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| Policy No: | ACA-POL-0008 |
| Policy Title: | Course Adjustment Policy |
| Implementation Procedure: | Course Adjustment Procedure (ACA-PROC-0021) |
| Date of Issuance: | SY 2008-2009 |
| Effectivity: | SY 2008-2009 - Present |
| Page Number: | Two (2) |
| Office of Origin: (Policy Expert) | Office of the Dean College Dean, Academic Program Chair, and Area Chair |
| "Supersedes" Notification: | None |
| Purpose of Policy: | This policy shall govern changes in the enrolled courses of students through the Dean's and student's adjustment. |
| Detailed Policy Statement: | <ol style="list-style-type: none"> 1. Only officially enrolled students shall be allowed to make course adjustments within the schedule specified by the office of the Registrar. 2. Student course adjustment shall only be done through the following processes: <ul style="list-style-type: none"> • Dean's adjustment • Student's Adjustment 3. Student adjustment shall be charged of an adjustment fee as determined by the Financial Affairs Office. 4. Student adjustment shall be allowed for the following reasons: <ul style="list-style-type: none"> • failure in pre-requisites • opening of petitioned courses resulting in conflict of schedule • dissolved, fused, and split course offerings resulting in schedule conflicts. 5. Dean's adjustment shall be determined under the following circumstances; <ul style="list-style-type: none"> • course offerings with less than twenty (20) officially enrolled students • course offerings with conflict in room and time schedule • course offerings with specific laboratory or teaching requirements • course offerings with the same time and schedule but if combined, will not exceed the approve maximum class size 6. Students enrolled in dissolved course offerings may opt to substitute it with another course upon the approval of the Dean or his representative. Otherwise, cost of the course shall be credited back to his account if paid on installment. If the student paid in cash, cost paid for the dissolved course offering shall be credited the next semester enrollment. 7. Only if the student is in his terminal term and has paid the school fees in cash shall the cost paid for the course adjusted be credited back through refund. 8. Only validated adjustments shall be honored. It is the responsibility of the student to verify his inclusion in the official class list of all his enrolled courses. |
| Applicability: | Applicable to all collegiate and graduate school students |
| Policy Approval Authority: | College Dean |
| Related Policies or References | Student handbook |
| Definition: | <p>Dean's adjustment – adjustments initiated by the dean's office through dissolution, split, fusion, and change of schedule of course offering.</p> <p>Student adjustment – adjustments initiated by a student through dropping, adding, or change of schedule of enrolled courses.</p> <p>Terminal term – refers to the last term where a student is officially enrolled before graduating.</p> |
| Prepared by: | Planning, Funding, and Development Office |

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| Approved by: | <table><tr><td data-bbox="483 300 802 363">_____ Dr. Cristina Castro - Cabral Dean, CBAA</td><td data-bbox="1154 300 1472 363">_____ Rev. Fr. Orlando Aceron, O.P. Dean, COED</td></tr><tr><td data-bbox="483 443 802 506">_____ Asst. Prof. Rowena Reyes Dean, CLAS</td><td></td></tr></table> | _____ Dr. Cristina Castro - Cabral Dean, CBAA | _____ Rev. Fr. Orlando Aceron, O.P. Dean, COED | _____ Asst. Prof. Rowena Reyes Dean, CLAS | |
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| Date Approved: | | | | | |