Policy No: ACA-POL-0048  
Policy Title: Classification of Students  

**Implementation Procedure:**  
Date of Issuance: AY 2015-2016  
Effectivity: AY 2015-2016- Present  
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Office of Origin: Office of the Vice President for Academic Affairs  
(Policy Expert)  
Office of the Registrar  

"Supersedes" Notification:  

**Purpose of Policy:**  
This policy aims to define the classification of the students enrolled in the Colegio.  

**Detailed Policy Statement:**  
The Colegio has two ways to classify a particular student.  

**General Status**  
1. New Student – This refers to a student enrolled taking his / her initial semester in the Colegio.  
2. Old Student – A student shall be considered as Old Student after completing at least one term, even in the absence of credit units, in the Colegio.  

**Year Level**  
1. Freshman – A student enrolled in the first year level of any collegiate program.  
2. Sophomore – An old student who has already earned credits equivalent to the total units of the first curriculum years of his/her degree / program.  
3. Junior / Third Year – An old student who has already earned credits equivalent to the total units of the first and second curriculum years of his/her degree / program.  
4. Senior – An old student who needs to complete only the equivalent of the total of credit units of the last curriculum year of his program in order to graduate.  

**Enrollment Status**  
1. Regular Student – A student who carries the semestral load as prescribed in the curriculum of his / her program.  
2. Irregular Student – A student who failed to carry the prescribed load in the curriculum of his / her program.  

**Applicability:**  
Applicable to all collegiate students.  

**Policy Approval Authority:**  
Office of the Vice President for Academic Affairs  

**Related Policies or References:**  
- Grading System Policy (ACA-POL-0013)  
- Student handbook  

**Definition:**  
None  

**Prepared by:**  
Office of the Registrar  

**Approved by:**  
Rev. Fr. Clarence Victor C. Marquez, O.P.  

**Date Approved:**