

## CNSC HYMN

Oh ye CNSC we sing to thee  
Arise forevermore  
Thy portals be God's seat divine  
In one accord arise

With lighted torch in grimless search  
Heed the call of life's conquest  
In one spirit blaze thy trail  
Go forth to awe-inspiring deeds  
Behold O noble and so bliss

Though assay dim our way  
Thy laurels crown we pledge and see  
CNSC our legacy  
Thy hopes will be our fervour and might  
CNSC in God we'll trust.

Music: Amador Novero Jr.  
Lyrics: Lilibeth Novero Lukban



# STUDENT MANUAL

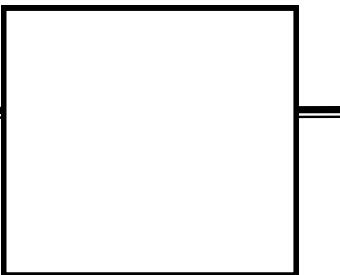
CAMARINES NORTE STATE COLLEGE



BOT Resolution No. 9 s. 2018  
March 7, 2018  
Revision : 0



## Personal Profile



**Surname**      **First name**      **Middle Name**

Permanent Address: \_\_\_\_\_

Tel./Cellphone No. \_\_\_\_\_

Boarding House Address (if any): \_\_\_\_\_

Birthday: \_\_\_\_\_

Birthplace: \_\_\_\_\_

\_\_\_\_\_ Course

\_\_\_\_\_ Year & Block

In case of emergency or accident, please be so kind to notify:

NAME \_\_\_\_\_ RELATION \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Tel./Cellphone No. \_\_\_\_\_

**CAMARINES NORTE STATE OLLGE  
( Abaño Campus)**  
Brgy. 2, Daet, Camarines Norte

1. Bachelor of Secondary Education  
Major in: *Biological Science*  
*Mathematics*  
*Physical Science*  
*English*  
*Filipino*  
*Social Studies*  
*MAPE*  
*Arts and Physical Education*  
*Tech. & Home Economics*
2. Bachelor of Elementary Education
3. Bachelor of Elementary Education  
Major in: Pre-School Education

**CAMARINES NORTE STATE COLLEGE ( Mercedes Campus)**  
Mercedes, Camarines Norte

1. Bachelor of Science in Fisheries

**Curricular Offer-****COLLEGE OF ENGINEERING (Main Campus)**

Daet, Camarines Norte

1. Bachelor of Science in Civil Engineering
2. Bachelor of Science in Electrical Engineering
3. Bachelor of Science in Mechanical Engineering

**CAMARINES NORTE STATE COLLEGE (Labo Campus)**

Labo, Camarines Norte

1. Bachelor of Science in Agriculture  
Major in: *Animal Science*  
*Crop Science*
2. Bachelor in Agricultural Technology
3. Bachelor of Science in Environmental Science
4. Bachelor of Science in Agricultural Engineering

**CAMARINES NORTE STATE COLLEGE (Entienza Campus)**

Brgy. Tabugon, Sta. Elena, Camarines Norte

1. Bachelor of Science in Entrepreneurship

**CAMARINES NORTE STATE COLLEGE****( Jose Panganiban Campus)**

Jose Panganiban, Camarines Norte

1. Bachelor of Science in Industrial Technology  
Major in: *Automotive Technology*  
*Electrical Technology*  
*Food Trades*  
*Garments Trades*
2. Bachelor of Science in Educational Technology  
Major in: *Automotive Technology*  
*Electrical Technology*  
*Garments Technology*
3. Bachelor of Science in Industrial Technology  
(Laddered Program) Major in:  
*Computer & Electronics Technology*  
*(PC Operation- NC II)*  
*(Programming- NC IV)*  
*(Computer Hardware Servicing - NC II)*

ings

**Foreword**

**Congratulations Students! Welcome to the CNSC Family. We are glad to have you with us as we both journey on the road to your success.**

**This latest edition of the Student manual has been especially designed to satisfy your needs for a clear focus in coping with today's dynamic learning environment in this institution you have chosen. This manual seeks to guide you as you pursue your studies and prepare for your chosen careers. It also aims to help you in managing time and other resources as it provides you an avenue to have a clear understanding of your role as students while having your higher education here at CNSC.**

**Finally, take part in realizing CNSC's mission to produce thoughtful graduates imbued with desirable social values and competencies so that you will be equipped with a kind of character and skills needed by the industry which will eventually bring you to your cherished dreams in life not only for yourselves or your family but also for the society as well.**

**Let your journey to success begin here at CNSC.**

**DR. RUSTY G. ABANTO**  
**CNSC College President**

**Dear Students,**

Welcome to CNSC your second home! We are happy to have you with us as bonafide students of this tertiary institution.

This handbook has been prepared especially for you so that your stay in this school will be both pleasant and meaningful. This will serve as your daily companion in your college years. It contains all the necessary information you need to know regarding school policies and regulations.

This will be your guide in responding to the challenges of college life according to the expectations of this institution. It will lead you to be globally competitive individuals imbued with positive values.

Take good care of it..

Office of Student Services and Development

**CURRICULAR OFFERINGS****GRADUATE SCHOOL (Main Campus)**

Daet, Camarines Norte

1. Master in Public Administration
2. Master in Management
  - Major in: Human Resource Management
  - Educational Planning and Management
3. Master in Business Administration

**COLLEGE OF BUSINESS and PUBLIC ADMINISTRATION**

Daet, Camarines Norte

1. Bachelor of Science in Business Administration
  - Major in: *Business Economics*
  - Marketing Management*
  - Human Resource Management*
  - Financial Management*
2. Bachelor in Public Administration
3. Bachelor in Food Service Management
4. Bachelor of Science in Accountancy
5. Bachelor of Science in Office Administration
6. Bachelor of Science in Entrepreneurship

**COLLEGE OF ARTS AND SCIENCES (CAS )**

Daet, Camarines Norte

1. Bachelor of Science in Biology
2. Bachelor of Arts in English Language
3. Bachelor of Arts in History
4. Bachelor of Arts in Sociology
5. Bachelor of Arts Major in Mathematics

**INSTITUTE OF COMPUTER STUDIES ( ICS)**

Daet, Camarines Norte

1. Bachelor of Science in Information Technology

**Series of 2013**

- 43 Confirming the Board Resolution # 10, S. 2013, Approving the Proposal for the Establishment of "Industrial Electronics Training Laboratory" of the CEIT of CNSC ( Approved, December, 2013)

**Series of 2014**

- 20 Implementing the Policy Guidelines in the Implementation of Academic and Non-Academic Scholarships in the College (Approved, December 22, 2014)  
30 Approving the Policy Guidelines in the College Grading System Effective Second Semester, SY 2014-2015 ( BOT Approved, December 22, 2014)

**Series of 2015**

- 4 Approving the Giving of Academic and Non-Academic Awards for AY 2014-2015 ( BOT Approved, March 18, 2015)  
25 Approving the Guidelines on the Implementation of the Overseas On-the Job Training Program of Camarines Norte State College, Subject to Final Endorsement of the Board of Trustees m Academic Committee, Review of which will Include Director George M. Colorado, CHED ROV. ( BOT Approved, July 16, 2015)

**CNSC Prayer**

***Heavenly Father, you are the source of our life, purpose and value.***

***We praise and thank you for all the Gifts we find in creation and in ourselves.***

***Lord, Let Your Holy Spirit guide and make us one. Direct our thoughts that they bring about excellence and transformation of character in us, so that our service to one another be done with joy, compassion and righteousness.***

***Grant that all that we think, say and Do may redound to the welfare of the CNSC community and promote the greater Glory of your name***

**Amen**

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39 Approving the Proposed Tuition Fee Privilege for the Breakthrough Publication Editorial Board and Staff	
<b><i>Series of 2010</i></b>	
4-A Policy on Allowing the Students to Take the Examinations even Without the Required Examination Permit ( Approved, February 19, 2010)	
09 Proposed Policy on Opening of requested Subjects ( Regular Summer) ( Approved, February 19, 2010)	
12 Proposal to Hold Classes even Beyond 5:00 p.m. and on Saturday ( Approved, February 19, 2010)	
13 Proposed Revision of College of Engineering and Industrial Technology Program ( Approved, February 19, 2010)	
20 Proposed Bachelor of Secondary Education Major in Technology and Livelihood Education ( Approved, June 3, 2010)	
22 Proposed time/penalty of P 10.00/per book per day on borrowing of books in the CNSC Library (Approved, June 3, 2010)	
35 Proposed Amendments on Students Emergency Loan Program (SELP) ( Approved, August 16, 2010)	
40 request to Grant 10% Discount on Tuition Fee for Alumni who Enroll at CNSC Graduate School ( Approved, August 16, 2010)	
44 Proposed Enhanced Guideline on Academic Policies ( Approved, December 9, 2010)	
<b><i>Series of 2011</i></b>	
10 Proposed Free Tuition Fee Privilege of the CNSC Band Member ( Approved, March 10, 2011)	
18 Proposed Adoption and Implementation of the Curriculum in Bachelor of Public Administration Program in the College of Business and public Administration based on CMO # 06, S. 2010 ( Approved, June 16, 2011)	
<b><i>Series of 2012</i></b>	
28 Proposal for the Enhancement of BS in Fisheries Curriculum ( Approved, June 26, 2012)	
57 Establishment of Mechatronics Training Laboratory ( Approved, December 11, 2012)	

**Series of 2006**

- 25 Approving the proposed admission and retention policy for Bachelor of Science in Accountancy program. 77th BM, May 31, 2006.
- 26 Approving the proposed revision of the curriculum for Bachelor of Science in Entrepreneurship. 77th BM, May 31, 2006.
- 27 Approving the proposed search for outstanding student clubs/organization. 77th BM, May 31, 2006.
- 28 Approving the proposed search for outstanding student leaders. 77th BM, May 31, 2006.
- 29 Approving the mechanics for the selection of most outstanding student assistant. 77th BM, May 31, 2006.
- 30 Approving the proposed enhancement on Master of Public Administration Curriculum: The Plan B Curriculum (Non-Thesis Special Problem Paper). 77th BM, May 31, 2006.
- 33 Approving the grant of 50% subsidy on tuition fee for Master in Management Students who are employed in an Academic Institution. 77th BM, March 31, 2006.
- 68 Approving the Proposed Fee Tuition for Agriculture and Fisheries Students. 79th BM, Dec. 13, 2006

**Series of 2007**

- 27 Approving the proposed CNSC Students and Admission Shared responsibility-Students Resources Fund (SRF) and the Students Services Enhancement Fund (SSEF). 81st BM, June 4, 2007
- 28 Approving the proposed policy on the replacement of diploma and the P500.00 replacement fee. 81st BM, June 4, 2007
- 56 Approving the proposed revision on some of the student assistant policies/guidelines. 84th BM, November 23, 2007
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- 65 Approving the proposal to institutionalize the Hayag Festival—A celebration of artistic, Cultural and Academic Experience subject to the availability of funds and the usual accounting and auditing rules and regulations.

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- 10 Approving the proposed policies and guidelines in the conduct of On-the-Job Training (OJT) in Camarines Norte State College.
- 46 Confirming Board Referendum No. 8, s. 2008—Approving the policies and guidelines on the admission of freshmen entrants during the second semester.
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## VIII. MECHANICS OF IMPLEMENTATION

PROCEDURE	PERSON RESPONSIBLE
Request for assistance must be secured from the concerned office/agency/unit. The Return Service of student must be related to their course program	STUDENT
Approval from the Deans/Campus Directors must be secured Deans/Campus Directors must take note of the negative list prescribed by CHED UniFAST to protect the students from abuse/exploitation/involuntary servitude or/and the like	DEANS/CAMPUS DIRECTOR
Faculty adviser must be assigned to mentor and monitor the progress of students	FACULTY ADVISER
Notarized Parent consent must be submitted	STUDENT/PARENT
Monthly accomplishment report must be submitted by the student to their adviser with proof and complete documentation of their community service	STUDENT
Certification for Completion will be provided by the OSSD to student upon endorsement of the advisers and Deans of Respective Colleges at the end of the semester upon completion of the required number of hours equivalent to the benefits that they have received from the Government. Certification for Completion shall be required from a student to be enrolled in the succeeding semester.	OSSD
The number of hours required to complete the return service obligation of students per year is 80 hours. Students are expected to render 40 hr./sem for three years. If they opt to conduct it during summer, a promissory note/letter of intent approved by the dean must be secured.	STUDENT/DEANS/CAMPUS DIRECTORS

**N.B.: CMO No. 63, s. of 2017 must be observed for the conduct of off-campus activities pertaining to Return Service Program.**

**E. Environmental Protection and Conservation Projects**

This project provides an avenue for students to contribute assistance in the protection and conservation of existing flora and fauna in local communities and the ecological balance of natural environment in the community as a whole.

Students are expected to render their time as the protector and conservationist in the communities which are in need of assistance and rehabilitation. Activities like tree-planting, rehabilitation movement, and vigilant movement against environmental violators.

Partner agencies: DENR, LGU, DA, etc.

**F. Ecumenical/Faith-based Project**

This project provides an avenue for students to contribute assistance in the ecumenical activities of faith-based organizations.

Students have the option to render their time and assistance in the conduct of ecumenical activities of various faith-based organizations in coordination with authorized/official leader.

Partner agencies: Faith-based organizations

**G. Food Security Project**

This project provides an avenue for students to contribute in food production, safety and security.

Students have the option to render their time in the production of food, agricultural and fisheries products which would help in the food/agriculture/aquaculture industry contributing to food safety and security. It includes maintaining techno-demo farms (agri/aqua – based) within the CNSC Community as well as external communities.

Partner agencies: DA, Cooperatives, DA accredited - Farm owners, DTI certified - Food Producers, etc.

**H. Other Community Service Projects(research-based/extension-based)**

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# PRELIMINARIES

## VISION

CNSC as a premier higher education institution in the Bicol Region.

## INSTITUTIONAL MISSION

The Camarines Norte State College shall provide higher and advanced studies in the field of education, arts and sciences, economics, health, engineering, management, finance, accounting, business and public administration, fisheries, agriculture, natural resources development and management and ladderized courses. It shall also respond to research, extension and production service adherent to progressive leadership towards sustainable development.

## CORE VALUES

**Quality and Excellence.** CNSC believes in quality performance in achieving excellence particularly in instruction, research undertakings and extension ventures of the faculty and students which are responsive to innovative and professional search for knowledge and service to the community.

**Transparent and Efficient Service.**

The College adheres to the principle of transparency and accountability in providing service to its clientele. It upholds and maintains corporate integrity through our adherence to ethical leadership, good governance and compliance to anti-corruption systems and regulation of the government. It emphasizes efficient and effective performance of one's duties learner, shapers of educational success, and providers of the operative and managerial functions of the College with utmost devotion of meeting its vision and mission.

**Partnership and Engagement.** CNSC supports the culture that promotes integrity, shared responsibility, teamwork and mutual respect. The college engages the students, faculty and staff and the alumni in responding to the most compelling challenges for the institution.

## QUALITY POLICY

"CNSC commits to continually uphold and strive for international standards through an effective and efficient management system providing excellent professional services on instruction, research and extension to meet the highest level of clienteles' satisfaction."

## B. Civic Action/Community Involvement Project

This project provides an avenue for students to assist an area/barangay/ community by using their capabilities and resources of their student organization to conduct long-term program or short-term projects.

Students are expected to render their time in assisting the community in their long-term programs or short-term projects such as in planning, implementation, monitoring and/or evaluation of their existing programs and projects in the community especially in Strategic Planning and Operational Target Implementation; Disaster Risk Reduction Management; First-Aid Response; Medical-Dental Outreach; and Information Dissemination Drive.

Partner agencies: DSWD, DRRMO, LGU, NGO, Health Offices, etc.

## C. Cultural, Arts, Band & Majorette, and Sports Development Project

This project provides an avenue for students to contribute in the enhancement of Culture and Arts Awareness and Sports Development of students within CNSC Community as well as external communities. This brings not only sports education but art education as well to local schools and community centers by offering an outlet for creative minds and cultural expression.

Students are expected to render their time in the preparation and representation of the institution in Local/Provincial/Regional/National Sports/Culture & Arts/Marching Band and Majorette events/competition. They are also expected to render assistance in providing sports/performing-arts education in local communities.

Partner agencies: LGU, DepEd, etc.

## D. Student Assistance Project

This project provides an avenue for students to contribute assistance in the effective and efficient management system in providing excellent services to CNSC's clienteles.

Students have the option to render their time as student assistant in the offices where they will be assigned to assist in providing messengerial, clerical, and cleaning services for the day to day transaction in their respective offices. This however entails no corresponding remuneration.

Partner agencies: internal offices



### CNSC RETURN SERVICE PROGRAM

#### RATIONALE/LEGAL BASIS:

The Implementing Rules and Regulations of Republic Act No. 10931 also known as the “Universal Access to Quality Tertiary Education Act of 2017” provides under Rule II, Sec. 4 that “As provided for under Article II, Sec 13 of the 1987 Constitution which recognizes the vital role of the youth in nation building, and the express provision in Article II, Section 15 (f) of RA 10687 on the rights and obligations of student beneficiaries benefitting from state subsidy, SUCs and LUCs shall formulate and implement a Return Service System for students benefitting from the free higher education provision of this Act, as part of their admission and retention policies. Such guidelines shall be approved by their respective governing boards and the CHED.” In response to the said provision, CNSC Return Service Program is hereby formulated for implementation this Academic Year 2018-2019 upon approval of the Board of Trustees and the CHED.

#### PROGRAM DESCRIPTION:

This program provides opportunities for students to contribute their knowledge, skills and spirit of volunteerism to communities which are in dire need of assistance. This is in effect a community service program which helps students demonstrate social responsibility, provides them work experience and provides them the opportunity to experience making a contribution to the community.

This is comprised of various projects wherein the students who are benefitting from the Free Higher Education provision can choose an option on how to fulfill their obligation to render service in the Philippines at large without prejudice to existing programs that mandate service in the government.

#### RETURN SERVICE PROJECTS:

##### A. Tutorial/ Inclusive Education Project

This project provides an avenue for students to contribute in the enhancement of access to Free Higher Education of disadvantaged students, such as Lumads, Muslims, and other indigenous peoples; persons with disabilities; students from public schools; and students from depressed areas.

Students are expected to render their time in educating disadvantaged students who are in the K-12 program or Alternative Learning System (ALS) to help them prepare for the admission exams and/or to finish their basic education courses successfully.

Partner agencies: DepEd, PDAO, NCIP, LGU, etc.

## THE COLLEGE

Camarines Norte State College is the only state-funded higher education institution in the Province of Camarines Norte. It is tasked to provide higher technological and professional instruction and training, provide and promote research and extension services, advance studies and progressive leadership in all areas of discipline and responsibilities.

It currently has six campuses which includes the Entienza Campus, Jose Panganiban Campus, Labo Campus, Mercedes Campus, Abaño Campus and the Main Campus sited at different strategic places in the Province to better suit the needs of the community. (For more information about each College/Campus see section Colleges)

In the more than two decades of CNSC's existence, it has overcome great struggles, especially during its transformation from Camarines Norte National High School to being the State College, and continues to strive for excellence through infrastructure enhancements, and continues to strive for excellence through infrastructure professional advancement of faculty members, state-of-the-art research and extension initiatives, and student development programs. Several of the College programs have been accredited and many of its graduates have significantly ranked in national board examinations. These have made the College

into an increasingly competitive educational institution not just in the province or region, but also in the national and international level.

#### MILESTONE

1915	-Daet Elementary School was established.
1920	-Daet Elementary School was converted into Camarines Norte High School (CNHS).
1953	-Abaño Pilot Elementary School was established.
June 22, 1957	-Camarines Norte National Agricultural Schools (CNNAS) was created under R.A. 1946
1959	-Abaño Pilot Elementary School was designated as Pilot School of the Division of Camarines Norte.
1970	- Camarines Norte School of Arts and Trade was established.
June 23, 1973	-Parliamentary Bill no. 2378 was approved and signed

# Student Manual



## CAMARINES NORTE STATE COLLEGE

	into law converting CNHS to Camarines Norte National High School (CNNHS)	1994-DECS	-Secretary, Hon. Ricardo Gloria, assumed the post as chair of the Board of Regents
1977	-Mercedes School of Fisheries was established during Martial Law period by virtue of Presidential Decree no. 1050	May 29, 1997	-House Bill No. 4525 was passed by the House of Representatives.
July 23, 1991	-Cong. Renato M. Unico introduced House Bill No. 31647, which would convert CNNHS to CNSC, in the House of Representatives	June 3, 1997	-Senate Bill No. 1721 was passed by the Senate.
April 2, 1992	-Pres. Corazon Aquino signed into law RA No. 7352, "An Act converting the present Camarines Norte National High School in the Municipality of Daet into a State College..." Board was renamed to Board of Trustees (BoT)	1997-	Republic Act No. 8292, "The Higher Education Modernization Act of 1997" was signed into law and the governing
		Mid July 2000	-Dr. Floria Palacio-Tagarino was appointed second president of CNSC.
		August 5, 2004	-Dr. Wenifredo T. Oñate was elected by the BoT as the third president of CNSC
1992	-The governing body of CNSC was vested in the Board of Regents chaired by Hon. Armand V. Fabella by virtue of RA No. 7352	August 16, 2004	-Dr. Wenifredo T. Oñate was sworn into office
July 11, 1994	-Dr. Lourdes Apuya-Cortez was appointed the first president of CNSC	August 16, 2016	-Dr. Monsito G. Ilarde was sworn into office as the fourth president of CNSC

GRAVE OFFENSES		1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
1. cheating during major examination		Grade of 5.0 in the subject/course	Suspension for 1 sem	dismissal
2. plagiarism		Grade of 5.0 in the subject/course	Suspension for 1 sem	dismissal
3. forgery or alteration of official documents		16-30 days suspension	Suspension for 1 sem	dismissal
4. knowingly furnishing false information about the College, its officials, faculty and students		16-30 days suspension	Suspension for 1 sem	dismissal
5. coercing students not to attend classes or any academic activity		16-30 days suspension	Suspension for 1 sem	dismissal
6. oral defamation committed against a person		16-30 days suspension	Suspension for 1 sem	dismissal
7. theft or damage of any college property or property of any member of the College		16-30 days suspension + restitution	Suspension for 1 sem + restitution	Dismissal + restitution
8. gross immorality		16-30 days suspension	Suspension for 1 sem	Dismissal
9. engaging in any form of gambling within the premises of the college		16-30 days suspension	Suspension for 1 sem	Dismissal
10. membership in any outlawed organizations		16-30 days suspension	Suspension for 1 sem	Dismissal
11. any conduct w/c threatens or endangers the health and/or safety of any person inside the college premises without provocation		16-30 days suspension	Suspension for 1 sem	Dismissal
12. bribery		16-30 days suspension	Suspension for 1 sem	Dismissal
13. Hazing		Suspension 1 semester	Dismissal	Expulsion
14. grave threats		Suspension 1 semester	dismissal	Expulsion
15. gross dishonesty		Suspension 1 semester	dismissal	Expulsion
16. asking another student to take an examination for him/her or doing it for another		16-30 days suspension	Suspension for 1 sem	Dismissal
17. lending/borrowing ID from another		16-30 days suspension	Suspension for 1 sem	Dismissal
18. habitual violation of school rules and regulations		Suspension for 1 sem		
19. any act committed that will bring dishonor to the college		16-30 days suspension	Suspension for 1 sem	Dismissal
OFFENSES PUNISHABLE BY EXPULSION				
1. hitting a member of the faculty/admin official, employee		Dismissal	Expulsion	
2. illegal possession of firearms		Dismissal	Expulsion	
3. illegal possession of deadly weapons and/or explosives		Dismissal	Expulsion	
4. active offensive involvement or participation in melees (rumbles)		Dismissal	Expulsion	
5. engaging in drug trafficking		Expulsion		



LESS GRAVE OFFENSES	1 <sup>ST</sup> OF-FENSE	2 <sup>ND</sup> OF-FENSE	3 <sup>RD</sup> OF-FENSE
c. verbal insult upon a member of the faculty, admin official, employee	8-15 days Suspension	16-30 days suspension	Suspension for 1 semester
d. inflicting harm on a fellow student	8-15 days Suspension	16-30 days suspension	Suspension for 1 semester
e. illegal possession of deadly weapons and/or pyrotechnics	8-15 days Suspension + confiscation	16-30 days Suspension + confiscation	Suspension for 1 semester + confiscation
f. vandalism and intentional damage of property regardless of cost and includes	8-15 days Suspension + restitution	16-30 days Suspension + restitution	Suspension for 1 semester + restitution
1. tearing, defacing library books, magazines, periodicals	8-15 days Suspension + restitution	16-30 days Suspension + restitution	Suspension for 1 semester + restitution
2. writing or drawing on the walls or pieces of furniture	8-15 days Suspension + restitution	16-30 days Suspension + restitution	Suspension for 1 semester + restitution
3. breakage of windows, showcases, cabinets and malicious manipulations of electrical and mechanical device	8-15 days Suspension + restitution	16-30 days Suspension + restitution	Suspension for 1 semester + restitution
4. unauthorized erasure/ removal of official notices and posters from bulletin boards	8-15 days Suspension + restitution	16-30 days Suspension + restitution	Suspension for 1 semester + restitution
5. tearing burning, tampering and falsifying official documents	8-15 days Suspension + restitution	16-30 days Suspension + restitution	Suspension for 1 semester + restitution
g. drinking and/or bringing alcoholic drinks in the campus drunkenness or bringing intoxicating drinks within the college jurisdiction	8-15 days Suspension	16-30 days Suspension	Suspension for 1 semester
h. conducting activities inside or outside the school using the name of the institution unofficially	8-15 days Suspension	16-30 days Suspension	Suspension for 1 semester
i. irregularities in handling school funds	8-15 days Suspension + restitution	16-30 days Suspension + restitution	Suspension for 1 semester + restitution

August , 2017 -Dr. Arlene A. Magana was designated As OIC- to the Office of the President

February 15, 2017 -Dr. Rusty G. Abanto was sworn into office as the fifth president of CNSC

the year are laurels symbolizing the institution's monumental achievements and quest for excellency in various fields.

The inner circle, symbolizes the college four mandates, namely: Instruction, Research, Production and Extension. Inside the triangle is an open book with flaming torch, representing the main objectives of the institution by promoting and enhancing student's faculty to become useful and productive citizens.



## CNSC Seal

The CNSC seal is visualized with the following figures: a pentagon, a circle, a triangle, an open book with quill and torch, an atom, a gear, a fish in a microscope, a farm tractor, panicle of rice and forest trees.

Specifically, the seal is represented by a pentagon whose five sides stand for the five integrated campuses of the college. The word "CAMARINES NORTE STATE COLLEGE" inscribed at the outer circle inside the pentagon shows its geographical concern toward development. The approval of the Bill creating CNSC (now R.A. 7352) was indicated by the year 1992. On both sides of

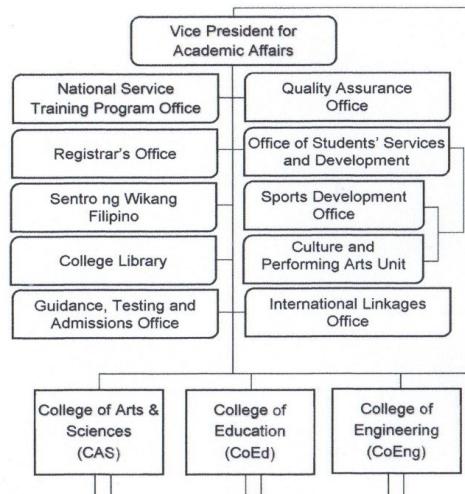
Behind the symbols of the curricular programs of Science and Business Management is the First Rizal monument in the Philippines. It stands as an edifice for the discipline in Engineering and pentagon, a circle, a triangle, an open book with quill and torch, an atom, a gear, a fish in a microscope, a farm tractor, panicle of rice and forest trees. Each curricular program is represented by the following symbols: a quill and a half atom for Arts and Sciences; a gear for Business Management; an open book for

the College of Education; fish and microscope for Fishery Science; trees for Environmental Management and the panicle of rice with farm tractor for Modern Agriculture, characterized by advanced mechanized farming technology.



Maroon is the dominant color of the seal, depicting aggressiveness; firmness and venerability, while the triangle is yellow, reflecting the idea that Camarines Norte is like a treasure abundant in natural and other resources.

Generally, the CNSC's seal symbolizes a shining gem tasked to provide the highest possible technologist , scientific, professional instruction and leadership to promote necessary services in areas of discipline and responsibilities.



Commission  
(CO)

Joining or recruiting students to join unrecognized clubs or organizations, fraternities, sororities	Reprimand	1 day suspension	3 days suspension
Non-attendance in flag ceremonies by students who are within the premises of the school	Reprimand	1 day suspension	3 days suspension
Violation of legally posted signs	Reprimand + restitution	1 day suspension + restitution	3 days suspension + restitution
Misuse of school facilities which causes damage/injury to the facility/school property	Reprimand + restitution	1 day suspension+ restitution	3 days suspension + restitution
Disturbance of public order	Reprimand	1 day suspension	3 days suspension
Misbehavior during flag raising ceremonies	Reprimand	1 day suspension	3 days suspension

Commission of a minor offense for the 4<sup>th</sup> time shall warrant the suspension of the student for one (1) semester.

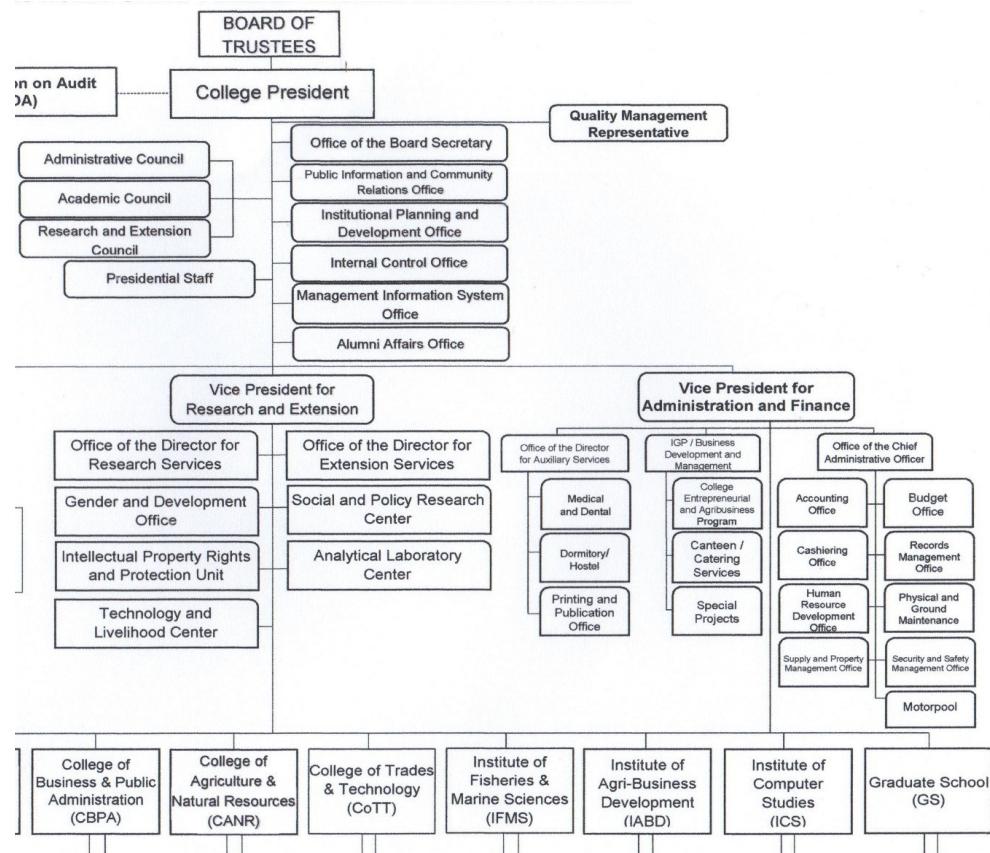
The following are considered less grave offenses:

LESS GRAVE OFFENSES	1 <sup>st</sup> OF-FENSE	2 <sup>nd</sup> OF-FENSE	3 <sup>RD</sup> OF-FENSE
a. Abusive and discourteous behavior toward college officials, faculty members, students use of indecent and vulgar language spitting in front of teachers slamming tables and chairs, banging doors and windows other analogous cases	8-15 days Suspension	16-30 days Suspension	Suspension for 1 semester
b. entering the college premises under the influence of prohibited drugs	16-30 days suspension	Suspension for 1 semester	Dismissal



MINOR OFFENSES	PENALTY		
	1 <sup>ST</sup> OF-FENSE	2 <sup>ND</sup> OF-FENSE	3 <sup>RD</sup> OF-FENSE
Cheating during quizzes	Reprimand	1 day suspension	3 days suspension
Non-wearing of ID	Reprimand	1 day suspension	3 days suspension
Non-wearing of prescribed uniform/violation of the dress code	Reprimand	1 day suspension	3 days suspension
Leaving the classroom, laboratory room without permission from instructor concerned	Reprimand	1 day suspension	3 days suspension
Littering	Reprimand + cleaning the mess	1 day suspension+ cleaning the mess	3 days suspension + cleaning the mess
Loitering along corridors that will create disturbance during classes	Reprimand	1 day suspension	3 days suspension
Unauthorized sit-in classes	Reprimand	1 day suspension	3 days suspension
Possession of pornographic literatures and magazines	Reprimand + confiscation	1 day suspension + confiscation	3 days suspension + confiscation
Smoking in the classroom and in unauthorized areas	Reprimand	1 day suspension	3 days suspension
Entering the college premises under the influence of liquor	Reprimand	3 days suspension	5-7 days suspension
Picking of flowers and uprooting of agricultural and ornamental plants	Reprimand + restitution	1 day suspension + restitution	3 days suspension + restitution

Republic of the Philippines  
**CAMARINES NORTE STATE COLLEGE**  
**ORGANIZATIONAL STRUCTURE**





# Academic Information

## Academic Year

The Academic Year is divided into two semester of at least 16 weeks minimum and 18 weeks maximum exclusive of registration. A summer session of six weeks follows the second semester.

The First semester usually begins on June and the Second Semester on November while the Summer session on April. The Academic Year is anchored on the approved Academic Calendar.

## Course Numbering

CNSC employs three digit numbering. The first digit represents the year level, the second digit refers to the semester the subject is offered and the third is the hierarchy of the subject.

## Credit Unit

Lecture is given one credit unit, while laboratory is given one unit for every three hours.

## Academic Load

The regular load of graduate and undergraduate students shall be in accordance with the prescribed curriculum in a semester for a certain program/course.

A graduating student with a satisfactory academic record may be permitted to carry an

additional load of one or two subjects in his/her last semester provided that the total number of allowed loads does not exceed the maximum of thirty (30) units, and provided further, that his/her college Dean allows it.

The normal load of six (6) units during the summer term is prescribed, but in justifiable cases the college Dean may allow up to nine units. (BOT Res. 07, s. 2005)

On the graduate level, full-time students are allowed the normal load of 9 units or a maximum load of 12 units. A graduate student employed on a full-time basis is allowed an academic load of not more than 9 units in any semester, unless he/she has the prior approval of his/her Dean for a heavier load.

## Medium of Instruction

English is normally used as the medium of instruction both for undergraduate and graduate programs.

## Classification of Students

As student, whether undergraduate or graduate student, is either classified as regular or non-regular.

A regular undergraduate student follows an organized program of study and complies with requirements leading to the Bachelor's Degree or undergraduate diploma/certificate. He/She carries the full semestral load called for by his/her curriculum.

be considered.

- **Plagiarism** -a piece of written work or an idea that somebody has copied and claimed as his or her own.
- **Forgery** -the act of making or producing an illegal copy of something that looks genuine, usually for financial gain.
- **Due process**- the process by which offenders must be informed in writing of the nature and causes against them, and have the opportunity to be heard before judgment
- **Gambling** - participation in any game of chance for money or other stakes
- **Hazing** - as used in the Act in an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit neophyte or applicant in some embarrassing or humiliating situations such as forcing him/her to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.
- **Littering** - act of disposing waste materials other than in trash cans or designated places
- **Loitering** - the offense of standing around in a public place with the apparent intention of committing a crime.
- **Pending disciplinary case** - a case that is still being deliberated upon by a duly constituted body
- **Pornographic materials** - depicting sexual acts, behavior or parts of the human anatomy which may be in writing, photographs, magazines, videos, motion pictures and the like in order to stimulate erotic feelings, pornographic depictions exploitative of human sexuality for commercial gain.
- **Vandalism** - malicious defacing or destruction of public or private property.

**Classifications of offenses** - Offenses are classified into three: minor offenses, less grave offenses and grave offenses depending on the gravity or depravity and effects on the reputation and welfare of the college.

The following are considered minor offenses:



i. In case of offenses punishable by dismissal from college and/or expulsion, a unanimous decision of those who actually participated in the proceedings shall be required. Otherwise, the penalty next lower in degree shall be imposed.

**12. Records of every case.** The proceedings of all investigations shall be set down in writing by a competent secretary. Original records pertaining to student discipline shall be under the custody of OSS Director. Such records are confidential and no person shall use and/or have access to such for whatever purpose unless he has a legal right which cannot be protected or vindicated without access to such records. For this purpose, a written request shall be forwarded to the OSS Director, who will, considering the merits of the request, shall act accordingly. Any official or employee who is found to have violated this rule will be subject to appropriate sanctions.

For cases which were decided under the summary procedures, the OSS Chairman shall submit to the OSS Director a monthly report of cases acted upon, including all the records of the case.

### 13. Definition of terms

- *Persons in Authority*- Teachers, professors and officials charged with the supervision of public or duly recognized private schools, college or university.
- *Agents of persons in authority*- any person who comes to the aid of *persons in authority*.
- *Melees* - a confused, often noisy mixing of people in a proceedings or in a public place.
- *Hooliganism* - an act of vandalism and violence in public places.
- *Drug trafficking*-- an illegal trade or selling of prohibited drugs
- *Bribery* - the offering of money or other incentives to persuade somebody to do something dishonestly or illegally.
- *Outlawed organization* - an unrecognized organization engaged in unlawful activities.
- *Deadly weapons* -any device designed to inflict injury or death when used especially to an opponent.

Offense -an infraction of any rules and regulations of the school for which an investigation has been conducted in accordance with these rules and the student has been found guilty thereof and a corresponding penalty has been meted out in the determination of the number of offenses for the purpose of imposing the penalty, offenses committed in all units of the College shall

On the basis of units completed, a student may be classified as follows:

**Freshman.** A student who has not finished the prescribed subjects of the first year of his curriculum or 25% of the total number of units required in his entire course;

**Sophomore.** A student who has satisfactorily completed the prescribed subjects of the first year of his curriculum, or has finished 26% to 50% of the total number of units required in his entire course;

**Junior.** A student who has completed the prescribed subjects of the first two years of his curriculum, or has finished 51% to 75% of the total number of units in his entire course;

**Senior.** A student who has completed the prescribed subjects of the first three years of his curriculum or has finished at least 76% of the total number of units in his entire course.

A **regular graduate** student is a prospective candidate for the master's or doctoral degree. He may either be a part-time or full-time student.

A **non-regular student** is a student who falls under the following categories, who is usually not allowed to take a regular number of full academic load:

- Transferees
- Shifters
- Repeaters
- Returnees

## Admissions

The College implements open admission policy. It also enforces strict retention. The College also reserves the right to refuse admission or readmission and retention.

Only students who are officially enrolled shall be admitted to their classes. No admission shall be granted to those who are found to be suffering from communicable or contagious diseases and or found to be users or dependents of dangerous and prohibited drugs. Drug test results and other supporting documents to show proof of physical and mental fitness may be required as deemed necessary.

Admission of students shall be under the functions of the respective Guidance Counselor for each department.



# Academic Information

## GENERAL ADMISSION POLICIES

1. Admission is open to all student applicants who meet the required admission standard of the program they wish to enroll, and are willing to abide by the policies, rules and regulations of the College.
2. No student applicant shall be denied admission to the College by reason of age, sex, gender orientation, social status, belief, political affiliation, ethnic affiliation, conviction or ideology and physical disability except when the student applicant is under treatment for any communicable or non-communicable diseases.
3. All new incoming College freshmen and Transferees are required to take the College Admission Test (CNSC-CAT) which shall consist of the mental ability test and aptitude test.

## ADMISSION STANDARDS:

1. The overall standards for admission to any undergraduate academic program in the College shall be based on the applicant's result in the CNSC-CAT and the high school average grade.
2. The admission rating shall be based on the following criteria and corresponding weights:

CRITERIA	WEIGHTS
Mental Ability Test:	15%
Achievement Test:	
Reading	25%
Mathematics	25%
Language	25%
HS Weighted Ave. Grade:	10%
<b>T O T A L</b>	<b>100%</b>

3. Passing admission rating in the undergraduate program shall be 75%. Result of the computed admission rating shall be classified into two:
  - a. Applicants who get an admission rating of 85% and above; and
  - b. Those who get an admission rating above 75% but below 85%.
4. Applicants who get an admission rating of 85% and above are qualified to be admitted to the quota courses of the College based on rank.
5. Those who get an admission rating above 75% but below 85% are allowed to enroll in non-quota courses based on rank.
6. Admission based on the enrollment quota is on a first come first serve basis.
7. Those who fall below 75% and above 60% may be considered to be wait-listed, if slots are available.

## 10. General Guidelines on the Conduct of the Trial and Investigation and imposition of penalties

- a. The Committee shall act on any case upon the proper endorsement of the College Dean or the Director of the OSS.
- b. In case the conflict is between students of different colleges, the complainant may file his/her complaint in his/her own college and the Unit Disciplinary Committee of his/her college shall coordinate with the Dean of the college of the accused for proper endorsement in proper forum.
- c. Offenders, complainants and witnesses facing the weight of the penalty shall be discouraged from giving false and malicious statements and testimonies.
- d. The Disciplinary Committee where it may find suitable to the interest of its department and for practical matters shall adopt quasi-judicial methods and principles of parliamentary procedures in its proceedings.

## 11. Procedure during the hearing.

- a. The chair directs the secretary to read the charge and specifications.
- b. The chair asks the respondent how he/she pleads—guilty or not guilty—first to every specifications in order, and then to the charge.
- c. If plea of guilty is entered to the charge, there need be no trial, and the meeting can proceed directly to the determination of the penalty after hearing a brief statement of facts.
- d. If the plea to the charge is not guilty, the trial proceeds in the following order, the chair first explaining all the steps, then calling for each of them in sequence: (1) opening statements by both sides—complainant first, followed by the respondent; (2) testimony of witnesses and documentary evidence produced by the complainants; (3) testimony of defense witnesses; (4) rebuttal witnesses on behalf of the complaint and on behalf of the defense, if any; and (5) closing argument by both sides.
- e. Up until the completion of the closing arguments, no one is entitled to the floor except the counsel or representative of the complainants and respondents; and they must address the chair except when questioning the witnesses.
- f. Direct examination, cross examination, re-direct examination, and re-cross examination of the witnesses is permitted, and witness can be recalled for further testimony as the occasion may dictate.
- g. When the closing argument has been completed, the case is considered submitted for resolution.



final and executory after 15 days from receipt of decision, unless an appeal is made and given due course by the BOT.

m. In all disciplinary cases, the parents/guardian shall be fully informed of the proceedings of the misconduct on the part of their children/wards and its result

### 8. Summary procedures.

A. Notwithstanding the provisions of the foregoing sections, OSS Chairman may proceed summarily against a student for minor cases penalized by reprimand, restitution or a suspension up to 3 days committed within the classrooms or premises of a unit/college, or in the course of an official function sponsored by the college.

B. The OSS Director may likewise proceed summarily against students in case of minor offenses committed within the College premises not specifically falling within the jurisdiction of any college/unit or in the course of an official function sponsored by the College.

C. Upon a report or *motu proprio*, the OSS Chairman shall summon the respondent to appear before him/her, informed of the charge against him/her, and afforded the opportunity to present his/her side.

Decisions taken under this Section shall be in writing, stating the grounds for which disciplinary penalty is imposed. Such decision shall be forwarded to the College Dean who will impose the corresponding penalty. Such imposition shall be final and executory upon the issuance of the order. Penalty imposed shall not exceed suspension for 3 days, exclusive of Saturdays, Sundays & holidays.

D. For proceedings before the OSS Director, a maximum penalty that can be imposed is suspension up to 7 days exclusive of Saturdays and Sundays.

### 9. Levels of Imposing penalties.

a. The College Dean can impose a penalty of reprimand, restitution and a suspension of not more than 3 days.

b. The OSS Director can impose a penalty of reprimand, restitution and suspension not exceeding 7 days.

c. All other penalties as recommended by the respective committees and imposed by the College Dean or the OSS Director in excess of those mentioned in the preceding articles shall be subject for review of the President, who can impose a penalty of up to 1 -

### ENROLMENT QUOTA:

- ◆ Before the start of enrolment period, all academic departments shall propose for enrolment quota for each program offerings **subject to approval by the Administrative and Academic Councils.**
- ◆ Enrolment quota shall be based on the capacity of the College in accommodating new incoming freshmen and transferees based on the College resources such as, faculty classroom and other instructional facilities.

### ADMISSION STANDARDS: Grad. School

1. Applicants for admission in the Graduate School (GS) shall be evaluated based on the merit of his/her entrance requirements as follows.
  - Transcript of Records (TOR)
  - Letter of recommendation from the Agency/company Head where the applicant is currently employed; and
  - Result of the Graduate School Admission Test
2. Only graduates of baccalaureate degree programs which are aligned to the program offering of the College's Graduate School shall be admitted to the program.

CRITERIA	WEIGHTS
Mental Ability (IQ) Test:	50 %
Weighted Average Grade:	15%
Essay:	35%
Personality Test:	0%
<b>T O T A L</b>	<b>100%</b>

5. Passing GSAR for the Graduate School shall be at least 85%. Applicants whose GSAR is 80% but not higher than 85% may be considered for admission to the Graduate School on probation.

**TRANSFER ADMISSION**

## Transfer from Other Universities/Colleges

a. A student with previous college work wishing to transfer to the College must satisfy college rules indicated on admission of transfer student. There is no entrance test administered to transfer applicants. They can be admitted, provided that he/she:

- Meets the academic residency requirement in the program where he/she intends to enroll;
- Pass the CAT requirement of the program where he/she intends to enroll; and
- Has already attended classes for at least one full year and has not been dismissed from the school/college where he/she came from.

b. A student is allowed to enroll in a petition class to catch up with the regular load or fulfill the requisites for graduation.

c. Transferees shall be required to submit the following documents:

- Letter request to transfer;
- Honorable dismissal;
- Certified True Copy of TOR; and
- Certified of Good Moral Character from Dean of the school origin;

d. Crediting of general education subjects are allowed provided course descriptions are the same.

e. All major subject(s) taken in another HEI shall be credited subject to validation.

**Transfer Within the College: Shifters**

a. Shifting to another program shall only be allowed if the applicant has not violated any retention or school policy. Provided, that the shifter meets the residency requirement of the new program.

b. Admission to another program by a shifter is subject to the approval of the Dean of the College offering the program applied for. Provided, that shifter meets the requirements of the accepting college.

b. The Unit Disciplinary Committee/College Disciplinary Committee shall draw up the charges and serve the same upon each respondent.

c. The respondent shall be required to answer in writing within three days from receipt of the charge/s.

d. A notice of hearing shall be sent to all parties at least 2 days before the schedule.

e. Hearings shall begin not later than one week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer, the duration of hearing should not last beyond two months.

f. Failure of any party to appear during hearings after due notice and without sufficient cause, shall cause the hearing to proceed ex parte without prejudice however to the party's appearance in subsequent hearings.

g. Within fifteen days from the termination of hearing, the committee shall decide on the resolution of the case. A recommendation signed by a majority of the members, stating the findings of fact and specific regulations upon which such recommendation is based shall be forwarded to the college Dean or the OSS Director. Dissenting opinion in a resolution, if any, should be indicated in the report/resolution.

h. The OSS Director or the Dean, as the case may be, shall serve/ communicate the resolution to the parties concerned.

i. Finality of decision – any decision, other than expulsion, dismissal/dropping from college or suspension for more than 30 days shall become final and executory after 15 days from receipt of the decision by the respondent unless within such period, a motion for reconsideration of the same or an appeal is filed, in which case the decision shall be final after 15 days from receipt of the action on the motion for reconsideration or appeal.

j. Instead of a motion for reconsideration, respondent may appeal to the President. Decision on appeals shall be made within 10 days from receipt of such appeal.

k. There shall be an automatic review by the BOT for penalty of suspension of 1 semester, suspension of 1 year, dismissal from college and expulsion. The power to review includes with it the power to affirm, reverse, decrease or increase penalties.

l. Decisions on review or on appeal with the College President shall be



- b. The presence of majority of the members of the committee is required for valid proceedings.
- c. Disqualifications. Any member of either of the committees may voluntarily inhibit if he/she is related to any party up to the 4<sup>th</sup> civil degree of consanguinity or affinity and/or for just and valid reasons.
- d. Powers. and Responsibilities of the Disciplinary Committee
  - d.1 Preserve and enforce order during the hearing
  - d.2. Compel compliance with its orders and processes
  - d.3 Compel attendance of persons to testify and/or compel production of documents
  - d.4 Keep an accurate record of all proceedings
  - d.5 After hearing and based on the evidences presented, render a decision on the guilt or innocence of the student offender and recommend the appropriate penalty. The decision should be in writing.
  - d.6 Forward the complete records of the case to the OSS Director

### 6. Rights of the respondent

- a.to be presumed innocent unless proven otherwise.
- b.not to be subjected to any penalty except upon due process of law
- c. to defend himself/herself personally or through a counsel or representative of his/her own choice
- d.. to be convicted on the basis of substantial evidence, which had been introduced at the hearing, the burden of proof being with the complainant;
- e.to face the witnesses or controvert documentary evidence against him/her
- f.pending final decision on any charge, to enjoy all his rights and privileges as student, subject to the power of the OSS Director to order the preventive suspension of the respondent for not more than 15 days where necessary to maintain security of the college

### 7. Investigation procedure.

All offenses, except minor offenses which are subject to summary procedures shall follow the procedure below.

- a.The OSS Director shall initiate the convening of the Unit Disciplinary Committee or the College Disciplinary Committee as the case maybe, and endorses the complaint/official report to said body. Together with the complaint or official report of violation from a school official, the OSS Director shall include the past records of violation of the student, if any.

c. All subjects taken by the shifter in the College shall be credited provided the course description of the subject(s) in the former program of the study and the corresponding subject under the new program of the study are the same.

d. A student is allowed to enroll in a petition class to catch up with the regular load or fulfill the requisites for graduation.

e. A shifter shall be required to submit the following:

- Copy of his/her latest TOR;
- A recommendation from Dean
- A certificate of Good Moral Character.

### Non-regular Admission

A degree holder or undergraduate student who is not currently enrolled in any other institution of higher learning may be allowed to take credit courses on the graduate and /or undergraduate level, respectively, provided that this student satisfies the appropriate requirements for admission to the College. He/She shall not be allowed to enroll for more than one semester, except by special permission of the Dean of the College concerned and the College Registrar. (CNSC College Code Art. 92 Sec. 1)

### Cross Registrants

A student's program of study must be approved by the Dean and the College Registrar. No student is officially enrolled until he/she has a) accomplished enrolment form duly approved by the registrar; b) paid the required fees; c) submitted certification of grades and actually reported for classes; and d) submitted his/her credentials within the prescribed period.

### Within the College.

No student shall be registered in any other unit of the College without the permission of the Dean or Director where he/she is presently enrolled. A cross-registration form (CNSC-F-RG-06) is accomplished for cross registration purposes. A student who requests permission to cross register for courses in another college should first complete his/her registration and payment of fees in the college where he/she is presently enrolled. The total number of units of credit for which a student may register in two or more colleges in this College should not exceed the maximum number allowed in the rules on academic load.



**From another institution.** A student who registered in another institution and who wished to cross register in the College must present a written permit from his/her Dean and from the College Registrar. The written permit should state the total number of units for which the student is registered and the subjects that he/she is authorized to take in the College.

**To another institution.** The College gives no credit for any course taken by any of its students in any other institution unless taking such course was duly authorized by the Dean upon recommendation of the College Registrar. The written authorization is to be recorded by the College Registrar and should specify the subjects authorized.

## RE-ADMISSION POLICY

1. A student applying for re-admission and who has been out of the College for a semester or more granted with leave of absence or has simply quit schooling for at least one semester, even for justifiable reason, shall secure approval for re-admission from the Dean concerned.
2. A student is required to enroll the courses under the new GEC, however if the old curriculum is still in place the student may continue with said curriculum.
3. A student is allowed to enroll in a petition class to catch up with the regular load or fulfill the requisites for graduation.

## PE Requirements

Basic Physical Education (PE) is a prerequisite for graduation. All students should comply with this requirement during their freshman and sophomore years.

Eight units of PE are required of all undergraduates except the following:

- \* students who hold a Bachelor's degree;
- \* those who are members of the Marching Band;
- \* those who are 30 years old and above;

- d. Anonymous complaints will not be entertained.

### 4. Recording, assignment of case number and case name.

- a. To have a complete and continuous record of all cases, they shall be recorded, assigned a case name and number.
- b. Upon filing of every case, the details of the case shall be entered in an official entry book kept for the purpose, specifying the person/s charged, the complainant/s, his witnesses, if any, the date of filing and the substance of the charge
- c. The case shall be assigned a number which shall consist of a 3-digit number, which shall correspond to the nth order of the case based on the date of filing, and a 2-digit number which corresponds to the year which it was filed.

Example: Case No. 035-06, which means that it is the 35<sup>th</sup> case filed for the year 2006.

A case shall bear the same number from its commencement until the enforcement of decision, except those which had been appealed or under review, which shall have a corresponding suffix of A or R, as the case maybe.

### 5. Disciplinary Committee

#### a. Composition

A Unit Disciplinary Committee shall be charged with investigations of Minor offenses, except those subject to summary procedures, and less grave offenses. The composition of such is as follows:

The College Secretary as Chairperson;  
The College OSS Chairmen;  
The student's adviser or the Department Chairperson;  
The CSC president; and  
The College Faculty Association President

The College Disciplinary Committee: shall investigate serious or grave offenses. The committee is composed of:

VPAAs as the Chairperson  
Director of OSS  
Dean (s) /Director (s) of the student(s) involved  
President of SSC;  
Legal Officer / Chief Administrative Officer  
SSC Adviser; and  
Faculty Association President or representative



**g. Other accessory penalties.** Anyone who is found guilty of any violation of this code and/is meted penalty of more than one week suspensionbe ineligible from receiving college academic honors and other awards. They shall likewise be disqualified from being members of or to continue as Editorial staff of the campus publication or officers of the SSC or other student organizations.

**h.** Awarding of diploma or issuance of copies of official academic records may be suspended pending a disciplinary case against the student until resolved and outcome implemented.

**i.** Penalties shall only be imposed after due process.

**j.** Penalties imposed by the college on/ against a student for violation of any school regulations shall be without prejudice to any civil or criminal action that may be taken against the victims or by proper authorities under the laws of the Philippines.

**k.** The following circumstances shall be considered in determining the degree of violation and the appropriate penalty to be imposed:

- a. previous records of students
- b. degree of malice involved
- c. the position, age, sex of the aggrieved person
- d. established precedence
- e. amount of damage caused;
- f. presence of mitigating and/or aggravating circumstances; and
- g. other circumstances, such as conduct and attitude during the investigation

### 3. Commencement of Action

**a.** Written complaints duly signed are required although students may complain verbally, provided that the Director of OSS or OSS chairman will prepare the necessary complaint, using the form for complaint and have it signed by the student complainant.

**b.** For minor offenses, a case is commenced by a complaint or by an official written report from any school official filed with the Director of OSS or OSS Chairman specifying therein the acts or omissions which constitute a violation of this code or other school regulations, attaching therein evidence and other relevant materials.

**c.** For less grave offenses and grave offenses, a case is commenced by an official written report of violation from any school official or a verified complaint with the Director of OSS or OSS Chairman specifying therein the acts or omissions which constitute a violation of this code or other school regulations together with relevant evidence.

\* those who have served on a fulltime basis for at least two years in the armed forces, navy or airforce.

The 8-unit requirement, which is equivalent to four courses, are broken down as follows:

- PE 1 Physical Fitness Self-Testing Activities
- PE 2 Rhythmic Activities
- PE 3 Ball Games
- PE 4 Recreational Activities

### National Service Training Program (NSTP)

The National Service Training Program for both male and female students are offered on the first and second semesters of each academic year. The NSTP has three components: The Reserve Officers Training Corps (ROTC), the Civic Welfare Training Service (CWTS), and the Literacy Training Service (LTS). Students are required to take two NSTP courses under the component of his/her choice or until slots for each program lasts.

### Registration Procedure

Students are responsible for fulfilling all requirements of the curriculum in which they are enrolled. They should consult with their adviser, College Dean in planning their course work. Students should be familiar with the academic rules and requirements. A student must be officially registered in order to receive credit for course work. The official registration form which is a record of classes in which the student has enrolled is filed in the office of the Dean concerned and in the College Registrar's Office.

No student shall be registered in any subject after one week of regular class meetings had been held unless the Dean, on the basis of the student's scholastic record, permits his/her registration.



## Waiver of Prerequisites

Courses approved by the College that have prerequisites to other courses may not be waived. However, in meritorious cases, a student who is previously enrolled and has fully attended a course that is prerequisite to another may be allowed to enroll and attend the latter course for credit without having passed or earned credit for the prerequisite course.

Permission shall be granted only upon application by the student. The application shall be accompanied by a certification from the student's instructor in the prerequisite course that the student had fully attended the said course. The application, furthermore, shall be accompanied by a certification from the Director of Student Affairs that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him.

Each college shall be authorized to grant the permission, and shall act through a Dean's committee which shall determine the merit of the application.

The student who is granted permission under these rules is required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.

The permission which may be granted under these rules does not apply to course in the Revitalized General Education Program.

## Change of Matriculation

Change of matriculation can only be allowed within the schedule as stipulated in the approved Academic Calendar. CNSC change of matriculation form (CNSC-F-RG-000) must be filled out for change of matriculation.

## 2. Penalties that can be imposed:

- a. **Reprimand** – a reprimand is a written censure for minor violations of the rules and regulations of the college.
- b. **Restitution** – is imposed on students for loss, damage or misappropriations of school property, property of any student, faculty member or school official. It may be in the form of payment of the value of the property lost or destroyed; or rendering of appropriate service in case of damage or injury caused to properties
- c. **Confiscation**- consists of seizing the object of offense which shall be considered evidence against the offender. In appropriate cases, confiscated object/s shall be turned-over to the parent/guardian or to the proper authorities.
- d. **Suspension** – is a penalty which excludes a student from classes and other privileges or activities for a definite period of time with possible reinstatement thereafter. As a precondition to reinstatement, a written undertaking of future exemplary performance from the student as attested to by the parent/guardian shall be required. Unless otherwise specified, number of days of suspension refers to calendar days.
- e. **Dismissal/dropping from the college** – A college may drop from its roll during the school year or semester, a student who is found after investigation to have violated rules and regulations of the College, CHED and the laws of the land. This penalty is equal to the termination of the student's status. Once a student is dismissed for cause, he becomes ineligible for admission. Decision for dismissal/dropping from the college needs the confirmation of BOT and CHED.
- f. **Expulsion** – This is an extreme form of administrative sanction which bans the student from all private and public schools throughout the Philippines. To be valid and effective, the penalty of expulsion requires the approval/confirmation of the BOT and CHED.



Excuse letters shall be obtained from parents and/or guardians in cases of minor students and/or students who are of majority age but still wholly dependent on their parents for support. Thereafter, said letter should be noted/signed by the guidance counselor then presented to the teacher concerned not later than the following session of the class on the date of the student's return. Excuses are valid for the official class time/period missed only. All work covered by the class during the absence shall be made up to the satisfaction of the teacher within a reasonable period of time.

2. Failure to return within a reasonable time, after permission to leave class has been granted or leaving the room without permission, shall be considered an absence.

3. Students representing the school in athletic meets, seminars or co-curricular activities who present their designations attested by school officials and approved by the dean prior to their participation in co-curricular affairs shall be considered excused in all their classes, provided they will present written permits duly signed by the proper authority.

4. A student who incurs absences of more than 20% of the number of class or laboratory periods during the school year or term shall be given a failing grade and be given no credit for the course or subject. Furthermore, the School Head may at his discretion exempt students who exceed the 20% limit for reasons considered valid and acceptable to the college. Such discretion shall not excuse the student concerned from the responsibility in keeping up with the lessons/assignments and taking examinations when indicated.

The discretionary authority is vested in the Dean of the college concerned, and may not be availed of by a student nor granted by a faculty member without the consent of the Dean.

## **DISCIPLINARY ACTIONS**

### **1. Classifications of offenses -**

Offenses are classified into three: minor offenses, less grave offenses and grave offenses depending on the gravity or depravity and effects on the reputation and welfare of the college.

## **Dropping of Courses**

A student may, with the consent of the instructor and the College Dean, drop a subject by filling out the prescribed form within three-fourths of the total maximum class hours prescribed thereof. After the three-fourth period has lapsed, a student may be allowed to drop a course by reason of illness duly certified by a physician, or other valid reasons. A student who unofficially drops his/her subjects after obtaining his/her mid-term grades, shall be given a grade of 5.0 (failure) in all his/her subjects at the end of the term. The subject instructor shall give the grade.

## **Substitution of Subjects**

Substitution of subjects must be based on any or all of the following situations:

1. a student is pursuing a curriculum that has been superseded by a new one;
2. conflict of hours between two or more required subjects;
3. when the required subject is not offered during the semester when the student needs it; and
4. it is done within the schedule as stipulated in the academic calendar

## **Attendance**

Regular attendance is required of all students. Attendance is counted from the first day of regular classes to the end of the same as reflected in the approved academic calendar year, regardless of the student's enrolment.

A student who has incurred absences of more than 20 percent of the required total number of class hours and laboratory periods in a given semester should not be given credit and is considered "Dropped".

Rules for attendance shall be strictly followed in all academic units of the College, including the NSTP and Physical Education. In the Graduate Studies and other courses, however, the Dean may modify the rules with the approval of the VPAA.

Excuses for absences shall be made in accordance with the rules



When the number of hours lost due to absences reaches twenty percent (20%) of the prescribed hours of the scheduled work in one subject, the faculty concerned may prescribe a longer attendance requirement to meet the special needs otherwise the student shall be dropped.

A student who for unavoidable cause absents himself/herself from classes must obtain an excuse letter from either the adviser or the Dean to be presented to the instructors concerned not later than the second class session following his/her return.

### **Grading System**

The College shall have a uniform grading system-using numbers from 1.0 to 5.0, where 1.0 is the highest.

The performance of graduate and undergraduate students shall be graded at the end of each term or semester in accordance with the following system:

1.0 - 99-100	1.4 - 94%	1.8 - 89%	2.25 - 84%
2.7 -79%	1.1 - 98%	1.5-93%	1.9 -88%
2.3 -83%	2.75 -78%	1.2 - 97%	1.6-92%
2.0 -87%	2.4 -82%	2.8 -77%	1.25 - 96%
1.7-91%	2.1-86%	2.5 -81%	2.9 - 76%
1.3 - 95%	1.75-90%	2.2 -85%	2.6 -80%
3.0 - 75%	5.0 – Failed	UW- Unofficial Withdrawal	
Drp. – Officially Dropped			

The College grading system must be reflective of how the students progresses in his/her studies. Thus, grades of students must be based on his/her daily participation in class. A set of criteria for grading must be established and known to students for transparency and to avoid subjectivity in the computation of grades by the teachers. The following policies and guidelines shall be observed in all courses in the computation of grades in every rating period.

5. Cellphones should be switched off while inside the room

6. Students violating the required behavior inside the classroom shall be sent to the guidance office for proper actions. A misbehaving student may be sent out of class by instructor and shall be considered absent. Corresponding complaint may be reported to the OSS Director.

7. Classroom cleanliness and orderliness

All students are expected to do their part in maintaining the cleanliness and orderliness of the classrooms by disposing litters and trash in the proper places. They shall likewise avoid writings, drawings on chairs, walls, doors, ceilings, etc.

Before leaving the classroom, ensure that chairs are properly arranged and that all writings on the board have been erased.

8. Guidelines in Examination

- requirements must be first complied with
- cheating of any kind during examination is prohibited and punishable under this code.
- strict silence is required during examination. However, students are allowed to ask only from the examination proctor for clarification on ambiguous matters without disturbing the class
- unless expressly permitted, the use or possession of notes and calculators is strictly prohibited
- copying and/or allowing somebody to copy one's answer is a grave offense
- no student is allowed to leave the examination room after the test has started. Permission to leave may be granted only for personal necessities. Precautionary measures must be taken to maintain the integrity of the examination.
- Violation of any of the above section is a sufficient cause to give the student a failing grade for the examination aside from other penalties.

### **ATTENDANCE**

1. Excuse slips duly signed by proper authorities shall be required of students who were:

- absent from class
- cutting classes or absent from required school activities
- habitually tardy



4. All cases of misconduct or breaches of discipline committed by a student outside of the college campus and beyond school hours shall fall under the jurisdiction of the Dean of the college concerned in the following cases:

- violation of school policies or regulations occurring in connection with school-sponsored activity off-campus;
- in the misconduct of the student which involved his/her status as a student or affects the good name or reputation of the school.

Sec 5. No student may participate in an outside activity, contest, play, band, orchestra, choir, conference, congress, association, club and similar groups as a representative and/or in the name of CNSC without being so authorized in writing by the Director of the Office of Student Services, and duly noted by their respective Deans. Participation of students in such activities in their personal capacities is not contemplated in this reservation, provided however, that in this case, the CNSC shall not be responsible for any consequences arising there from.

### **BEHAVIOR INSIDE THE CLASSROOM**

1. A student wearing clothes unbecoming of a student or behaving in an improper manner inside the classroom shall be dealt with accordingly.
2. A student should at all times be attentive. He should stand when reciting or addressing the teacher. Complaints or clarifications should be asked courteously.
3. Students should be in their classroom on time. They should stand when the teacher/instructor enters the room and remain standing until asked to sit down. Visitors should be accorded the same courtesy.
4. Students who are to occupy the classroom should wait outside quietly until the students from the other class have vacated the room. They should not leave the room at the end of the period unless dismissed by the teacher.



Students shall be graded either PASSED or FAILED. Incomplete or conditional grade shall no longer apply.

The College shall adopt the **cumulative grading system** in all undergraduate course/program offerings in the college per BOT Resolution No. 80, s.2004.

During regular semester there shall be three (3) rating periods, namely: **preliminary rating period**, **midterm rating period**, and **final rating period**. For summer, there shall only be two rating periods, namely: midterm and final rating periods.

Grades shall be computed for every rating period during each semester. There shall be two types of grades to be computed per rating period – the tentative grade (**TG**) and the Final Grade (**FG**).

There shall be three major criteria in determining the performance of students per rating period, namely: Class Standing, Periodical Examinations, and Project. Grades in class standing shall be based on a day-to-day student's participation in a class.

	Non-Lab Subject	Laboratory Subject	Workshop Subject
<b>Class Standing</b> (attendance, recitation, assignment, homework, quizzes, unit/chapter test, etc.)	50%	30%	20%
<b>Periodical Examination</b> (preliminary exam, midterm exam, final exam)	30%	30%	20%
<b>Project</b> (research work, term paper, reaction paper, laboratory experiment, workbook, technical model, etc.)	20%	40%	60%

If there is no project required during the current rating period then, the weight for project shall be distributed equally to Class Standing and Periodical Examination. The computed grades during the current rating period from the three (3) major criteria as cited above constitutes the Tentative Grade for the current rating period (**TG current rating period**).

The **Final Grade (FG)** during the current rating period is equal to one-third of the final grade (FG) of the previous rating period plus two-thirds of the tentative (TG) of the current rating period. Symbolically,

$$FG_{current} = \frac{FG_{previous\ rating\ period} + 2(TG_{current\ rating\ period})}{3}$$



In graduate courses, the requirement for graduation shall either be a general grade of "2.0" or better in all formal courses. If the student fails to obtain grades, which carry graduate credits as required by the particular graduate program, the College rules on scholastic delinquency shall be applied.

### **Change of Grades**

A student who has received a passing grade in a given course is not allowed re-examination for the purpose of improving his grades.

No faculty member shall change any grade after the report of grades has been filed with the College Secretary or with the College Registrar. If exceptional cases, as where an error has been committed, the instructor may request authority from the faculty of his College to make necessary change. If the request is granted, a copy of the resolution of the faculty authorizing the change shall be forwarded to the Office of the College Registrar for recording and filing.

Notwithstanding the foregoing provision and to avoid any injustice, the grade of a final examination paper may be revised by a committee of the Dean of the College if it should clearly appear, on the basis of the scholastic record of the student, that such grade is the result of an erroneous appreciation of the answers or of an arbitrary or careless decision by the faculty member concerned. Should the grade on said paper affect the final grade of the student, the committee may request authority from the faculty of the College to make the necessary change in the final grade. The request for reconsideration shall be made within 30 days after the receipt of the final grade by the student concerned.

No student shall directly or indirectly ask any person to recommend him to his professor/s for any grade in his class record, examination paper or final report of grades. Any student violating this rule shall lose credit in the subject/s where such recommendation is made. The fact that a student is thus recommended shall be *prima facie* evidence that the recommendation is made at the request of the student concerned.

11. During academic functions or activities, students:
  - Must refrain from making unnecessary noise
  - Should not enter or leave the hall while a speech or performance is going on unless it is necessary
  - Should give the usual courtesy of standing when the guest of honor arrives and leaves after the program.
  - Should help maintain peace and order.

12. During vacant periods, stay in the room, student center or library and study. Loitering in the corridors, while classes are going on is prohibited

Sec 13. For smooth flow of traffic, students should always keep right especially in corridors, stairways. The entrance and exit marks should be followed strictly.

### **STUDENT S' BEHAVIOR OUTSIDE THE COLLEGE CAMPUS**

1. The school reserves the right to take proper actions against any student for acts committed outside the campus which tend to impair its good name or expose it to the public contempt and ridicule even if the student does not represent nor claim to represent any of its department or organizations

2. The college does not assume responsibility for incident that may happen to students during off campus activities, except when the activity is organized by the school administration, student government, its recognized clubs or organizations with the approval of the school authorities and it is shown that the negligence of the person-in-charge is the proximate cause of the accident or loss.

3. Permission for excursions, picnics, field trips, educational tours or other forms of co-curricular activities conducted within the region should be obtained one week in advance from the Dean of the college; and for the activities outside the region, one month in advance from the CNSC Vice President for Academic Affairs through the Director, Office of the Student Services and the Dean of the college. Minor students and those who, although of majority age, are still wholly dependent on their parents for support, are required to present written permission of their parents or guardians before they can join any out-of-campus activity, and advisers/in-charge of the group must see to it that each of the students concerned is covered by accident insurance.



Upon application and payment for a replacement ID, gate pass can be secured at the Security Office. The gate pass is good only for 5 days without extension.

Students must exert positive effort to keep the school clean and attractive. They should not spit just anywhere and should observe the proper use of garbage cans and wastebaskets for the disposal of waste, paper and other trash.

5. As the institution has adopted a smoke-free campus, all students are prohibited from smoking anywhere inside the school premises. They are likewise encouraged, for health reasons and environmental concerns to quit the habit of smoking.

6. Playing basketball or other similar games during class hours, except during PE classes is prohibited, unless otherwise authorized in preparation for forthcoming athletic meets.

7. No one is allowed to carry firearms, knives and other deadly weapons in the campus except when such instruments are essential in the performance of such vocational projects sanctioned and approved by the instructors concerned and with the prior clearance from the respective Deans. However, when these instruments are used to cause alarm, panic and danger, the erring students shall be subjected to disciplinary measures.

8. Students are presumed to have read all bulletin board notices concerning them. Tampering of duly authorized notices or posting notices that tend to incite disorder or violence is punishable.

9. Every person posting a notice:

- Is held responsible to remove the same as soon as it has served its purpose;
- Should take pains to avoid errors in grammar, spelling or punctuation, or logic as such errors will put the school in bad light;
- Should write his name or the source and should display such notice only in those places approved by proper school authorities for posting.

10. Students should not block, obstruct or otherwise hinder or interfere with passage through doors, corridors or stairways.

### **Submission of Grades**

Every faculty member shall submit his report of grades as soon as possible after the final examinations the end of each term. A period of five days is ordinarily allowed for each section for the grading of papers and the preparation of the report of grades. In case an instructor handles several sections and the interval between the examinations is less than five days, he shall submit the report of grades for the various sections at a rate of one report at the end of every five-day period after each examination, provided, that all reports of grades must be submitted not later than seven days after the last day of the examination period. In justifiable cases, deviation from the above rules may be authorized by the Vice President for Academic Affairs.

### **Penalties of Late Submission of Grades**

The following implementing rules and regulations shall govern penalties applicable to faculty members who, without good reason, fail to submit grades of students within the deadline prescribed above:

1. Since the prompt submission of grades is in large part a matter of good management, discipline and enforcement of College regulations, Department Chairmen, College Secretaries and Deans are enjoined to bend all efforts towards compliance with provisions regarding deadlines for submission of grades as well as recommendations for graduation of students.
2. Faculty members who fail to meet deadlines for the submission of grades should be reported to the appropriate authorities in the College. The delinquencies should be entered in the personnel records of the erring faculty members.
3. Upon recommendation of the Dean and subject to the approval of the President, a faculty member who, without justifiable cause, fails to submit grades on time, shall be liable to any of the following penalties: Warning; Reprimand; Fine of not more than his salary per day for each day of delay; or suspension without pay for a period not exceeding one semester in case of repeated delinquency.
4. The procedure for the imposition of any penalty shall consist of the following steps:
  - A. Notification of deadline; including request for an explanation;
  - B. Report of delinquency; and
  - C. Other imposing the penalty.



### Honorific Scholarships

A student who has received a passing grade in a given course is not allowed re-examination for the purpose of improving his grades.

No faculty member shall change any grade after the report of grades has been filed with the College Secretary or with the University Registrar. In exceptional cases, as where an error has been committed, the instructor may request authority from the faculty of his college to make the necessary change. If the request is granted, a copy of the resolution of the faculty authorizing the change shall be forwarded to the Office of the University Registrar for recording and filing.

Notwithstanding the foregoing provision and to avoid any injustice, the grade on a final examination paper may be revised by the committee of the Dean of the college if it should clearly appear, on the basis of the quality of the scholastic record of the student, that such grade is the result of an erroneous appreciation of the answer or of an arbitrary or careless decision by the faculty member concerned. Should the change of the grade of the said paper affect the final grade of the student, the committee may request authority from the faculty of the college to make the necessary change in the final grade. The request for reconsideration shall be made within 30 days after the receipt of the final grade by the student concerned.

No student shall directly or indirectly ask any person to recommend him to his professor/s for any grade in his class record, examination paper or final report of grades. Any student violating this rule shall lose credit in the subject/s where such recommendation is made. The fact that a student is thus recommended shall be *prima facie* evidence that the recommendation is made at the request of the student concerned.

### ACADEMIC RESIDENCY:

1. Academic Residency shall be specified for each program offered in the College. For this purpose, academic residency shall mean the minimum and maximum period required for a student to graduate in his/her degree.
2. All undergraduate academic programs shall have minimum residency of two (2) years to qualify for graduation in the degree program.
3. Maximum residency for each program in the College shall be as follows:
  - Undergraduate Program: one-and-a-half (1-1/2) years times the normal length prescribed for the course.
  - Master's Degree: Four (4) years

5. CNSC does not tolerate hazing, hence, no hazing or initiation rites in any form or manner by fraternity, sorority or organization shall be allowed inside or outside the campus of the state college involving students of the college

6. Students should handle funds, mail matters, or any important papers entrusted to them, either by the CNSC or any of the student organizations with paramount care and responsibility.

### 7. Use of facilities & other school properties

All students have the responsibility and duty to observe and maintain cleanliness and orderliness of its campus and facilities, exercise proper care and diligence in their use. Any damage to or loss of such facilities/properties shall be repaired, replaced or paid for by the student concerned. If done deliberately, additional penalty shall be imposed.

### 8. Campus Security & Curfew

Only bona fide students shall be allowed inside the campus. Visitors shall be required to sign the logbook and are required to present and leave their ID's for identification. Such ID's shall be returned on their way out the campus. The security guard, may, if necessary inspect the bags for concealed deadly weapons or prohibited paraphernalia. No student shall be allowed to stay within the College premises beyond the **Curfew time of 6:00 PM**, unless upon a written permission from the Dean or OSS Director has been issued.

1. Students must behave properly and/or observe religiously the pre-

### **STUDENT'S BEHAVIOR WITHIN THE COLLEGE CAMPUS**

- scribed rules and regulation during flag raising ceremonies and retreats.
2. Every student should help maintain peace and order inside the campus at all times by being orderly, courteous and respectful.
3. Students should wear the prescribed school uniform during regular school days, school activities and/or other days when wearing of such uniform is deemed necessary and/or required.

Wearing of a valid ID while inside the College premises is mandatory. In case of loss of ID, such fact should be reported to the Office of the Student Services upon presentation of an affidavit of loss signed by the Dean of the unit.



### GENERAL RULES AND REGULATIONS

In all situations not covered by any provision of this code, the golden rule and the provision of Art. 19 of the New Civil Code which states that "every person must, in the exercise of his rights and in the performance of his duties, act with justice, give everyone his due and observe honesty and good faith.

1. Students of the CNSC are free to participate in co-curricular activities and to express their views and positions of any public question/issue subject to the following conditions:

- their participation shall not excuse them from attending classes and fulfilling other requirements of the CNSC
- their participation thereat, if the said activity is without the knowledge and formal consent/approval of the school Administration concerned, shall be strictly on their own personal responsibility.

2. The college name and/or title shall not be used to promote a play, skit, farce or any other similar act that shall be staged/presented outside of CNSC without the previous authorizations and approval of the Director of Student Services or the Dean of the College or Unit, as the case may be.

3. Only a CNSC student or student organization duly recognized by the Office of Student Services during the current school year may be allowed to publish and distribute written materials, or put up posters, signs, streamers and the like within the college campus and/or institutional properties or assets. Each copy (and each page) of the proposed written materials must be submitted to the Office of Student Services for review, verification and stamping of the words "Approved for Posting/Distribution" as a requirement for distribution or display.

4. No student or student organization seeking to sponsor any special event or activity associated with the CNSC may make use of the institutional name of the CNSC unless they are/it is authorized to do so. Generally, using the institutional name by any student organization for the solicitation of gifts or money from persons or groups, off-campus, is prohibited. Permission of such solicitation may, in exceptional cases, be obtained in writing from the Director of Student Services or the Dean of the College or Unit.

### Retention Policy ONE SUBJECT FAILURE

A student who fails in one subject at any time shall in the succeeding term carry a load which is one subject (of equivalent unit) less the load allowed for his course during the current semester.

### PROBATION

A student who obtained (2) failing marks at the end of the term will be under probation during the following semester and may be allowed to take not more than 12 units.

A student who unofficially drops three or more subjects without a written consent from the parents will be under probation. Failure to drop officially the subject/s may result to a grade of "5" or "Failed" in the subject/s concerned.

Probation may be removed upon passing all the subjects carried during the term he is on probation.

A student may be allowed to repeat a subject not more than twice.

### DISMISSAL

A student who is under probation and still receives a failing mark in one of his subjects at a particular term shall be dropped from the rolls of the college.

A student who obtains three or more failing grades at the end of the semester shall be dropped from the roll of the college. However, he/she may be re-enrolled upon petition in writing approved by the College Dean, provided the failure has been incurred for the first time. The maximum academic load that may be granted to such students is nine (9) units.

### PERMANENT DISQUALIFICATION

Any student shall be permanently barred from the re-enrollment in any unit or school of the College on the following grounds:

1. **Poor Academic Performance** – student is dropped from the rolls of any of the College due to poor academic performance (handbook used scholarship) as governed by the rules on dismissal.
2. **Complete Failure** – the student failed in all his subjects for term/semester.
3. Dismissal due to violation of the rules and regulations of the college.

Permanent disqualification shall not apply to cases in which the failing grades of the student were due to his/her unauthorized dropping of the subjects and not due to poor academic performance as certified by the instructors concerned.

**NB: The Free Higher Education Program is applicable to subjects taken once. Subjects with failing grades shall be paid by the students.**

**Honorable Dismissal**

A student in good standing who desires to leave the College shall present his/her clearance and a receipt for a transcript of record to the Registrar for the preparation of a certificate of Honorable Dismissal. The certificate indicates that the student leaves the College in good standing as far as character and conduct is concerned.

A student who leaves the College, for reason of suspension or expulsion due to disciplinary action may receive the transcript of records or a statement of the disciplinary action rendered against him/her, however he/she shall not be entitled to an honorable dismissal.

**Graduation Requirements**

No student shall be recommended for graduation unless he/she has completed all academic and other requirements prescribed for graduation.

**Clearance of Deficiencies.** During the first three (3) weeks after the opening of classes in each of the first two (2) semesters or in the first week of the summer session, the Dean or his/her duly authorized representative shall certify to the College Registrar, a list of candidates for the next commencement exercises. The College Registrar, in consultation with the department heads concerned in the case of student majoring in his/her respective department, shall inquire into the academic records of each candidate with a view of ascertaining whether he/she has fulfilled all other requirements, which qualifies him/her to be a candidate for graduation.

All candidates for graduation must have their deficiencies made-up and their records cleared not later than five (5) weeks before the end of the last semester in which the students are currently enrolled.

**Guidelines in Connection with Graduation**

The requirements for graduation include the completion of all academic as well as non-academic requirements such as submission of bound copies of thesis, if thesis is required.

- d. Duly notarized Parental Consent/Waiver. (Form attached)
- e. If charges will be made against Trust Funds, a resolution requesting release of fund.
- f. Resolution from student organization
- g. Resolution from the Parent-faculty Association
- h. Strategies to carry out the objectives in places to be visited.
- i. Precautionary measures/standard of behavior to be observed
- j. Evaluation technique.

2. Processing of the request shall be in accordance with the following route:

- 1. 1st Indorsement from the College Dean
- 2. 2nd Indorsement from the OSSD Director
- 3. 3rd Indorsement from the VP for Academic Affairs
- 4. 4th Indorsement—Approval from the President

Upon return submit a Narrative report including contributions received and expenses incurred duly supported by official receipts to the College Dean copy furnished the OSSD.

To allow ample time for review of the proposal, the request must be submitted at least one month in advance of the expected date of the trip.

( Source: CHED Memo. No. 63, Series of 2017 )

**STUDENTS' CODE OF CONDUCT AND DISCIPLINE**

This Code shall be known as the CNSC Student Code of conduct and discipline.

Student discipline refers to the desired or expected norm of conduct Constitutional goals, CNSC, as a State-owned educational institution of higher learning “ x x x shall develop moral character and personal discipline x x x ”. Moreover, in public schools, the pertinent provisions of the Civil Service Manual on Discipline states; “pupils should be required to be clean, orderly, courteous and respectful, prompt, obedient, industrious and reasonably regular in attendance...” hence, this code of discipline is promulgated to help maintain order in CNSC, thus enabling it to carry out its objectives accordingly. The code's provisions shall apply to all students presently enrolled therein, and to those who may be subsequently admitted into it.



### Policies on Tours/Activities /Functions Outside the Campus

#### General Guidelines

1. All types of student functions and assemblies must be motivated by worthwhile objectives. Such objectives should be consistent with the objectives and mission of the institution and with the thrust of the sponsoring recognized student organization.
2. Student functions and assemblies can be conducted and/or participated in by securing the approval of the authorities concerned through the OSSD. (or through the academic deans if the activity is co-curricular in nature). An application form shall be acquired from the OSSD. The accomplished form shall be submitted to the same office 30 days before the conduct of the proposed activity. Submission of other pertinent requirements and observance of all OSS prescribed rules and regulations in the conduct of such functions/assemblies are vital for the approval of the proposed activity. The students may not participate in any outside activity— contest, play, band, exhibition games, symposium, society or group as representative of the college without written authorization from the Office of the Student Services and the Dean concerned
3. In case the student functions/assemblies would require the use of campus facilities, a separate arrangement with the authorities concerned should be made by the sponsoring organization, group or club, as soon as the OSS Director has approved the activity.
4. All off-campus activities of recognized student organizations must be closely supervised by their respective faculty adviser.
5. Seminar/Workshop or other related activity that will be held overnight shall require (in addition to other requirements) written permission from the parents/guardian.
6. A copy of the evaluation of the activity must be submitted to the OSS Director and OSS Chairman of the unit for reference and record purposes.

#### POLICIES ON TOURS/ACTIVITIES OUTSIDE THE CAMPUS

1. Prepare the following requirements.
  - a. Invitation to the educational activity, if any.
  - b. Proposal for the educational trip based on curriculum as reflected in syllabus of the course.
  - c. Student group insurance.

Students who have completed all the requirements for graduation on or before the deadline set for this purpose are listed as candidates for graduation as of the end of that semester.

If , however, some graduation requirements are completed beyond the deadline, the student must register during the succeeding semester in order to be considered a candidate for graduation as of the end of that semester.

No student who fail to pay the required graduation fee within the specified period by the College Registrar shall be conferred any title or degree. Such a student may, however, upon his request and payment of the necessary fees, be given a certified copy of his credentials without specifying his completion of the requirements toward any title or degree..

#### Formal Application for Graduation

Instead of a separate application for graduation, graduating students should check the appropriate box in their registration Form to indicate whether they are graduating or not at the end of the term, This information shall serve as the basis for identifying candidates for graduation so that their records can be checked early enough.

#### Clearance as Requirement for Graduation

Students who have completed all the academic requirements for their respective degrees may be recommended for graduation even if they have not processed their clearance. However, the granting of honorable dismissal and the issuance of the transcript/checklist and diploma shall be withheld pending submission of clearance by the student.

#### Academic and Non-academic Awards

##### Academic Latin Honors

Students who have completed their courses with the following weighted average, computed on the basis of credits, shall graduate with honors inscribed in their diplomas:

Summa Cum Laude	1.0 to 1.24
Magna Cum Laude	1.25 to 1.49
Cum Laude	1.5 to 1.75

The candidate for graduation with honors should not have



any grade lower than 2.0 or its equivalent and/or unremoved “incomplete” or “inc” nor failing grades in any academic or non-academic subject, whether prescribed or not in the curriculum, taken in the college or in any other educational institution Computation of the weighted average should be carried to the third (3<sup>rd</sup>) decimal and is rounded up to the second (2<sup>nd</sup>) decimal place; provided, that there is no grade of five (5.0) in his/her subject in the curriculum taken at the College.

The candidate for graduation with honors should not have any grade lower than 2.0 or its equivalent and/or unremoved “incomplete” or “inc” nor failing grades in any academic or non-academic subject, whether prescribed or not in the curriculum, taken in the college or in any other educational institution Computation of the weighted average should be carried to the third (3<sup>rd</sup>) decimal and is rounded up to the second (2<sup>nd</sup>) decimal place; provided, that there is no grade of five (5.0) in his/her subject in the curriculum taken at the College.

In rounding off number, the following will be observed:

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

If the third decimal figure is more than five, the second decimal figure is increased by one (1). Grades obtained in all enrolled academic subjects prescribed in the curriculum including Physical Education shall be included in the computation. The term academic subject does not include Social Arts and NSTP subjects.

Students who are candidates for graduation with honors must not have repeated subjects from another institution; must not have been charged or found guilty of violating existing college rules; must belong to a minimum of thirty two (32) graduating students for a particular course ; and must carry a full semester load or as prescribed in the curriculum and have finished the course on the prescribed period of time.

### Academic Distinction Awards

Shifters are not qualified to be candidates for graduation with honors. A candidate for graduation with honors who has met the prescribed grade average but failed to satisfy any of the requirements

### Accomplishment Report

The FEDERATED STUDENT COUNCILS, INC. (CNSC – FSC, INC.) and the different college student councils are required to submit to the Office of Student Services and Development an accomplishment report which will be posted on bulletin boards for the information of the entire student body.

### Financial Report

A financial report is likewise required from the Supreme Student Council and the college student councils. This is to be reported by the SSC Treasurer, audited by the SSC Auditor and noted by the SSC Chairperson. This same financial report is to be posted on college bulletin boards for the information of the entire student body.

### Deadline for Submission of Reports

The FEDERATED STUDENT COUNCILS, INC. (CNSC – FSC, INC.) and the college student councils are required to submit the **Financial Report/s** a month before the end of the semester.

### Certificate of Clearance

An officer of the FEDERATED STUDENT COUNCILS, INC. (FSC, INC.) or the college student councils, graduating or non-graduating, will not be granted a Certificate of Clearance by the Office of Student Services and Development if the accomplishment and financial reports have not yet been duly submitted a month before the end of the semester.

### Financial Accountability

Only the President, Treasurer and Auditor of the FSC, INC., club or organization will be held liable to the College administration and student body with regard to the required financial report to be submitted one month before the end of the semester. In the same manner, all other persons who are proven to be directly involved in the handling of the finances of the student government, club or organizations are also to be held liable. No Certificate of Clearance will be issued to the accountable officers and persons unless the required report has been duly submitted.



#### Criteria in Selecting Candidates to the CAMARINES NORTE STATE COLLEGE – FEDERATED CAMPUS STUDENT COUNCILS, INC. (CNSC – FCSC, INC.)

Any student who wishes to run for any position in the Supreme Student Council Election must have the following qualifications:

- He/She must be a bonafide student of the College
- He/She must have a residence of at least one (1) year in the college, except first year representative College Student Council.
- He/She must have a good moral character as certified by the College Guidance Counselor.
- He/She must carry at least 3 units during the time of his/her filing of candidacy; candidates should present the certified true copy of his/her registration form
- He/She must have a general weighted average of 2.5 for the FSCI and no failing grades during the school year previous to the filing of the candidacy.
- He/She must be physically and mentally fit as certified by the public physician.
- He/She must not have criminal records.
- He/She must file a leave of absence from any accredited student club/organization before filing his/her candidacy and must show proof of resignation upon proclamation as winner.

#### Report of Activities

The officers of the CNSC-FSC, Inc and the different college student councils are vested with the responsibility of reporting to the student body their accomplishments for the school year that they had been elected to their posts. Likewise, they are required to report to the student body their financial standing with regard to the use of the Student Trust Fund, one month before the end of the school year.

shall be awarded a “Certificate of Graduation with Academic Distinction”.

#### **Non-Academic Awards**

Leadership Awards. This can be classified as either as group and individual leadership category.

##### **Best Thesis/ FS/**

Qualifications include: 1)must have grade of 1.25 or higher, 2)Submitted COG/rating duly signed by Oral Examiners/ Panelists

Other non-academic awards are as follows:

- Loyalty Award
- Journalist of the Year
- Best Athlete of the Year

#### **Second Baccalaureate Degree**

Only one baccalaureate degree may be conferred at a time. A holder of a Camarines Norte State College bachelor's degree may earn another bachelor's degree upon the successful completion of at least 36 units prescribed by a discipline, after the previous degree.

#### **International Student Exchange Program**

Camarines Norte State College (CNSC), as a College, has certain obligation in the international academic community. It is expected to develop extensive linkages and undertake cooperative projects with universities abroad. There is an increasing demand for more extensive faculty and research exchange and, lately, also for student exchange, as exemplified by the CNSC's membership in the University Mobility in Asia and the Pacific (UMAP) and the International Student Exchange Program (ISEP). Following are the guidelines governing international student exchange at the undergraduate level.

#### **Student from Foreign Universities Registering in CNSC**

1. Students from foreign universities may enroll in CNSC as non-degree students, provided they are registered in universities of recognized standing and provided further, that there is a place for them in the college/school where they wish to take courses. As such, they will be given a grade for every course that they are enrolled in, but these are not to be credited for a degree program in CNSC.
2. Arrangements have to be made with the College Registrar



at least six months prior to the enrollment of non-degree student. The Office of the Registrar shall refer the application to the college/school concerned.

3. The student must meet all the necessary admission requirements.
4. The student must present a written permit from the Dean, Registrar of the college where he is enrolled at present, stating the total number of units and the subjects which he is authorized to register including an alternate set of courses in case the desired courses are not available.
5. He must show proof that the prerequisite courses, including the description of these courses , have been taken prior to enrollment
6. He must pay all the required fees, including SRF and SDF fee, unless these are waived due to a special agreement with their university concerned.
7. The students may be enrolled initially for one semester, with possible extension to a maximum of one academic year.

### **Student from CNSC Registering in Universities Abroad**

1. The College CNSC students may enroll abroad. The list will give priority to universities with which CNSC already has agreements for student exchange including ISEP and UMAP.
2. The student must have the written permission of the VP for Academic Affairs, on the recommendation of his Program Adviser, Department Chairman and the director or Dean. Such recommendation must indicate the number of units and the courses to be taken, including a description of the courses. An alternate set of courses must be provided in case the desired set of courses is not available.
3. Cases where the students are permitted to enroll in universities which are not included in the list shall be reported to the VP for Academic Affairs.
4. Courses taken in universities abroad need not be validated for credit toward the student's degree program provided the courses taken are close (if not identical) to the courses in the CNSC curriculum. Some courses might also be credited as electives. The VPAA, upon recommendation of the

### **STUDENT ELECTION STUDENT POLICIES AND PROCEDURES**

The College Student Government, known as the CAMARINES NORTE STATE COLLEGE – FEDERATED STUDENT COUNCILS, INC. (CNSC – FSC, INC.) is the highest governing body of students. This body is created for the purpose of serving as a link between the administration, the faculty and the students.

The membership to the student government shall be limited to the bonafide students of the College. Every student officially enrolled in the College automatically becomes a member of the student government.

The student government shall have a Constitution and By laws drafted and ratified by the members which shall be approved by the College President. This will guide the operation of the student government, through its set of duly elected officers of the FEDERATED STUDENT COUNCILS, INC. (CNSC – FSC, INC.). No student government is allowed to function in the College without prior approval of the Constitution as required by these Rules and Regulations.

#### **Election of Officers**

The officers of the student government, as provided for in the FSC, Inc. Constitution and By-laws, shall be elected by the members thereof, provided that every election of officers of the student government shall be under the Commission on Student Council Election; and provided further, that such Commission on Student Council Elections has satisfactorily met the criteria in selecting the members of the Commission and is operating according to and as provided for in the Constitution and By-laws of the student government.

**Procedure for the Approval of Student Activities/Projects.**

All accredited student organizations, whenever wishing to pursue an activity/project, should express their intention to do so in writing, and should submit a list of the projects/activities to the Office of Student Services as part of the requirements for accreditation. The Office of Student Services will prepare a semestral calendar of student activities, based on the list submitted by the accredited student organizations. This calendar will include the date, time and venue, and the required budget of the project/activity, and will be forwarded to the Vice President for Academic Affairs for recommendation to the College President, who will approve the calendar. No accredited student club/organization can carry out or implement a project if it is not included in the Calendar of Student Activities as prepared by the Office of Student Services.

**Report of Activities**

The officers of the accredited student organizations, through their respective presidents, shall render a report to the Director of Student Services, ten days before the end of the semester. The report shall include the financial statement and evaluation of the activities undertaken during the semester. The officers shall likewise render an annual report at the end of the school year.

**Formal Dissolution**

When the dissolution of an organization is through deliberate and voluntary action of its members, it shall be the responsibility of its President to formally issue a corresponding written notice to the school administration, through the Director of Student Services, and prior notation of such dissolution shall be indicated in the registry book of the College.

**Certificate of Clearance**

Whether the dissolution of the organization is deliberate and voluntary or otherwise, it shall be the right of the College to require the officers of such organization to secure a clearance from money and property responsibilities from the College authorities concerned, through the Office of Student Services, as may be called for under existing College rules. The accredited student organization, upon reaching the end of the school year and after submitting its accomplishment and financial reports, will be issued a clearance by the Office of Student Services. Such certification will be needed should the organization apply for re-accreditation the following school year. Graduating officers of the accredited student organization will not be issued the college clearance if the required reports have not yet been submitted to the Office of Student Services.

Dean, shall determine which courses will be credited.

5. The student must provide CNSC with a detailed description of the courses prior to his enrollment abroad, or at latest, two months after enrollment.
6. The time spent by the student abroad shall be considered as part of his residency in CNSC

**On-the-Job Training**

On-the-Job Training (OJT) is a training program for students designed to immerse them in a work environment relevant to their courses in the attempts to learn productivity in, knowledge on, and respect for the workplace.

These are course requirements providing an opportunity to not only apply the theories, principles and ideas learned in the academe but also enhance the technical knowledge, skills and attitudes of students towards work necessary for satisfactory job performance.

On-the-job training programs also serve as a venue where students earn experience in career positions relevant to their choice of academic degrees as well as open up other future career choices towards gainful employment

**OJT GENERAL OBJECTIVES**

Provide students with actual workplace experience, exposure to various management styles, industrial and procedures of various occupations in relation to their respective fields of learning.

Provide standards and guidelines for conducting OJTs such as amount of workload, number of hours, learning objectives, monitoring scheme and sanctions;

Clearly establish the roles and responsibilities of involved parties and provide for protocols regarding different situations that may arise during the OJT;

Promote the OJT program through standardized procedures that are uniform, manageable, and practical so that more institutions will participate through;

Promote and establish strategic agreements between the academe and the government as well as the academe and private companies focusing on the creation of clear objectives, clear



expectations, establish methods of learning verification and effective monitoring and implementation specific to the on-the-job training programs.

### OJT Procedure

The OJT/ Practicum program is offered only to fourth year standing students and all the requisite courses should be taken first.

The College shall provide students with the list of companies that are willing and capable of accepting on the job trainees. However, students shall have the option to choose a company not included in the list of companies provided that the said company is willing to accept OJT.

A student must meet the required minimum exposure hours as stipulated in their respective program curriculum and indicated on the Memorandum of Agreement.

There should be a Memorandum of Agreement and Guidelines specifically outlining the role and responsibilities of all concerned parties, training plan, learning objectives and method of evaluation between the school and the partner institution/company/office.

The student/trainee should submit a letter of endorsement from the school's authorized personnel confirming that s/he is indeed qualified to complete the on-the-job training program.

The student/trainee should submit to the partner institution/company/office a copy of the waiver of consent duly signed by his/her parent/guardian/ spouse, pledge of good conduct, bio-data and course syllabus.

At the end of the practicum proper a student must submit a final report with the required attachments at the end of the program.

The officers of each student organization as provided for in its approved constitution and by-laws shall be elected by the members.

The student organization shall be liable for any damage to College property or facilities used by the organization negligently.

### CLASSIFICATIONS OF SYSTEMWIDE ORGANIZATIONS:

1. Religious Organization
2. Academic Organization
3. Non-Academic Organization
4. Fraternities/Sororities

### Pledge of Commitment

The Faculty Adviser and the elected President of the student club/organization, together with the Director of Student Services, shall sign a Pledge of Commitment with the College which aims to solicit the cooperation of the student organization in carrying out the mission of the College and the government. This will be required from the student organization before the Certificate of Accreditation is awarded.

### Recommendation for Probationary Status

The Office of Student Services may recommend the probationary status of operation of a certain student organization who has applied for accreditation based on the following grounds:

- Non-completion of the requirements;
- Constitution and By laws needs to be reviewed further by the Accreditation Committee; and,
- Failure of the student organization to accomplish at least 50% of its plans, activities, projects during the previous year of its operation/accreditation.

Any student club/organization that has been recommended for probationary status shall be placed on probation for one semester. During the course of the probationary status, the student club/organization shall not be allowed to request for budgetary assistance from the Student Trust Fund. The over-all performance of the student club/organization for one semester will be the determining factor in the lifting of the probationary status.



## Guidelines on Accreditation of Student Organization

1. Approval of the application for accreditations shall be based on the following criteria:
  - a) Completion of planned activities that conform to the organization's objectives
  - b) Participation in college's programs/projects/assistance in college activities.
  - c) Growth in terms of increase membership/expanded programs
  - d) Contribution to student welfare / service to others
2. Based on the documents evaluated, the organization could be:
  - a) On full accreditation for one year
  - b) On probationary status and is advised to perform better
3. Duly recognized and accredited organizations shall submit the following at the end of semester/school-year:
  - a) Financial Statement
  - b) Accomplishment Report of activities conducted with corresponding documents such as letters of requests, certificates, pictures, memorandum, etc.)
4. Non - compliance of the requirements and violation of existing guidelines, rules and regulations including those in the CNSC Code of Conduct and Discipline shall cause the automatic cancellation of the certificate of recognition given to the organization, without prejudice to any disciplinary action and/or criminal prosecution against the organization and its members.

## Faculty Adviser

1. Each student's organization shall have a faculty adviser recommended by the students' organization concerned. Appointment will be issued by the OSS Director noted by the President.

2. Qualifications:

A faculty adviser must be a full-time faculty member of the College. For academically related organizations, the adviser must be connected with the organization's particular academic area. For non-academically linked organizations, the adviser should be knowledgeable in that particular field.

## ROLES AND RESPONSIBILITIES OF PERSONS INVOLVED STUDENT/TRAINEE

An admitted student/trainee shall abide by the rules and regulations set forth by the institution/company/office where s/he is undergoing on-the-job training.

The student/trainee should always observe discipline and right conduct.

The student/trainee should wear the appropriate dress code.

S/he should not engage in gambling, illicit activities, drinking intoxicating beverages and related activities while at work or within the institution/ company/office premises.

The student/trainee is expected to submit reports and requirements on time.

The student/trainee should observe punctuality and attendance in reporting to his/her assigned training area. S/he should accomplish the attendance recording sheet noted by the training supervisor.

## PARENTS/GUARDIAN/SPOUSE

The parents/guardian/spouse shall co-sign the training contract to manifest approval or consent to the on-the-job training of their child/spouse.

The parents/guardian/spouse shall also issue a waiver of consent.

## HIGHER EDUCATION INSTITUTION (HEI)/TECHNICAL VOCATIONAL INSTITUTION (TVI)

The school/HEI/TVI shall formulate the on-the-job training policies and guidelines on the selection, placement, monitoring and assessment of student/trainees.

The school/HEI/TVI shall assign a regular faculty member, tenured and academically qualified as Faculty Practicum Coordi-



nator responsible for all aspects of the student internship programs including program implementation, monitoring and evaluation.

The school/HEI/TVI shall select the partner institution/company/ office and ensure acceptability of training design and venue in order to protect the student/trainee's interest.

The school/HEI/TVI shall develop in collaboration with the duly selected partner institution/company/office a Training Plan, which will form part of training contract, for the student trainee/ intern specify goals and objectives, knowledge, skills and competencies that the student trainee should acquire in each training area, assignments and schedule of activities, among others.

The school/HEI/TVI shall also monitor and evaluate performance of student/ trainee jointly with the partner institution/company/office based on the agreed training plan.

The school/HEI/TVI shall monitor the student/trainee and immediately attend to his/her complaints by coordinating with the partner institution/company/ office, CHED and other concerned government authorities if necessary.

The school/HEI/TVI also conducts initial visit/ inspection of their training partner organization to ensure safety of students.

## FACULTY PRACTICUM COORDINATOR

The Faculty Practicum Coordinator shall be responsible for all aspects of the student internship programs including program implementation, monitoring and evaluation.

The Faculty Practicum Coordinator is expected to conduct an initial site visit to ensure that the training facility is safe and conducive for the student/ trainee.

The Faculty Practicum Coordinator is expected to review, orient, interpret and clarify to the student/trainees the objectives of the on-the-job training program.

It is the responsibility of the Faculty Practicum Coordinator to do a regu-

The following documents must be submitted at the time of application.

1. Accomplished application form
2. Constitution and By-Laws
3. List of officers with their position, courses, majors, year level, addresses, birthdays and specimen signatures; no officers shall be allowed to hold more than one major position in any recognized student organization, such as president, vice president and treasurer.
4. Proposed activities for the year, a brief description of each activity and tentative dates of implementation.

## Application for Recognition

### Requirements:

- A. Any group of fifteen (15) members intending to form a student organization may apply to the OSS however, for the specific purpose of accreditation of such organization; the total membership thereof shall not be less than twenty (20) students at the time of the issuance of Certificate of Recognition. For systemwide organizations, members shall be coming from the different college/unit while local organizations shall include members from their respective college/unit only. The following documents must be submitted at the time of application.
  1. Accomplished application form
  2. Constitution and By-Laws
  3. List of officers with their position, courses, majors, year level, addresses, birthdays and specimen signatures; no officers shall be allowed to hold more than one major position in any recognized student organization, such as president, vice president and treasurer.
  4. Proposed activities for the year, a brief description of each activity and tentative dates of implementation.
  5. Letter of appointment of the faculty adviser.
  6. List of members with their courses, major, address and specimen signatures and 2 x 2 pictures.
  7. Other forms that may be required by the Office of Student Services
- B. The Director of Student Services, together with the Students Screening board will deliberate on the merits of the application. The applicant organization shall be informed of the results of the deliberation (approved or disapproved) thirty days after the submission of the requirements.

The Screening Board will be composed of the Director of Student Services, Student Development Unit Head, OSS Chairman, Guidance Counselor, SSC Chairperson or representative.



### Other Student Organizations

A student organization is any association, club, fraternity, sorority, order or any other organized group whose active officers and members are students of the College.

### Supervision of Student Organizations

Student organizations of the College shall be directly under the supervision of the Office of Student Services (OSS). Student organizations in the college(s)/unit(s) shall be under the supervision of the Dean of the college concerned.

It shall be the responsibility of the respective college Deans to supervise and regulate the activities of all duly recognized student organizations to ensure direction as well as maximum utilization of their resources and efforts toward the attainment of their objectives. Campus organizations, whether student government or not, shall be subjected to the rules and regulations designed to protect individual and collective freedom and to preserve the right of privacy in support of the educational functions of the college. Definitely, no hazing activities shall be allowed in and out of the campus. The College shall not be responsible for physical injuries/deaths resulting from such activities.

Violation of the preceding provision shall be dealt with in accordance with The Anti-Hazing Law.

### General Provisions on Student Organizations

1. Each student organization shall have a constitution and by-laws, which shall be submitted to the President upon recommendation of the Director of Student Services. No student organization shall be allowed to exist without prior approval in accordance with the following procedures:
  - a. The student organization requests for recognition by submitting letter of request with attached copy of the constitution and by-laws, list of officers, members and adviser to the Director of Student Services; and
  - b. The Committee chaired by the Director of Student Services evaluates the documents and recommends to the President for approval of such request.
- A. Any group of fifteen (15) members intending to form a student organization may apply to the OSS however, for the specific purpose of accreditation of such organization; the total membership thereof shall not be less than twenty (20) students at the time of the issuance of Certificate of Recognition. The following documents must be submitted at the time of application

student/trainee and provide coaching and counselling assistance, if needed.

S/he is also responsible in evaluating the student/trainee's reports, self-evaluation and will give the final grade taking into consideration the evaluation of the On-Site Supervisor.

### **PARTNER OJT INSTITUTION**

1. The partner institution/company/office shall be responsible in providing actual on-the-job training (OJT) to the student/trainee.
2. The partner institution/company/office shall be responsible in assigning the student/trainee to any department during the duration of the OJT requiring for exposure to actual work. The OJT schedule shall be determined by the partner institution/company/office in coordination with the student/trainee and the school's assigned practicum supervisor.
3. Work assignments to the student/trainee should be clearly explained by the partner institution/company/office to ensure that the duties, role and responsibilities of the student/trainee is clearly defined and outlined.
4. The partner institution/company/office shall assign a focal person to serve as On-Site Supervisor who will monitor the student/trainee's overall work performance including demeanor, competence and professionalism.
5. The partner institution/company/office shall conduct an evaluation of the student/trainee's overall performance based on the agreed standards or requirement with the school.
6. The partner institution/company/office shall issue a Certificate of Completion to the student/trainee upon completion of the on-the-job training program.



## POST- EVALUATION

The student/trainee will submit a post-training narrative report to the partner institution/company/office and Faculty Practicum Coordinator and such will be a basis for the release of the Certificate of Completion. The report may be used as basis of the partner institution/company/office as well as the school/HEI in improving its on-the-job training program and guidelines.

## Commencement Exercises

Attendance during the general commencement exercises is compulsory. Students may be excused from participation for valid reasons. Graduating students who cannot participate in the general commencement exercises due to justifiable reasons must write a petition to the President through their Deans or their duly designated representative one month before the commencement exercises, this is to be recorded by the Registrar.

## Academic Attire

Candidates for graduation as well as all members of the academic staff and the College Officials shall be required to wear the appropriate academic attire during the commencement exercises.

## Release of Grades

No student shall be issued a diploma, certification or transcript of record unless he is cleared of any financial obligation to the College. However, such student may, upon his request and payment of the necessary fees shall be given a certified copy of his credentials without specifying his completion of the requirements towards any title or degree.

## STUDENTS' ORGANIZATIONS

CNSC recognizes the value of student activities in the development of a "total person". Students are encouraged to take part in co-curricular and activities which afford spiritual, cultural, educational, civic, literary and social development as well as congenial and desirable social relationships. Students may participate in existing organizations and may also promote the organization of new groups which would cater to their particular interests.

The College allows the establishment and operation of student organizations as a medium that affords the student a forum for enriching of school life and a vehicle for more productive activities of endeavor that lead towards the goals of the College and those of society. However the activities of the campus organizations should be planned along spiritual, social, cultural, literacy, educational or recreational areas, and be approved by the school head and duly authorized representative.

### Student Government

The College recognizes the student government as an official unit that operates with specific powers and responsibilities concerning student affairs. The student government represents all the students as a whole. The highest student government is the Supreme Student Council.

The student government is a student organization within the College that gives students an opportunity to participate and initiate in activities under its own regulation and control. The activities conducted by the student government shall be designed to contribute to the development of students' skills and abilities in human relations, leadership, social and academic aspects, and the development of the College.

The composition of the student government and manner of electing its officers shall be in accordance with the constitution and by-laws as ratified by the student body. The student government shall be under the supervision of the College and shall operate within the framework of the charter or authority given. The fundamental powers and functions of the student government shall be established, defined and limited by its constitution and by-laws.



8. Erasing official notices on the blackboard or removing official notes and posters is not permitted.
9. Refrain from manifesting boisterous conduct such as whistling, shouting, running especially along the corridor, loud talking or any action which tends to distract other students/personnel from ongoing school activities (e.g. in class, offices, chapel, library, student hall, etc.)
10. Refrain from marking/defacing walls, chairs, tables, and/or destruction of school property.
11. Refrain from committing any of the offenses stipulated in the CNSC Code of Conduct and Discipline. Sanctions shall be imposed after due process to any student who will fail to consider this provision.
12. Incurring absences (consecutive or not) more than the allowed number of hours per semester is prohibited. Students who fail to follow this provision shall be automatically be dropped from the said subject unless readmission is authorized by the Dean in case of prolonged absences due to illness or some equally compelling reasons.
13. Dropping of the subject unofficially is not tolerated.
14. Joining/participating in any protest, rally, strike or mass action inside and outside the campus is not allowed.

Any violation of the provision/s stated above shall be dealt with corresponding sanction as stipulated in the Camarines Norte State College Student Manual.

THIS CONTRACT SHALL BE EFFECTIVE WITHIN THE OFFICIAL SEMESTRAL PERIOD/S THE UNDERSIGNED (STUDENT CONCERNED) IS OFFICIALLY ENROLLED.

WE, (THE PARENT/GUARDIAN AND THE STUDENT CONCERNED) HAVE READ AND UNDERSTOOD THE FOREGOING, AND AGREE TO THE TERMS AND CONDITIONS SO STIPULATED.

CONFORME:

STUDENT'S NAME

STUDENT'S SIGNATURE

PARENT'S/ GUARDIANS NAME

PARENT'S SIGNATURE

*\*To be submitted to Guidance Office*

## STUDENT SERVICES PROVIDED BY OSSD

### Office of Student Services and Development Counseling and Testing Section

In order to attain and realize the aims and objectives of the guidance program, different guidance services were included in the program. These services do not stand isolated from another rather they are woven into the seamless garment of a unified program – guidance program. These are the ff:

#### a) Counseling

It is the assistance given to students to enable him/ her understand himself/ herself, gain deepen awareness of his problems, making intelligent decisions and help him grow to become a self-sufficient and mature person.

#### b) Research, Evaluation and Testing

Studies are carried out along areas such as student needs, student problems, academic achievement, academic delinquency, student stress and other relevant issues. There are test and instrument to measure different aspect of the student for evaluation purposes.

#### c) New Student Orientation

It is the information dissemination and assistance given to freshmen and transferee students in their preparation for their academic endeavor in the institution.

#### d) Career Information and Placement

It is the assistance given to graduating students in their preparation for the world of work.



### Program/Seminar/ Symposium/ Training

**Orientation.** This program aims to introduce to freshmen and new entrants his/her school; location and different facilities, school personnel and school rules and regulations.

**Personality Development.** This program aims to develop the personality of freshmen students and help them adjust to new situations and environment with the help of invited experts on how to dress properly, behave on social events and proper skin care and good grooming.

**Group Dynamics Activity.** This aims to develop among students a sense of responsibility, to create a better understanding about social relationship and to understand the importance of every individual to a group.

**Career Guidance.** This program aims to assist High School graduating students to make decisions and choices endowed in planning a future and choosing a course in college.

**Job Clinic Seminar.** This activity aims to boost our graduating students' confidence and envisions them to be physically, emotionally and morally prepared in facing the real challenges of life; to guide them in applying for a job.

**Recollection.** Through this program, students of any religious belief can make renouncements and new choices in life guided by spiritual orientation.

### SCHOLARSHIP/ FINANCIAL ASSISTANCE PROGRAM

In keeping with its mission, Camarines Norte State College offers financial assistance to needy but capable Filipino men and women desiring to continue educational programs in the undergraduate levels. The Student and Financial Assistance Unit (SFAU) is the unit charged with facilitating such assistance in the form of scholarship grants, tuition discounts, student assistantship, and loans.

### \*STUDENT'S CONTRACT

Camarines Norte State College is fully committed to its mission of providing quality education to the youth by ensuring that its operation, activities, policies and procedures contribute to the balanced formation of all CNSC students.

In connection with the above mentioned commitment, the institution prescribes the following rules and regulation:

1. Show respect and deference in dealing with administrators, office personnel, members of the faculty, maintenance and technical staff, security staff and fellow students.
2. Wear the prescribed uniform and ID every day. Failure to use the ID shall be a cause for non-admittance into the premises. Male students must maintain a neat and appropriate haircut. Earrings for men, nose ring for men and women and other unnecessary body decorations are not allowed.
3. Keep the school premises neat and clean.
4. Highly observe orderliness and proper behavior during institutional activities including dialogues, meeting and other similar or related activities. Students should refrain from doing boisterous conduct like shouting and intimidation. Free expression of opinions and suggestions is encouraged, however, such should aim to promote peace and harmonious relationship among people who comprise the institution.
5. Join/participate solely in student organization which are formally recognized and given formal permission to operate.
6. Joining in any unrecognized fraternities, sororities, gangs and organizations is strictly prohibited.
7. Smoking inside the classrooms, laboratories, offices, libraries and corridors is prohibited.



Students who have no classes but who come to school for research or other non-academic purposes must wear the uniform.

Students who are not in uniform shall not be allowed inside the College campuses.

### **PE Uniform**

Students are likewise required to wear the shop/laboratory uniforms during their shop/laboratory periods, the prescribed P.E. uniform during their P.E. classes and the NSTP uniform during their NSTP classes.

### **I.D. Requirements**

The Student's Identification Card should be worn inside the campus at all times. Lost ID should be reported to the Office of Student Services within 48 hours who in turn will arrange for its replacement.

### **Haircut for Male Students**

Male students shall maintain a clean and decent haircut regardless of whether the student is enrolled in the ROTC or not.

Picture of the prescribed uniforms

Committed to the mission and vision of the College's vision, the SFAU serves as the bridge that links the College, its programs, stakeholders, and infrastructure with the benefactors towards the continuing accessibility of CNSC education for the poor yet capable and deserving Filipino men and women, making education accessible to those who are intellectually capable but financially handicapped.. Thus, ensuring that the College's various scholarship and financial assistance programs are properly administered.

#### **Its services include:**

1. Processing the application of those students who may be in need of scholarships or other forms of financial assistance.
2. Providing the necessary enrollment certifications to those who are under the scholarship, financial assistance, and loan programs.
3. Informing donors regarding the status of their grantees.
4. Assigning to the units concerned those grantees who may be required to render service/research assistantship.
5. Providing information regarding the various Scholarship and Financial Assistance programs

In affirmation of and in realizing the Office of Student Services and Development mission, the SFAU provides venues and opportunities that may allow for a balanced development and promoting student's welfare.

The Office of the Student Service with its goal to improve and promote welfare offer the following grants and privileges:

- a. Student Assistance Financial Education (SAFE)
- b. Student Emergency Loan Program (SELP)
- c. Student Assistantship
- d. Student Loan Fund (SLF)
- e. Student Financial Assistance Program (STUFAP)



## INTERNALLY-FUNDED SCHOLARSHIP PROGRAM

There are basically three (3) types of scholarship grants and one (1) financial assistance program under CNSC's Undergraduate Scholarship Program granted to qualified students.

The four types of programs/grants include: Academic Scholarship, Service Scholarships, Privilege Scholarship and Financial Assistance. Each program/assistance provides scholarships grants, special privileges, or financial assistance to deserving qualified students.

### **Academic Scholarships**

1. High Achiever Scholarship
2. CNSC Entrance Scholarship
3. Alumni Scholarship

### **Privilege Scholarship**

1. Brgy. Scholarship
2. Employee Dependent
3. Student Leaders Scholarship

### **Service Scholarships**

1. Athletic Scholarship
2. Band Scholarship
3. Cultural and Performing Arts Scholarship
4. Journalism Scholarship

### **Financial Assistance**

1. President's Assistance Program

However, these programs will be subjected to change upon the full implementation of R. A. 10931 also known as Universal Access for Quality Tertiary Education Act.

## OTHER NON-ACADEMIC RULES AND REGULATIONS

### **Dress Code**

All students must wear the prescribed uniform inside the campus except on "Wash day". Male students must maintain a neat and appropriate haircut (i.e. one by two haircut).

### **"Wash Day" Implementing Guidelines**

Every Wednesday of the week is declared as "Wash Day" for CNSC students to enable them to wash their uniforms. Hence, students could wear civilian clothes on the day mentioned subject to the following guidelines:

Male or female students must be in decent and appropriate attire inside the school premises.

The following attire shall be prohibited: short pants and sleeveless shirts for men;

sleeveless, strapless or spaghetti strap and hanging blouses for women;

rubber slippers, bakya;

miniskirts, tight fitting skirts, walking shorts, short pants.

### **Wearing of Prescribed Uniform**

All students must wear the prescribed college uniform unless for certain valid reasons he/she has written permission from the Director of OSSD which he/she must present upon demand.

For female students, the prescribed uniform are as follows: maroon knee length skirt/maroon slacks, white short sleeved blouse with prescribed belt and necktie, and black closed shoes.

While for male students, the following uniform is prescribed: white polo shirt, black slacks and black shoes (leather/synthetic).



d. For Privilege Scholarship the grantees will enjoy the following privileges:

- 100% Free Tuition during the first semester of the first academic year of the grantee if he has achieved a weighted average grade of not lower than 85 in the high school;
- 75% Free Tuition during the first semester of the first academic year of the grantee if he has achieved a weighted average grade lower than 85 in the high school;
- 100% Free Tuition (for renewal) if the grantee has achieved a weighted average grade of not lower than 2.0 in the previous semester; and
- 75% Free Tuition (for renewal) if the grantee has achieved a weighted average grade lower than 2.0 but not lower than 2.25 and no failing grade in any subject;

### **Externally-Funded**

The institution also offers scholarships to deserving students who pass the screening process set by the sponsoring agency/organization. The various scholarship and financial assistance programs include: DOST-SEI Scholarship Program, LGU Scholarship Program, ESGP-PA Grant, One-Town-One Scholar, Iskolar ng Bayan, CHED Student Financial Assistance Program ( STUFAP), etc.

Deferment or renewal of the students' scholarship depend on the sponsoring agent/individual subject to their own rules and guidelines. The grantee's entitlement is co-terminus with the terms and conditions upon which it has been granted by the sponsor.

### **Refund**

The CNSC allows refund provided it follows the existing accounting policies and guidelines.

## **POLICIES AND GUIDELINES**

### **Eligibility Criteria**

The following criteria shall be the bases in determining the eligibility of an applicant to any of the scholarship or financial assistance program:

- 1) Filipino citizen and a resident of Camarines Norte;
- 2) Bonafide student of Camarines Norte State College;
- 3) Not more than 25 years old at the time of application;
- 4) Of good moral character;
- 5) have complied and submitted the requirements on or before the due date set by the Scholarship Committee;
- 6) Must take a full load of the subjects for the curriculum year being applied for;

N.B.: Barangay scholars and DND scholars shall be accommodated and accepted only in BS Agriculture or agriculture-related programs and BS Fishery program.

### **Extent of Scholarship**

- a. A scholarship grantee loses his/her scholarship grant if he/ she has failed in at least one (1) subject.
- b. Scholarship grants shall be applicable only during regular semesters of each school year.
- c. Dropping out from classes for any reason would mean losing the privilege to continuously enjoy the scholarship.
- d. Scholarship grant/privilege can only be enjoyed during the semester for which it was approved.
- e. Scholarship grant or privilege is not transferable.
- f. Free Tuition fee privileges or discounts for services rendered may be granted to a student while the service is rendered by a parent, brother or sister.

**Obligation of Scholarship Grantees**

- a. Must submit an accomplished information sheet to the Scholarship Committee through the Committee's Secretariat;
- b. Must carry the regular academic load per semester required by the course;
- c. Must not shift to another course without prior approval by the College President as recommended by the Scholarship Committee;
- d. Must pass all the subjects and maintain a weighted average as specified under Scholarship Privileges;
- e. Must submit copy of assessment form, registration form every semester to the Scholarship Committee through its Secretariat within one week after enrolment, and certification of grades from the Registrar at least 15 days after the last day of the final examination schedule
- f. Must finish the course within the prescribed period;
- g. Must inform the Scholarship Committee of other scholarship grant (s) from any other agency or sponsor and must furnish proof of such grant;
- h. Must shoulder all other expenses not covered by the scholarship/privilege granted by the College;
- i. Must not engage in any illegal or immoral activities detrimental to the good name and reputation of the Camarines Norte State College (CNSC) as a whole and its;
- j. Must participate in all activities of the institution or the college/campus where he/she belongs;
- k. Must attend meetings called for by the Scholarship Committee;
- l. Must update the Scholarship Committee of any change in contact information (such as mobile number, landline number, address, email address, parent's contact number etc.)

- Free Tuition during the first semester of the first academic year if he/she has graduated in the high school as valedictorian;
- 75% Free Tuition during first semester of the first academic year if he/she has graduated in the high school as salutatorian;
- 50% Free Tuition during first semester of the first academic year if he/she has graduated in the high school as First Honorable Mention;

The grantee shall maintain the scholarship with the corresponding tuition discounts if he/she has achieved an average grade as follows:

1.750-1.875 – 100% scholarship  
1.876-2.00- 50% scholarship

- c. For Service Scholarships the grantees will enjoy the following privileges:
  - 50%-100% Free Tuition during the academic year of the grantee as recommended by the Board of Trustees;
  - 100% Free tuition fee if the grantee has achieved a weighted average grade between 1.75 to 2.0 in the preceding semester;
  - 75% Free tuition fee if the grantee has achieved a weighted average grade between 2.1to 2.5 in the preceding semester, provided he/she has no failing grade.



### E. Graduation Fees (Graduating Students Only):

Class Memorial	100.00
Diploma Fee	150.00
Diploma Jacket	130.00
Graduation Expenses	380.00
Toga with Hood	250.00
Transcript of Records Fee	115.00
Yearbook	550.00

## Scholarship and Student Financial Assistance

The Office of the Student Service with its goal to improve and promote welfare offer the following grants and privileges:

- a. Student Financial Education Program
- b. Emergency Loan
- c. Student Assistantship
- d. Student Loan Fund (SLF)
- e. Student Financial Assistance Program (STUFAP)

### Internally– Funded

For internally-funded scholarship programs, privileges shall vary depending on the type of scholarship and the average grade achieved by the grantees during the first semester of the first academic year and every semester thereafter

- a. For High Achiever Scholarship, the grantees will enjoy the following:

Full Scholarship ( free tuition and miscellaneous fees) plus a P1,000.00 allowance per month (proportionately for less than a month) if the grantee has achieved a general weighted average of 1.0 to 1.3 during the immediately preceding semester.

Full Scholarship (free tuition and miscellaneous fees) without allowance if the grantee has achieved a general weighted average of 1.4 to 1.75 during the immediately preceding semester.

- b. For CNSC Entrance Scholarship the grantees will enjoy the following privileges:

- m. Athletic, Cultural & Performing Arts, Band and Majorette scholars are expected to have their regular training and practice as set by the respective Moderator/Trainer, respectively.

### Documentary Requirements

The following requirements shall be submitted together with accomplished information sheet and application forms.

- a. Applicants for High Achiever (Academic) Scholarship
  - i. Certification of Grades during the previous semester from the College Registrar
  - ii. Certificate of Good Moral Character
- b. Applicants for Entrance Scholarship shall submit
  - i. Certification of Entrance Examination results issued by the Guidance and Testing Office;
  - ii. Certificate of Good Moral Character
  - iii. Certificate of Academic Awards or Honors received in the High School or Grade 12
  - iv. Barangay Clearance.
- c. Applicants for Alumni Scholarship shall submit:
  - i. Transcript of Records;
  - ii. Certificate of Academic Awards or Honors received during graduation from baccalaureate degree; and
  - iii. Commitment to finish his/her postgraduate degree
- d. Applicants for Athletic Scholarship shall submit
  - i. Medical Certificate issued by a government physician;
  - ii. Certificate of Good Moral Character
  - iii. Barangay Clearance;
  - iv. Parent's Consent;
  - v. Form 137 for new year, or certification of grades from the College Registrar for old students; and
  - vi. Recommendation from the Sports Moderator



- e. Applicants for Band Scholarship shall submit
- i. Medical Certificate issued by a government physician;
  - ii. Certificate of Good Moral Character ;
  - iii. Parent's consent;
  - iv. Barangay clearance;
  - v. Form 137 for new First year, or certification of grades from the College Registrar for old student and
  - vi. Recommendation from the Band Director/trainer
- f. Applicants for Cultural and Performing Arts Scholarship shall submit:
- i. Medical Certificate issued by a government physician;
  - ii. Certificate of Good Moral Character ;
  - iii. Parent's consent;
  - iv. Barangay clearance;
  - v. Form 137 for new First year, or certification of grades from the College Registrar for old students; and
  - vi. Recommendation from the Cultural and Performing Arts Moderator
- g. Applicants for Majorette Scholarship shall submit
- i. Medical Certificate issued by a government physician;
  - ii. Full body, 5R size picture;
  - iii. Certificate of Good Moral Character ;
  - iv. Parent's consent;
  - v. Barangay Clearance
  - vi. Form 137 for new First year, or certification of grades from the College Registrar for old students and
  - vii. Recommendation from the Band Director/trainer

### **Undergraduate Program**

A.	Tuition Fee/Unit	
	Engineering Courses	P 125.00
	Information Technology	150.00
	BSE/BEED/AB/BSIE/BSEM	125.00
	Business Administration	125.00
	Agriculture/Fishery	100.00
	Other Courses	125.00
	NSTP (3 units)	225.00
B.	Fiduciary Fees:	
	Athletic Fee	150.00
	Dental Fee	25.00
	Library Fee	150.00
	Medical Fee	25.00
	Publication Fee	75.00
	Student Council Fee	10.00
C.	Laboratory Fees	
	All Five (5) unit Subjects	125.00
	All Three (3) unit Subjects	100.00
	Computer Laboratory	630.00
	Home Economics & Other Food Science or Services Subjects	125.00
D.	Other Fees:	
	Admission Fee	150.00
	Authentication Fee (per document)	50.00
	Changing/Adding/Substitution/Dropping Within the prescribed period (per subject)	100.00
	Culture and Arts Fee	50.00
	Entrance Fee	50.00
	Guidance Fee	30.00
	Honorable Dismissal Fee	50.00
	I.D. Fee ( First Year & New Student)	50.00
	Late Enrolment (Fine) within the prescribed Period	100.00
	Matriculation Fee	100.00
	Miscellaneous Fee	25.00
	OJT Fee	700.00
	Replacement of Diploma	500.00
	Student Development Fee	75.00
	Student Handbook	30.00
	Student Protection Fee (every 1st Sem)	35.00

**FINANCIAL INFORMATION**

All financial transactions should be made through the Cashier's Office at the designated window for the College/Department. The following schedule of fees are as follows:

**Schedule of Fees****Graduate Program**

A. Tuition Fee/Unit	P 400.00
B. Miscellaneous Fees:	
Application Fee	100.00
Comprehensive Examination Fee	800.00
Computer Laboratory Fee	650.00
Entrance Fee	100.00
Library Fee	100.00
Matriculation Fee	100.00
Publication Fee	100.00
Student Development Fee	250.00
Student Resources Fund (SRF)	500.00
Student Services Enhancement Fund (SSEF)	1,000.00
C. Other Fees	
Certification Fee	60.00
Diploma Fee	175.00
I.D. Fee	50.00
Student Manual	30.00
D. Graduation Fees (Graduating Students Only):	
Class Memorial	100.00
Diploma	175.00
Diploma Jacket	130.00
Graduation Expenses	380.00
Transcript of Records	175.00
Yearbook	550.00

- h. Applicants for President's Academic Financial Assistance Program shall submit
  - i. NSO certified Birth Certificate;
  - ii. Copy of the family's Income Tax Returns (ITR); or Certificate of Indigents from DSWD;
  - iii. Barangay clearance;
  - iv. Certified grades from College Registrar or Form 137 for new First Year students
  - v. Recommendation from the Dean; and
  - vi. Commitment to finish his/her baccalaureate degree course.
  
- i. Applicants for Barangay Scholarship shall submit
  - i. Barangay Clearance;
  - ii. NSO certified Birth Certificate; Certificate of Indigents from DSWD;
  - iii. Certification from DILG to the position and incumbency of his/her parent as elective official of the Barangay;
  - iv. Certificate of Good Moral Character from the last school attended or Barangay; and
  - v. Certificate of grades from College Registrar or Form 137 for new First Year student
  
- j. Applicants for Student Leaders Scholarship shall submit
  - i. Certificate of incumbency and current position in the FCSC, Inc.
  - ii. Certificate of Good Moral Character
  - iii. Certified grades from College Registrar from previous semester
  
- k. Applicants for Journalism Scholarship shall submit
  - i. Certification from the Publication Moderator on his/her present position in the Publication Staff;
  - ii. Certificate of Good Moral Character ; and
  - iii. Certified grades from College Registrar



### Procedural Guidelines

#### Announcement and Dissemination of Scholarship Programs

- a. The scholarship Committee through the Public Information and Community Relations Office (PICRO) shall publish and disseminate the opening and schedule of submission of application for scholarship and schedule of Entrance Examination for the ensuing year.
- b. Dissemination shall be province-wide and in campuses through tarpaulin advertisements, College website, radio announcements, pamphlets or flyers and other means/forms of media.
- c. Conduct of Entrance Examination outside of the Main Campus shall be officially coordinated with the Guidance Counselors of Secondary schools ( public and private). Conduct of entrance examination shall be properly scheduled, coordinated and done in the satellite campuses of the College.
- d. During the conduct of entrance examination, examinees shall be provided with the basic information sheets and application forms for scholarship.
- e. The result of the Entrance Examination shall also be used as basis in determining the qualification of students for as basis in determining the qualification of students for scholarship grants. During the conduct of the Entrance Examination.

#### Filing of Application for Scholarship/Financial Assistance

- a. Applicants applying in the main campus shall secure information sheets and application forms from the Office of the Student Services and Development (OSSD) and shall accomplish both completely.
- b. The accomplished application form, accomplished information sheet and other required documents shall be submitted to the Scholarship Committee (SC) through the Secretariat on or before the due date as prescribed and published by the PICRO.
- c. No application form shall be entertained after the due date as announced or published by the Scholarship Committee (SC) through the PICRO.

Updates the collection of the library by inquiring from the faculty their needed books and other materials;  
Facilitates the procurement of new collection  
Scouts for possible donors of books and other materials; and  
Offers other audio-visual materials relevant to classroom activities

### Resources

The Camarines Norte State College Libraries primarily supports the institution's instructional, curricular, research, and extension programs through organized, relevant, and fast delivery of information services. Academic libraries, as the resource centers of excellence in information, should aim at assisting the nation in producing professional, skilled and trained manpower by providing timely and instant access to various formats of information in any part of the country and of the world.

### Library Policies

All students wishing to use the facilities and resources of the library are required to present a validated library card

1. A. For faculty and administrative personnel, the college I.D.
2. Researchers coming from outside of the College are required to present a referral letter from the institution of origin and a researcher's fee has to be paid. The fee is fixed at a price determined by the Board of Trustee.
3. Certain rules and regulations apply to the use of the Library Center. These rules and regulations are posted at the Library Center itself.

### Library Card Application

1. Present the current registration form to the Librarian-in-charge
2. Submit two (2) I.D. pictures
3. Fill up the application forms
4. Come back on the date specified and claim your borrower's card by presenting your registration form again



### College Medical and Dental Services

#### Medical Services

- a. Emergency Care
- b. Consultation and Treatment
- c. Physical Examination and Mouth Examinations of all entrants ( elementary, secondary and tertiary students)
- d. Health Counseling
- e. Blood Pressure Checking and Monitoring
- f. Follow up or Monitoring of Cases with Chest X-Ray Findings
- g. Minor Surgical Procedures like Incision and Drainage, Cleaning and Dressing of Wounds and others
- h. Referrals of Patient to Specialty Clinics for Opinions, further Work-up or Management

#### Dental Services

- a. Oral or Mouth Examination
- b. Dental Health Education and Promotion
- c. Dietary Counseling and Proper Oral Hygiene
- d. Early Detection and Diagnoses
- e. Treatment of Dental Emergencies
- f. Extraction of Unsaveable Teeth
- g. Referrals and follow up for complicated cases, prosthesis for missing teeth and orthodontic intervention for dento-facial anomalies

### College Library

The College Library aims to complement classroom instruction by making available a wide array of reading materials to the students and faculty alike; to provide a place for study and research apart from the usual classroom and shop/laboratory setting; and to provide an opportunity for the students to learn through the use of the internet facilities of the University.

#### Services:

Makes textbooks, reference books, interest and hobby books, magazines and other periodicals available at the Library of the College

Manages a Computer Center, which is made available to students and faculty members who wish to make use of the internet as an educational tool

- d. As a matter of policy for entrance to the College, all applicants for scholarship are required to take the entrance examination required of all incoming first year students.
- e. Application of old students shall likewise be submitted in accordance with the announced/published schedule of submission.
- f. Application shall include all documentary requirements as stipulated under Policies and Guidelines

### Evaluation and Screening of Applicants for the Scholarship

- a. Evaluation of applications for the scholarships shall be the responsibility of the Scholarship Committee. The Scholarship Committee shall immediately convene a day after the last day of filing of application for scholarship or academic financial assistance.
- b. The Secretariat shall provide a summary of the relevant information of the applicants according to the type of scholarship being applied for. A copy of this summary shall be provided to the members of the Scholarship Committee at least a day before the scheduled committee meeting.
- c. The Committee is expected to submit its recommendation and list (s) of scholarship grantees to the College President at least a week before the enrolment period.
- d. For Service Scholarships and Privilege Scholarships, screening shall be conducted by the Screening Committee before the evaluation by the Scholarship Committee.
- e. The Screening Committee may adopt relevant criteria or strategies to really determine the possessed talent, skills and attitude of the applicant.
- f. The Screening Committee is expected to submit within three (3) days the results of its screening and its recommendation to the Scholarship Committee. The same shall be used to finally determine the qualification of the applicants.

**Renewal of Scholarship or Financial Assistance Grants**

- a. Renewal of scholarship need not require the submission of application for renewal from the grantees. However, scholarship grantees are required to submit pertinent documents and information as stipulated under "Obligation of Scholarship Grantees" above as basis in evaluating their qualification for the extension of other scholarship.
- b. Submission of this documents and information shall be submitted at the end of every semester of each school year to the Secretariat of the Scholarship Committee.
- c. The Scholarship Committee is expected to submit its recommendation and list of scholarship grantees for renewal to the College President in due time before the enrollment.

**Student Housing Section**

Rules and regulations in the Management of the CNSC Residence Hall

The purpose of the CNSC Residence Hall is to provide a good learning and living environment, and promote nationalism, society development, and good learning relationship among students. It is also aimed to provide the hall residents with a place within which they can live happily, safely and productively.

The purpose of these regulations is to present the procedures and principles regarding the administration, operation and supervision of the Camarines Norte State College Residence Hall, the conduct of students residing therein and any disciplinary issues that may arise, so as to provide safe, clean and convenient accommodation to students and to promote their social and cultural development.

These regulations cover provisions regarding the administration and operation of the residence hall; relevant administrative organs, their duties and supervision; residence in this hall; and disciplinary procedures.

These regulations are based on RA 6541 better known as the National Building Code of the Philippines and Batas Pambansa Bilang 25 which regulates rentals of dwelling places.

3. Create and maintain linkages with the community, NGO's and other agencies through the promotion of cultural and performing arts for purposes of extension service and possible sourcing out funds for the Cultural and Performing Arts development of the College
4. Coordinate, evaluate and monitor cultural and artistic performances of organized performing groups of the CNSC;
5. Manage student's participation in various cultural and performing arts competition;
6. Submit quarterly reports to the Office of the President on the activities of cultural and performing arts competition;
7. Recommend trainers to handle particular performing group(s);
8. Coordinate with other sectors as regards the presentation of various cultural and performing arts activities

**Office of the College Registrar**

The Office of the University Registrar is under the supervision of the VP for Academic Affairs and is located at the ground Floor of the General Administration Building.

The Office of the College is an enrollment service unit that administers operations in the areas of: enrollment, student records, graduation, faculty attendance, government liaison and other related services.

Guided by the CNSC values, the Office of the University Registrar is committed to provide excellent customer service and quality records management, through combined efforts and professionalism, that will uphold the university's vision in promoting CNSC value-laden graduates in the country.



activities shall not exhibit any symbol, which tends to give the impression that they represent the College;

Opinions expressed by the students during the activities mentioned above do not reflect the official position of the College;

All students shall at all times observe laws and regulations and shall always act with fairness, tolerance, moderation, and respect for opinions and feelings of others bearing in mind that education stands for broadness of views and for appreciation and understanding of principles; and

All students are expected to be courteous and considerate in all occasions and to behave in a manner befitting men and women of refined and good breeding. R.A. No. 7079 *Campus Journalism Act - August 19, 1992*

The official publication of CNSC is Breakthrough published twice a semester. Each college has its own newsletter published once a semester.

### Sports Development Unit

The SDU is the unit tasked with the formulation, design and implementation of university sports programs, policies and procedures. It is also responsible in ensuring the College's responsiveness to the needs of the changing academic and non-academic conditions in the field of sports by providing formative programs to its student-athletes and the entire CNSC community.

### Culture and Performing Arts Unit

The Culture and Performing Arts Unit (CPAU) aims to assist in the total development of the students through activities designed for the wise use of leisure time; and to promote the development of self-confidence, sportsmanship, social and cultural growth of students.

Services:

1. Exercise direct supervision on cultural (non-academic) and performing arts activities of the College;
2. Recommend plans and programs to upgrade skills of faculty and students in the performing arts and develop/inculcate moral and cultural values in them;

### Admission to the Residence Hall

The requirements for admission to the CNSC Residence Halls are:

- a) to be a regular student, exchange student or special student at the College;
- b) to submit a properly completed application and the documents required by the Residence hall Executive Committee during the specified application period:

The provisions for staying in the CNSC Residence Hall during summer and semester breaks are defined by the Residence Hall Executive Committee. Residence Hall Residents as well as students who are not registered in the Residence Hall can stay on the premises during the semester breaks or summer holidays for activities organized by the College such as festivals, sports events, seminars or practical training, if authorized by the President.

The Residence Hall Executive Committee determines the criteria for admission to the CNSC Residence Hall, taking into consideration the number of vacancies, number of applications and relevant Regulations. The Residence Hall Executive Committee also prepares a grading scheme and submits it to the President for approval information provided by students on their application forms is assessed in accordance with these criteria and the total points gained by a student forms the basis for the student's priority for room assignment.

At the end of each academic year, the Residence Hall Executive Committee decides whether a student's permanent residence being outside of Daet will be one of the criteria for admission to the CNSC Residence Hall. If any vacancies remain, those students who do not meet this criterion can apply on the date specified by the Committee.



### ***Duration of Residence***

Duration of Residence at student CNSC Residence Hall is eight semesters for students enrolled in 4-year programs, and ten (10) semester for those in 5-year programs.

Residence Hall within a week and submit the relevant forms to the CNSC Residence Hall Administrator. When necessary, the committee may extend a student's period of residence in the CNSC Residence Hall.

### ***CNSC Residence Hall Residence Card***

A CNSC Residence Hall residence card is a proof about accommodation in the Residence hall allowing students to enter. Students must show their CNSC Residence Hall residence cards at the CNSC Residence hall reception without being asked by the guard.

The CNSC Residence Hall card is non-transferable.

Loss or theft of the CNSC Residence Hall residence card must be immediately reported to the CNSC Residence hall Administrator who will make a duplicate of the CNSC Residence Hall Residence card after the administrative fee (to be determined by the Executive Committee) is paid.

### ***Residence Hall Fees***

Residence Hall fees and the payment plan are determined by the Residence Hall Executive Committee at the end of each academic year and become final upon approval by the President.

On the first year of operation of the Residence Hall, a registration fee of seven hundred pesos (P700.00) per month will be charged from students wishing to avail of a space in the Residence Hall. It could increase, however, depending upon the current costs of living.

For non-resident students and guests wishing to stay in the Residence Hall during the semester, summer recess and semester breaks, will be charged P150.00 per day which could increase depending upon the current costs of living. A fee of P300.00 will be charged per room for air-conditioned rooms.

Accounting and auditing procedures shall also be formulated to safeguard said funds.

### **Liability for Publication**

The writer or author of any published article shall be held personally liable for any violation of existing laws, policies, rules or regulations governing campus publications. By the principle of command responsibility, the Editor and the Publisher shall also be held liable.

### **Propriety of Printing**

The Editors shall exercise discretion as to propriety of materials submitted for publication. When in doubt, they should consult the Bureau of Standards for Mass Media or other authorized agencies. They shall always uphold the freedom of the press within the bounds of law. Censorship shall be exercised only on materials, which violate the laws governing publications of the Code of Journalism.

### **Press Articles by Students**

Any student who publishes an article or writes a letter to the press and wants to be identified as a student of the College shall affix to his/her own name the name of the College in which he is registered together with the word "Student".

### **Student Participation in Controversial Social Issues**

Participation of students in controversial social issues shall be governed by the principle that the task of the College is to train leaders of thought and action for the general citizenry. For this purpose, the students of this College are encouraged to take intelligent interest in controversial social issues. The students shall be free to express their views with limitations, among which are:

Participation of students in parades, demonstrations, mass meetings, programs and similar activities that are organized or promoted by parties or interest groups not authorized by the College and those that interfere with the classes and other activities of the College; Students who take part in any of the aforementioned activities shall not exhibit any symbol, which tends to give the impression that they represent the College;

Opinions expressed by the students during the activities



the last week of June to be administered by the EBE. One month thereafter, the results shall be posted on conspicuous places in the College.

Only regular *bona fide* students having a general weighted average of "2.0" or better who do not have any grade of "5.0" or Incomplete" and who did not drop any subject during the previous semester are qualified to take the examination. Candidates for Editor-in-Chief shall present a written certification duly signed by the Dean concerned that they are responsible persons of good character.

The student who gets the highest general average in the examinations shall *ipso facto* qualify as Editor-in-Chief of the student publication. In case of a tie, the journalistic training and experience of the candidates shall be taken into consideration.

The Editorial Staff cannot hold any elective position in the student councils. The term of office of the Editorial Staff shall be in accordance with approved policies.

Disqualification for Editorial Staff shall be in accordance with the grade requirements, an average grade of 2.5 every semester and should not have an Incomplete or Dropped subject.

#### Source and Disbursement of Funds

Student publications shall be financed out of such sums as may be allocated out of the publication fees to be paid by all students and from whatever income the publication may receive through subscription, advertisement and other services. Such funds shall be collected and be held in trust for the purpose. A student publication is published by the student body through an Editorial Board and Publication Staff composed of students selected through fair and competitive examinations. Once the publication is established, its Editorial Board shall freely determine its editorial policies and manage the publication's funds. (RA 7079, Sec.4)

Funding of student publication – funding for the student publication may include the savings of the respective school appropriations, student subscriptions, donations and other sources of funds. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

The Editorial Staff of any student publication shall formulate a system of disbursing, safekeeping and accounting of funds.

CNSC Residence Hall fees should be paid before the 20<sup>th</sup> of each month from June to March to the CNSC Cashier to be deposited in a separate account.

Payment for accommodation at the CNSC Residence Hall for summer should be paid 100% in correspondence with the CNSC Tuition Fee schedule.

A deposit fee of P1,400.00 which is equivalent to two (2) months stay in the Residence Hall shall be collected from each registered student upon check-in, to be kept throughout his/her residence in the Residence Hall. This deposit amount shall be fully reimbursed to those leaving the Residence Hall without causing any harm or damage.

A late payment fee of P50.00 is charged for any delays in payment.

A student who takes residence later than the beginning of the month shall be charged only for the number of days he/she has stayed in the CNSC Residence Hall of that particular month.

A student who leaves the CNSC Residence Hall before the end of the month he/she has paid for shall be charged only for the days he/she has been in residence, and is reimbursed the rest of that month's payment.

An additional fee of P100.00 shall be charged from Residence hall Residents for every appliance used other than those present in the Hall and the use of standby generator.

Students are charged for any damage they give to the furnishings and fixtures and the equipment in the CNSC Residence hall. The fee shall be calculated on basis of the current cost of the damaged item/s.



## Residence Hall Rooms and Shared Areas and Operations

CNSC students who were approved residence in the CNSC Residence hall will be assigned a room in the Hall, in a manner that assures efficient use of the Hall.

Residence Hall rooms and shared areas may only be used for those purposes for which they are intended, in checking in to a Residence Hall room (when entering a contract for accommodation) it is the responsibility of the student to inspect the condition of the room, its furnishings and amenities, and, immediately after moving in to the Residence hall room, to report any defects by writing them down in the book of defects located at the Residence Hall's reception desk, or promptly make a written statement of defects located at the Residence Hall's reception desk, or promptly make a written statement of defects and give it to the Residence hall Administrator or other authorized person; the provider will examine the scope of the defects without necessary delay. If such a report is not submitted upon moving in, it is assumed that the resident has moved into a Residence Hall room with no defects. In such cases, damages and defects reported later will be attributed to all the residents of the room alike, who in this sense bear common and indivisible responsibility.

Resident students are responsible for seeing to the cleanliness of the room and maintaining other hygienic norms.

Conducting of business or similar activities in the Residence Hall by residents is prohibited.

### Operations

The Residence Hall opens at 6:00 in the morning. Before this time entrance to the Residence hall is allowed only by presenting proof of residence at the Residence Hall – a Residence Hall residence card.

Night-time quiet hours are from 10:00 p.m. to 6:00 a.m. During night hours residents are required to take such measures as to prevent any kind of noise; it is especially forbidden to play musical instruments, or sing or talk loudly (outside the areas set aside for those purposes). Radios, televisions, and other appliances must be turned down so that the noise does not disturb other residents.

mentation with the regulations necessary for its effective implementation in coordination with the officers as mentioned in Sec.9 of the Act, shall be the legal basis of student publications of the College.

The following shall be adopted in so far as they are not inconsistent with the said Act:

1. Editorial policies and content must conform to existing laws;
2. There must be no image building or personalized publicity;
3. Whenever possible, a section for art and culture should be provided;
4. No society page or its equivalent is allowed; and
5. The writing style must be simple and readable.

The student publication shall be devoted to news and other articles that are of general interest to the students, and it shall not be used as a medium for promoting personal or sectional interests.

Each student publication shall have its own Editorial Board of Examiners. This board shall have the power to determine the number of members to constitute the Editorial Staff based on the requirements and nature of the publications. They shall prepare and administer the examination for the selection of the different members of the official Student Publication Editorial Staff.

The Editorial Board of Examiners (EBE) shall come from the faculty of the different colleges of the College who shall be recommended by their respective Deans on the basis of their journalistic talents, training and experience. The EBE shall be appointed by the President upon the recommendation of the OSS.

The publication adviser shall be selected by the President from a list of recommendees submitted by the Publication Staff for that purpose. The function of the adviser shall be limited to one of technical guidance (RA 7079, Sec.6.).

All student publications shall be under the general supervision of the OSSD.

### Guidelines on the Selection of Editor-in-Chief of the Student Publication and Term of Office

Editors-in-chief of any student publication shall be chosen mainly by means of a competitive written examination, which includes the following:

- |                                 |     |
|---------------------------------|-----|
| a. Editorial Writing            | 60% |
| b. News Writing                 | 25% |
| c. Lay-out and Headline Writing | 15% |



### Student Development Section

#### Student Grievance and Discipline Unit (SGDU)

The SGDU is responsible for the grievance procedure involving non-academic matters. It serves as a primary route of appeal in matters to resolve conflicts between or among students and/or student's organizations. It also has been given the responsibility to solve cases of students and impose penalties based on approved guidelines.

#### Student Publication

The institution allows a campus publication to serve as a vehicle for dissemination of information, for learning and value formation.

**Student Publication** - A student publication is published by the student body through an editorial board and publication staff composed of student selected through fair and competitive examinations.

**Editorial Board** - In the tertiary level, the editorial board shall be composed of student journalists who are bonafide students enrolled for the current semester or term; who have passed the qualification and standards of the editorial board. They must likewise maintain a satisfactory academic standing.

**Security of Tenure** - A member of a publication staff must maintain his/her status as a student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written or on the basis of the performance of his/her duties in the student publication.

**Tax Exemption** - Pursuant to paragraph 4, article XIV of the Constitution, all grants, endowments, donations, or contribution used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

The term **publication** as used in this Code refers to all newspapers, magazines and other printed media that are authorized, financed or sponsored by either the College or the student body. This includes the yearbook or annual publications of the faculty and student, which are financed through subscription.

The Campus Journalism Act of 1991 (RA 7079), and the rules and regulations necessary for its effective imple-

Guests may visit the Residence Hall:

- a. After 8:00 a.m. after submitting a valid proof of identity (identification card, passport, residence certificate, driver's license, professional license, etc.) and properly filling out the guest form at the front entrance;
- b. Guests cannot visit a room without the consent of the Residence Hall Administrator and roommates;

Students can be summoned to take telephone calls from 8:00 a.m. to 10:00 p.m.; before 8:00 a.m. and after 10:00 p.m. the guard will take messages only.

A resident that receives a visitor is accountable for the observance of Residence hall regulations, and will fully compensate the Residence hall for any damage caused by the visitor.

Any accommodation of persons (short-term, overnight) that is not announced in advance under the conditions set this rules and regulations is forbidden.

#### Principles Regarding Disciplinary Procedures

The room of the student under disciplinary investigation may be changed by the Disciplinary Committee.

In accordance with these Regulations and the Student Code of Conduct Manual, disciplinary penalties are entered in the student's file kept by the Residence Hall Director.

##### *Disciplinary penalties*

The disciplinary penalties that may be given to students residing in the Residence Hall are:

- a. Warning
- b. Reprimand
- c. Suspension
- d. Expulsion



A warning penalty is notifying the student in writing that he/she should be more careful in his/her behavior on the premises.

The following behavior or conduct warrants a warning:

- a. using profanity or offending language on the premises; insulting or humiliating CNSC Residence hall administrators, fellow students or other persons, verbally or in writing;
- b. Receiving visitors in violation of the rules specified by the Residence Hall Committee;
- c. Making noise and disturbing others by speaking very loudly or using audio or visual equipment at high volume in CNSC Residence hall rooms, canteen, study halls or corridors;
- d. Changing the place of CNSC Residence Hall furniture or equipment without permission;
- e. Wearing pajamas, nightgowns or similar attire outside the CNSC Residence Hall rooms;
- f. Failing to keep CNSC Residence Hall rooms, areas of common use or furniture clean, tidy and orderly;
- g. to change the organization of existing fixtures and fittings by additional items such as shelves, major appliances, furniture, curtains, etc.;
- h. Keeping perishable items in CNSC Residence Hall rooms;
- i. Changing one's room or allowing another student to stay in the room without permission;
- j. Failing to inform the CNSC Residence hall administration of any change in permanent residence address within 15 days;
- k. Smoking cigarettes or using any tobacco products on the premises

Article 21 of these Regulations must receive the student's defense before any disciplinary penalty can be finalized. The student is allowed no fewer than seven days to submit his/her defense. A student who does not submit his/ her defense within the allocated period is assumed to have renounce this right.

Following the receipt of the student's defense or at the end of the period allowed for submission of a defense, the student is notified of the decision in writing. The final decision is also reported in writing to the President's Office, the VP for Administration, the OSS Director and to the student's family by the Director of Residence Hall.

### ***Implementing the Disciplinary Penalties and Objective to the Penalty***

Warning and reprimand penalties go into effect as of the date they are issued.

The student has the right to appeal to the Disciplinary Committee within seven days of the date of notification, for reconsideration of a warning or a reprimand. The appeal is considered and finalized by the Disciplinary Committee.

The student has the right to appeal to the President's Office in writing for reconsideration of the decision concerning suspension or expulsion within seven days following its notification. With the president's approval, the case can be reviewed and finalized by the CNSC Residence hall Executive Committee. The Executive Committee may decide to approve, cancel or mitigate the penalty. If the student's objection is accepted, the case against the student is dropped. With the President's approval, the decisions of the Executive Committee are final.

Cases for which there are no provisions in these Regulations are resolved in accordance with the provisions of the CNSC Student Code of Conduct.

The CNSC Residence Hall Executive Committee will formulate additional and detailed guidelines on the conservation of energy (electricity and water), safety measures while in residence, clean up procedures/ waste management, bed time, visiting hours, and limitations, use of kitchens, curfew hours, laundry rules, open house/ contests (policies) – parents' day and the like.



- b. Allowing persons who are not CNSC students to stay in the Residence hall;
- c. Being suspended from the College;
- d. Holding meetings on the premises, without authorization from the CNSC Residence hall Administration; or attending such meetings;
- e. Being absent in excess of the absence limit allowed by the Executive Committee;
- f. Displaying, for the second time, behavior or conduct that warrants a reprimand.

Students who are suspended cannot stay in the CNSC Residence Hall for a period determined by the CNSC Residence hall Executive Committee.

The student is notified in writing of his permanent expulsion from the Residence Hall.

Behavior and conduct that warrant expulsion are:

- a. Theft;
- b. Using, carrying, possessing or selling drugs;
- c. Carrying or keeping weapons or items defined as "weapon" by the relevant Regulations;
- d. Being found guilty of any defamatory offense;
- e. Being expelled from the College in accordance with the CNSC Student Code of Conduct;
- f. Acting against good morals, or committing crimes against public decency and good morals;
- g. Failing to pay CNSC Residence Hall fees for two consecutive months;
- h. Providing misleading, fake, or missing information on the CNSC Residence Hall application form;
- i. Using the CNSC Residence Hall building or a part of it for purposes other than those for which it is designed, without the authorization of the CNSC Residence Hall Administration; helping others in such activities; and obstructing the work or services of the administration;
- j. Assaulting CNSC Residence Hall administrators, residents or other persons;
- k. Engaging, for the second time, in behavior or conduct warranting suspension.

### Student Right of Defense and Notification of the Penalty Decision

Authorized administrators or committees identifies in

A reprimand means informing the student in writing that his conduct on the premises has been found improper:

The following behavior or conduct warrants a reprimand:

- a. Allowing College students who are not registered in the Residence Hall to stay on the premises;
- b. Using heaters, lighting or similar equipment in places other than where allowed by the administration;
- c. Damaging the Residence Hall building, fixtures and fittings, equipment and/ or communications systems, or using them for purposes other than those for which they are intended;
- d. Providing misleading information to the CNSC Residence Hall administration; engaging in behavior that may mislead the CNSC Residence hall administration;
- e. Engaging in or allowing games of chance or games involving monetary gain or loss that are forbidden by relevant Regulations;
- f. using or possessing alcoholic drinks on the premises; disturbing residents while under the influence of alcohol;
- g. Refusing to receive or comply with written summons from CNSC Residence Hall administrators
- h. Posting notices at places other than those allowed by the CNSC Residence Hall administration; removing, tearing up, writing on or changing notices put up by or with the approval of the CNSC Residence hall administration;
- i. Displaying for the second time behavior or conduct that warrants a warning, as defined in the Regulations.

A suspension penalty requires that the student be informed in writing that he/she has been suspended for a period of one week to 3 months.

The following behavior or conduct warrants a suspension:

- a. Threatening or harassing verbally or in writing the CNSC Residence Hall Administrator, other students, or other persons on the premises;