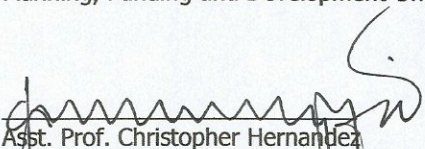


Policy No:	ACA-POL-GCC-0002
Policy Title:	Exit Interview Policy
Implementation Procedure:	ACA-PROC-GCC-0002 Exit Interview Procedure
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Guidance and Counseling Center
"Supersedes" 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:	<ul style="list-style-type: none"> • 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	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Christopher Hernandez
Date of Approval	Jan. 6. 2012

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