

Procedure No:	ACA-PROC-0012
Procedure Title:	Application for Graduation Procedure
Related Policy:	Graduation Policy (ACA-POL-0017)
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	Two (2)
Office of Origin: (Procedure Expert)	Office of the Registrar Evaluator
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control the application for graduation of students in the college department.
Areas of Responsibility:	<ul style="list-style-type: none"> <li>• Evaluator -- Office of the Registrar</li> <li>• Records Custodian – Office of the Registrar</li> <li>• Records Officer (RO) – Office of the Registrar</li> </ul>
Procedure Details:	<p>Step 1: The student secures the application for evaluation form from the Records Officer at the Office of the Registrar. The student fills-out the form and submits it to the IDO.</p> <p>Step 2: The Records Officer receives the application form, fills-out the acknowledgement and schedules the release of evaluation result immediately or at most two (2) working days upon receipt of the application.</p> <p>Step 3: The Records Officer forwards the application for evaluation to the concerned Records Custodian (RC). The RC retrieves the student permanent record (SPR) and forwards the application and SPR to the Evaluator.</p> <p>Step 4: The evaluator prints the student curriculum checklist (auto generated) using the Letran enrollment system (LES). The evaluator conducts the student evaluation of curriculum and checking of documentary requirements in the SPR.</p> <p>Step 5: On the date of the release, the student presents the acknowledgement receipt to the the Records Officer. The Records Officer endorses the student to the evaluator.</p> <p>Step 6: The Evaluator discusses the result of the evaluation and advise the student on appropriate actions depending on the following conditions:</p> <ol style="list-style-type: none"> <li>1. With DEFICIENCY on COURSES (e.g. failing grade, INC grade, etc) <ul style="list-style-type: none"> <li>• Instruct the student to complete all the course deficiencies on or before the last day of grades encoding on that particular term.</li> <li>• Instruct the student to return immediately after all the course deficiencies were done to fill-out the application for graduation form.</li> <li>• Advise the student that his name will still be included in the list of candidates for graduation. Nonetheless, failure to complete the deficiency shall mean exclusion from the final list of candidates.</li> </ul> </li> <li>2. With DEFICIENCY on documentary requirements in the SPR (e.g. FROM 137/TOR) <ul style="list-style-type: none"> <li>• Advise the student as to the documentary requirements he has to comply with.</li> <li>• Issue to the student a Request Letter (Entrust to the Bearer) for the documents required to expedite the submission of the documents.</li> <li>• Advise the student that he will only be given the application for graduation and his name will not be included in the list of candidates for graduation pending his compliance with the entire documentary requirement.</li> </ul> </li> <li>3. NO DEFICIENCY <ul style="list-style-type: none"> <li>• Issue to the student the application for graduation form.</li> <li>• Asked the student to fill-out the form and advise him that his name</li> </ul> </li> </ol>

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	<p>will be included in the list of candidates for graduation pending his 2<sup>nd</sup> semester grade.</p> <p>Step 7: The Evaluator prepares the list of candidates for graduation and post the list at the Registrar's bulletin board.</p>
Procedure Approval Authority:	Registrar
References:	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Academic Program Curriculum</li> <li>• Student Permanent Record (SPR)</li> <li>• Application for Graduation Form (form number here)</li> <li>• Request Letter</li> <li>• Curriculum checklist</li> </ul>
Definition:	<ul style="list-style-type: none"> <li>• RO - Records Officer</li> <li>• RC – Records Custodian</li> <li>• Curriculum – List of courses needed to complete a certain course as approved by CHED</li> <li>• Curriculum checklist – list of courses taken and still has to be taken by a student based on his approved curriculum.</li> <li>• Form 137 – Permanent record of grades from High School</li> <li>• SPR – Student Permanent Record</li> <li>• TOR – Transcript of Records</li> </ul>
Help Page:	Office of the Registrar
Prepared by	Planning, Funding and Development Office
Approved by:	<p>_____</p> <p>Dr. Maria Victoria Rosas</p>
Date of Approval:	