

Policy No:	ACA-POL-0044
Policy Title:	Course Withdrawal/Dropping Policy
Implementation Procedure:	Course Adjustment Procedure (ACA-PROC-0021)
Date of Issuance:	AY 2015-2016
Effectivity:	AY 2015-2016 to Present
Page Number:	Two (2)
Office of Origin: (Policy Expert)	Office of the Vice President for Academic Affairs Office of the Registrar
"Supersedes" Notification:	ACA-POL-0021 - Course Withdrawal/Dropping Policy
Purpose of Policy:	This policy shall govern changes in course enrolled, withdrawal of courses either partial or total by an enrolled student within a given term.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. A student who wishes to discontinue his studies shall apply for a partial or total withdrawal. AW (authorized withdrawal) shall be the grade of course/s dropped with the approval of the Office of the Registrar. 2. A student who discontinues his studies but fails to apply for withdrawal shall receive a grade of UW (unauthorized withdrawal) for the affected courses. A grade of UW is considered a failing grade; as such, this shall be counted in the total number of failures as far as the retention policies of the Colegio is concerned. 3. A student withdrawal application shall only be allowed subject to the following conditions: <ul style="list-style-type: none"> • the application shall be filed and approved before the scheduled mid-term exam. • the reasons for application shall be acceptable in cases, such as illness requiring prolonged treatment, travel abroad and the likes subject to the approval of the authorized academic authority. • the number of absences incurred at the time of filling the application does not exceed twenty (20%) percent of the total contact hours prescribed for the term. In this case, policy on grading system (ACA-POL-0013) shall be applied. 4. In meritorious cases, requests for total withdrawal may be acted upon by the Dean after the midterm examination. The approval however, should not in any way lead to avoiding any of the following circumstances; failure in grade and / or unauthorized withdrawal arising from absences in excess of 20% of the prescribed contact hours. 5. For total withdrawal, school fees shall be charged as follows: <ul style="list-style-type: none"> • A student who withdraws or transfers, in writing, within the first week of classes after the beginning of classes, and who has paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged twenty five (25%) percent of the total amount due for the school term regardless of whether or not he has actually attended classes. • A student who withdraws or transfers, in writing, within the second week of classes after the beginning of classes, and who has paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged fifty (50%) percent of the total amount due for the school term regardless of whether or not he has actually attended classes. • The student may be charged for all the school fees in full if he withdraws or transfer anytime after the second week of classes regardless of whether or not he has actually attended classes.
Applicability:	Applicable to collegiate and graduate school students only
Policy Approval Authority:	Registrar
Related Policies or References	<ul style="list-style-type: none"> • Grading System Policy (ACA-POL-0013) • School Fees Policy (ACA-POL-0012) • Student handbook • Manual of regulations for private higher education (a.k.a. MORPHE)

Definition:	<p>Partial withdrawal – means dropping from enrollment in one or more but not all of his enrolled courses in a given term.</p> <p>Total withdrawal – means dropping from enrollment of all his enrolled courses in a given term.</p>
Prepared by:	Office of the Registrar
Approved by:	<p>_____</p> <p>Rev. Fr. Clarence Victor C. Marquez, O.P.</p>
Date Approved:	