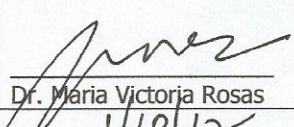


Policy No:	ACA-POL-REG-0017
Policy Title:	Processing of Graduate's Special Order Number
Implementation Procedure:	ACA-PROC-REG-0017 Issuance of Special Order Number Procedure
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy enumerates the process for the issuance of the Graduate's Special Order number.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. Students who are qualified to graduate are required to apply for graduation. 2. All applications for graduation are reviewed by the Evaluator and approved by the Registrar. 3. All students who filed their application for graduation needs to have their Form 9 submitted to the Commission on Higher Education. This will facilitate the issuance of the graduate's Special Order (S.O.) Number. 4. The Liaison Officer is responsible for submitting all applications for SO to the CHED.
Applicability:	All students
Policy Approval Authority:	Registrar
Related Policies or References	Registrar's Guidebook page 40 MORPHE Article XXIII Sec. 110 page 75
Definition:	
Approved by	 _____ Dr. Maria Victoria Rosas
Date of Approval	1/10/12

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