

Policy No:	ACA-POL-0024
Policy Title:	Policy on Returnee Students
Implementation Procedure:	<ul style="list-style-type: none"> <li>• College Admission Procedure (ACA-PROC-0003)</li> <li>• Graduate School Admission Procedure (ACA-PROC-0004)</li> </ul>
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 - Present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar Registrar
"Supersedes" Notification:	None
Purpose of Policy:	This policy shall govern application of students who have discontinued their studies for a certain period of time and wanted to return and continue their schooling.
Detailed Policy Statement:	<ol style="list-style-type: none"> <li>1. A student shall be allowed as a returnee if he has not exceeded the maximum residence rule (six years) and with the condition that he has an approved application for leave of absence (LOA).</li> <li>2. A student shall be allowed as a returnee if has not been asked to transfer as a result of implementing either the general or area specific retention policy.</li> <li>3. A student shall be allowed as a returnee if he has not incurred accumulated failures exceeding nine (9) units.</li> <li>4. A student approved as a returnee with an approved leave of absence (LOA) shall continue and finish schooling using their old curriculum.</li> <li>5. A student approved as a returnee without an approved leave of absence (LOA) shall be required to continue and finish schooling using the new curriculum.</li> </ol>
Applicability:	Applicable to collegiate students only.
Policy Approval Authority:	Registrar
Related Policies or References	<ul style="list-style-type: none"> <li>• Official enrollment policy (ACA-POL-0004)</li> <li>• Student course load and pre-requisite policy (ACA-POL-0005)</li> <li>• Student handbook</li> </ul>
Definition:	None
Prepared by:	Planning, Funding, and Development Office
Approved by:	<p>_____</p> <p>Dr. Maria Victoria Rosas</p>
Date Approved:	

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