students who have shown academic and intellectual potentials and to those who are determined to pursue education but their parents/guardians are incapable of financing their education.

II. Academic Scholarship

- a. A one-semester Full tuition Scholarship for incoming College Freshmen, renewable every semester, if the student maintains the academic requirements, is granted to Valedictorians of public and private high schools as certified by the School Principal.
- b. A one-semester Half Tuition Scholarship for incoming freshmen, renewable every semester, provided the student maintains the academic requirements, is granted to Salutatorians of public and private school, as certified by the School Principal.
- c. A 100% discount on tuition fees for one (1) semester is granted to a student whose average grade in the last semester is 1.25 and above and has no grade below 1.50, provided he has carried a normal load as prescribed has finished the semester with no INC grade. Qualified students should apply with their respective Deans/Chairpersons for recommendation to the College Administrator, for proper and final disposition.
- d. A 75% discount on tuition fee for one (1) semester is granted to a student whose average grade in the last semester is 1.50 and above and has no grade below 1.75; provided he has carried a normal load as prescribed in the curriculum he is pursuing and has finished the semester with no INC grade. Qualified students should apply with their respective Deans/Chairpersons for recommendation to the College Administrator, for proper and final disposition.
- e. A 50% discount on tuition fee for one (1) semester, is granted to a student whose average grade is 1.75 and above and has no grade below 2.0 provided he has carried a normal load as prescribed in the curriculum he is pursuing and has finished the semester with no INC grade. Qualified students should apply with their respective Deans/Chairpersons for recommendation to the College Administrator, for proper and final disposition.
- f. A 50% discount on tuition is granted to students whose parent is a KNS personnel.
- g. A 10% discount is given to a student who pays the total amount of his financial obligations for the whole semester upon enrolment.

- III. Non- Academic Scholarship
Full Scholarship is granted to each of the following types of students:
 1. Poor but deserving students who serve in Security Force or Maintenance Department
 2. Student Assistants who are assigned to different offices in the College.
- IV. Other Types of Scholarships
 1. Scholarships granted by the Government, government agencies, private firms and individuals.
 2. Scholarships given to students who excel in co-curricular and extra-curricular activities.
 3. Scholarships given to students who win in competitions outside the school.
- V. Insurances
All students currently enrolled in KNS are insured for injury or death caused by accidents 365 days a year. Student injuries or deaths should be reported immediately to th school authorities for purposes of insurance claim.

Section 7: EXAMINATIONS AND GRADING SYSTEM

I. Examinations
KNS Instructors are required to evaluate the student’s scholastic performance through class recitations, quizzes, and major tests namely: Preliminary Examination, Midterm Examination, and Final Examination.

II. Grading System:
As a matter of policy, the KNS adopts grading system with the following percentage equivalent and numerical grades

Highest grade for each Period:
Prelims – 93
Midterm – 95
Finals- 98

A. Grade Equivalent

Grade Equivalent	Numerical Grades	Grade Equivalent	Numerical Grades
97-100	1.0	83	2.2
95-96	1.1	82	2.3
93-94	1.2	81	2.4
92	1.3	80	2.5
91	1.4	79	2.6
90	1.5	78	2.7
89	1.6	77	2.8
88	1.7	76	2.9
87	1.8	75	3.0
86	1.9	Below 75	5.0
85	2.0		
84	2.1		

B. Other Symbols for Final Marks

FA – *Failure Due to Absences* – given to a student, who took the midterm exams, has a passing grade but failed to attend classes after the midterm period and has accumulated absences equivalent to twenty (20) percent of the total class hours for the whole semester.

DR – *Dropped* – given to a student who stopped attending classes before the midterm period. The student must have a secured permission from the Academic Affairs Office using the required form.

INC- *Incomplete* – given to a student who failed to submit a course requirement provided that the student's scholastic performance is not sufficient to merit a final passing grade

NFE- *No final Exam* – given to a student who completed all requirements including attendance up to final period but failed to take the final examinations.

WF – *Withdrew without permission and failed* – this may be given to a student who stopped attending classes at any time during the semester without written notice to and permission from the Academic Affairs Office

C. INC and NFE remarks are temporary grades that may be given only if the student failed to take the final examination or failed to submit or complete the course requirement, project or final report due to excusable grounds, such as sickness, emergency or accident, provided however that his/her scholastic performance is not sufficient to merit a final passing grade. Such INC or NFE remark has to be completed within one (1) academic year reckoned from the last day of final examination. Otherwise, such INC or NFE remarks shall automatically be converted into a failing grade of 5.0 after (1) year of non-compliance.

D. When an INC or NFE remark is complied, the completion grade merits in the computation of grades for honors and awards.

To remove INC or NFE grade, the following procedures must be observed:

1. Student submits written request to the Dean and noted by the Instructor concerned.
 2. Upon approval by the Dean, he secures Completion form from the Registrar's Office and presents it to the Instructor involved
 3. Instructor arranges schedule for the completion exam or submission of final requirement
 4. Instructor submits completion forms with checked completion exam duly signed by the Dean/Chairperson and Registrar.
 5. Upon validation by the Registrar, instructor gets a copy for himself and his student.
- A. Supplemental remarks such as DR, WF and FA are permanent marks that cannot be complied. Students who obtained such remarks are disqualified from being candidates for graduation with honors.

Section 8: GRADUATION

- I. Application for Graduation
 - A. A student entering his senior year must, at the start of the academic year, apply for evaluation of his records at the Registrar's Office and if qualified, must apply for graduation immediately. Otherwise, their participation in the graduation exercises shall not be allowed.
 - B. If deficiencies are found to exist, these must be corrected immediately.
 - C. Any and all students shall be recommended for graduation after having satisfactorily completed all the academic and co-curricular requirements of their respective degree courses.

Section 9: GRADUATION HONORS

- I. General Requirements
 1. Students who are candidates for graduation with honors must have completed in KNS at least 75% of the total number of academic units or hours for graduation and must have residence therein for at least three (3) years prior to graduation.
 2. Students who are candidates for graduation with honors must not have obtained any failing grade in any subject required in the curriculum.
 3. Students who are candidates for graduation with honors must have taken during each term not less than 18 units, except the final term wherein the prescribed number of units is less than 18 units.
 4. Students who are graduating with honors and/or awards must not have been found guilty of any major offense in school or outside of the school.
 5. All grades in all subjects prescribed in the curriculum shall be included in the computation of Gross Weighted Average (GWA), computed on the basis of units.
- II. Policies/Guidelines on the Awarding of Highest Academic Honors for Graduating Students in Four year courses:
 1. The academic honor of SUMMA CUM LAUDE shall be awarded to a graduating student who has obtained a general weighted average of 95% or above with no grade in any subject below 93%
 2. The academic honor of MAGNA CUM LAUDE shall be awarded to the student who has obtained a general weighted average of 90-94% with no grade in any subject below 89%
 3. The academic honor of CUM LAUDE shall be awarded to the student who has obtained a general weighted average of 85%-89% with no grade in any subject below 85%.
- III. Policies/Guidelines on the awarding of honors in courses less than four years.
 1. Students in courses of less than four years who are candidates for graduation with honors must have completed in KNS at least 50% of the total number of academic units or hours for graduation and must have residence therein for at least one (1) year prior to graduation.
 2. The Certificate of WITH HIGHEST HONORS shall be awarded to a graduating student who has obtained a general weighted average of 95% or above with no grade in any subject below 93%
 3. The Certificate of WITH HIGHER HONORS shall be awarded to a graduating student who has obtained a general weighted average of 90%-94% with no grade in any subject below 89%

4. The Certificate of WITH HIGH HONORS shall be awarded to a graduating student who has obtained general weighted average of 85%-89% with no grade in any subject below 85%
- IV. In such cases when no one qualifies for Cum Laude, the student who is candidate for graduation with the highest Gross Weighted Average (GWA) and no grade lower than 80 or 2.5 shall be given the Highest Academic Distinction Award for professional degree programs and Academic Awardees for non-professional degree programs.
- V. For transferees to qualify for SUMMA CUM LAUDE, they must have no grade in any subject below 93% as required in KNS but taken in another school. To qualify for MAGNA CUM LAUDE they must have no grade in any subject below 89%. To qualify for CUM LAUDE they must have no grade in any subject below 85%.
- VI. No student shall be allowed to retake a course to obtain a better grade in order to qualify for the honor being sought.

Section 10: HONORABLE DISMISSAL

- A. A student in good standing who desired to sever his connection with KNS shall present to the College Registrar a written petition signed by his parents or guardian to this effect. If the petition is granted, the student shall be given honourable dismissal shall be made and issued.
- B. All indebtedness of the students to KNS must be settled before a statement of honorable dismissal shall be issued. The statement must indicate that the withdrawal of the student is in good standing as far as his character and conduct are concerned. If the student has been dropped from the roll on account of poor scholarship, a statement to that effect may be added to the honorable dismissal.

CHAPTER II

STUDENT CONDUCT and DISCIPLINE

Section 1: OFFENSES AND SANCTIONS

A. Major Offenses:

1. Offenses Against Property:

- a. Vandalism or destruction of school property or any property belonging to any member of the Administration Officials, Faculty, Non-teaching staff, or visitors while in the campus.
- b. Unauthorized entry or use of college facility
- c. Tampering with school signs and notices.
- d. Spitting on the walls and floors.
- e. Improper use of school property resulting to damages.
- f. Unauthorized/Undesirable writings on blackboards and/or bulletin boards.

2. Offenses Against Person:

- a. Physical assault on any member of the KNS Community or any person within the premises of the College even outside the vicinity of the College.
- b. Fighting or challenging to a fight a fellow student inside or outside the College.
- c. Acts of subversion, insurgency or hazing
- d. Discourtesy to a person
- e. Act of defamation in words or in deeds against any member of the academe
- f. Using the social media in uploading and posting messages, pictures, and/or videos to disrespect any member of the KNS Community
- g. Habitual disregard or willful violation of established policies and regulations.

3. Offenses Against Authority:

- a. Insubordination
- b. Abusive behavior or discourtesy towards any member of the Administration, Faculty or Non-Teaching Staff
- c. Assaulting, Challenging to a fight or threatening any member of the Administration, Faculty, Non-teaching staff or any person vested with authority.
- d. Refusal to submit to reasonable inspection in the college by authorized personnel.
- e. Instigating, leading or participating in concerted activities leading to disturbance and/or stoppage of classes.
- f. Using the social media in posting and uploading messages, pictures and/or videos that are offensive, insulting and/or destroying the name, integrity and reputation of the College and/or any member of the Board of Trustees, Administration, Faculty and Staff

4. Offenses Involving Conduct of Unbecoming of a Student

- a. Falsely representing oneself to be an official of the college.
- b. Using fictitious name for the purpose of concealing an offense or of evading responsibility.
- c. Forging or falsifying and/or tampering with academic official records or documents of any kind or intentionally making a false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his admission or registration in or graduation from the college.
- d. Stealing or gambling in any form with or without cash within the premises of the college.
- e. Malversation of funds of any student organization.

- f. Bribery
- g. Unauthorized possession and/or drinking alcoholic beverages within the KNS Campus and the immediate premises; or entering or being in the college premises in a state of intoxication.
- h. Cheating in all forms such as but not limited to:
 - Unauthorized possession of notes or any material relative to examination
 - Deliberately looking at a seatmate's examination paper and copying from or allowing another to copy from one's examination paper.
 - Having somebody else take the examination for another (in which case both shall be liable)
 - Passing as one's work any copied assigned report, tampering and the like.
- i. A male student wearing the prescribed school uniform for a female student and any female attire
- j. A female student wearing the prescribed school uniform of a male student.
- k. A male student wearing makeup and/or lipstick and other female accessories
- l. Immodest or improper attire
- m. Engaging in indecent, obscene and immoral acts while within the college premises
- n. Possession of pornographic literature
- o. Being involved in and/or possession of a video or photo scandal (such as: sex video, pornographic picture; drug related activity video/photo; video/photo of being involved in a wrangle; video/photo of malicious acts)
- p. All other acts of dishonesty and immorality which cause prejudice to the college.

5. Offenses Against Personal Safety

- a. Carrying or possession of firearms, explosives, and other lethal or deadly weapons within the premises of KNS
- b. Exploding or possessions of firecrackers.
- c. Use, possession or distribution of prohibited drugs or chemicals such as but not limited to marijuana and its derivatives, alcoholic drinks, shabu, heroin, rugby, or substances in any form, within the school premises; or the possession of any regulated drug without the prior prescription.
- d. Any other conduct which threatens and endangers the health and/or safety of any person inside the campus.

6. Offenses During Online Classes:

a. CYBERBULLYING:

- 1. Flaming – posting or verbalizing derogatory comments on a chat room, chat groups, and social media accounts, groups and pages. This may also pertain to arguments using foul language.
- 2. Outing – sharing a person's private information in order to humiliate and embarrass the person
- 3. Impersonation - when a cyber-bully gains access to the victim's account, pretends to be the victim and posts inappropriate content
- 4. Cyber Harassment – continuous sending of spiteful, offensive or insulting messages to a person
- 5. Trolling – the deliberate act of provoking a response through the use of some type of inflammatory statements such as using insults and bad language in an online community

b. CHEATING AND PLAGIARISM

1. Cheating – giving or receiving any unauthorized assistance on any schoolwork such as assignments, quizzes or tests regardless of the intent. Allowing a fellow student to copy your work is a form of cheating.

2. Plagiarism – any presentation of ideas, thoughts, or words of another as one’s own regardless of intent

c. Discourtesy to Authorities by posting and uploading messages, pictures and/or videos that are offensive, insulting and/or destroying the name, integrity and reputation of the College and/or any member of the Board of Trustees, Administration, Faculty and Staff in any online platforms including chat boxes, chat groups, online forums, social media, etc.

d. Refusal to follow online class rules stipulated in the General Guidelines for the Conduct of Online Classes

Sanctions:

1. Written reprimand and a short term suspension not exceeding thirty (30) school days
2. Suspension for a period of less than one semester
3. Suspension for one semester
4. Suspension for two (2) consecutive semesters
5. Suspension for one (1) academic year
6. Dismissal from the college
7. Expulsion

Note : *All sanctions shall be combined with summoning of parents, community service and counselling*

B. The following shall constitute Minor Offenses punishable by admonition, counselling, reprimand or suspension:

- a. Disturbing one’s class or that of another
- b. Entering a class or a school function without the permission of those concerned
- c. Disobeying school rules and regulations, such as loitering in corridors during class sessions, unauthorized use of chalk, smoking and selling of cigarettes in class, in laboratory rooms, and in other prohibited areas in the campus, eating in classrooms, and other acts as may be determined by the authorities.
- d. Cheating during quizzes and other minor exams
- e. Talking with one another without permission during examination.
- f. Entering the campus without I.D card or using someone’s card.
- g. Proselytizing, defined as attempting to convert to one’s faith by attacking or denigrating the practices and belief or by offering special inducements.
- h. Littering
- i. Eating inside the classroom
- j. Selling cigarettes on campus.
- k. Preventing the circulation of recognized student publication by withholding or removing a substantial number of copies
- l. Use of cellular phones inside the classroom
- m. Other offenses which disturb the peace and order of the school unless properly classified as a major offense

Sanctions:

1. Warning and admonition by the Office of the Student Affairs in the case of first offense

2. Summoning of parents, guardians, or any responsible person charged with the care of the student, in case of second offense.
3. In the case of minor personal offense, a written apology to the person concerned
4. All offenses not mentioned above shall be dealt with the Student Disciplinary Board
5. No disciplinary proceedings shall be instituted except for conduct prohibited by law or by rules and regulations approved by the Board of Trustees or by the College President with the authority of the Board.
6. The College Administration and its Faculty shall have the right to impose appropriate disciplinary measures in case of minor offense committed by the student. Major Offenses will be referred to the Student Disciplinary Board

Section 2: THE STUDENT DISCIPLINARY BOARD

The following shall constitute the Student Disciplinary Board:

1. College Administrator
2. Student Affairs Coordinator
3. Dean for Academic Affairs
4. Dean/Chairperson of the Respondent Student
5. Guidance Counselor
6. President of KNS Faculty and Employees Association (KNSFEA)
7. President of the Supreme Student Government (SSG)

CHAPTER III

Section 1: PROCEDURE FOR DISCIPLINARY ACTION

- A. Any major/minor offense shall be reported to the Office of the Student Affairs who has the jurisdiction to investigate any and all offenses and to impose the proper sanction. It shall only be referred to the Student Disciplinary Board for final disposition
- B. The Student Disciplinary Board (or SDB) reviews all the evidence and hears the statements of all parties involved. Since SDB is not a court of justice, it may not require the student concerned to be represented by a legal counsel.
- C. Upon filing the said charge or report, an entry shall be made in an official entry book for the purpose, specifying the person(s) charged, the complaint(s), his witness or witnesses, if any, the date of filing and substance of the charge.
- D. The Office of the Student Affairs confers with the student concerned and requires him to submit a written explanation within three (3) days from the receipt of the charge.
- E. A copy of a complaint or report shall be served upon the respondent and his parent or guardian by the Student Affairs Coordinator who shall require an answer in writing.
- F. Hearing by the SDB shall begin not later than one (1) week after the case has been referred to it by the Office of the Student Affairs upon receipt of the respondent's answer or after the expiration of the period within which the respondent should answer
- G. In the interest of speedy justice, the SDB shall hold a meeting at least once a week until the case has been resolved. No hearings on any case shall last beyond two (2) calendar months.
- H. All parties concerned shall be notified of the date set for the hearing at least two (2) school days before such hearing. Should either a complainant or respondent fail to appear for the initial hearings after due notice and without sufficient cause, the SDB shall note this fact and thereafter propose to hear the case ex parte without prejudice to the appearance of the absent party in subsequent hearings.

- I. Application for postponement shall be granted for good cause, provided, that not more than three postponements per party to the litigation should be allowed
- J. Amicable settlement shall be made by and between the parties (complainant and respondent) will not prevent the college to proceed with the case.
- K. The complete record of the case, with the report of the findings thereon and the recommendation signed by the majority of the members of the Board shall be forwarded to the College President. If the College President, so decides, he may forward the board report to a Legal counsel for review within fifteen (15) days after the termination of the hearing.
- L. A decision of the SDB other than expulsion, permanent disqualification from enrolment or suspension for more than thirty (30) calendar school days shall become final and executory fifteen (15) school days after receipt thereof. When a motion for reconsideration is filed, the decision shall be final fifteen (15) school days after receipt of the denial of the motion for reconsideration.
- M. In all cases which final decision is rendered by the SDB, the respondent may file an appeal within ten (10) school days after receipt of the decision of the College President who shall in turn decide within ten (10) school days from the receipt of an appeal.

In all expulsion and suspension of one semester or more, the College President shall consult the College Council. Decisions of the President in these cases may be appealed to the Board of Trustees within ten (10) school days after respondent received a copy of such decision.

- N. The Board of Trustees shall review on appeal decisions of the College President, when penalty imposed is expulsion, suspension of one semester or more or any penalty of equivalent severity, and then it shall render final judgment thereof.
- O. Decisions shall take effect as provided in these rules. The final decision of suspension or dismissal rendered within thirty (30) school days prior to any final examination shall take effect during semester immediately following the semester/summer in which such decision was rendered, provided, that when the respondent is graduating, the penalty shall take effect immediately.
- P. All proceedings on Student Discipline shall be taken down in writing. Original records pertaining to Student Discipline shall be under the custody of the Office of the Student Affairs. Such records shall be considered confidential and no person shall have access to the same for inspection or copying unless he is officially involved therein
- Q. Respondent shall enjoy the following rights:
 - 1. The right to due process which means that he will be subjected to any disciplinary penalty only after the requirements of due process shall have been fully completed or complied with
 - 2. The right to be convicted only on the basis of substantial evidence, the burden of proof being with the person filing the charge;
 - 3. The right to be convicted on the basis of evidence introduced at the proceedings of which the respondent has been properly appraised and given the opportunity to rebut;
 - 4. The right to enjoy, pending final decision on the charge, all his rights and privileges as student, subject to the power of the preventive suspension by the College President. Prevention suspension shall be imposed for not more than fifteen (15) school days where suspension is necessary to maintain the security of the institution.
- R. A student is placed on Disciplinary Probation on the following grounds:
 - 1. He is guilty of less serious or minor offense
 - 2. He is recommended for disciplinary probation by the Student Disciplinary Board.

CHAPTER IV

STUDENT GRIEVANCE MECHANISM

Section 1: GENERAL CONSIDERATIONS

As befits an academic community, grievances against any member of the academic community are best settled through sincere dialogue and discussion.

Formal procedures to settle grievances should be taken as a last resort. If something goes wrong, those affected should attempt to settle matter informally. Only when a grievance is in writing and under oath and duly signed does it become a formal complaint needing a formal procedure.

Section 2. PROCEDURES FOR FORMAL COMPLAINT

All formal complaints shall be in writing and these shall include not only the complaint, answer, memorandum, recommendation and consequent decision but also the excerpts of all proceedings which should be signed by all parties participating in a given occasion. All original records of the proceedings shall be held in the Office of the Student Affairs.

- A. An individual Student's Complaint Against Instructor
 1. The student presents his complaint in writing to the Instructor concerned not later than two (2) weeks after the start of the subsequent semester. If the complainant feels that he has not obtained the necessary action on his complaint, he submits a written complaint against the Instructor to the Dean or Chairperson of the Instructor's Department.
 2. If the complaint is not resolved at the Department Level, the complainant may elevate the case to the Office of the Student Affairs.
 3. Immediately after the receipt of the complaint, the Office of the Student Affairs shall convene the Student Grievance Committee which resolves the complaint as soon as possible, preferably within a month.
 4. Any party not satisfied with the decision rendered by the Student Grievance Committee may file a motion for reconsideration with the said Committee stating the grounds thereof within the prescribed period, the Committee shall submit its findings and recommendation to the College President for decision.

Section 3: CLASS OR GROUP COMPLAINT AGAINST AN INSTRUCTOR

- A. A formal written complaint is submitted, not later than two weeks after the start of the subsequent semester to the Department Dean/Chairperson and duly signed by at least fifty per cent (50%) plus one (1) of the class in case of a Group complaint. The Class or Group elects a Committee of three representatives to see and meet with the Department's Dean/Chairperson is given fifteen (15) working days to investigate and settle the complaint.
- B. If the Class/Group members feel necessary action on their complaint has not been taken after the prescribed time, the Class/Group representatives shall present their written complaint to the Office of the Student Affairs
- C. Immediately after the receipt of the complaint, the Office of the Student Affairs convenes the Student Grievance Committee which shall resolve the complaint as soon as possible, preferably within a month.
- D. Any party not satisfied with decision rendered may file a motion for reconsideration with the Committee stating the grounds thereof. Within the five (5) days from receipt of the written decision, provided that neither party has availed of such remedy within prescribed

period, the Committee submits its findings and recommendation to the College Academic Council, which in turn shall render its decision.

Section 4. COMPOSITION OF THE STUDENT GRIEVANCE COMMITTEE

- A. The following shall compose the Student Grievance Committee:
 1. College Administrator as the Chairman
 2. Student Affairs Coordinator
 3. Dean for Academic Affairs
 4. Dean or Chairperson of the Department of the respondent Instructor
 5. President of the Supreme Student Government
 6. President of the KNSFEA
 7. Guidance Counselor;
 8. Non-teaching Personnel

- B. In case any of the above 9 (regardless of the number of sectors he represents) is a respondent, his place in the Committee shall be taken over by another official representative of the sector, preferably the one next in line.

Section 5. FUNCTIONS OF THE STUDENTS GRIEVANCE COMMITTEE

- A. Hears and resolves all formal complaints and/or grievances which are academic related;
- B. Furnishes the respondent a copy of the formal complaint against him including all attachments for him to answer in writing and under oath within fifteen (15) working days upon receipt of the complaint.
- C. Conducts a formal investigation/hearing within thirty (30) working days upon receipt of the complaint;
- D. Submits its findings and recommendations to the College Council copy furnished all parties concerned;
- E. Receives and acts on aggrieved party's motion for reconsideration within five (5) working days upon receipt;
- F. Records all proceedings of the case

CHAPTER V

GUIDELINES FOR STUDENT ORGANIZATIONS

1. Authority to Function

Students shall be free to organize and join association to promote their common interest provided they are not contrary to law, morals, public policy and to the Mission Vision Statement of Kolehiyo Ng Subic

2. Recognition

Recognition must be obtained from the Office of Student Affairs. This is a precondition for the student organization's operation and is only good for duration of each regular school year and will have to be renewed every succeeding school year that the organization is operational.

3. Requirements for Recognition

- A copy of the latest and approved Constitution and by- laws which include the name of the organization and the statement of purpose. The Constitution and by- laws should be in accordance with the institutional policies and other rules and directives of the Office of Student Affairs
- A list of duly elected officers with their corresponding positions and date of assumption of office and complete class schedule which shall be updated every semester.
- A list of planned project or activities to be undertaken during the current school year
- A narrative report of project or activities accomplished in the previous year
- Financial Statement of income and expenses undertaken during the previous school year, including supporting documents duly noted by the faculty adviser
- A letter from the faculty adviser consenting to serve as such and certifying to the completeness of the records presented to the Office of Student Affairs
- A letter of application for official recognition duly noted by faculty adviser

4. Membership

All students are encouraged to become a member of student organizations, however, is open only to bonafide students of Kolehiyo Ng Subic with good moral standing and based on the qualifications reflected in the Constitution and by- laws of the organization.

5. Activities, Meetings and Announcements

- Permission to hold meetings and post notices must be requested from the office of Student Affairs
- The application for permit must state the agenda of the meetings and carry the recommendation of faculty- adviser/s.
- All extra-curricular activities must not conflict with the official calendar of the College.
- Student extra-curricular activities are not allowed ten (10) days before a major examination and throughout an examination week.
- Fund raising activities shall be directly initiated and unanimously approved by the organization officers and noted by the faculty- adviser. The letter of request for the approval of such activity shall be submitted at least one month before the actual activity and must state among others the projects or programs to which the proceeds of the activity shall be used. The activity must be endorsed by the Student Affairs Coordinator, and approved by the Dean for Academic Affairs, College Administrator and College President.
- When a permit previously issued is cancelled or when the activity is postponed, a new permit shall be applied.
- Students may invite outside speakers approved by the Dean for Academic Affairs and Coordinated with the Office of Student Affairs.

6. Grievance

In case of conflict within an organization or between two or more organizations, and when no resolution to the issue at hand can be reached, the Office of Student Affairs may intervene and render a decision deemed appropriate. Any decision made by the Office of Student Affairs is final.

7. Dissolution of Student Organization

The dissolution of the student organization can be done through voluntary action of its members after consultation with the faculty- adviser.