

Procedure No:	ACA-PROC-0017				
Procedure Title:	Application for Excuse Slip				
Related Policy:	ACA-POL-0036 : Issuance of Excuse Slip for Collegiate Department				
Date of Issuance:	November 28, 2014				
Effectivity:	AY 2014 to present				
Page Number:	One (1)				
Office of Origin: (Procedure Expert)	Office of the Dean				
"Supersedes" Notification:	None				
Procedure Description:	This procedure is identify the steps in the application and approval of excuse slip in the collegiate departments.				
Areas of Responsibility:	<ul style="list-style-type: none"> Dean 				
Procedure Details:	<p>Step 1 – The student fills out the application for the excuse slip and the attaches validating documents. (See policies for list of accepted documents)</p> <p>Step 2 – The Student Relations Staff checks the application form and documents attached. If the application is insufficient, the student is given the necessary instruction.</p> <p>Step 3 – The verified excuse slip is submitted to the Dean.</p> <p>Step 4 – The Dean approves or denies the application for excuse slip. When the application is denied, the Dean instructs the Student Relations Staff on how to address the case.</p> <p>Step 5 – The approved or denied excuse slip is returned to the Student Relations Staff. Denied applications will be explained to the student.</p> <p>Step 6 – The student claims the approved excuse slip.</p> <p>Step 7 – The student presents the approved excuse slip to his respective professor.</p>				
Procedure Approval Authority:	Dean				
References:					
Definition:					
Help Page:	Office of the Deans				
Prepared by	Planning and Development Office				
Approved by	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"> <p>_____ AP Louie Benedict Ignacio Dean, CLAS</p> </td> <td style="width: 50%; text-align: center;"> <p>_____ AP Virginia Salonga Dean, CBAA</p> </td> </tr> <tr> <td style="width: 50%; text-align: center;"> <p>_____ Prof. Jerome Amon, PhD Dean, COENg.</p> </td> <td style="width: 50%; text-align: center;"> <p>_____ Rev. Fr. Orlando Acheron 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 Acheron O.P. Dean, COEd.</p>
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