



Chiang Kai Shek College

STUDENT HANDBOOK

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VISION MISSION STATEMENT

Education for excellence geared towards a united Filipino-Chinese community, equipped with the basic academic skills, wisdom, and virtues of propriety, righteousness, incorruptibility, and honor, committed to nation building and international concern.

BRIEF HISTORY

Chiang Kai Shek College, the first institution of higher learning founded by the overseas Chinese-Filipinos, is recognized by the governments of both the Republic of the Philippines and the Republic of China. It offers education in all levels from preschool to graduate school.

Having an initial population of 273 students, Chiang Kai Shek High School, the forerunner of this college, was founded in June 1939 by prominent Chinese like the late Principal, Mr. Wong Chun Seng; the late Chairman of the Board of Trustees, Mr. Yu Khe Thai; and other famous and hardworking Chinese in Manila. It was named after Generalissimo Chiang Kai Shek to inspire young Filipino-Chinese to emulate the great personality and spirit of the late President. It initially offered a six-year program in Chinese and a four-year program in English. Three years later, the school bore the brunt of the Pacific war. It was heavily damaged and fourteen teachers and students were killed for participating in underground activities.

In June 1945, through the effort and arrangement of the former Acting Principal Huang Chi Hwa, the school temporarily opened five review classes for senior and junior high school students. When Mr. Huang left for China in October, the Board of Trustees designated Mr. Pao Shih Tien as the officer-in-charge. Mr. Wong Chun Seng returned to Manila in November of 1945 and was re-appointed as the Principal by the Board of Trustees, with Mr. Pao Shih Tien as Acting Vice Principal. The school reopened in December 1945. Under the efficient administration and management of Principal Wong, together with the support of the Chinese community, the school acquired its present site. The student population was close to one thousand (1,000) when the school moved to its new site in August 1948.

On June 15, 1951, the Board of Trustees amended the organization of the school administration by adding the position of Vice Principal. Dr. Pao Shih Tien was appointed to this position.

In 1955, a Normal School was established to offer a two-year course for Chinese teacher-training. Principal Wong Chun Seng died in March 1956. Vice Principal Pao Shih Tien temporarily took charge of the school administration until May 1956 when the Board of Trustees appointed its Chairman Yu Khe Thai as Principal and Dr. Pao Shih Tien as Vice Principal.

In 1958, the Wong Chun Seng Memorial Preschool was established. At present, it offers a one-year pre-nursery course, a one-year nursery course, and a two-year kindergarten course. It also offers a Montessori class for pupils from 2 ½ to 6 ½ years old.

On April 29, 1959, the Board of Trustees accepted the resignation of Mr. Yu Khe Thai as Principal and appointed Dr. Pao Shih Tien as his successor.

Chiang Kai Shek High School became a college in 1965, with the initial offering of two (2) four-year collegiate courses: Bachelor of Secondary Education (B.S.E.), Major in Chinese Literature and History; and Bachelor of Secondary Education, Major in General Education. Dr. Pao Shih Tien was the first College President. The Bachelor of Science in Commerce (B.S.C.) Program, with Majors in Accounting, Management, Banking and Finance was introduced in 1966. In 1968, with the offering of the Elementary Course, CKS College became one of the pioneer Chinese-Filipino educational institutions that offer complete education from kindergarten to college levels.

In 1973, Presidential Decree 176 ordered the integration of all foreign schools into the Philippine Educational System and this was fully implemented in 1976. Since then, the school has been offering three (3) Chinese subjects both in Grade School and in High School. The school was also granted a permit to offer a two-year Pre-College Course in Chinese Instruction.

In June 1979, Dr. Jimmy Su took over the helm of the College, following the retirement of Dr. Pao Shih Tien, who then assumed Chairmanship of the Board of Trustees. When Dr. Jimmy Su retired in March 1989, the Board of Trustees appointed Mr. Chien Yin Shao as the President of the College.

In June 1990, the Language Learning Center was established. At the Collegiate Department, the Bachelor of Science in Computer Science (B.S.C.S.) program was initially offered in 1992, in addition to Bachelor of Science in Accountancy (B.S.A.), Bachelor of Science in Commerce (B.S.C.) and Bachelor of Secondary Education (B.S.E.).

Upon the retirement of Mr. Chien Yin Shao in May 1994, the Board of Trustees designated Mrs. Joan S. Cotio as acting President. Seven months later, she was appointed to lead the administration as the College President.

In 1997, the school was granted by the Commission on Higher Education (CHED) the permit to offer two Graduate Programs: Master in Business Administration (M.B.A.) and Master of Arts in Education (M.A. in Ed.).

In June 1999, the collegiate department moved to the new building at Narra Street. The following year, two new courses were offered, namely: Bachelor of Science in Information Technology and Bachelor of Science in Information Management. In November 2000, the Kindergarten Department started offering the Montessori Class, and in January 2004, the High School Chinese Instruction Department started offering the Multi-Media Computer-Assisted Instruction (CAI). Lessons in CAI were converted into CD forms for better appreciation and

understanding of Chinese lessons by the students. In June of the same year, the Collegiate Department offered the course, Bachelor of Science in Nursing (B.S.N.).

In May 2007, Mrs. Cotio retired after serving the College for 36 years. The Board of Trustees appointed Dr. Bee Ching U. Ong Kian Koc in June 2007 as College President. At the Narra Campus, the Language Learning Laboratory was re-opened, offering short term courses in Mandarin and Fookienese. In June 2008, the degree Bachelor of Science in Hotel and Restaurant Management (ladderized) (B.S.H.R.M) was re-offered. In June 2009, the Kindergarten Department opened the Day Care Center to provide respite for working parents.

With the implementation of the K to 12 Curriculum by the Department of Education under President Benigno Simeon Aquino, requiring six years of secondary education instead of four, the Board of Trustees appointed Dr. Dory Poa as Consultant of the Board for Curriculum Development and Chairman of the Special Task Force on K + 12. Dr. Poa initiated the three-year Transition Plan from Kindergarten to Grade 8 level with the aim of bridging and shortening the years studied by one year level without affecting adversely the quality of education.

In June 2013, Dr. Bee Ching Ong Kian Koc retired after reaching the mandatory retirement age. Dr. Dory Poa was appointed as the new College President.

Institutional Philosophy

1. Form and train educated and competent leaders for the developing society
2. Develop a citizenry prepared and strengthened for nation-building
3. Serve as nucleus for the interflow of Eastern and Western cultures
4. Serve as a working force in the enhancement of friendship and understanding between cultures

Core Values

Chiang Kai Shek College challenges stakeholders to lead their lives in accordance to the four Confucian virtues:

- Lǐ (禮, propriety, proper rite)
- Yì (義, righteousness or justice)
- Líán (廉, incorruptibility)
- Chí (恥, honor, sense of shame).

Concomitant to attaining these values are the cultivation and sustenance of the holistic approach to education, an all-around development in five domains:

- Dé (德, moral)
- Zhì (智, intellectual)

- Tǐ (體, physical)
- Qún (群, team spirit)
- Měi (美, aesthetic)

In Chinese, the above five words describe the five key aspects of education, de zhi ti qun mei, meaning moral values and character building, intelligence and knowledge, physical development, social skills and artistic skills. Based on these Confucian moral values, CKS College simplifies its Core Values as follows:

- **Relevant Education**
- **Good Character**
- **Committed Service**

Tertiary Division - General Objectives

In support of the CKS College's vision-mission, the College Department is committed to produce globally competitive professionals and socially responsible citizens, equipped with holistic learning and skills in the areas of business, education, and sciences. Within the context of the CKS College's mission-vision, the various Schools of the College Department seek the following objectives:

School of Business, Accountancy, and Hospitality Management

Business and Accountancy Programs

The Business, Accountancy, Accounting Information System, and Entrepreneurship programs are committed to the pursuit of excellence in undergraduate business education to prepare the country's future businessmen with the knowledge, skills, and ethics related to the requirements of the business community.

- To equip students with adequate theoretical and practical knowledge in accounting, business law, taxation, and finance
- To enable the students to acquire skills and competencies in the proper application of ICT to entrepreneurship and other related business practices.
- To inculcate in the students the values of integrity, honor, and social responsibility
- To prepare the students to meet the requirements for licensure examinations
- To develop the students' analytical and critical thinking skills and train them to become globally competitive

Hospitality Management Program

The HM programs are designed to provide quality, relevant Ladderized Education Program (LEP) in response to Executive Order No. 356. It is intended to create a “seamless and borderless education and training system that allows mobility in terms of flexible entry and exit into the educational system” which will:

- Enhance employability and support employment of young individuals of the country, by equipping them with competencies that will help them get gainful employments within a shorter time;
- Help alleviate poverty, as employment would redound to increased family income; and
- Promote lifelong learning, as competencies learned would lead to the development of the full potential of the individual.

Specific Objectives

- To train students to be fully equipped not only with the knowledge and skills in (a) Front Office Services, (b) Housekeeping, (c) Bartending, (d) Food and Beverage Services, (e) Baking and Pastry Production, (f) Commercial Cooking and (g) Tour Guiding, but also help them get the National Certificates of Competencies for these skills from the Technical Education, Skills, and Development Authority (TESDA)
- To enable the students who are assessed to have attained the competencies in any of the seven technical courses in the BSHM program to land a job even before finishing the degree program

School of Information Technology Education (ITE)

The ITE Program focuses on the formation of technologically adept individuals who can keep up with advancement and changes in the 21st century.

The BS in Computer Science and BS in Information Technology programs further aim for the development of intellectual independence and leadership through cultivation of the scientific, critical, and appreciative attitudes and the promotion of the spirit of research.

Specific Objectives:

- To impart to its students a high degree of competence in the following areas:
 - Professional practice in Programming, Systems Analysis, and Information Technology management and supervision
 - Professional skills in teaching Computer Education, both for non-degree and degree programs
 - Application / conduct of research in the area of ICT

School of Education

The CKS College Teacher Education program aims to prepare globally-competitive professional educators in promoting quality and excellent Chinese Language and Chinese Literature Education.

Specific Objectives:

- To provide Filipino-Chinese Education institutions with competent teachers through lifelong learning opportunities
- To ensure all curricula are compliant with national and international standards of quality and excellence
- To establish networks with stakeholders and ensure that they are well-informed and regularly consulted about the roles they need to perform in building and enhancing the image of the School of Education
- To create an atmosphere where engagement and passion for learning thrive among students and faculty
- To promote an integrated view of Filipino and Chinese cultural values
- To foster an understanding of the role of teachers in the formation of the youth as nation builders

CKS College works to ensure that eligible students have access to quality education. The Admissions Office maintains the integrity of the admissions process; thus, ensuring efficient and systematic evaluation of credentials.

Criteria

- Passing CKS College entrance examination
- Conduct/deportment grade of at least B or its equivalent

Preliminary Requirement

- Senior High School Report Card (Form 138)

Other Requirements

- Two (2) photocopies of National Statistics Office (NSO) Birth certificate/I-card
- Certificate of Good Moral Character
- Two (2) copies of 1” x 1” recent photo (colored)
- Interview Slip (Issued by the Guidance Office)

Additional Requirements for Transferee

- Transcript of Records
- Honorable Dismissal

Requirements for International Students

- Photocopy of the following:
 - ✓ Alien Certificate of Registration (ACR) or I – Card
 - ✓ Passport Information Page
 - ✓ Authenticated Transcript of Records
- Original documents issued by the Bureau of Immigration
 - ✓ Certificate of Eligibility for Admission
 - ✓ Student Visa
 - ✓ Two (2) copies of 1” x 1” recent photo (colored)

Procedure

- Submit the completely filled-out Application Form, together with the preliminary requirement to the Registrar’s Office.
- Pay the Entrance Examination fee at the Cashier’s Office.
- Set entrance examination schedule with the Guidance Office.
- Present the Official Receipt to the Guidance Office on the scheduled date of examination.
- Wait for the results* of the examination. Results will be available one (1) week after the examination date.

- Go to the Student Life Office and
 - Secure and fill out the Student Information Sheet.
 - Pay the Student Executive Committee.
- In some cases, an interview with the Dean may be required.
- For successful applicants, proceed to Enrollment

Note: Newly-graduated CKS College High School students are exempted from taking the entrance examination.

ENROLLMENT

For New Students

- Proceed to the Student Life Office and
 - Secure and fill out the Student Information Sheet
 - Pay the Student Executive Council Fee
- For issuance of the assessment slip, submit the following to the Registrar's Office:
 - Additional admission requirements
 - Completely filled-out Student Information Sheet
- Pay the tuition fee at the Cashier's Office.
- Proceed to the clinic for a check-up.
- Secure the following forms/ forms from the Registrar's Office:
 - Registration Form
 - Orientation Slip
 - Temporary I.D.
- Transferees and second-coursers should see their respective academic deans/ program heads for subject endorsing

For Old Students

- Proceed to the Office for Student Life:
 - Secure the Student Information Sheet.
 - Pay the Student Executive Council Fee.
 - Submit the Clearance form (for selected students only).
- Proceed to the Dean's and Program Head's Office for academic advising [Advising Form can be downloaded from the CKS College Website.]
- Upon issuance of an assessment slip, submit the completed Student Information Sheet to the Registrar's Office.
- Pay the tuition fee at the Cashier's Office.

- Secure the following forms/documents from the Registrar's Office:
 - Registration Form
 - I.D. validation sticker

Payment of Fees

- Scheduled payment of tuition and other fees are indicated on the temporary registration form issued during enrollment.
- Tuition and other fees maybe paid in cash or by MC/Manager's Check, Treasurer's Check, Personal Check and post-dated check may be honored subject to the approval of the Director of Administrative Affairs or his/her designated representative.

Mode of Payment

- Fees maybe paid in full or installment subject to the terms and conditions set by the school

Late Enrollee Fee

- Late enrollee fee maybe charged to student who fails to enroll within the prescribed enrollment period or within the deadlines set by the school.

SCHOLARSHIPS, GRANTS, AND FINANCIAL ASSISTANCE

CKS College offers the following scholarships to deserving but underprivileged students.

Academic Scholarship

Full tuition fee scholarship shall be given to the top 10 Senior High School graduating batch.

Note: Academic Scholars are required to maintain a Grade Point Average (GPA) of 1.75 per semester for renewal of scholarship.

Other Scholarships

- Dr. Pao Shih Tien Cultural and Educational Foundation (for BSE students only)
- Go Kim Pah Scholarship Grant Equitable Foundation, Inc.
- Megaworld Foundation, Inc.
- Chiang Kai Shek College Alumni Association Honors' Circle
- PSBank Educational Assistance Program
- Federation of Filipino-Chinese Chamber of Commerce and Industry, Inc. (FFCCCII)'s 1 + 2 + 1 Program
- Security Bank Scholarship Program

Subject and Loading

Academic Loading

Each course is assigned a certain number of units. A unit is equivalent to one - hour lecture per week or a three -hour laboratory work per week for one semester.

Twenty-one (21) academic units is equivalent to having full load in a semester, unless otherwise prescribed.

Students are not allowed to have an overload of subjects/units. However, graduating students who are in their last semester may be allowed by the Registrar, upon written request duly approved by their respective Deans and Program Heads.

Shifting to another Course/Program

- **Procedure**

- Print and fill out the Application for Shifting Form. This can be downloaded from the college website/ duly signed by the Parents/ Legal Guardian
- Proceed to the Guidance Office for consultation.
- Undergo an exit interview with the Dean of the program the student is shifting from.
- Undergo an entrance interview with the Dean of the program the student is shifting to.
- Upon approval of the Dean, submit the Shifting Form to the Registrar's Office for confirmation. The Registrar's Office shall apply the change in course to the student's records.
- Upon approval of the application to shift, the student shall abide by the retention policies and the rules and regulations specifically set forth by the department he/she has shifted.

Adding or Dropping Subject(s)

- **Valid/ Accepted Reasons for Adding/Dropping Subjects**

- Mistakenly enrolled in a subject already taken up
- Conflict in class schedule
- Dissolved class
- Health concerns
- Problem with pre-requisite/s

- **Procedure**

- File the application within the scheduled time frame set by the school.
- Download the form labeled Application for Adding/ Changing/ Dropping of Subjects.
- Submit the completed form, together with the student's updated flowchart and Registration Form for the current semester, to the Dean's Office for approval.
- If approved, present the approved form to the Registrar's Office for assessment and additional fees
- Pay to the cashier's office.
- Present the form signed by the cashier, together with the Official Receipt, to the Registrar's Office for the processing of the new Registration form.
- Last day for dropping subjects is on the last school day before the midterm exams.

Note:

- If no additional payment is required, as in the case for change of subjects or for dropping of subjects, the Registrar's Office will process and print the revised Registration Form of the student.
- Students are not allowed to apply for tutorial at any given time, even during his last semester, if he has history of dropping the same subject, unless otherwise approved by the Dean.

Refund

- Procedure for Dropping of Entire Load or Withdrawal
 - Obtain and fill out Dropping Form from the Office of the Registrar.
 - Submit the Form to the Office of the Registrar for approval within two weeks counted from the first day of classes during regular semester and three days from the first day of classes during the summer term.
- Conditions for Refund
 - A student who files the dropping form within the first week after the opening of classes during a regular semester and 2 days after the opening of classes during the summer term shall be entitled to a refund of his/her tuition fee less 10% of the tuition due for the semester or term
 - A student who files the dropping form within second week after the opening of classes during the regular semester and 3 days during the summer term shall be entitled to a refund of his tuition fee less 20%.
 - A student who files the dropping form anytime after the second week from the opening of classes for the semester or after the third day of the summer term shall not be entitled to any refund.
- Refund without Deduction

A student shall receive full refund of the tuition fee and miscellaneous fees if the class is dissolved or discontinued for valid reasons.
- All Applications for Refund shall be processed only after the lapse of three weeks from the start of classes.
- All financial transactions shall be done at the Cashier's Office, Narra Campus.

Qualifying Examination and Retention Policy

- Qualifying Examination for BSA students

All incoming second year Accountancy students shall be required to take a qualifying examination to be given by the School of Business and Accountancy, subject to compliance with the requirements prescribed by the Tertiary Department.

The Tertiary Department will provide two batches of qualifying examinations for the year. The venues and dates of examinations will be announced by the School of Business and Accountancy.

Only those students who successfully passed the qualifying examination are eligible to continue taking up Bachelor of Science in Accountancy (BSA)

- **Retention Policy**

If a BSA student receives a grade of 5.0 in more than 9 units of major subjects, the student shall be disqualified from the program.

If a BS Accounting Technology student fails in more than 12 units of major subjects, he/she shall be refused admission into the BS Accounting Technology program.

- **Bridging/ Enhancement Courses as part of Retention Policy**

As per CHED Memorandum Order No. 17 and 27, Series of 2017 (Revised Policies, Standards, and Guidelines for Bachelor of Science in Accountancy and Bachelor of Science in Business Administration) and part of an institutional policy, for students who did not take the ABM academic strand, CKS College shall offer bridging courses such as the specialization courses in K-12 ABM strand, but not limited to said courses, to make them at par with those who have taken the ABM academic strand and comply with K-12 requirements.

Grading System

Attendance or Allowable Absences

- A student who incurs more than 12 hours of absences or twenty (20) percent of the prescribed number of class/ laboratory period during the semester would be given a failing grade and given no credit for the course or subject.
- 9 absences for classes that have three meetings in a week
- 6 absences for classes that have two meetings in a week
- 3 absences for classes that have one meeting in a week
- Any student, who, for unavoidable circumstances, finds it necessary to be absent from class/classes, must present either a letter from his/her parents or guardian and/or a medical certificate and apply for an excused absence by securing the Excused Absence Form from the Student Life Office. In turn, the student shall present the said form to his/her professor for appropriate action.

- A student may be accepted in class even if he/she arrives late provided that it is not more than 25% of the class/session. If a student is often late, his/her name shall be reported to the Student Life Office by the instructor.
- A recorded tardiness is considered 1/3-absence, which if added to two other recorded tardiness will be equivalent to a full absence recorded against a student.
- A student may file a request for an academic leave or a prolonged leave of absence subject to the approval of his/her Dean.

Excused Absences

- Application for excused absences due to illness, family matters, participation in seminars* (in- or off- campus) should be processed with the Office of Student Life.
- The aforementioned cases will still be counted towards the number of allowable absences
- *Participation in seminars should be acknowledged by the organization adviser and the Deans and Program Heads.
- Absence due to school-organized educational tours and events, or participation in competitions and conferences as official school representatives will not be counted towards the number of allowable absences.

Examination

There are two (2) major examinations given in a semester, the Mid-term and Final Examinations

- During the examination, a student must present the examination permit obtained from the Registrar's Office to the professor and/or instructor for signature to indicate that he/she is eligible to take the exam. No student will be allowed to take any of the two periodic examinations without presenting the corresponding permits. Unless, a special permit is secured from the registrar's office.
- A student who fails to take examinations for valid reasons may be given a special/completion examination upon submission of the approved application for special examination
- Deduction from grades may or may not be given depending on the discretion of the faculty concerned. Final grades should be computed based on the result of the make up exam without deduction.
- The following are considered valid reasons for taking special and/or completion examination:
 - Serious illness
 - Death of parent or sibling/ relatives within the 4th civil degree
 - Force majeure and fortuitous event
 - Reasons validated by the program head / dean concerned.

- A fee shall be charged for each special and/or completion examination taken by the student.

Tardiness and Absence during Examination

- Students who come in late during midterm/ final examination, but not exceeding 15 minutes, will be allowed to take the test.
- Such students should acquire a “tardiness slip” from the SLO first before proceeding to the classroom. The SLO officer will indicate the arrival time of the student.
- The following should apply for special midterm/ final examination through the SLO and their respective Deans and Program Heads:
 - Students who are absent
 - Students who come in late beyond 15 minutes are considered absent
 - *Fees may apply

Academic Standing

- A student who fails in more than two-thirds ($2/3$) or more of his total academic and non-academic load in any semester of the school year shall be required to seek the approval of his/her respective dean to enroll in the following semester or school year as the case may be.
- Any full-load student who fails in more than one-third ($1/3$), but less than two-thirds ($2/3$), of his total academic and non-academic loads shall be given warning and admonished in the following semester to improve his/her performance. A student under this category can only take a maximum of 18 units.
- A student placed under warning but again failed in more than one third ($1/3$) of his academic and non-academic load shall be refused admission and/or readmission to the College.
- A student who was asked to leave the Tertiary Department because of academic deficiencies shall be entitled to the issuance of a certificate of Honorable Dismissal.

Basis for Grade Computation

Students are expected to complete all the requirements in all their subjects. Using the Grade Score Equivalent (GSE) System, student’s grades are given as follows:

Grade Point	Description	Equivalence
1.00	Outstanding	98 - 100%
1.25	Excellent	95 - 97%

Grade Point	Description	Equivalence
1.50	Remarkable	92 - 94%
1.75	Very Good	89 - 91%
2.00	Good	86 - 88%
2.25	Average	83 - 85%
2.50	Satisfactory	80 - 82%
2.75	Fair	77 - 79%
3.00	Passed	75 - 76%
5.00	Failed	below 75%
AW	Authorized Withdrawal	
UW	Unauthorized Withdrawal	
NG	No Grade	

Note: Incomplete grades will be given a failing mark of 5.00 one (1) month after the last day of the final examinations of the semester.

Only grades in academic courses are included in the computation of the Grade Point Average (GPA) either by semester or cumulatively. The GPA may be requested from the Office of the Registrar.

Honors and Awards

Outstanding scholastic achievement is recognized through the Dean's List posted at the end of every semester of each school year.

To qualify for the Dean's List, a student should:

- Carry a minimum course load of 18 academic units;
- Not have a grade below 2.25 in any academic course;
- Not have a failing grade in any course, including P.E., Word Processing, NSTP, and any non-credit course;
- Not have been accused of, and sanctioned on, any of the offenses enumerated in the Offenses and Corresponding Penalties for Misdemeanors Section of this handbook
- Have a grade point average (GPA) within the following range:

Honor Rank	GPA
First	1.00 – 1.20
Second	1.21 – 1.45
Third	1.46 – 1.75

Special Discount is given to a student in the Dean's List upon the certification of the Registrar's Office, subject to the following regulations:

- The candidate must carry a minimum academic load of 18 units.

- The candidate must have obtained a GPA of at least 1.75 subject to the qualifications stated above.
- The college reserves the right to set the amount of the discount and change it without prior notice.

Graduation Requirements and Honor Rank

Only students who have completed all the course requirements in the program and have spent at least one (1) year of residence at CKS College are eligible for graduation. Students may not participate in any commencement activity unless all curricular requirements are completed.

Honor Rank	GPA
Summa Cum Laude	1.00 – 1.20
Magna Cum Laude	1.21 – 1.45
Cum Laude	1.46 – 1.75

Consistent honor students may be recommended for graduation honors of Summa Cum Laude, Magna Cum Laude, or Cum laude, provided that **eighty percent (80%) of the total credit** earned toward the completion of the degree were earned at CKS College.

The following students are disqualified from graduating with honors:

- Those who get a grade below 2.50 in any subject, whether academic or non-academic.
- Those who get a grade of 5.00 in any course, whether academic or non-academic.
- Those who withdraw without permission from any course, whether academic or non-academic.
- Those who have a record of committing any of the offenses enumerated in the student manual.

Rights

Subject to the limitations prescribed by the laws of the land, and the policies of the Tertiary Department, students shall enjoy the following basic rights:

- The right to quality and relevant education through competent and continuing instruction
- The right to organize, join, and participate in organizations regardless of sex, creed, race and societies recognized by the Tertiary Department
- The right to benefit from guidance and counseling services

- The right to freedom of expression and assembly, subject to such constraints which will ensure the proper exercise and enjoyment of the same freedom by all the members of the academic community
- The right to publish on their sole responsibility a student newspaper and similar publications, as distinguished from a school paper under the guidance of the adviser
- The right to invite resource persons during assemblies, symposia, and other activities of a similar nature, which do not interfere with or disrupt classroom instructions or any other academic activities of the Tertiary Department
- The right to have an access to their individual student records, to the issuance of official certificates, transcript of records, grades, transfer credentials, etc.
- The right to be free from making non-voluntary contributions, except those approved by their own organizations or societies
- The Right to avail the discounts provided for in RA 9442 through scholarships subsidies in tuition fee, books and other school facilities and requirement.
- The Right to be secured in their Personal Data provided for under RA 10173 Data Privacy Act of 2012
- ***The Right for Educational assistance to persons with disability, for them to pursue primary, secondary, tertiary, post tertiary as well as vocational or technical education, in both public and private schools, through the provision of scholarships, grants, financial aids, subsidies and other incentives to qualified persons with disability, including support for books, learning material, and uniform allowance to the extent feasible: Provided, that persons with disability shall meet minimum admission requirements;
- ***The Right against discrimination of women in all its forms and pursues by all appropriate means and without delay the policy of eliminating discrimination against women in keeping with the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and other international instruments consistent with Philippine law. **The State shall accord women the rights, protection, and opportunities available to every member of society. Under RA 9710 also known as “The Magna Carta of Women”.**
- **Section 3 of Republic Act 9710 otherwise known as the Magna Carta of Women (MCW) provides that “All individuals are equal as human being by virtue of the inherent dignity of each human person. No one should therefore suffer discrimination on the basis of ethnicity, gender, age, language, sexual orientation, race, color, religion, political or other opinion, national, social, or geographical origin, disability, property, birth, or other status as established by human rights standards.**
- The Right to enjoy their student life against acts of bullying (physical, verbal, social and cyber)

Responsibilities

- To study conscientiously to achieve the highest possible academic performance that they are capable of

- To uphold the basic principles and ideals of CKS College and to contribute to the attainment of its vision-mission and its objectives
- To exercise their rights in a responsible manner, with due regard to the rights of others
- To promote and maintain peace and order at CKS College by obeying the rules on discipline and by exerting efforts to attain harmonious relationships with fellow students, faculty members, and administrative personnel
- To follow and abide by the CKS College rules and regulations embodied in this handbook and all other rules and regulations which may be issued and/or posted on the bulletin board from time to time
- To update themselves with the announcements of the school as officially posted on the bulletin board, and abide accordingly

Privilege

Every student is covered by a 24-hour on and off campus Personal Accident Insurance.

Student Organizations

It is CKS College's policy to encourage students who have time to join recognized student organizations that will complement their formal education, and serve as vehicles for practical and meaningful experiences, greater productivity, and creative endeavors.

The establishment and operation of student organizations shall be on a school-year to-school-year basis.

- Newly-formed academic organizations applying for permit to operate should submit the following papers, subject to approval of the school
 - The philosophies and objectives of the organization
 - The Constitution and By-laws of the organization
 - The proposed activities/projects for the school year being applied for
 - The set of officers and members
 - The names of the approved faculty advisers
- Accredited organizations applying for renewal of the permit for a particular school year should submit the following requirements
 - The philosophies and objectives of the organization
 - The Constitution and By-laws of the organization
 - The proposed activities/projects for the school year being applied
 - The set of officers and members
 - The names of the approved faculty advisers
 - Accomplished of activities/projects during the previous school year
 - The Statement of Accounts of the previous school year
 - List of new members in the organization

The Student Executive Council

The SEC is the official organization of all students at CKS College (Narra Campus). It represents the student body whose rights and interests are protected. It serves to train students on leadership, foster appreciation for self-government, encourage initiative and participation in the activities of the Tertiary Department, and promote wholesome companionship.

- All bona fide students of CKS College shall enjoy membership in this organization upon payment of the Student Executive Council fee every semester.
- Its officers are elected by all bona fide CKS College students in June of every school year.
- Ratification of its Constitution and By-Laws is subject to the approval of the Deans' Council Chair.

Student Publication

The SEC may publish a student paper which will serve as vehicle for free expression of ideas and opinions of the students. It shall be governed by the Charter on the independent school paper.

The student publication shall be under the supervision of an adviser duly appointed by the administration.

Student Assistants

CKS College employs a limited number of responsible students who serve as assistants in some offices requiring their services. Any student may apply; however, selection depends on the student's academic performance, character and ability to do the job.

Payment for services is based on the number of hours rendered which shall not exceed four (4) hours a day.

Facilities

- Inside the Computer Laboratory/ Education Technology Room
 - The Computer Laboratory is for the exclusive use of students enrolled in Computer subjects with laboratory and/or authorized persons only.
 - All students shall deposit their bags and other belongings in a designated place as they enter the laboratory room. Only notebooks, ballpens, and reference manuals, including other valuables, shall be allowed inside the room.
 - All students shall surrender their I.D.'s to the personnel-in-charge as they enter the laboratory room.
 - Students are allowed to use the workstation only during their laboratory period and/or scheduled extra hands-on hour under the supervision of their instructor and/or the personnel-in-charge. The personnel-in-charge and/or the instructor shall not be responsible for the loss of any student's personal belongings.
 - Each student shall be assigned to a permanent workstation per subject per semester. He/She shall be liable for any damage incurred on the unit during the period it is assigned to him.
 - Each student should handle the workstation assigned to him/her with care. To avoid being held liable for damages incurred before the laboratory period, each student should check his/her unit.
 - Before using the workstation, he/she should immediately report to the instructor or the custodian if something is wrong with the unit;
 - While using the workstation, the student should immediately report any irregularities or breakdown to the instructor or the Custodian.
 - No foods and drinks are allowed inside the laboratory at all times.
 - Only the Custodian and/or the instructor is authorized to copy the work of a student from the workstation through the server, and only storage devices (e.g. CD's, USB flash drives, etc.) approved by the instructor shall be allowed.
 - Students should always secure the permission or help of the instructor and/or the Custodian before obtaining a hard copy from the printer connected to a designated computer.
 - Students are not allowed to transfer from one workstation to another without permission from the instructor and/or personnel-in-charge.
 - Reservation for extra hands-on hours outside the class schedule may be secured from the personnel-in-charge upon presentation of a permit duly signed by the instructor.
 - Any act of vandalism including formatting of hard disk committed by students inside the computer laboratory shall be subjected to appropriate disciplinary action.
 - Only the Laboratory Custodian is authorized to turn off the power of the server.
 - The Computer Laboratory Custodian is the personnel-in-authority inside the Computer Laboratory and, is therefore, authorized to reprimand and report to the proper authority anyone who is caught violating these rules and regulations.

- Specific software needed by the students in preparing their project or thesis may be installed in the laboratory server upon recommendation of his/her professor and approval of the I.T. Education Dean.
- COLLEGE teaching and non-teaching personnel who do not teach computer subjects may be allowed to use facilities of the Computer Laboratory only after getting a permit from the I.T. Education Dean. They shall also observe the rules and regulations enumerated in this Article.
- Inside the Library
 - All students are required to deposit their bags and other belongings at the counter as they enter the school library. They are only allowed to bring notebooks and ballpens inside the library.
 - All library users are required to present their I.D.'s at the counter for identification before they enter the CKS COLLEGE library.
 - No books in the open shelves section may be taken out of the library without going through the borrowing process.
 - Loss of a library card shall be reported immediately to the librarian. The owner of the unreported or reported lost card will be responsible for any library material that is borrowed in his name. A replacement library card may be issued upon payment of a fee.
 - A lost book shall be replaced with the same kind of book, or with one of a later or newer edition in addition to the corresponding fine.
 - All students are required to pass through the detector as they leave the library. Students caught bringing out any book from the Reserved Books section and/or any library material without going through the borrowing process shall be subject to disciplinary action.
 - Reserved books may be used inside the library only on an hourly basis.
 - General reference books like dictionaries, encyclopedias, handbooks, yearbook, atlases, etc., and periodicals (loose or bound) and technical magazines, shall not be brought out of the library.
 - Students who borrowed circulation books but did not return them on their due dates shall be fined on a daily basis, including Sundays and holidays. The amount shall be determined by the Chief Librarian.
 - Reserved books kept beyond the hour they are due shall also be subjected to a fine per hour, the amount of which shall be determined by the Chief Librarian.
 - The following are the policies, rules and regulations regarding the use of computers inside the library:
 - Use of Internet time shall be from 8:00 a.m. – 11:30 a.m. and 12:30 p.m. – 4:00 p.m.
 - Each student may use the Internet for 60 minutes a day. Extra minutes beyond the 60 minutes shall be charged P0.50/minute.

- The Internet is strictly for research purposes only. Access to Chat, Games and Pornographic Sites are strictly prohibited. Violators of this policy shall be given the following sanctions:
 - 1st Offense – Warning
 - 2nd Offense – Disciplinary action
 - 3rd Offense – Disqualification from using the Internet
- Only one (1) person is allowed per computer. Any registered user who shares the computer with anyone will be banned from using the computer at the library.
- On-Line Public Access Catalog (OPAC) Computers are for Catalog - exclusive use only.
- Only approved storage media (e.g. USB Flash Drives, CD's, etc.) are allowed. The CD-ROM is for exclusive use with the school's Multi-Media CDs which may be borrowed from the Library counter.

Offenses and Corresponding Penalties for Misdemeanors

The following violations are considered inimical to the interest of the academic community of CKS College. Penalty shall be imposed upon confirmation of the offense through an appropriate investigation conducted by the Student Life Office (Narra Campus).

LEGEND:

Reprimand	(R1) Oral
	(R2) Written
	(R3) Written; copy furnished to parents
Suspension	(S1) for one day
	(S3) for three days
	(S5) for five days
Failing Grade	(Fq) 5.0 in the quiz
	(Fs) 5.0 in the subject
Non-Readmission	(NRA) Will not be admitted in the coming semesters
Exclusion	(E) Dropped immediately from the list within the semester +NRA
Dismissal	(EXP) Expelled from the school

MINOR OFFENSES	1st	2nd	3rd	4th
Non-wearing of proper uniform/ID	R1	R2	R3/S1	S1
Using of clogs or sandals	R1	R2	R3/S1	S1
Loitering, making noise in classrooms, corridors, or other places inside the campus	R1	R2	R3/S1	S1
Sporting (a) long hair/bangs among male students (b) unconventional hair colors	R1	R2	R3/S1	S1
Littering or any form of unsanitary act within the school premises	R1	R2	R3/S1	S1
Wearing earrings among male students	R1	R2	R3/S1	S1
Repeated disregarding/ ignoring notices from the different department	R1	R2	R3/S1	S1
Unauthorized used of mobile phone during class hours, seminars and college related events	R1	Confiscate Phone (2 weeks)	Confiscate phone (1 sem)	S1
Lending one's ID card or library card, using another person's ID, and other forms of misrepresentation	R1	R2	R3/S1	S1
Unofficial/unauthorized occupancy of vacant rooms	R1	R2	R3/S1	S1
Use of vulgar, disrespectful, indecent, or profane language against other	S1	S3	S5	NRA

students, employees, faculty members, or any official of CKS College				
Smoking or getting caught with cigarette inside the school premises or within the school perimeter	S1	S3	S5	NRA
Use / possession of playing cards and other forms of gambling materials inside the school premises	S1	S3	S5	NRA
Removing official notices and posters from the bulletin board without authorization; unauthorized alteration or erasure of official announcements; unauthorized and/or unofficial posting of notices, announcements, and the like, anywhere on campus	S1	S3	NRA	
Willful affiliation with any unrecognized student organization	S1	S3	NRA	
Creating unnecessary noise or causing commotion of any kind during programs, convocations, or other activities & functions in the school	S1	S3	NRA	
Any form of vandalism such as, but not limited to, sketching, etching, carving, engraving, drawing/printing on any school property and writing and/or mutilating any library books and other person's belongings (depending on the gravity of the offense)	S5	NRA		
Public Display of Affection (PDA) inside the college premises such as (holding hands, kissing) *If caught, both parties are liable.	S1	S3		
Bullying or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the	S1	S3		

other student at school; or materially and substantially disrupting the education process or the orderly operation of a school under Republic Act (R.A.) No. 10627, otherwise known as the Anti Bullying Act of 2013				
Harassing faculty members or employees within the premises of the school or training institution, at any education or training-related school function, at official conferences, fora, symposia or training sessions or by telephone, cellular phone, fax machine, electronic mail or social media under Republic Act (R.A.) No 7877	S5	NRA		
Unauthorized use and/or operation of machines, tools, or equipment of CKS College	S5	NRA		
Presenting an invalid or forged library card/presenting the library card of another student	S5	NRA		
Wearing of school uniform in questionable places	S5	NRA		
Libel/slander or malicious remarks/ or oral defamation resulting in injury to the reputation of another person	S5 (Plus written apology)	E (Plus written apology)		
Unauthorized solicitation of cash from fellow students/employees/ faculty of CKS College	S5	E		
Misappropriation of Organizational funds	S5 (Plus payment of misappropriated funds)	E (Plus payment of misappropriated funds)		
Preventing the entrance/exit of any student, faculty member, employee to/from CKS College with grave threats	S5	E		
Cheating in any form during quizzes and major examinations. The act of cheating includes the following:	Quizzes R2 Written	Quizzes R3 Suspension	Quizzes R3 Suspension	

<ul style="list-style-type: none"> • Possession of notes or any review materials related to the exam • Looking at another student's examination paper • Any forms of communication during exam • Using of mobile phones or any electronic gadget during exam <p>*If caught, both parties are liable</p>	Major Exam F for the exam	Major Exam F for the subject		
Willful abuse/misuse or deliberate destruction of CKS College property resulting in damage (Expenses shall be charged to the offender.)	NRA			
Engaging in an illicit/malicious and/or in an indecent act inside the school premises	E			
Bringing any alcoholic drink and/or prohibited drugs into campus premises or reporting to class under the influence of either or both	E			
Bringing pornographic or lewd materials into the campus	E			
Submitting false or misleading statements, publishing or disseminating false and/or derogatory information about the College, its officials, faculty members, employees, and students (practicing fraud and deception)	E			
Inflicting physical injuries on other person(s)	E			
Carrying deadly weapons inside the school premises	E			
Participation in any hazing or any activity, resulting in physical injury	E			
Forging signatures, tampering with school records or credentials, or securing or using forged materials	E			
All forms of robbery/stealing	E			
Unauthorized use of the name of CKS College for whatever purpose	E			

Any activity that smears the good name of CKS College	E			
All forms of sexual harassment	E			
Grave Misconduct	E			

Note: All repeated offenses shall be considered for the whole school year. The student may be required to seek an approval from the Student Life Office (Narra Campus) to enroll in the following semester.

Administrative Due Process

Disciplinary administrative sanctions may be imposed on any student for the commission of any offense enumerated in the previous section.

A student charged with violation of the College rules and regulations is entitled to the following rights:

- To be informed in writing of the nature and cause of accusation against him/her
- The opportunity to answer the charges against him/ her, within 24 hours.
- To be informed of the evidence against him/her
- The opportunity to adduce evidence in his/her own behalf
- For the evidence to be duly considered by the hearing officer provided, however, that in case of voluntary admission or confession of offenses committed in flagrante delicto, a decision may be summarily rendered and the corresponding penalty imposed on the erring student, and provided further, that if the erring student refuses to appear or to present his/her defense, or resorts to dilatory tactics in the course of the investigation, hearing may be conducted ex-parte or without his/her presence.

Hearing Officer

The Head of Student Life Office (Narra Campus) or his/her designated person is authorized to receive the complaint, create the committee that shall constitute the investigating groups, accept evidence as it may deem best subsequently render a decision on the basis of your findings and imposed the sanctions provided for in the Student Handbook under page 26

Review of Decision

A decision of exclusion or dismissal shall automatically be reviewed by the Board of Discipline whose decision shall be final and executory.

Board of Discipline

The Board of Discipline shall be composed of the following:

- The Legal Officer of CKS College as Chairperson

- The representative from the Administration appointed by the Deans' Council Chairperson
- The representative from the Faculty
- The Head of The Student Life Office (Narra Campus)
- The President of the Student Executive Council

The Board of Discipline shall endeavor to render its decision by majority vote within fifteen (15) days from the date of receipt of the records from the DSA for the evidence to be duly considered by the hearing officer.

- The above provision is without prejudice to the right of the school to impose disciplinary action summarily in cases where the student voluntarily admitted or confessed to the offenses, or where he committed the offense publicly, in the presence of the school authorities.
- The refusal of the student to appear or present this defense within the time set forth shall mean he waives his right to do so. The school shall have the right to render judgment based on the evidences it has on had.

Amendments

The provisions of this Student Handbook may be amended, modified, or changed in the interest of academic excellence and/or discipline or if a changing circumstance requires.

Effectivity

The provisions of this Student Handbook shall take effect on June, first and second semester of the School Year 2019 – 2020.

Chiang Kai Shek College

1477 Narra St., Tondo 1012, Manila

Name: _____

Address: _____

Course & Year: _____

School Year: _____

PLEDGE

I do hereby express my willingness and commitment to comply with the procedures, rules, and regulations stated in the Students' Handbook which I have received upon enrolling in Chiang Kai Shek College (Narra Campus). I have read and understood its contents and the College reserves the right to take disciplinary action when my conduct is contrary to the best interest and objectives of the school.

Student's Signature over Printed Name

DATE

Parent's/Guardian's Signature over Printed name

DATE

Note:

1. Prepare two (2) photocopies of this form every school year.
2. Submit a filled-out photocopied form to the Office of Student Affairs one week after the opening of classes.

Directory

The Chiang Kai Shek College Narra Campus is located at 1477 Narra Street, Tondo, Manila 1012.

Contact the campus through trunk line +63 (2) 252 6161.

Local Number	Department
3101	Registrar's Office
3102	Dean, Information Technology Education
3103	Dean, Business, Accountancy, and HRM
3104	Dean, Graduate Studies
3105	Clinic
3106	Administrative Office
3108	Guidance and Counseling Services Office
3109	Language Center
3111	Dean, Education Senior High School Faculty and Staff Development Office
3112	Associate Dean, The Student Life Office (Narra Campus)
3200	Guard
Website:	http://college.cksc.edu.ph
Facebook:	www.facebook.com/CKSCollegeNarra
Twitter:	www.twitter.com/OfficialCKSC