

Policy No:	ACA-POL-0036				
Policy Title:	Issuance of Excuse Slip for Collegiate Department				
Implementation Procedure:	ACA-PROC-0017 Application for Excuse Slip				
Date of Issuance:	November 28, 2014				
Effectivity:	AY 2014 to present				
Page Number:	One (1)				
Office of Origin: (Policy Expert)	Office of the Dean				
"Supersedes" Notification:	None				
Purpose of Policy:	The policy details the conditions for the issuance of excuse slips in the collegiate department.				
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. Excuse Slips are issued for students who wish to take a special seatwork, quiz and long quiz as a result of their absence. 2. The issuance of excuse slip does not remove the recorded absence of the student. 3. The student can apply for excuse slip from the Office of the Dean of his respective college. 4. Applications for excuse slip should contain any of the necessary validating documents, depending on the case presented by the student. <ol style="list-style-type: none"> a. Medical Certificate b. Photocopy of the Death Certificate of the immediate family member c. Letter from Parents / Legal Guardian with contact numbers provided 5. The application period for the excuse slip is only until the week after the absence has been made, excluding weekends. 6. The processing time for the excuse slip is one day after submission of complete documents or attachments. 7. The Student Relations Staff receives and provides initial screening to all excuse slips submitted. 8. The Dean issues the approval for the excuse slip. 9. The student is responsible for claiming the approved excuse slip. 10. All Faculty Members should recognize excuse slips that are signed by the Office of the Dean. 				
Applicability:	Dean, Program / Area Chair, Faculty Members, Students				
Policy Approval Authority:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>_____ AP Louie Benedict Ignacio Dean, CLAS</p> </td> <td style="width: 50%; border: none;"> <p>_____ AP Virginia Salonga Dean, CBAA</p> </td> </tr> <tr> <td style="border: none;"> <p>_____ Prof. Jerome Amon, PhD Dean, COEng.</p> </td> <td style="border: none;"> <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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Related Policies or References	None				
Definition:	None				

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