

Policy No:	ACA-POL-0043
Policy Title:	Petition Class Policy
Implementation Procedure:	
Date of Issuance:	AY 2015-2016
Effectivity:	AY 2015-2016 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Vice President for Academic Affairs Office of the Registrar
"Supersedes" Notification:	ACA-POL-0007 Petitioned Courses Policy
Purpose of Policy:	This policy shall govern the offering of certain courses out of schedule to enable students to make up for their deficiencies and / or complete their degree programs without delay.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. A Special Class is a course offered out of schedule upon the initiative of the Office of the Dean and /or upon the request of students to enable them to enroll needed courses and avoid delays in their completion of the requirements of their degree programs. 2. A minimum of twenty (20) enrollees is required for a special class to continue, and not be dissolved. 3. Should the Special Class not reach the minimum of 20 enrollees, the students can request the subject to continue as a Petition Class. However, additional fees have to be shouldered by the students. 4. A Petition Class is strictly for courses offered by the Office of the Dean, upon the request of a group of students geared towards the completion of their program. 5. Approval of the Petition Class is strictly governed by the Office of the Dean. Factors such as availability of professor, classroom, time and other critical considerations are used as basis for the approval of the Petition Class. 6. The Colegio does not allow the conversion of Petition Classes to Tutorial Classes.
Applicability:	All collegiate students only
Policy Approval Authority:	Office of the Deans
Related Policies or References	Student Handbook
Definition:	None
Prepared by:	Office of the Registrar
Approved by:	<p>_____</p> <p>Rev. Fr. Clarence Victor C. Marquez, O.P.</p>
Date Approved:	