

Policy No:	ACA-POL-0041				
Policy Title:	Standard Turn-around Time in Processing Students' Outputs				
Implementation Procedure:					
Date of Issuance:	August 2015				
Effectivity:	AY 2015 onwards				
Page Number:	Two (2)				
Office of Origin: (Policy Expert)	Office of the Deans – Business Administration and Accountancy, Liberal Arts and Sciences, Education, Engineering and Information Technology				
"Supersedes" Notification:	None				
Purpose of Policy:	This policy aims to establish a standard turn around time for returning the outputs of the collegiate students. Having a standard turn around time will ensure easy and updated monitoring of class standing for the student and the responsible faculty member.				
Detailed Policy Statement:	<p>The imposition of the Standard Turn-around Time in processing students' output is consistent with the Colegio's mission of providing quality education. In fulfilling this objective, the Office of Dean aims to provide students with an updated academic performance, which can be achieved with the following conditions.</p> <ul style="list-style-type: none"> • Student related outputs include quizzes, assignments, seatworks, written reports, case analysis, draft or final thesis / business plan and major research works. All other outputs that are included in the approved course syllabi are also part of the student related outputs. • Student related outputs should only be collected, checked and reviewed by the responsible or designated faculty member. Substitute faculty members upon the approval of the Area Chairman and the Dean are also included. • The checking or reviewing of student outputs shall be the role of the faculty in charge of the subject. • Collection and submission of student related outputs should only be done within the designated schedule of the class. In the event of off-campus or alternative classroom sessions, outputs can be submitted and collected immediately after the activity, online or on the succeeding classroom meeting. • Collection and submission of outputs outside the premises of the Colegio is strictly prohibited. Students who failed to submit their required output should be marked non-compliant. Extensions can be made under the discretion of the designated faculty member. • Faculty Members should return all submitted outputs following the timeframe below <ul style="list-style-type: none"> ○ Quizzes – maximum of one week after the quiz was conducted ○ Seatworks – maximum of one week after the seatwork was conducted ○ Assignments – maximum of one week after the assignment was submitted ○ Reaction / Reflection Papers – maximum of one week after submission ○ Long Quiz – should be returned to the student before the start of the midterm examination week ○ Midterm Examination – should be returned to the student on the first meeting after the midterm examination week ○ Drafts of Major Research Papers (i.e. Theses Proposals / Theses / Business Plan / Marketing Plan) – maximum of 2 weeks after submission • The same timetable shall be followed if outputs were submitted through any electronic mechanism. 				
Applicability:	Dean, Program / Area Chair, Faculty Members, Students				
Prepared by					
Policy Approval Authority:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>_____</p> <p>Fr. Orlando Aceron, O.P. Dean, College of Education</p> </td> <td style="width: 50%; border: none;"> <p>_____</p> <p>Asst. Prof. Louie Benedict Ignacio Dean, College of Liberal Arts and Sciences</p> </td> </tr> <tr> <td style="border: none;"> <p>_____</p> <p>Asst. Prof. Eunice Mareth Areola Dean, College of Business Administration & Accountancy</p> </td> <td style="border: none;"> <p>_____</p> <p>Engr. Carlito Gutierrez Dean, College of Engineering & Information Technology</p> </td> </tr> </table>	<p>_____</p> <p>Fr. Orlando Aceron, O.P. Dean, College of Education</p>	<p>_____</p> <p>Asst. Prof. Louie Benedict Ignacio Dean, College of Liberal Arts and Sciences</p>	<p>_____</p> <p>Asst. Prof. Eunice Mareth Areola Dean, College of Business Administration & Accountancy</p>	<p>_____</p> <p>Engr. Carlito Gutierrez Dean, College of Engineering & Information Technology</p>
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Related Policies or References	None
Definition:	None