

Application and Final Approval Procedures of Changes in Student Statuses

1. Suspension:

Applicant → First Review by the Office of Registrar → Head of the Office of Registrar → Instructor & Faculty Advisor → Department/Institute Supervisor → Dean of the College → Guidance and Counseling Section → Cashier Division → Head of the Cashier Division → Countersignature Units (viz., Student Counseling Center, Library, Teaching Aid Room, Security Room) → Dean of Academic Affairs → Military Training Office (male applicants only) → **Cashier Division** → Mail Notification Units (viz., **Instructor**, Student, Health Center, Student Counseling Center, Education Business Division, Cashier Division, Management Division, Associate Instructor & Assistant of the Department/Institute, Office of Registrar)

2. Retention of Student Statuses:

Applicant → First Review by the Office of Registrar → Head of the Office of Registrar → Instructor & Faculty Advisor → Department/Institute Supervisor → Dean of the College → Guidance and Counseling Section → Cashier Division → Head of the Cashier Division → Countersignature Units (viz., Student Counseling Center, Library, Teaching Aid Room, Security Room) → deleted → Dean of Academic Affairs → Military Training Office (male applicants only) → Mail Notification Units (viz., Student, Health Center, Student Counseling Center, Education Business Division, Cashier Division, Management Division, Associate Instructor & Assistant of the Department/Institute, Office of Registrar)

3. Reentry:

Applicant → First Review by the Office of Registrar → Head of the Office of Registrar → Department/Institute Supervisor → Dean of the College → Dean of Academic Affairs → Class Grouping by the Office of Registrar → Cashier Division → Head of the Cashier Division → Mail Notification Units (viz., Student, Student Counseling Center, Health Center, Military Training Office, Education Business Division, Library, Management Division, Associate Instructor & Assistant of the Department/Institute)

4. Transfer/Withdrawal:

Applicant → First Review by the Office of Registrar → Head of the Office of Registrar → Instructor & Faculty Advisor → Department/Institute Supervisor → Dean of the College → Guidance and Counseling Section → Cashier Division → Head of the Cashier Division → Military Training Office → Dean of Student Affairs → Countersignature Units (viz., Student Counseling Center, Library, Teaching Aid Room, Security Room) → Dean of Academic Affairs → Secretariat Office → Assistant Principal → Principal → Military Training Office (male applicants only) → **Cashier Division** → Mail Notification Units (viz., **Instructor**, Student, Health Center, Student Counseling Center, Education Business Division, Cashier Division, Management Division, Associate Instructor & Assistant of the Department/Institute, Office of Registrar)

5. Class Transfer:

Applicant → First Review by the Office of Registrar → Head of the Office of Registrar → Associate Instructor & Assistant of the Department/Institute → Department/Institute Supervisor → Dean of the College → Dean of Academic Affairs → Class Grouping by the Office of Registrar → Mail Notification Units (viz., Student, Transferred Instructor, Associate Instructor & Assistant of the Department/Institute, Education Business Division, **Student Counseling Center**)

6. Departmental/Institute Transfer:

Applicant → First Review by the Office of Registrar → Head of the Office of Registrar → Associate Instructor & Assistant of the Original Department/Institute → Supervisor of the Original Department/Institute → Dean of the Original College → Office of Registrar → Associate Instructor & Assistant of the New Department/Institute → Supervisor of the New Department/Institute → Dean of the New College → Dean of Academic Affairs → Class Grouping by the Office of Registrar → Mail Notification Units (viz., Student, **Transferred Instructor**, Associate Instructor & Assistant of the Original & New Departments/Institutes, Education Business Division, **Student Counseling Center**)

7. Minor Application:

Applicant → First Review by the Office of Registrar → Head of the Office of Registrar → Associate Instructor & Assistant of the Original Department/Institute → Supervisor of the Original Department/Institute → Associate Instructor & Assistant of the Department/Institute (Minors) → Department/Institute Supervisor (Minors) → Dean of the College (Minors) → Dean of Academic Affairs → Mail Notification Units (viz., Student, Associate Instructor & Assistant of the Original & New Departments/Institutes, Education Business Division, Office of Registrar)

8. Double Major Application:

Applicant → First Review by the Office of Registrar → Head of the Office of Registrar → Associate Instructor & Assistant of the Original Department/Institute → Supervisor of the Original Department/Institute → Dean of the Original College → Associate Instructor & Assistant of the Department/Institute (Double Majors) → Department/Institute Supervisor (Double Majors) → Dean of the College (Double Majors) → Dean of Academic

Affairs → Confirmation by the Office of Registrar → Mail Notification Units (viz., Student, Associate Instructor & Assistant of the Original & New Departments/Institutes, Education Business Division, Office of Registrar)

✂For the associate instructor and assistant of the new department/institute, the submission of related attachments by the signatory is mandatory (i.e., the Course Requirements for Double Majors must be submitted).