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| Policy No:   | ACA-POL-0007   |  |  |  |  |
| Policy Title:  | Petitioned Courses Policy  |  |  |  |  |
| Implementation Procedure:                                    | Request for petitioned subjects (number here)  |  |  |  |  |
| Date of Issuance:  | SY 2008-2009   |  |  |  |  |
| Effectivity:   | SY 2008-2009 - Present   |  |  |  |  |
| Page Number:   | One (1)  |  |  |  |  |
| Office of Origin:<br>(Policy Expert)                         | Office of the Dean<br>Academic Program Chair/ Subject Area Chair   |  |  |  |  |
| "Supersedes" Notification:                                   | None   |  |  |  |  |
| Purpose of Policy:   | This policy shall govern student's petition to offer additional courses in a given term.   |  |  |  |  |
| Detailed Policy Statement:                                   | <ol style="list-style-type: none"> <li>1. Any student or group of students may file for a petition with the Dean's Office to open additional course offerings.</li> <li>2. Petitions to open additional course offerings shall be accepted beginning the pre-enrollment period until the first day of regular enrollment.</li> <li>3. Approval of petition to open additional course offering is subject to room, time, and faculty availability.</li> <li>4. A petition should be signed by at least 20 students. These students shall be given priority enrollment when the petition to open the course is approved by the Registrar's Office.</li> <li>5. Petitioned subjects that do not meet the minimum class size of twenty (20) shall be dissolved.</li> </ol> |  |  |  |  |
| Applicability:   | All collegiate students only.  |  |  |  |  |
| Policy Approval Authority:                                   | College Dean   |  |  |  |  |
| Related Policies or References                               | Student handbook   |  |  |  |  |
| Definition:  | None   |  |  |  |  |
| Prepared by:   | Planning, Funding, and Development Office  |  |  |  |  |
| Approved by:   | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>_____<br/>Dr. Cristina Castro - Cabral<br/>Dean, CBAA</p> </td> <td style="width: 50%; border: none;"> <p>_____<br/>Rev. Fr. Orlando Acheron, O.P.<br/>Dean, COED</p> </td> </tr> <tr> <td colspan="2" style="border: none;"> <p>_____<br/>Asst. Prof. Rowena Reyes<br/>Dean, CLAS</p> </td> </tr> </table>  | <p>_____<br/>Dr. Cristina Castro - Cabral<br/>Dean, CBAA</p> | <p>_____<br/>Rev. Fr. Orlando Acheron, O.P.<br/>Dean, COED</p> | <p>_____<br/>Asst. Prof. Rowena Reyes<br/>Dean, CLAS</p> |  |
| <p>_____<br/>Dr. Cristina Castro - Cabral<br/>Dean, CBAA</p> | <p>_____<br/>Rev. Fr. Orlando Acheron, O.P.<br/>Dean, COED</p>   |  |  |  |  |
| <p>_____<br/>Asst. Prof. Rowena Reyes<br/>Dean, CLAS</p>     |  |  |  |  |  |
| Date Approved:   |  |  |  |  |  |

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