

Policy No:	ACA-POL-0021
Policy Title:	Course Adjustment Policy
Implementation Procedure:	Course Adjustment Procedure (ACA-PROC-0021)
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 to 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 changes in course enrolled, withdrawal of courses either partial or total by an enrolled student within a given term.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. A student who wishes to discontinue his studies shall apply for a partial or total withdrawal. This policy shall cause an AW (authorized withdrawal) and shall appear as his grades in affected courses for that term. 2. A student who wishes to discontinue his studies and failed to apply for a partial or total withdrawal shall cause a UW (unauthorized withdrawal) and shall appear as his grades in affected courses for that term. A grade of UW is considered a failing grade, as such, this shall be counted in the total number of failures as far as the retention policies of the Colegio is concerned. 3. A student withdrawal application shall only be allowed subject to the following conditions: <ul style="list-style-type: none"> • the application shall be filed and approved before the scheduled mid-term exam. • the reasons for application shall be acceptable in cases, such as illness requiring prolonged treatment, travel abroad and the likes subject to the approval of the authorized academic authority. • the number of absences incurred at the time of filling the application does not exceed twenty (20%) percent of the total contact hours prescribed for the term. In this case, policy on grading system (ACA-POL-0013) shall be applied. 4. Total withdrawal shall be governed by the following conditions as contained in the manual of regulations for private higher education: <ul style="list-style-type: none"> • A student who withdraws or transfers, in writing, within the first week of classes after the beginning of classes, and who has paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged twenty five (25%) percent of the total amount due for the school term regardless of whether or not he has actually attended classes. • A student who withdraws or transfers, in writing, within the second week of classes after the beginning of classes, and who has paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged fifty (50%) percent of the total amount due for the school term regardless of whether or not he has actually attended classes. • The student may be charged for all the school fees in full if he withdraws or transfer anytime after the second week of classes regardless of whether or not he has actually attended classes.
Applicability:	Applicable to collegiate and graduate school students only
Policy Approval Authority:	Registrar
Related Policies or References	<ul style="list-style-type: none"> • Grading System Policy (ACA-POL-0013) • School Fees Policy (ACA-POL-0012) • Student handbook • Manual of regulations for private higher education (a.k.a. MRPS)
Definition:	Partial withdrawal – means dropping from enrollment in one or more but not all of his enrolled courses in a given term.

	Total withdrawal – means dropping from enrollment of all his enrollment courses in a given term.
Prepared by:	Planning, Funding, and Development Office
Approved by:	 _____
	Dr. Maria Victoria Rosas
Date Approved:	