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| Procedure No: | ACA-PROC-0011 |
| Procedure Title: | Curricular Evaluation Application Procedure |
| Related Policy: | Crediting and Equivalency Policy (ACA-POL-0014) Student Course Load and Pre-requisite Policy (ACA-POL-0005) |
| Date of Issuance: | 2008-2009 |
| Effectivity: | 2008-2009 to present |
| Page Number: | Two (2) |
| Office of Origin: (Procedure Expert) | Office of the Registrar Evaluator |
| "Supersedes" Notification: | None |
| Procedure Description: | This procedure is designed to administer and control the curricular evaluation application of students in the College and Graduate School departments. |
| Areas of Responsibility: | <ul style="list-style-type: none"> • Evaluator -- Office of the Registrar • Records Custodian – Office of the Registrar • Records Officer – Office of the Registrar • Cashier -- Finance and Resources |
| Procedure Details: | <p>Step 1: The student secures the payment slip from the Records Officer at the Office of the Registrar.</p> <p>Step 2: The student presents the payment slip to the cashier and pays the evaluation fee. The cashier in return issues the student an official receipt.</p> <p>Step 3: The student goes back to the Office of the Registrar presents the official receipt and secures the application for evaluation form (2 copies) from the Records Officer. The student fills-out the form and submit it to the Records Officer.</p> <p>Step 4: The IDO receives the application form and schedules the release of evaluation result immediately or at most two (2) working days upon receipt of the application.</p> <p>Step 5: The IDO forwards the application for evaluation to the concerned Records Custodian (RC). The RC retrieves the student permanent record (SPR) and forwards the application and SPR to the Evaluator.</p> <p>Step 6: The evaluator prints the student curriculum checklist (auto generated) using the Letran enrollment system (LES). The evaluator generates the evaluation report using the curriculum checklist and SPR.</p> <p>Step 7: The Evaluator forwards the evaluation result to the Records Officer for releasing and returns the SPR to the RC for filing.</p> <p>Step 8: The Records Officer releases the evaluation result to the student. The student signs the logbook for control purposes.</p> |
| Procedure Approval Authority: | Registrar |
| References: | <ul style="list-style-type: none"> • Student Handbook • Academic Program Curriculum • Student Permanent Record (SPR) • Evaluation Application Form • Payment Slip • Curriculum checklist |
| Definition: | RO – Records Officer RC – Records Custodian SPR – Student Permanent Record |
| Help Page: | Office of the Dean Office of the Financial Affairs Office of the Registrar |
| Prepared by | Planning, Funding and Development Office |
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| Approved by: | <hr/> |
| Date of Approval: | Dr. Maria Victoria Rosas |

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