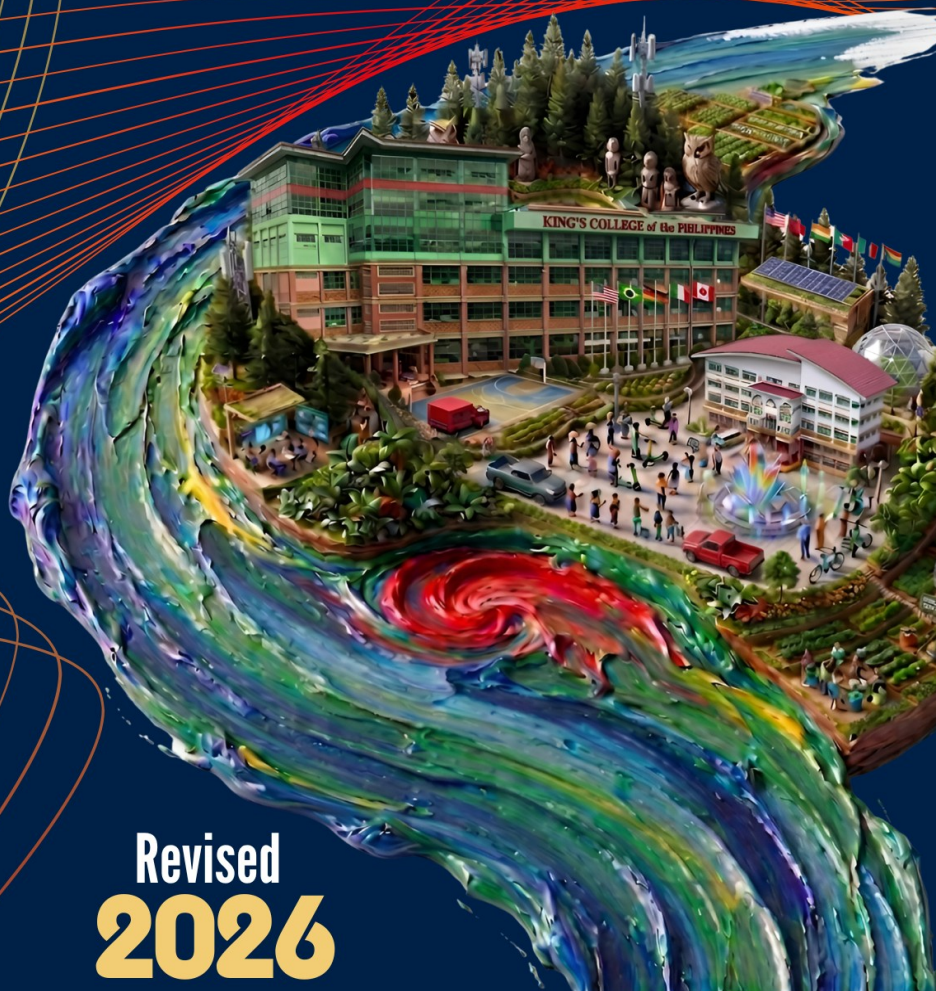




KING'S COLLEGE OF THE PHILIPPINES
Love God. Lead the Nation. Light the World



STUDENT HANDBOOK



Revised
2026

KING'S COLLEGE OF THE PHILIPPINES

STUDENT HANDBOOK

2026

This Student Handbook is your guide to becoming an active member of the King's College of the Philippines community, offering essential information on campus resources, support services, and student opportunities. It also contains the Student Conduct and Discipline, which all students are expected to read and strictly uphold.

Please note that this handbook serves as an informational guide. The administration reserves the right to amend policies, regulations, and standards of conduct, or to modify and discontinue programs and services at any time to best serve the interests of the academic community.

This handbook shall be utilized starting this Academic Year 2026.

Questions or comments regarding the KCP Student Handbook should be forwarded to:

Office of Student Affairs

King's College of the Philippines

Bldg. A, Rm. A219

Pico Road, La Trinidad, Benguet 2601

Email: kcp.osas@kcp.edu.ph

Student Handbook ver. 1.0

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LEGACY

The Life and Dedication of KCP's Founders



Rev. Nwon Young Soo



Rev. Park Myoung Soon

THE FOUNDER'S LIFE JOURNEY

Birth

1952

Born at Mokpo, Jeolla Province, South Korea.



First Arrival in the Philippines

1989

Initial mission work in the Cordillera Region.



Full Mission Work

1991

Engaged in full-time missionary work in the Philippines.



NLPC Established
1995

Foundation of the Northern Luzon Presbyterian Church.

1991

1995



KCP

2004

Establishment of King's College of the Philippines.

2004

2015

Underwood Award Recipient

2015

Honored for outstanding missionary and leadership contributions.



Officially Became Filipino Citizen

2019

Granted Philippine citizenship in recognition of decades of dedicated contributions.

2019

A Life Mission Completed in Faith

2024

Passed away at Cordillera Hospital of the Divine Grace.

2024



SOUTH KOREA

PHILIPPINES

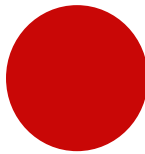
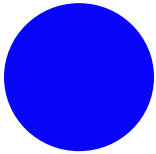
"I Love You O Lord,
My Strength"

Psalms 18:1

KCP COLORS, SEAL, SOCIAL MEDIA, & PORTAL SEAL



COLORS



SOCIAL MEDIA

Instagram:

[instagram.com/kcp_benguet](https://www.instagram.com/kcp_benguet)

Website:

kcp.edu.ph

Email:

kingscollege@kcp.edu.ph

Phone:

(+63)917-317-6335

(074)620-3208 (Landline)

(+63) 917-127-0547 (OSA)

PORTAL

edusuite

CAMPUS ROOM DIRECTORY

ADMINISTRATIVE

ACCOUNTING AND FINANCE OFFICE	Bldg. A, 2 nd Floor Lobby Area, Rm. A217
CHIEF ACADEMIC OFFICE	Bldg. A, 2 nd Floor Lobby Area, Rm. A214
GENERAL SERVICES OFFICE	Bldg. A, 2 nd Floor Lobby Area, Rm. A213
INSTITUTIONAL QUALITY ASSURANCE - RESEARCH DEVELOPMENT OFFICE	Bldg. A, 6 th Floor, Rm. A602
OFFICE OF THE EXECUTIVE VICE PRESIDENT	Bldg. A, 2 nd Floor Lobby Area, Rm. A212
SAFETY AND SECURITY OFFICE	Bldg. E, 2 nd Floor, Rm. A201A
TECHNICAL & SOFTWARE SUPPORT SERVICES	Bldg. A, 3 rd Floor, Rm. A313

STUDENT SUPPORT SERVICES

DENTAL & MEDICAL CLINIC	Bldg. A, 2 nd Floor, Rm. A221
OFFICE OF THE REGISTRAR	Bldg. A, 2 nd Floor Lobby Area, Rm. A216
OFFICE OF STUDENT AFFAIRS	Bldg. A, 2 nd , Rm. A219
WELLNESS & COUNSELLING CENTER	Bldg. A, 2 nd Floor Lobby Area, Rm. A201

COLLEGE DEPARTMENTS

COLLEGE OF ACCOUNTANCY AND BUSINESS MANAGEMENT	Bldg. A, 4 th Floor, Rm. A412
COLLEGE OF CRIMINAL JUSTICE EDUCATION	Bldg. A, 5 th Floor, Rm. A508
COLLEGE OF INFORMATION TECHNOLOGY	Bldg. A, 3 rd Floor, Rm. A311
COLLEGE OF NURSING	Bldg. E, 4 th Floor, Rm. E408
COLLEGE OF TEACHER EDUCATION AND LIBERAL ARTS	Bldg. A, 2 nd Floor Lobby Area, Rm. A215
COLLEGE OF THEOLOGY	Bldg. A, 3 rd Floor, Rm. A321
TRADE TECHNICAL EDUCATION DEPARTMENT	Bldg. D, 3 rd Floor, Rm. D308

KCP'S BRIEF TIMELINE

BEGINNINGS

Traceably conceptualized upon the arrival of Korean Missionary Rev. Kwon Young-Soo and his wife Rev. Park Kyoung-Soo.



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04



Simultaneously established two HEI campuses in Nueva Vizcaya and Benguet: Eastern Luzon Colleges - Bambang and Eastern Luzon Colleges - Benguet.

TESDA issues permits for vocational courses in a rented building in La Trinidad.



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EXPANSION

Expanded academic offerings, launching courses in Accountancy, Computer Science, and Criminology.

REINVENTION

Eastern Luzon Colleges reinvented itself to formally become King's College of the Philippines (KCP).



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FOOTHOLD

Established the main campus along Pico Road.

INTERNATIONALIZATION

KCP enters the global arena through the World University Rankings for Innovation.



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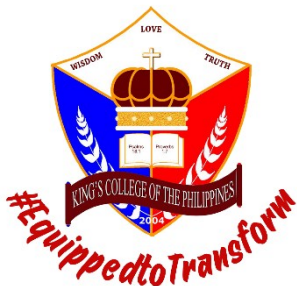
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PRESTIGE

KCP gamers further international recognition.

KCP TAGLINE



The KCP tagline is based from Hebrews 13:21 (NIV), which states: *“equip you with everything good for doing his will, and may he work in us what is pleasing to him, through Jesus Christ, to whom be glory for ever and ever. Amen.”*

KCP CORE VALUES

The Founder’s dream of King’s College of the Philippines as a Christian School is precisely conveyed through the Institution’s Vision. Accordingly, alignment of Core Values which are embedded in the Institution’s Philosophy is paramount.

WILT

The Institution considers WiLT as an acronym for core values of WISDOM, LOVE and TRUTH. Additionally, WiLT as a word is deemed by institution as the Archaic form of the word will, denoting a strong resolve.

- **WISDOM.** This core value is one of the institution’s guiding verses found on Proverbs 1:7 as reflected on the book found in the School Logo representing knowledge.
- **LOVE.** It is a core value found in Psalms 18:1, which reflects the Institution’s motto: *“I Love You O Lord My Strength”*. It is also found on 1 John 4:7-21, manifesting Jesus’ commandment for all Christians to love God and their neighbor.
- **TRUTH.** This is found in John 14:6, stating God being the WAY, the TRUTH and the LIFE.

VISION, MISSION STATEMENT AND OBJECTIVES OF THE KING'S COLLEGE OF THE PHILIPPINES

VISION

Transforming the youth to become exemplars of their chosen careers, the King's College of the Philippines envisions each generation of globally competitive professionals to love God, lead the nation, and light the world.

MISSION

King's College of the Philippines prepares men and women for leadership and excellence in their respective professions, locally and internationally.

OBJECTIVES

The King's College of the Philippines aims to:

1. Produce civic-minded professionals with world class competence;
2. Generate graduates who are responsible citizens imbued with Christian values;
3. Prepare greater employment opportunities through continuing education and training;
4. Preserve Filipino values, culture, and environment; and,
5. Develop students who are research-oriented

PHILOSOPHY

To uphold the fundamental vision, mission, and objectives of KCP as an educational institution established by the grace of the Diving Providence with wisdom, love, and truth as its core values in upholding its purpose of educating the youth of the land.

We believe that knowledge, values, and skills should be imparted freely to all who have the right to education regardless of race, religion, and socio-economic status. We are a democratic educational institution that equally serve all students deserving education.

GENERAL ACADEMIC REGULATIONS AND PROCEDURES

SECTION 1: Admission Policies

Students shall be admitted regardless of sex, religious beliefs, socio-economic status, or political status.

1. First-Year College Students (Freshmen):

- a. Must have graduated from Philippine high schools recognized by the Department of Education (DepEd) or legally recognized foreign institution;
- b. Must meet all the following prescribed admission requirements of King's College of the Philippines:
 - SF-9 Official Learner's Progress Report Card;
 - PSA Birth Certificate (along with the original copy for verification);
 - Certificate of Good Moral Character
- c. Students enrolled in vocational courses or those not leading to a degree program are admitted as beginning first-year students.

2. For transferees:

- a. Must have complete and valid credentials;
- b. Must meet all the prescribed admission requirements of KCP and the concerned college department;
 - Honorable Dismissal/Transfer Credential;
 - Certified true copy of grades;
 - Certificate of Good Moral Character;
 - PSA Birth Certificate (along with the original copy for verification);
- c. Admission shall be on a probationary basis during the first term of stay at KCP or until all the subjects taken outside KCP had been validated;
- d. Official Transcript of Records (OTR) shall be submitted prior to admission for the following semester; otherwise, enrolment will not be allowed;
- e. Admission of transferees is subject to the availability of a slot.

3. For foreign students:

- a. Must have complete and valid credentials;
- b. Must meet all the prescribed admission requirements of KCP and the course enrolled;
 - Passport;
 - Alien Certificate of Record;
 - Original Transcript of Record;
 - Affidavit of Support;
 - Student Visa;
 - Security clearance from their respective embassy;
 - Resident guarantor of their character;
 - Certificate of Completion of a secondary curriculum;
 - Original copy of Birth Certificate
- c. Must meet all the prescribed requirements by the Department of Foreign Affairs (DFA) and the Bureau of Immigration (BI);
- d. Submit a Certificate of Proficiency in English;
- e. Admission will be based on the availability of a slot in the course applied for.

4. Dual-Degree / Double-Degree / Post-Baccalaureate Degree:

- a. Must have complete and valid credentials;
- b. Must meet all the prescribed admission requirements of KCP and the concerned college department;
 - Transfer Credential;
 - Approved application for admission for Dual-Degree / Professional Education Units;
 - Official Transcript of Records;
 - Certificate of Good Moral Character;
 - PSA Birth Certificate (along with the original copy for verification);
 - PSA Marriage Certificate (for married students)

SECTION 2: Academic Requirements

2.1 School Terms

1. One academic year is structured into two regular semesters and a single short term. Details regarding the specific number of instructional days per term are outlined in the academic calendar, which is officially displayed on campus bulletin boards, official Facebook page, and the school website.
2. The total number of days which regular school sessions are held shall not be less than two hundred (200) per calendar year or one hundred (100) each semester, exclusive of all holidays and registration days, and class days suspended due to natural or man-made causes. (*CHED Memorandum Order No. 40, s. 2008*)

2.2 Class Hours

1. One unit of credit is based on the provisions stipulated in the course CHED Memorandum Order. A three units' class is required to meet for three hours in one week.
2. Students and faculty must attend their classes on time.
3. Students may not be sent on errands during class hours unless they have been issued an official excuse slip directing them to a specific officer.
4. Classes are suspended only in cases of extreme necessity and strictly by the decision of the school administration or as ordered by the duly constituted government officials.
5. Regular classes will proceed as scheduled, pausing only for midterm, and final examinations, or when an official notice states otherwise.

2.3 Academic Load

1. In compliance with CHED regulations, students cannot exceed the maximum unit load prescribed by the offered curriculum. The Department Dean may grant exceptions based on official guidelines. Furthermore, any student planning to enroll in an underload of fewer than 12 units must consult the Dean.
2. The Department Dean has the authority to reduce the course load of students who are struggling academically. In such instances, the Dean may also refer the student to the Wellness and Counselling Center for evaluation.
3. While regular full-time students take the standard academic load, first-year students and first-time working scholars are capped at 18 units during a regular semester and 6 units during the short term. Returning working scholars (second year or higher) may take 18 to 21 units in a regular semester and 9 units in the short term, provided they meet four criteria:
 - a. Clean academic record (no failing, dropped, NFE, or incomplete grades);
 - b. Satisfactory work evaluations;
 - c. Good disciplinary standing (no policy violation)
 - d. Continuous/unbroken class schedules

2.4 Attendance

1. To ensure course credits are only awarded to those who meet minimum requirements, strict attendance standards are enforced. While faculty members are responsible for checking attendance, **students must be responsible for tracking their own absences.**
2. A student who incurs absences of more than twenty (20%) percent of the prescribed number of class or laboratory periods during the school year or term shall fail and earn no credit for the course or subject except in the instances as for a just and reasonable ground, provided however that, the student is not

excused from keeping-up with lessons, assignments and examinations. A faculty member may exempt a student who incurs absences beyond the twenty percent (20%) limit, but with the approval of proper school authority. Manual of Regulations for Private Higher Education, Article XXXI.

Note: Students who incurred midway or half of the prescribed limit, the faculty-in-charge will then file a SARIF and forwards it to the Office of Student Affairs.

Thereafter, the OSA shall communicate or notify the guardian or parents of the student or a link will be sent through the student portal (Edusuite) or a visit to the Office of the Registrar.

SECTION 3: Academic Retention Policies

Retention of students in the school shall be imposed based on the following guidelines:

1. Warning (Promissory Letter)

A student who failed in 25% to 49% of the enrolled academic load for the semester shall repeat the course.

If there is no improvement in the student's academic performance, showing a grade of "F" or authorized withdrawal (WP), a second warning will be given to the student, resulting in "Probationary Status."

2. Probation

A student who failed in 50% to 75% of the total academic unit load shall be placed under academic probation.

A student on probation shall be subject to a disciplinary committee for appeal. If permitted, the student will be allowed to enroll in a maximum of 15-unit load, including PE and NSTP.

3. Dismissal

A student who fails 76% to 100% of their subjects (9 academic units or more) shall be dismissed from the college, denied re-enrollment in the same college, and advised to change courses. Furthermore, the student will be subject to a conditional status under the disciplinary committee, which may include the freezing or holding of their academic records.

4. Probation status of a student may be lifted upon passing all the subjects carried during the term they are under probation.

5. Any student under probation who again fails in 50% or more of the total number of academic units enrolled will be advised to transfer to another college or institution.

6. A student who dropped from one college/school shall not be admitted to another course unless, in the opinion of the Dean, their aptitude and interest may qualify them to another field of study, in which case, they must be allowed in the appropriate course.

SECTION 4: Academic Residency

One (1) year of residency is required for graduation at King's College of the Philippines.

SECTION 5: Schedule of the Payment of Fees

All tuition and other fees are payable after assessment to the authorized school cashier. A student who pays one time in full upon enrollment and who has not availed of any institutional scholarship or discount is entitled to a 5% discount on school fees. The discount applies only during the enrollment period.

Installment payments are divided as follows:

- a. 1st payment – 35% of tuition;
- b. 2nd payment (Midterm) – 35% of tuition;
- c. 3rd payment (Finals) – 30% of tuition

SECTION 6: Adding/Changing/Dropping of Subjects

Adding, changing, and/or dropping subjects is allowed one week after the start of classes but shall only be allowed for valid reasons.

Note: *Adding subjects is allowed if the student had not reached the maximum number of units.*

SECTION 7: Course Shifting

Students who wish to shift from one course/degree to another for justifiable reasons should follow the following process:

1. Acquire and accomplish the Shifting Form (Form 10) from the Office of the Registrar;
2. Upon approval, provide copies of the accomplished form to the department Dean.

SECTION 8: Withdrawal of Enrollment

1. A student who wishes to withdraw from enrollment shall acquire and accomplish a Withdrawal form (Form 5) from the Office of the Registrar.
2. Surrender ID and clearance at the Office of Student Affairs.
3. Furnish duly signed copies of clearances to the concerned offices.

Note: *A student who transfers or withdraws, in writing, within two (2) weeks after beginning of the class, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one (1) month, may be charged twenty-five percent (25%) of the total amount due for the school term.*

If the student withdraws within the first week of classes, or fifty percent (50%), if within the second week of classes, regardless of whether or not the student actually attended classes. The student may be charged for all school fees in full if the student withdraws any time after the second week of classes.

As stated in the Manual of Regulations for Private Higher Education under Article XX, sec. 100. S. 2008.

SECTION 9: Dropping from the Course

Dropping from the course shall only be allowed for justifiable reasons. Students who wish to drop from the course must apply for dropping/completing the Dropping Form (Form 4) from the Office of the Registrar within the first two weeks of the term only. Copies must be distributed to the concerned offices officially.

SECTION 10: Examinations and Grade Remarks

10.1 School Terms

There are TWO (2) examinations scheduled during the semester, which are: midterms and the final examination.

Final examination for graduating students shall be taken one week earlier than the schedule of the final examination of non-graduating students.

10.2 Grading System

King's College of the Philippines adopts the Averaging Scheme, with the lowest passing grade of 75%.

10.3 Remarks

The grading sheet shall reflect the following remarks:

1. **PASSED** – Final grades equivalent to 75% or higher will have the remark “P”.

In CVE courses, NO PASS or “NP” will be given for non-compliance.

2. **INCOMPLETE** – a student who fails to comply their requirements after the prescribed timeline of submission of final grades by the faculty to the Office of the Registrar shall be given one (1) month to complete.

*Failure or non-compliance will automatically be given a remark of **NO GRADE** or “NG”.*

3. **NO FINAL EXAMINATION (NFE)** – students who fails to undertake their final exam shall be given one (1) month from the

day of the scheduled examination to take a SPECIAL EXAMINATION. Failure to comply will receive a FAILING GRADE for the examination.

4. **OFFICIALLY DROPPED (OD)** – students who completed the dropping process will be given the remarks “OD”.
5. **WITHDRAWAL WITH PERMISSION (WP)** – students who completed the withdrawal of enrolment process shall be given the remarks “WP”.
6. **UNOFFICIALLY DROPPED (UD)** – a student who incurred absences equivalent to 20% of the required total number of meetings for the semester is considered unofficially dropped.

SECTION 11: Student School Credentials / Records

11.1 Release of Records

As prescribed by the Manual of Regulations for Private Higher Education under Article XX, sec. 97, the institution will grant the release of school credentials/records of the student or an authorized requesting party under the following conditions:

- The student must not have an outstanding property and/or financial obligations to the institution; or
- Is not under penalty of suspension or expulsion

11.1 Withholding of Credentials

The institution, at its discretion may withhold the release of the transfer or complete credentials of a student who had outstanding financial or property obligations to the institution, or is under penalty of suspension is served or expulsion lifted. (*Manual of Regulations for Private Higher Education Article XX, sec. 98. S.2008*)

SECTION 12: Graduation

a. Zero Balance Policy

No graduating student is allowed to join the graduation ceremony unless they have been able to complete all the requirements prescribed by their program and the institution.

STUDENT'S RIGHTS AND RESPONSIBILITIES

SECTION 1: General Statement

The King's College of the Philippines holds that a student, upon enrolment, neither loses their rights nor escapes their duties as a student and a citizen. The student has a responsibility to themselves, to fellow students, and to the institution. The rights and responsibilities of students include:

SECTION 2: Student's Rights

1. The right to education of the highest quality;
2. The right to develop their potential to the best of their abilities. This right can be exercised by joining and participating in different organizations and societies recognized by the institution;
3. The right to be informed and to recommend improvements in policies, regulations, and procedures affecting their welfare as students. This right is best exercised through the fullest use of appropriate facilities provided by student governments and college offices, such as student newspapers, school publications, and similar publications;
4. The right to a good campus environment characterized by safety, orderliness, and cleanliness; thus, conducive to the teaching and learning process;
5. The right to enjoy and exercise freedom of expression similar to the freedom enjoyed by all members of the academic community;
6. The right to invite resource speakers during seminars, assemblies, symposia, and other activities, which will not interfere with the college's classroom instruction and academic activities;
7. The right to access their individual student records, issuance of official certificates, transcripts of records, grades, and transfer credentials, which are subject to school rules and regulations;
8. The right to be free from involuntary contribution except those approved by their own organizations and the institution;
9. The right to due process when disciplinary action is applied to an individual or group;
10. The right to be fully acquainted with the school rules and regulations.

STUDENT CONDUCT AND DISCIPLINE

SECTION 1: Conduct in School

Upon admission, the student is automatically identified with the King's College of the Philippines and should conduct themselves in a well-mannered behavior while inside campus. It is then the personal responsibility of every student to conduct themselves in public in a manner that reflects the positive values the school inculcates in its students. Every student is encouraged to participate in whatever worthwhile activity that supports the good values imbibed by the school while abiding with all the laws that govern the republic.

1. The institution recognizes and respects the students' right to self-expression and individual comfort through their choice of clothing. Students are free to wear casual or personal attire on campus premises; however, this freedom must be exercised with a sense of responsibility. All attire must reflect the dignity of an academic environment and uphold basic standards of modesty and respect for the campus community;
2. Students should not leave the hall/venue while a performance or speech is in progress unless it is extremely necessary;
3. Students should not make unnecessary noise or show signs of inattentiveness during programs or occasions. Howling, shouting, whistling, and booing are not allowed.
4. Students are expected to maintain a responsible, respectful, and thoughtful presence on social media. We encourage mindful commenting and ask that everyone refrains from inflammatory or impulsive remarks. As digital platforms are an extension of our shared academic community, online behavior should reflect the same positive standards as our on-campus interactions.

SECTION 2: Offenses

2.1 Minor Offenses

1. Failing to visibly wear a valid campus ID at all times; refusing or failing to present the ID upon request by any school official or security personnel; failing to report a lost ID to the Office of Student Affairs within 24 hours; failing to obtain a replacement within 48 hours; or failing to surrender a recovered original ID within 48 hours after a replacement had been issued.
2. Using an expired, invalid, or unauthorized identification card for any official school transaction or purpose.
3. Improperly disposing of trash or littering (including, but not limited to, bottles, cans, paper, and plastics) within classrooms, libraries, or any other areas across the campus.
4. Distributing, posting, or disseminating printed materials such as posters, flyers, surveys, questionnaires, or leaflets without prior endorsement from the Supreme Student Council (SSC) and formal approval from the Office of Student Affairs.
5. Possessing, consuming, or distributing alcoholic beverages on campus, or entering school premises while under the influence of alcohol.
6. Use of classroom and other school facilities for any purpose without any prior reservation or proper authorization.
7. Entering any restricted area within the school without prior permission or authority.
8. Chewing and spitting of betel quid while inside the school campus.
9. Cheating in any form whether during examinations, quizzes, or in the submission of academic requirements is strictly

prohibited. This includes, but is not limited to: copying from another student; using unauthorized notes or hidden materials; unauthorized collaboration; and the unapproved use of generative AI tools or prompt engineering to generate academic outputs presented as the student's original work.

10. Selling items, engaging in business, soliciting contributions or donations within the campus without prior approval of authority.

2.2 Sanctions for Minor Offenses

The following sanctions are to apply across all infractions listed in section 2.1.

The sanctions listed above serve as the standard progressive disciplinary action for minor infractions. However, the Administration, acting through the Office of Student Affairs or the Disciplinary Committee, reserves the right to bypass these standard warnings and impose a heavier penalty including suspension or dismissal if a minor infraction is committed with malicious intent, causes significant disruption to institutional operations, or results in property damage. Furthermore, the habitual commission of minor infractions (exceeding the third offense) shall automatically be reclassified as a major offense, demonstrating a willful disregard for institutional rules.

1. **First Offense: Written Warning, Reprimand, and Corrective Action**

The student receives a formal written reprimand recorded in their student file.

However, the student may also be subject to immediate corrective actions, such as the confiscation of unauthorized items (e.g., invalid IDs, printed materials, weapons), community service (for littering or spitting), or an immediate demand for restitution (for misappropriation of funds).

2. Second Offense: Disciplinary Suspension and Parent/Guardian Conference

The student is suspended from attending classes and entering the campus for a period of three (3) to seven (7) days, depending on the severity of the act.

A mandatory conference with the student's parents or designated guardians is required before the student is allowed to resume classes. The student is placed on strict disciplinary probation.

3. Third Offense: Dismissal, Non-Readmission, or Expulsion

Depending on the gravity of the repeated infractions, the penalty will either be Dismissal (allowing the student to transfer with their records intact), non-readmission for the following academic term, or Expulsion (barring admission to any public or private school in the Philippines, subject to the approval of the Commission on Higher Education or the Department of Education).

2.3 Major Offenses

The following acts are classified as Major Offenses. Students are strictly advised that many of these infractions also constitute criminal or civil violations under the laws of the Republic of the Philippines. The institution reserves the right to report such violations to the appropriate law enforcement agencies, and school disciplinary proceedings shall proceed independently of any external legal action.

2.3.1 Academic and Institutional Integrity

- a. Forgery and Fraud: Forging, falsifying, or tampering with official school records, or intentionally making false statements and practicing deception in school matters. *(Revised Penal Code, Arts. 171-172 on Falsification of Documents)*

- b. Unethical Research Practices and Academic Exploitation: Engaging in research activities without securing documented, non-coerced consent from human participants, or failing to obtain explicit parental consent for any minors involved in the study. Furthermore, it is a grave violation to claim, demand, or improperly assign co-authorship on student papers including yielding to faculty or research advisers if the individual did not provide substantial, verifiable intellectual input to the research. (*CHED Guidelines on Research Ethics; Philippine Data Privacy Act of 2012, R.A. No. 10173*)
- c. Data Privacy Violation and Unauthorized Media Distribution: Capturing, publishing, or distributing photos, videos, or audio recordings of students, faculty, staff, or visitors on campus without their explicit and informed consent. This includes the irresponsible or malicious use of social media to circulate such media, thereby compromising the privacy, digital decorum, and safety of the academic community. (*Data Privacy Act of 2012, R.A. No. 10173; Cybercrime Prevention Act of 2012, R.A. No. 10175*)
- d. Dissemination of Disinformation, Misinformation, and Mal-information
The deliberate creation, distribution, or amplification of false, fabricated, or misleading information including disinformation, misinformation, and mal-information through any medium. When such actions intentionally deceive the community, harm the reputation or safety of the institution and its members, disrupt educational operations, or instigate panic and hostility. *Cybercrime Prevention Act of 2012 (R.A. No. 10175), Safe Spaces Act (R.A. No. 11313), Data Privacy Act of 2012 (R.A. No. 10173)*
- e. Plagiarism: Presenting another person's ideas, words, data, or academic work as one's own. This offense includes, but is

not limited to, failing to properly cite sources, copying text directly from published materials or the internet without quotation marks, employing ghostwriters, submitting another student's work, or utilizing generative artificial intelligence (AI) tools to produce academic outputs without explicit instructor authorization and proper attribution. (*Intellectual Property Code of the Philippines, R.A. No. 8293*)

- f. Perjury and False Testimony: Testifying falsely during administrative proceedings or knowingly making untruthful statements on sworn documents. This extends to submitting fabricated evidence, forging signatures on consent forms, affidavits, or official school documents, and deliberately lying or misleading school authorities during disciplinary hearings or official investigations. (*Revised Penal Code, Art. 183 on False Testimony and Perjury*)
- g. Unauthorized Reproduction: Illegally reproducing, distributing, or tampering with copyrighted works or official school materials. This involves the mass unauthorized photocopying, digital scanning, or file-sharing of textbooks, academic journals, examinations, and institutional software, as well as the unauthorized duplication or falsification of school seals, ID templates, and official letterheads. (*Intellectual Property Code of the Philippines, R.A. No. 8293*)
- h. Suppressing Publications: Deliberately withholding, removing, or preventing the free circulation of recognized student publications. This includes the unauthorized mass removal or confiscation of student newspapers from distribution bins, physical or digital sabotage of student media outlets, and any coordinated acts intended to censor campus journalism or restrict the student body's right to freely access published information. (*Campus Journalism Act of 1991, R.A. No. 7079*)

2.3.2 Property, Financial, Systems Security

- a. Theft and Unjust Enrichment: Stealing, attempting to steal, or failing to surrender found items to the OSA Lost and Found Section. (*Revised Penal Code, Art. 308 on Theft*)
- b. Vandalism: Deliberately destroying, defacing, or damaging the property of the school, its personnel, students, or visitors. (*Revised Penal Code, Art. 327 on Malicious Mischief*)
- c. Unauthorized Financial Collection: Extracting or collecting money, checks, or equivalents for school-related or unapproved purposes without official authorization. This violation includes mandating unauthorized class or project contributions, soliciting funds or sponsorships under the institution's name without administrative clearance, embezzling or mismanaging student organization funds, and conducting unauthorized lotteries, raffles, or profit-making schemes on campus premises. (*Revised Penal Code, Art. 315 on Estafa/Swindling*)
- d. Computer Security and Network Breach: Accessing school computers, servers, or networks without authorization to alter data, destroy files, change configurations, or introduce malicious software. This grave offense compromises the confidentiality, integrity, and availability of the institution's digital assets. It includes bypassing institutional firewalls, sharing administrative credentials, deploying malware or ransomware, engaging in unauthorized network interception (packet sniffing), and tampering with the student information system to alter academic grades, attendance, or financial records. (*Cybercrime Prevention Act of 2012, R.A. No. 10175*)

2.3.3 Campus Safety and Public Order

- a. Threats, Intimidation, and Coercion: Threatening another individual with physical harm, reputational damage, or any act amounting to a crime. This includes face-to-face verbal

threats, sending malicious written notes, brandishing weapons or dangerous objects, and employing coordinated intimidation tactics designed to instill fear, exact revenge, or compel a student or staff member to act against their will. (*Revised Penal Code, Arts. 282-283 on Grave and Light Threats*)

- b. **Bullying:** Committing any severe or repeated use of a written, verbal, or electronic expression, or a physical act or gesture, directed at another student that causes physical or emotional harm or creates a hostile campus environment. This strictly prohibits physical bullying (e.g., punching, pushing), verbal bullying (e.g., name-calling, slurs), and relational bullying (e.g., systematic social exclusion or spreading rumors). (*Anti-Bullying Act of 2013, R.A. No. 10627*)
- c. **Disruption of Order and Tumults:** Deliberately disrupting academic functions or school activities, or causing serious tumult, disorder, and breaches of peace on campus. Examples include staging unapproved and highly disruptive demonstrations inside academic buildings, deliberately triggering false fire alarms, inciting panic, or throwing projectiles during university events, assemblies, or class hours. (*Revised Penal Code, Art. 153 on Tumults and Other Disturbances of Public Order*)
- d. **Provocation and Physical Altercations:** Deliberately provoking or inciting heated verbal or physical altercations between individuals or groups of students. These covers engaging in campus brawls, instigating fights through verbal taunts, retaliating violently to perceived insults, or serving as a catalyst for group violence (such as gang or fraternity rumbles) inside the campus or within its immediate vicinity. (*Revised Penal Code, Art. 266 on Slight Physical Injuries and Maltreatment; Art. 155 on Alarms and Scandals*)

- e. **Illegal Organizations and Gangs:** Forming, joining, or participating in illegal groups, gangs, unapproved fraternities/sororities, or subversive organizations that promote violence or illegal activities. Active recruitment, holding clandestine meetings on campus, or wearing unauthorized gang/fraternity insignia or colors will result in an immediate referral for transfer or expulsion. *(Enforced pursuant to institutional mandate and R.A. No. 11053).*

2.3.4 Conduct, Morality, and Decorum

- a. **Lewd, Indecent, and Obscene Conduct:** Engaging in immoral acts, lewdness, or highly inappropriate public displays of affection. This goes far beyond basic proximity and explicitly prohibits actions such as sharing a restroom cubicle, engaging in sexual acts (e.g., necking, petting, or intercourse) on campus, public exposure, or viewing, possessing, and distributing pornographic materials through personal devices or the institution's internet network. *(Safe Spaces Act/Bawal Bastos Law, R.A. No. 11313; Revised Penal Code, Art. 200 on Grave Scandal)*
- b. **Discrediting the Institution:** bringing dishonor or contempt to the school's name through public actions or malicious imputations. This includes public intoxication, engaging in violent brawls off-campus, smoking or vaping in restricted public areas, or exhibiting highly unsportsmanlike and aggressive behavior during inter-school competitions while representing the school or sporting any form of the institutional uniform. *(Civil Code of the Philippines, Art. 19; Tobacco Regulation Act of 2003, R.A. No. 9211)*
- c. **Cyberbullying, Defamation, and Online Harassment:** Maligning others, using foul language, or posting derogatory and unacceptable content on social media platforms (e.g., Facebook, X/Twitter, TikTok). This includes creating fake online accounts to harass peers, circulating malicious

rumors or manipulated media online, posting defamatory comments about faculty or staff, or launching coordinated online bashings that severely damage an individual's reputation or psychological well-being. (*Cybercrime Prevention Act of 2012, R.A. No. 10175; Revised Penal Code, Art. 353 on Libel*)

- d. Gross Disrespect and Insubordination: Exhibiting severe, blatant disrespect in words or actions toward administrators, faculty, staff, security personnel, students, or visitors. This encompasses shouting profanities at authority figures, physically blocking or resisting campus security or personnel during the performance of their official duties, mocking administrative directives, or exhibiting blatantly hostile or threatening behavior when being reprimanded for a violation.
- e. Gambling and Wagering: Participating in any form of gambling or possessing gambling paraphernalia on school premises. This strictly prohibits organizing unauthorized betting pools (including sports or e-sports wagers), playing cards for money, rolling dice for financial stakes, or running and participating in illegal numbers games within the campus confines. (*Philippine Anti-Gambling Law, P.D. No. 1602*)

2.3.5 Administrative and Legal Compliance

- Habitual Minor Offenses: Willfully disregarding established policies by accumulating three (3) minor offenses of the same nature, or five (5) minor offenses of different natures.
- Ignoring Official Summons: Willfully failing or refusing to comply with notices or summons issued for disciplinary investigations.
- Criminal Conviction: Being convicted by a court of law for a criminal offense involving moral turpitude or intentional harm to persons or property.

- **Another Analogous Acts:** Committing any other acts determined to be major offenses by school authorities, provided these are formulated in consultation with student representatives and officially published via official institutional channels.

2.4 Sanctions for Major Offenses

The administration reserves the right to classify any other act or omission not explicitly enumerated herein as a Major Offense. This applies to any behavior that inherently endangers the safety and security of the campus community, inflicts significant damage on institutional property, severely breaches moral and academic integrity, or constitutes a criminal act under the laws of the Republic of the Philippines.

The corrective measures and formative interventions for major offenses are the following:

1. **Probation:** for such time and under such conditions as the Investigation committee may determine (student may or may not be allowed of entry in the school campus for safety purposes).
2. **Suspension:** for such time and under such conditions as the Investigation committee may determine.
3. **Expulsion:** barring admission to any public or private school in the Philippines, subject to the approval of the Commission on Higher Education or the Department of Education.

SECTION 5: Reporting Procedures

5.1 Minor Offenses

1. If an infraction is committed, the report goes to the Office of Student Affairs;
2. The OSA Director reviews the student records and conducts preliminary interviews as necessary;

3. A referral shall be made to Wellness & Counselling Center if necessary or warranted;
4. Recommendations with the records are passed on to OSA;
5. Parent conferences are conducted if necessary;
6. The OSA decides and lays down the sanction;

5.2 Major Offenses

1. If an infraction is committed, the report goes to the Office of Student Affairs;
2. The OSA Director reviews the student records and conducts preliminary interviews as necessary;
3. A referral shall be made to Wellness & Counselling Center if necessary or warranted;
4. Recommendations with the records are passed on to OSA;
5. Parent conferences are conducted if necessary;
6. The OSA endorses the case with all the student records and investigation reports and parent conferences to the Board of Discipline who makes the recommendation for sanction to the President.
7. The President or the Executive Council lays down the decision.
8. This process should reach a resolution within five working days at the most.

Note: Penalties imposed do not exclude the right of the institution to prosecute and file the proper action with proper authority, if needed.

SECTION 6: Preliminary Investigating Officer

The Director of the Office of Student Affairs and Services is the officer authorized to accommodate complaints and evidences against erring students as well as counter-evidences from the respondent/s in order to act judiciously on the complaint, the director of the OSAS may ask concerned students to present pieces of evidences that will support their complaint/s.

The investigating officer shall submit a recommendation to the Board of Discipline (BOD) for final decision. When a student is charged with violating school rules and regulations, he shall be informed of it for a fair and reasonable opportunity to defend himself. Provided, however, that in case of voluntary admission or confession of offense committed in flagrante delicto, a decision may be rendered for a corresponding penalty for the student. If the erring student refuses to appear or to present his defense after due notice, or resorts to delaying tactics in the course of the investigation, the hearing may be conducted in absentia.

The Board of Discipline makes the final decision on the case. The Board can call for further interrogation and investigation on the case. The Board of Discipline shall be comprised of the following:

- Chief Academic Officer – Chairperson
- Director of the Office of Student Affairs – Secretary
- College Dean of the Student Defender – Member
- Student Representative

In major offenses, the decision of the BOD will be recommended to the College's Executive Council in consultation with the school president.

The decision of the Executive Council shall be final and executory. The appeal must be addressed to the College President. The decision by the BOD can be appealed by any interested party.

The school has the right to take actions against any student for an offense committed by him as long as he is enrolled therein. Any action taken or penalty imposed under this Handbook shall be without any prejudice to any proceedings under the laws of the Republic of the Philippines.

SECTION 7: Grievances

7.1 Grievances Against Fellow Students

1. Any complaint for grievance by fellow students who belong to the same college/department shall be addressed to the respective Dean, who shall conduct the necessary preliminary investigation and settle the issue. If unable to do so, the Dean shall forward the case to the Board of Discipline for appropriate action.

2. Any grievance against fellow students who don't belong to the same college/department shall be addressed to the Director of OSA. The Director of OSA shall inform the respective Deans of both parties and he/she shall settle the issue. If unable to do so, he/she shall forward the investigated case to the BOD for appropriate action.
3. The function and composition of the BOD is defined in the preceding article of this Handbook.
4. Any appeal on the decision of the BOD shall be forwarded to the President for review and final decision.

7.2 Grievances Against Faculty and Staff

1. A complaint for any grievance against any faculty member shall be directed to the concerned Dean. The Dean shall conduct a preliminary investigation and submits facts and recommendation to the Vice President for Academic Affairs for the resolution of the problem.
2. If the case will not be settled at the Office of the Chief Academic Officer, this will be brought to the attention of the Employee Discipline and Hearing Committee and Executive Council who shall conduct a hearing and then submit the report and recommendation to the President for appropriate action. A copy of the decision of the President shall be furnished to the respondent.

7.3 Grievances Against the Dean

1. Any grievance against the Dean shall be reported to the Chief Academic Officer who shall conduct investigation to settle the issue.
2. If not settled by said office, this will be forwarded to the Employee Discipline and Hearing Committee and Executive Council for further review and recommendation to the President for decision.

7.4 Grievances Against the Executive Vice President and Other Higher Officials

1. Any grievance against the Executive Vice President shall be forwarded to the President, who shall conduct the investigation and settle the case with the help of the Executive School Consultant and the Legal Officer.
2. Any grievance against the President shall be filed formally to the Board of Trustees who shall decide on the matter. Such decision will be final and executory.

FINANCIAL GRANTS, SCHOLARSHIP, AND HONORS

KCP brings education closer the people through the following grants and aids to deserving students; however, students can ONLY AVAIL ONE, whichever is HIGHER:

SECTION 1: Academic Scholars

1.1 Freshmen

Students with high scholastic ratings in Senior High School are eligible for a support for one Semester.

- a. With Highest Honors – Full Scholar;
- b. With High Honors – 50% Scholar

1.2 College Level (Academic Achievers)

Students with high scholastic ratings while in college are eligible for a scholarship for the next semester.

- a. Full Scholar

The student's final grade average of the academic term ranges from 96.6% - 99.9%, no failing grades, no dropped subjects (officially or unofficially dropped), no course withdrawals (WP), must be enrolled with a minimum of 18 units, with the lowest grade of 80 in all course, and has not changed schedule within the semester.

- b. College Scholar (30% Scholarship)

The student's final grade average of the academic term must range from 94% - 96.59%, no failing grades, no dropped subjects (officially or unofficially dropped), no course withdrawals (WP), must be enrolled with a minimum of 18 units, with the lowest grade of 80 in all course, and has not changed schedule within the semester.

- c. Dean's Lister (10% Scholarship)

The student's final grade average of the academic term must range from 91% - 93.99%, no failing grades, no dropped subjects (officially or unofficially dropped), no

course withdrawals (WP), must be enrolled with a minimum of 18 units, with the lowest grade of 80 in all course, and has not changed schedule within the semester.

1.3 Student Leaders

Officers of the mandated organizations listed below may be granted tuition support ONLY at the discretion of the evaluation committee.

- a. Supreme Student Government (SSG);
- b. The Loquitor;
- c. Gabay Cultural Ensemble Group;
- d. Reserved Officers Training Corps (ROTC)

1.4 Working Scholar (SA)

The Working Scholar Program aims to provide opportunities to students who wish to be working scholars and shall be paid based on their total accumulated work hours and monitored in accordance with the program's policies and guidelines.

1.5 Research and Innovations

The Research and Innovation Grant are established to recognize, support, and incentivize undergraduate and graduate students who demonstrate exceptional merit in academic research, product innovation, and scholarly publication. Subject to the recommendations of the Research Director and the approval of the President.

SECTION 2: Non-Academic Grants

2.1 Person with Disability (PWD)

Governed by Republic Act No. 7277 (The Magna Carta for Disabled Persons and expanded by Republic Act No. 10754, are entitled to:

- 20% scholarship and VAT Exemption

2.2 Employees' Child/Ward

Employees of the school may apply for the employee child/ward support, subject to the qualifications outlined in the Personnel Manual, through the Human Resources Management Office (HRMO).

2.3 Siblings

Siblings enrolled in the same academic semester will receive the following support:

- a. Second – 10%

2.4 Athletics and National Representation

Active varsity athletes and officially endorsed delegates representing the institution in recognized national competitions are entitled to:

- 80% tuition support

However, to maintain this grant, eligible students must consistently participate in all required training and official events, maintain passing grades in all subjects, and uphold exemplary conduct and sportsmanship. This support applies strictly to tuition fees and is subject to review and renewal each semester.

SECTION 3: Government Grants and Scholarships

The government is providing scholarships and grants-in-aid to deserving students in coordination with the Office of Student Affairs (Scholarship and Grants Unit).

Note: Students can only avail ONE (1) scholarship or financial grants-in-aid. If a student has applied for two scholarships or grants, they must WAIVE one.

SECTION 4: Awards and Honors

All graduating students should possess the required residency in KCP, and those who obtain the necessary academic average may be conferred with the following honors, as long as they do not have any of the following remarks: NFE, INC, and UD.

4.1 Academic Awards and Honors

4.1.1 Degree Programs / Latin Honors

a. Summa Cum Laude

The graduating student must have a weighted average rating of 97% – 99.9%, with no failing grades, and officially or unofficially dropped courses. They must have completed a four-year residency for a four-year course and a five-year academic residency for a five-year course. They must have completed all academic units required for the course.

b. Magna Cum Laude

The candidate must have a weighted average rating of 93% - 96.99% and no failing grades. The conditions are same as those for Summa Cum Laude. They must have two years or four semesters of academic residency at KCP.

c. Cum Laude

The candidate must have a weighted average rating of 90% - 92.99% and no failing grades. They must have one year or two semesters of academic residency at KCP.

d. Exemplary Research Award

This award recognizes graduating students who had demonstrated outstanding scholastic achievement through an original thesis, study, or innovation. Recipients are selected based on the academic rigor, originality, and community or industry impact of their work. Awardees must demonstrate substantial intellectual ownership of their project and strict adherence to institutional research ethics.

4.1.2 Non-Degree Programs

a. With Highest Honors

The candidate must have a weighted average rating of 95% - 99.9%, with no failing grades. They must complete two

years of academic study or four semesters of residency at KCP.

b. With Honors

The candidate must have a weighted average of 90% - 94.99%, with no failing grades. They must have at least a three-semester academic residency at KCP.

c. With Merits

The candidate must have a weighted average rating of 85% - 89%, with no failing grades. They must have at least two semesters of academic residence at KCP.

4.2 Non-Academic Awards

a. Leadership Award

This shall comprise only three levels: Presidential Leadership Award (highest), College Leadership Award (second), and Special Leadership (last). The student will be scored according to the rubrics below:

1. Presidential Leadership Award (95% - 100%)

This award is given to graduating students whose leadership qualities have been demonstrated not only on campus but also in the local community and internationally, and these qualities have been felt by a majority of the student body.

2. College Leadership Award (88% - 94%)

This award is given to graduating students whose leadership has been demonstrated not only within their department but also on the college campus and in the community.

b. Loyalty Award

Given to those who have studied at KCP from elementary to college.

c. Service Award

This award is given to those who served as working students for a year (two semesters) with VERY SATISFACTORY standing according to the supervisor's evaluation. Scoring shall be based on the records in the OSA. Supervisors, Program Chairs, and Deans can still submit nominations for their students who were under the Student Assistantship program to ensure they are included on the list.

d. Sports Award

This is awarded to varsity players who have demonstrated exemplary performance at the college within two (2) years of residency.

e. Campus Journalism Award

This is awarded to school campus journalists who have exhibited exemplary performance and rendered service for a minimum of two (2) years, have a good moral record, and were nominated by the adviser.

f. Cultural Award

This is awarded to members of the GABAY Cultural Ensemble Group and non-member students who have exhibited exemplary performance and involvement in arts and cultural activities for a minimum of two (2) years, have a good moral record, and have been nominated by the adviser.

4.3 Special Awards

a. The Rev. Kwon Young-Soo Leadership Award

This prestigious award is conferred to a graduating student who demonstrates exceptional leadership qualities across multiple domains. The recipient's leadership must extend within the school community and beyond, bringing honor to King's College of the Philippines.

Eligibility: To be considered for this award, nominees must meet the following criteria:

1. Nominees must be candidates for graduation in the year the award is conferred;
2. Nominees should have no pending cases against them nor have been convicted of any crime within or outside the institution;
3. Must not have failed more than 9 units of Professional/Major subjects;
4. Must not have failed more than 6 units of General Education (GE) subjects including PE and NSTP;
5. Dropped and incomplete shall be excluded in the evaluation.

Failed subjects not part of the student's course curriculum will not be counted against the nominees total failed units. In the case of those programs with retention policies where failed grades are higher than 75, the higher rating is to be followed.

STUDENT SUPPORT SERVICES

The Student Support Services division serves as the backbone of student welfare at King's College of the Philippines. Aligned with the institution's mission to produce well-rounded individuals, this office oversees a diverse array of programs focused on student health, psychological well-being, career development, and campus engagement.

SECTION 1: Office Of Student Affairs (OSA)

The Office of Student Affairs shall:

1. Encourage intellectual growth through programs that enhance students' knowledge and skills;
2. Facilitate and oversee student clubs and organizations for the pursuit of varied interests and causes;
3. Commit to holistic growth through leadership programs, skill-building workshops, and cultural enrichment events;
4. Foster social responsibility through community service opportunities;
5. Provide counseling services, academic advising, and career guidance;
6. Maintain an open-door policy for ease of access to staff and services;
7. Act as an advocate for students' rights and welfare, and ensure they have a voice in decision-making; and,
8. Build partnerships to maximize resources for students' development, engagement, and leadership preparation.

SECTION 2: Wellness and Counselling Center (WCC)

The Wellness and Counselling Center provides support for the KCP's mission of preparing students to lead and excel in their respective professions by providing a holistic approach to student development.

2.1 Information Services

To provide a systematic approach to information services that support students, faculty, and staff. The Wellness and Counselling Center (WCC) empowers students to make informed decisions by offering comprehensive guidance on personal-social

development, academic and program planning, and career readiness.

2.3 Individual Inventory

To collect, organize, and synthesize relevant information about the students to gain a better understanding of WCC's clientele. To keep track of students' progress and development, regularly update and orderly keeping of records and systematically maintain files.

2.3 Student Development Facilitation / Counselling

To provide an interaction process that facilitates a meaningful understanding of the self and the environment that would result in the establishment and/or clarification of goals and values for future behavior.

2.4 Career and Placement Service

To provide a structure for assisting students in making a successful transition from one educational experience or scenario to the next, whether in school or on the job.

2.5 Referral Service

To provide a systematic and efficient process for handling referrals through the proper coordination between and among departments and outside agencies.

2.6 Testing Service

To set guidelines on the services provided by King's Colleges of the Philippines' (KCP) Wellness and Counselling Center (WCC) Testing Service for students.

2.7 Research and Evaluation

To provide data-driven insights to inform evidence-based practices and enhance the effectiveness of guidance programs.

2.8 Issuance of Certificates

To provide a systematic procedure for the issuance of certificates and other documents.

SECTION 3: Medical and Dental Clinic

Provide health care services to students and employees: To achieve an unequalled level of measurable quality and productivity in the delivery of health services that are responsive to the needs and values of students and employees; and to be a leader in providing quality, compassionate patient-centered care that seeks physical cures and comforts as well as peace of mind and heart.

3.1 Services Offered

- a. Consultation;
- b. Physical and medical examination at least once a year;
- c. Dispensing prescribed medicine after consultation and sometimes providing them free if supplies are available;
- d. Dental extraction

3.2 Schedule

- Medical consultation – Monday (8:00 AM – 12:00 PM);
- Dental – Thursday (8:00 AM – 12:00 PM)

The clinic is staffed by professional nurses is open from 8:00 AM to 5:00 PM from Monday to Friday, and 8:00 AM – 12:00 PM on Saturday.

SECTION 4: Office of the Registrar

The office of the College Registrar delivers outstanding services and support to customers with the highest standard of integrity, accuracy, efficiency, confidentiality and security.

The Office of the Registrar aims to:

1. administer an efficient registration and scheduling process to deliver the College's curriculum in accordance with its policies and regulations;
2. provide timely, precise guidance and support to students as they work toward degree completion, as well as faculty and staff involvement in the graduation process;
3. ensure that the College maintains accurate personal, academic and enrolment records for its entire student population, past and

present, and provide access to data derived from these records only when appropriate; and

4. demonstrate a philosophy of proactive leadership, collaboration and continual assessment that improves outcomes within the office and throughout the College.

SECTION 5: Technical Software and Support Team

To act and deliver state-of-the-art IT solutions to a globally- competitive management of information systems in support of the realization of the goals and objectives of King's College of the Philippines.

The Technical Software and Support Team aims to:

1. provide quality service to clients at least equal to the highest standard in the industry;
2. provide reliable systems to the different clienteles in and outside the institution;
3. provide universal easy access to information and services for all faculty, staff, and students; and
4. deliver continuous development of technology assets that reaches and attracts more potential students and that meets the institution's changing needs.

SECTION 6: Office of Religious Affairs

To provide services and programs to proclaim Christ, through the power of the Holy Spirit, for the spiritual well-being of all KCPIans, and for the glory of God.

The Office of the Religious Affairs aims to:

1. Conduct school chapel services that engage students and employees in worship and spiritual nourishment;
2. Deliver Christian instructions to students for positive personal transformation;
3. Offer spiritual/religious counseling for those in need;
4. Provide pastoral care for those in challenging situations;
5. Regulate and oversee religious activities conducted in the school by different religious groups;

6. Organize mission/evangelistic activities in and out of the school premises.
7. Create and implement other programs that elevate the testimony of KCP as a Christian institution.

SECTION 7: Library

The library provides quality resources and innovative services that sustain and encourage the academic endeavors of the institution.

The Office of the Religious Affairs aims to:

1. Furnish conducive learning environment to diverse users;
2. Facilitate users to locate and use information resources effectively and efficiently;
3. Acquire and update all library resources that support the academic endeavors of the institution;
4. Collaborate with other institutions cost-effective means of expanding resources and services;
5. Upgrade physical and technological infrastructure to enhance quality services; and,
6. Build various forms of learning resources to cater to the current needs of its generation.

7.1 Services Offered

7.1.1 Book Borrowing / Lending Procedures

A. For room use only (library use only)

1. Use the Online Public Access Catalog (OPAC) to locate the needed material;
2. Copy accurately the call number, author, and the title of the material on a call slip (calls slips are provided at the library counters);
3. Present the call slip to the librarian stationed at the counter; or proceed immediately to the open shelves;
4. Write your name and date on the book card if the material is available; and,
5. Leave the book card along with you borrower's card before getting the book.

- B. For Photocopying of some book pages:
Follow the same procedures stated in numbers 1-5.
Note: Books needed for photocopying are allowed for an hour period checking out only.

- C. For Overnight Borrowing of Books:
Follow the same procedures stated in numbers 1-5.
Note: Books for overnight use are loaned out only from 2:00 PM – 6:30 PM within the day and must be returned before 10:00 AM the following day.

7.1.2 Return Procedure

- A. All library materials except from the reference and serial sections must be returned to the librarian.
- B. Non-fiction books should be returned not later than 10:00 AM the following school day. Patrons are required to let their borrower's card be annotated with "Returned" before leaving the Circulation Desk; and,
- C. No claims regarding the return of library materials will be honored without an annotated borrower's card.

7.1.3 Internet Services

Clients are allowed to access the library internet services but must abide by the following rules and regulations:

- 1 hour of access is allocated per user;
- 1 user per 1 computer unit;
- Changing of computer configurations is not allowed;
- Insertion of any external storage devices is prohibited;
- No claiming of saved files after 8 hours

7.2 Library Fines

- A. The library charges Php. 20.00 per day per book for overdue books borrowed overnight. The borrower's card will also be confiscated subject to the days for overdue. For borrowed

books due Saturday, Sunday, and holidays are included in the computation of overdue.

- B. Books borrowed for photocopying are considered overdue if they are not returned after an hour. The library charges Php. 10.00 per hour per book for overdue books for photocopying.
- C. A lost or damaged book must be either: paid according to the amount assessed by the Chief Librarian or replaced with a copy of the same of book. A processing fee accumulated fines are charged for lost and/or replaced books.

GENERAL SERVICES

SECTION 1: Safety and Security Office

Responsible in making sure that students and employees are secured at all times.

1.1 Composition

The Safety and Security Office are composed of KCP student marshals and agency hired security officers.

1.2 Responsibilities

- a. Implementation of the “No ID, no Entry Policy”;
- b. Issuance of Visitor’s Pass;
- c. Enforcement of peace and order policies

SECTION 2: Maintenance

The maintenance department shall be under the direction and supervision of the General Services Officer. Any comments, complaints, or problems that may arise concerning the above-stated services or any that may need the services should be reported immediately to the General Services Officer or any other offices under the said department for immediate and proper action.

2.1 Composition

- a. Janitorial Services;
- b. Electrical Services;
- c. Carpentry and Other Utility Services

2.2 Responsibilities

- a. Preventive Maintenance;
- b. Corrective repairs and work orders;
- c. Groundskeeping and landscaping;
- d. Equipment custodian;
- e. Event and logistical support

SECTION 3: Accounting and Finance Office

Guided by service-oriented, spiritually, intellectual maturity, and harmony within the department, the Finance Office commits itself to support and help the academic constituents in achieving the goals and objectives of the institution.

The Accounting and Finance aims to:

1. acquaint new employees with particular aspects of their job, pay and benefit programs, working conditions and company rules and expectations;
2. provide a competitive compensation and benefits package above and beyond the minimum requirement of law;
3. ensure compliance with employment laws, government regulations and sound employee relation practices;
4. develop the full potential of the workforce by providing opportunities for training and development;
5. monitor employee performance to ensure that is at acceptable levels; and,
6. record, maintain and retrieve employee related information for a variety of purposes.

EFFECTIVITY AND AMENDMENTS

SECTION 1: Effectivity

The provisions in this revised Student Handbook shall take effect starting this 1st Semester of the Academic Year 2026-207.

SECTION 2: Amendments

Any provision of the Student Handbook may be amended, modified, or changed in the interest of academic excellence and discipline, or as circumstances may require; amendments may be made through a memorandum approved by the President.

ANNEX A: STUDENT ORGANIZATIONS

A.1 Organizational Standards

King's College of the Philippines, through the Office of Student, fosters opportunities for students to engage with their peers outside the classroom and make a meaningful impact on the college community as a whole.

Involvement in various co-curricular and extracurricular activities is a crucial aspect of a student's educational development. Therefore, these activities should align with the values and skills that the institution promotes for the holistic growth of its students.

The school acknowledges the significance of cultivating creative and responsible student leaders who will go on to take on leadership roles in their chosen fields. To achieve this, King's College encourages the formation of student groups that pursue clearly defined common objectives and initiate student-led endeavors focused on social, cultural, religious, literary, educational, or recreational activities.

A.1.1 Obligations of Recognized Student Organizations

- promotes the organization in the campus;
- participate in campus wide functions;
- submits minutes of all organizations' general meetings;
- complete an end of semester report with the following documents:
 - semestral accomplishment reports;
 - organizational evaluation;
 - self-evaluation;
 - inventory of equipment
- must have at least two programs completed
- must comply with the directive from OSA

A.2 Office of Student Election and Neutralizing Board (SENB)

Office of the Student Election and Neutralizing Board (SENB) is mandated to work closely with the Director of the OSA in the supervision and coordination of organizational activities of each student organization and shall meet with the recognized organization at least once every term to discuss, among others, current projects, plans, pressing problems, and assist the organization attain its objectives in accordance with the mission, vision, and policies of the school and the OSA. The SENB shall follow their Constitution and Bylaws.

The Office of the SENB reserves the right to aid and suggest to the OSA if there is/are discrepancies in any activity, after consultation with the Director of the OSA and the organization concerned on the grounds that such activity violates any constitutional policy as well as rules and regulations set forth by the OSA.

In case of conflict within the organization or between two or more organizations, and when no resolution to the issue at hand may be reached, the Executive board of the CSO, the SSG, or both may intervene and render a decision appropriate with the final decision of the Director of the OSA.

A.3 Council of the Student Body Organizations (CSBO)

The CSBO is the alliance of the accredited or recognized student organizations of the school that is continuously delivering quality student services and producing outstanding student leaders dedicated to serving KCP.

A.3.1 Composition

Council of Student Organizations (CSO)- shall include the student organizations executive board of the mandated organizations and the accredited or recognized student organizations.

A.3.2 Renewal and Recognition

Application for renewal of recognition shall be done annually every first fifteen (15) days of the last month of each academic year.

Application for recognition of new organization shall be the first fifteen (15) days from the start of classes every academic year. (Procedures will be handled on by the OSA upon request)

A.3.3 Nature of Activities

- Academic Related;
- Issue Advocacy;
- Community Engagement;
- Organizational Development;
- Formation and Spiritual Renewal;
- Special Interest;
- Departmental Initiative;
- Fundraising;
- Outreach

ANNEX B: ATHLETICS/SPORTS GUIDELINES

King's College of the Philippines believes in the physical development of students, as such sports activities are provided.

B.1 Game Management

1. All approved sports events inside or outside school premises shall be managed by the Office of Student Affairs through the Sports Club. The Coach (or his representative) shall be present to ensure the Student Athletes are well taken care of and protected.
2. 30 minutes before announced game time, all student athletes and coach must be in the playing venue.
3. An Emergency Response Team must always be present in any sport event played inside or outside school premises.

B.2 Disciplinary Procedures

Student Athletes shall be governed by the School's Official Code of Conduct.

B.3 Transport and Meals for Student Athletes

Kings College of the Philippines shall provide the necessary Transport service to our Student Athletes in any approved sports competition. Athletes must first be recommended by the OSA for approval and then approved by the President. Meals and/or Snacks shall be provided by the institution.

ANNEX C: INSTITUTIONAL POLICIES ON OFF-CAMPUS ACTIVITIES (as per CHED CMO No. 63, s. 2017)

C.1 Violations

1. Failure to comply with any of the requirements in the policies and guidelines;
2. Imposition of punitive/disciplinary measures upon the student who failed to attend the activity;
3. Deployment of unqualified Personnel-in-Charge;
4. All other similar circumstances

C.2 Sanctions

1. The OSA, after due process, may impose the following:
 - a. Written warning;
 - b. Cancellation of activity;
 - c. Order the refund of the collected fees
2. For violation/s of the personnel-in-charge for curricular or non-curricular activities under the supervision of the college dean shall also be sanctioned by the Chief Academic Officer through the OSA based on validated reports.
3. For violation/s of the college/organization affecting the general public and national interest, the administration may impose sanctions relative on the seriousness and gravity of the violation.

