

Policy No:	ACA-POL-0017
Policy Title:	Graduation Policy
Implementation Procedure:	<ul style="list-style-type: none"> <li>Curricular Evaluation Procedure (ACA-PROC-0011)</li> <li>Application for Graduation Procedure (ACA-PROC-0012)</li> </ul>
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 - Present
Page Number:	Two (2)
Office of Origin: (Policy Expert)	Office of the Registrar Registrar
"Supersedes" Notification:	None
Purpose of Policy:	This policy shall govern evaluation of students for graduation.
Detailed Policy Statement:	<ol style="list-style-type: none"> <li>A student shall be declared graduate upon completion of all academic, non-academics, and other requirements imposed by the Colegio for graduation. This means obtaining passing grade in all courses in the approved curriculum and compliance with the NSTP requirement.</li> <li>A student shall be declared graduate upon completion all the admission requirements—including Form 137 or Transcript of Records (TOR) from the school of last attendance. (Sec. 84, 1992 MRPS)</li> <li>A student who completes their course requirements during summer term or first semester shall apply for inclusion in the next graduation rites.</li> <li>A student shall apply for graduation as scheduled to the Office of the Registrar. Failure to do so shall mean non-inclusion in the official list of candidates for graduation and yearbook.</li> <li>A student shall apply for graduation to the Office of the Registrar even if he has no intention to join the graduation rites to be included in the application for special orders (S.O.).</li> <li>A student who is a candidate for graduation whose grade is not submitted on time shall be assumed pass for graduation evaluation purposes.</li> </ol>
Applicability:	Applicable to all candidates for graduation in the collegiate and graduate school.
Policy Approval Authority:	Registrar
Related Policies or References	<ul style="list-style-type: none"> <li>Overload policy (ACA-POL-0006)</li> <li>Cross-enrollment policy (ACA-POL-0009)</li> <li>Student handbook</li> <li>Manual of regulations for private higher education (a.k.a. MRPS)</li> </ul>
Definition:	Special Order – an approval issued by the Commission on Higher Education (CHED) authorizing Colegio de San Juan de Letran to declare students as graduates in their respective academic programs.
Prepared by:	Planning, Funding, and Development Office
Approved by:	   <hr/> Dr. Maria Victoria Rosas
Date Approved:	

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