

Policy No:	ACA-POL-0006
Policy Title:	Overload Policy
Implementation Procedure:	<ul style="list-style-type: none"> • Overload Application Procedure (ACA-PROC-0010) • College Enrollment Procedure (ACA-PROC-0007) • Graduate School Enrollment Procedure (ACA-PROC-0008)
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 - Present
Page Number:	Two (2)
Office of Origin: (Policy Expert)	Registrar's Office Registrar
"Supersedes" Notification:	None
Purpose of Policy:	As a support to the order of CHED to decentralize the prerogative to approve application for overload effective AY 2000-2001, this policy is to govern student's request for overload and to define circumstances where a student is allowed to enroll more than what is in accordance with the approved curriculum in a given term.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. A graduating student may be allowed additional course-loads of not more than six (6) academic units in excess of the normal load prescribed in his approved curriculum for the last school term. 2. A graduating student may, on a case-to-case basis, be allowed to enroll several Physical Education (PE) and/or Theology courses in a given term upon the approval of the Dean. 3. Graduating students who are not necessarily in their terminal term shall apply for programmed overload if the intended courses to be taken are not regularly offered in their terminal term. 4. Undergraduate students shall be allowed to enroll an overload of not more than three (3) units per term only for the purpose of fulfilling a pre-requisite or acquiring regular status. 5. Application for overload shall only be filled with the Registrar's Office within their specified schedule. Applications approved after the specified schedule shall be processed during the adjustment period.
Applicability:	All collegiate and graduate school students.
Policy Approval Authority:	Registrar
Related Policies or References	<ul style="list-style-type: none"> • Pre-enrollment Policy (ACA-POL-0003) • Official enrollment Policy (ACA-POL-0004) • Student handbook • Manual of regulations for private higher education (a.k.a. MRPS)
Definition:	Programmed overload—refers to courses enrolled in addition to the allowed regular number of course load in a given semester in the CHED approved curriculum.
Prepare by:	Planning, Funding, and Development Office
Approved by:	 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> Dr. Maria Victoria Rosas
Date Approved:	