

Policy No:	ACA-POL-0048
Policy Title:	Classification of Students
Implementation Procedure:	
Date of Issuance:	AY 2015-2016
Effectivity:	AY 2015-2016- Present
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Office of Origin: (Policy Expert)	Office of the Vice President for Academic Affairs Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy aims to define the classification of the students enrolled in the Colegio.
Detailed Policy Statement:	<p>The Colegio has two ways to classify a particular student.</p> <p><b>General Status</b></p> <ol style="list-style-type: none"> <li>1. New Student – This refers to a student enrolled taking his / her initial semester in the Colegio.</li> <li>2. Old Student – A student shall be considered as Old Student after completing at least one term, even in the absence of credit units, in the Colegio.</li> </ol> <p><b>Year Level</b></p> <ol style="list-style-type: none"> <li>1. Freshman – A student enrolled in the first year level of any collegiate program.</li> <li>2. Sophomore – An old student who has already earned credits equivalent to the total units of the first curriculum years of his/her degree / program.</li> <li>3. Junior / Third Year – An old student who has already earned credits equivalent to the total units of the first and second curriculum years of his/her degree / program.</li> <li>4. Senior – An old student who needs to complete only the equivalent of the total of credit units of the last curriculum year of his program in order to graduate.</li> </ol> <p><b>Enrollment Status</b></p> <ol style="list-style-type: none"> <li>1. Regular Student – A student who carries the semestral load as prescribed in the curriculum of his / her program.</li> <li>2. Irregular Student – A student who failed to carry the prescribed load in the curriculum of his / her program.</li> </ol>
Applicability:	Applicable to all collegiate students.
Policy Approval Authority:	Office of the Vice President for Academic Affairs
Related Policies or References	<ul style="list-style-type: none"> <li>• Grading System Policy (ACA-POL-0013)</li> <li>• Student handbook</li> </ul>
Definition:	None
Prepared by:	Office of the Registrar
Approved by:	<p>_____</p> <p>Rev. Fr. Clarence Victor C. Marquez, O.P.</p>
Date Approved:	