

Procedure No:	ACA-PROC-0016
Procedure Title:	Review and Revision of Graduate School Academic Program
Related Policy:	
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	Two (2)
Office of Origin: (Procedure Expert)	Office of the Graduate School Dean Dean
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control the revision and review of academic programs in the Graduate School department.
Areas of Responsibility:	<ul style="list-style-type: none"> <li>• Dean</li> <li>• Faculty</li> <li>• Vice-President for Academic Affairs (VPAA)</li> <li>• Liaison Officer – Office of the Registrar</li> </ul>
Procedure Details:	<p>Step 1: The Dean forms the review committee.</p> <p>Step 2: The review committee will evaluate and review the curriculum and course description of the academic program under review and/or revision.</p> <p>Step 3: After the review, the committee submits a <b>report of recommendations</b> to the Dean.</p> <p>Step 4: The Dean reviews the report of recommendations and coordinates with the committee for any clarification and improvements. Should there be any revisions to the report, go back to step 2, otherwise, proceed to step 5.</p> <p>Step 5: The Dean endorses the revised academic program curriculum to the VPAA for approval.</p> <p>Step 6: The VPAA evaluates the recommended revised academic program. If no corrections or improvements, the VPAA stamps the curriculum "APPROVED", otherwise, go back to step 2 and follow every step again.</p> <p>Step 7: The VPAA forwards the "approved curriculum" to the office of the Dean.</p> <p>Step 8: The Dean forwards the "approved curriculum" to the office of the Registrar.</p> <p>Step 9: The Liaison Officer of the Registrar's office facilitates the preparation of the supporting documentary requirements.</p> <p>Step 10: The Registrar endorses the submission of the documents to the CHED thru the Liaison Officer.</p>
Procedure Approval Authority:	Dean
References:	<ul style="list-style-type: none"> <li>• Academic Program Curriculum</li> <li>• Report of Recommendations</li> </ul>
Definition:	<ul style="list-style-type: none"> <li>• Curriculum – List of courses needed to complete a certain course as approved by CHED</li> <li>• CHED – Commission on Higher Education</li> </ul>
Help Page:	Office of the Dean Office of the Registrar