

Policy No:	ACA-POL-0037				
Policy Title:	Special Midterm Examination				
Implementation Procedure:	ACA-PROC-0018 Application for Special Midterm Examination				
Date of Issuance:	November 28, 2014				
Effectivity:	AY 2014 to present				
Page Number:	One (1)				
Office of Origin: (Policy Expert)	Office of the Dean				
"Supersedes" Notification:	None				
Purpose of Policy:	The policy details the collegiate department's policies on the issuance of special midterm examination				
Detailed Policy Statement:	<ol style="list-style-type: none"> <li>1. Special examinations are given to students due to the following reasons <ol style="list-style-type: none"> <li>a. Severe Illness</li> <li>b. Death of an immediate kin (grandparents, parent, legal guardian, siblings, spouse of child)</li> <li>c. Other reasons subject for approval of the Dean</li> </ol> </li> <li>2. Students who wish to apply for special examination should fill out the application from the Office of the Dean, where their subject / course is classified.</li> <li>3. Application for special examination is open until two weeks after the midterm examination.</li> <li>4. All applications for special examination are subject for endorsement of the professor concerned.</li> <li>5. Endorsed application for special examination will be subject for the approval of the Dean. In cases of denied applications, the student can appeal through the Student Relations Staff. The appeal is still subject to the approval of the Dean.</li> <li>6. Students should claim their approved application for special examination after two working days.</li> <li>7. Once approved application is claimed, the student should pay the special examination fee. The payment in return provides a special permit for the student.</li> <li>8. The student should submit the special permit and receipt to the Dean's Office.</li> <li>9. The Dean's Office releases a designated date for special examination. Only the Office of the Dean has the authority to administer special examination.</li> <li>10. On the day of the examination, students are required to present their special examination permit.</li> <li>11. Faculty Members with students who filed for special examination are required to submit a new examination to the Dean's Office.</li> </ol>				
Applicability:	Dean, Program / Area Chair, Faculty Members, Students				
Policy Approval Authority:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>_____ AP Louie Benedict Ignacio Dean, CLAS</p> </td> <td style="width: 50%; border: none;"> <p>_____ AP Virginia Salonga Dean, CBAA</p> </td> </tr> <tr> <td style="border: none;"> <p>_____ Prof. Jerome Amon, PhD Dean, COEng.</p> </td> <td style="border: none;"> <p>_____ Rev. Fr. Orlando Aceron O.P. Dean, COEd.</p> </td> </tr> </table>	<p>_____ AP Louie Benedict Ignacio Dean, CLAS</p>	<p>_____ AP Virginia Salonga Dean, CBAA</p>	<p>_____ Prof. Jerome Amon, PhD Dean, COEng.</p>	<p>_____ Rev. Fr. Orlando Aceron O.P. Dean, COEd.</p>
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Related Policies or References	None				
Definition:	None				

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