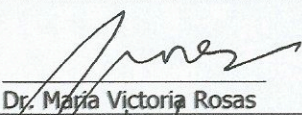


Policy No:	ACA-POL-REG-0011
Policy Title:	Course Description Request Policy
Implementation Procedure:	ACA-PROC-REG-0011 Application for Course Description
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy details the application and releasing of requests for course description.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. The Course Description contains the list and overview of all the subjects taken by the student. 2. All applications for Course Description are released after 5 (five) working days, upon the receipt of the request. 3. Only the requisitioner or his authorized representative is allowed to claim the Course Description. 4. The representative should present an authorization letter, valid IDs of himself and the student, and claim stub.
Applicability:	All students and graduates
Policy Approval Authority:	Registrar
Related Policies or References	
Definition:	
Approved by	 Dr. Maria Victoria Rosas
Date of Approval	1/10/12

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