

Policy No:	ACA-POL-0005
Policy Title:	Student Course load and Pre-requisite Policy
Implementation Procedure:	<ul style="list-style-type: none"> College Enrollment Procedure (ACA-PROC-0007) Graduate School Enrollment Procedure (ACA-PROC-0008)
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 – Present
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Office of Origin: (Policy Experts)	<ul style="list-style-type: none"> Office of the Dean Dean, Academic Program Chair, and Subject Area Chair
“Supersedes” Notification:	None
Purpose of Policy:	This policy shall govern the allowable course load of a student in a given term.
Detailed Policy Statement:	<ol style="list-style-type: none"> All students shall conform to the course load in accordance with the approved curriculum for each degree program. Reasonable exceptions may be permitted taking into account the best interest of the student and the objective of the degree program. As a general rule, a student shall not be allowed to take any advance courses until he has satisfactorily passed the pre-requisite course. However, a student may be allowed to simultaneously enroll in pre-requisite and advanced classes under the following conditions: <ul style="list-style-type: none"> when the pre-requisite is a repeated subject; when the student has a general weighted average of 85% or higher during the last two (2) semesters. when the student is graduating at the end of the term. when it is approved by the Dean or any authorized academic official. A student is only allowed to enroll more than the course load specified in the approved curriculum upon presentation of an approved overload request by the school Registrar. A student shall be allowed to take course equivalence in case the course is no longer offered. In any circumstance that course equivalence is not possible, the student shall be allowed to apply for cross enrollment with the approval of the school Registrar. Gifted or honor students may be permitted to take additional advanced courses or overload, including summer sessions, as the Dean or any authorized academic official may determine, based upon the previous superior academic performance of the student and other evidence of educational measurement. A student who wishes to take one or more courses without credit shall enroll the said courses on audit. A course on audit shall not be included in the computation of the total number of unit loads for the term and in the computation of honors and raking.
Applicability:	Collegiate and graduate school students.
Policy Approval Authority:	Dean (Collegiate and Graduate School)
Related Policies or References	<ul style="list-style-type: none"> Pre-enrollment Policy (ACA-POL-0003) Official Enrollment Policy (ACA-POL-0004) Overload Policy (ACA-POL-0006) Student Handbook Manual of Regulations for Private Higher Education (a.k.a. MRPS)
Definition:	<p>Course load – the total number of units enrolled by a student in accordance with the approved curriculum for each academic program.</p> <p>Course on audit – also know as a refresher course enrolled by a student without credit.</p>
Prepared by:	Planning, Funding, and Development Office

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