<table>
<thead>
<tr>
<th>Policy No:</th>
<th>ACA-POL-GCC-0003</th>
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<tbody>
<tr>
<td>Policy Title:</td>
<td>Academic Counseling Policy</td>
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<tr>
<td>Implementation Procedure:</td>
<td>ACA-PROC-GCC-0003 Academic Counseling Procedure</td>
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<tr>
<td>Date of Issuance:</td>
<td>S.Y. 2010 to 2011</td>
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<td>Effectivity:</td>
<td>S.Y. 2010 to present</td>
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<td>Office of Origin:</td>
<td>Guidance and Counseling Center</td>
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**Purpose of Policy:**
The main purpose of Academic Counseling is to assist students in coping with their academic responsibilities, amidst the personal and social issues they are facing.

**Detailed Policy Statement:**
- Academic Counseling is given to students who are placed under probationary status as a result of subject failures or disciplinary sanctions.
- Students from the Elementary to the Collegiate departments are covered by the Academic Counseling Program.
- The Guidance Counselors conduct Academic Counseling sessions.
- Academic Counseling sessions are scheduled.
- Details that transcribed during the Guidance and Counseling session are strictly confidential.
- Academic Counseling may be comprised of a series of sessions, depending on the need of the student.
- The parent or the legal guardian of the student may be summoned for counseling upon the request and consent of the student.
- The Guidance Counselor terminates the counseling sessions if he observes the student had already manifested independence or may need outside referral.

**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