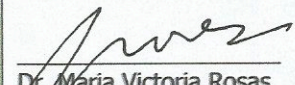


Policy No:	ACA-POL-REG-0018
Policy Title:	Overload Policy
Implementation Procedure:	ACA-PROC-REG-0018 Overload Application and Approval
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
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"> <li>1. Students can apply for overload due to the following <ol style="list-style-type: none"> <li>1.1 with deficiency subjects</li> <li>1.2 graduating students</li> </ol> </li> <li>2. Students can apply for overload before enrollment each semester as scheduled by the Registrar.</li> <li>3. All overload applications should have recommendation from the Dean.</li> <li>3. All overload applications are subject for review from the Evaluator.</li> <li>4. Graduating students can take a maximum overload of 30 units and additional 3 units for the non-graduating students.</li> </ol>
Applicability:	All students
Policy Approval Authority:	Registrar
Related Policies or References	Cross Enrollment Application Form Registrar's Guidebook page 35 MORPHE Article XXIX Section 92 page 66
Definition:	
Approved by	 Dr. Maria Victoria Rosas
Date of Approval	1/10/12