<table>
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<th>Procedure No:</th>
<th>ACA-PROC-0011</th>
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<td>Procedure Title:</td>
<td>Curricular Evaluation Application Procedure</td>
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| 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: | Office of the Registrar |
| "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:**
- Evaluator -- Office of the Registrar
- Records Custodian – Office of the Registrar
- Records Officer -- Office of the Registrar
- Cashier -- Finance and Resources

**Procedure Details:**

**Step 1:** The student secures the payment slip from the Records Officer at the Office of the Registrar.

**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.

**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.

**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.

**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.

**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.

**Step 7:** The Evaluator forwards the evaluation result to the Records Officer for releasing and returns the SPR to the RC for filing.

**Step 8:** The Records Officer releases the evaluation result to the student. The student signs the logbook for control purposes.

**References:**
- 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

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Approved by: Dr. Maria Victoria Rosas

Date of Approval: