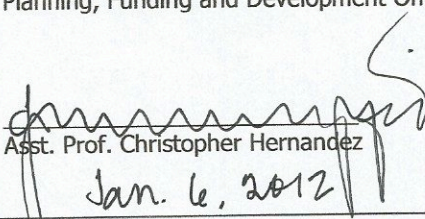


Policy No:	ACA-POL-GCC-0003
Policy Title:	Academic Counseling Policy
Implementation Procedure:	ACA-PROC-GCC-0003 Academic Counseling Procedure
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Purpose of Policy:	The main purpose of Academic Counseling is to assist students in coping with their academic responsibilities, amidst the personal and social issues they are facing.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Academic Counseling is given to students who are placed under probationary status as a result of subject failures or disciplinary sanctions. • Students from the Elementary to the Collegiate departments are covered by the Academic Counseling Program. • The Guidance Counselors conduct Academic Counseling sessions. • Academic Counseling sessions are scheduled. • Details that transcribed during the Guidance and Counseling session are strictly confidential. • Academic Counseling may be comprised of a series of sessions, depending on the need of the student. • The parent or the legal guardian of the student maybe summoned for counseling upon the request and consent of the student. • The Guidance Counselor terminates the counseling sessions if he observes the student had already manifested independence or may need outside referral.
Applicability:	All students
Policy Approval Authority:	Director of the Guidance and Counseling Center
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Christopher Hernandez
Date of Approval	Jan. 6, 2012

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.