**Policy No:** ACA-POL-GCC-0002  
**Policy Title:** Exit Interview Policy  
**Implementation Procedure:** ACA-PROC-GCC-0002 Exit Interview Procedure  
**Date of Issuance:** S.Y. 2010 to 2011  
**Effectivity:** S.Y. 2010 to present  
**Page Number:** One (1)  
**Office of Origin:** Guidance and Counseling Center  
**(Policy Expert)**  

"Supersedes" Notification:  

**Purpose of Policy:** The main purpose of the Exit Interview is to determine the student’s plans after graduation, secure general perceptions on the Colegio as an educational institution, and solicit suggestions on the improvement of the institution.

**Detailed Policy Statement:**  
- The Exit Interview is a requirement for the student’s clearance at the Guidance and Counseling Center.  
- The Exit Interview is administered to all graduating students of the Elementary to the Collegiate departments.  
- Non-graduating students who are withdrawing their enrollment from the Colegio are also subject for Exit Interview.  
- The Guidance Counselors conduct the exit interview.  
- All the information gathered from the Exit Interview are strictly confidential.

**Applicability:** All students  
**Policy Approval Authority:** Director of the Guidance and Counseling Center  

**Related Policies or References**

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<tr>
<th>Definition:</th>
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<tr>
<td>Prepared by: Planning, Funding and Development Office</td>
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<td>Approved by: Asst. Prof. Christopher Hernandez</td>
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<td>Date of Approval: Jan. 6, 2012</td>
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