Procedure No: ACA-PROC-0017
Procedure Title: Application for Excuse Slip
Related Policy: ACA-POL-0036 : Issuance of Excuse Slip for Collegiate Department
Date of Issuance: November 28, 2014
Effectivity: AY 2014 to present
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Office of Origin: Office of the Dean
“Supersedes” Notification: None

Procedure Description: This procedure is identify the steps in the application and approval of excuse slip in the collegiate departments.

Areas of Responsibility:
- Dean

Procedure Details:
- Step 1 – The student fills out the application for the excuse slip and attaches validating documents. (See policies for list of accepted documents)
- Step 2 – The Student Relations Staff checks the application form and documents attached. If the application is insufficient, the student is given the necessary instruction.
- Step 3 – The verified excuse slip is submitted to the Dean.
- Step 4 – The Dean approves or denies the application for excuse slip. When the application is denied, the Dean instructs the Student Relations Staff on how to address the case.
- Step 5 – The approved or denied excuse slip is returned to the Student Relations Staff. Denied applications will be explained to the student.
- Step 6 – The student claims the approved excuse slip.
- Step 7 – The student presents the approved excuse slip to his respective professor.

Procedure Approval
Authority: Dean

References:

Definition:

Help Page: Office of the Deans

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