

Procedure No:	ACA-PROC-0018				
Procedure Title:	Application for Special Midterm Examination				
Related Policy:	ACA-POL-0037 : Special Midterm Examination				
Date of Issuance:	November 28, 2014				
Effectivity:	AY 2014 to present				
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Office of Origin: (Procedure Expert)	Office of the Dean				
"Supersedes" Notification:	None				
Procedure Description:	This procedure is identify the steps in the application and approval of special midterm examination in the collegiate departments.				
Areas of Responsibility:	Office of the Dean				
Procedure Details:	<p>Step 1 – The student fills out the application for special examination.</p> <p>Step 2 – The student submits the application form with the validating documents (see policies for valid documents).</p> <p>Step 3 – The Student Relations Staff verifies the application form and supporting documents.</p> <p>Step 4 – The Dean approves or denies applications for special examination. In cases of denial, the Dean provides the necessary instruction to the Student Relations Staff.</p> <p>Step 5 – The student claims his approved application for special examination. In cases of denied application, the student is given necessary instructions from the Student Relations Staff.</p> <p>Step 6 – The student proceeds to the cashier for payment.</p> <p>Step 7 – The student submits the receipt and special permit to the Student Relations Staff.</p> <p>Step 8 – The student verifies the schedule of the special examination.</p> <p>Step 9 – The student takes the special examination.</p>				
Procedure Approval Authority:	Dean				
References:					
Definition:					
Help Page:	Office of the Deans				
Prepared by	Planning and Development Office				
Approved by	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>_____ AP Louie Benedict Ignacio Dean, CLAS</p> </td> <td style="width: 50%; border: none;"> <p>_____ AP Virginia Salonga Dean, CBAA</p> </td> </tr> <tr> <td style="border: none;"> <p>_____ Prof. Jerome Amon, PhD Dean, COEng.</p> </td> <td style="border: none;"> <p>_____ Rev. Fr. Orlando Aceron O.P. Dean, COEd.</p> </td> </tr> </table>	<p>_____ AP Louie Benedict Ignacio Dean, CLAS</p>	<p>_____ AP Virginia Salonga Dean, CBAA</p>	<p>_____ Prof. Jerome Amon, PhD Dean, COEng.</p>	<p>_____ Rev. Fr. Orlando Aceron O.P. Dean, COEd.</p>
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Date Approved					

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