



ARELLANO UNIVERSITY
SCHOOL OF LAW



To : ALL STUDENTS CONCERNED
From : OFFICE OF THE DEAN
Date : August 15, 2023
Subject : **GUIDELINES IN ACADEMIC LOAD REVISION
(ADDING, DROPPING, and CHANGING OF SUBJECTS)**

Starting First Semester of Academic Year 2023-2024, student's intent to add, drop or file change of subjects shall submit application thru google form link provided hereunder.

<https://arellanolaw.edu/acadrev>

The guidelines in filing the academic load revision are as follows:

1. Starting August 19, 2023, Office of the Registrar will start accepting applications for adding, dropping and changing thru google form.
 - a. For **students officially enrolled** who wish to **add, change, and drop** subjects may submit application thru google form link above and attach a scanned copy/picture in pdf of an "**Application for Academic Load Revision Form**" (RO3) accomplished in two (2) copies. It must also indicate the **good reasons** for the academic revision.
 - b. Do not copy send emails furnish other departments or call the registrar's office for this purpose. E-mail chasers, follow-up emails or phone calls are strictly prohibited.
 - c. Your application will be acted upon in the order they have been received by the office.
2. Registrar's Office shall forward the application to the Office of the Dean for approval.
3. Applications shall be addressed and acted upon by the Registrar's Office within **72 hours** from receipt or as time may allow.



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4. Until and pending the approval of the application, the student shall continue to attend class that he/she is currently enrolled in.

5. The Application for Academic Load Revision *shall be allowed **only once***. Multiple and various filing of Application for Academic Load Revision will be automatically denied.

6. Please take note of the following dates:
 - a. **Adding of Subjects** – the period of adding of subjects shall start from August 19, 2023 until September 1, 2023.

 - b. **Dropping of Subjects with Retention** – the period for dropping of subjects shall start from August 19, 2023 until September 1, 2023.

 - c. **Changing of Subjects** – the period for changing of subjects shall start from August 19, 2023 until September 1, 2023.

 - d. **Dropping of Subjects with full retention charge** – the period for dropping of subjects shall start from September 2, 2023 until October 20, 2023.

For your strict compliance and guidance.


DOMINGO M. NAVARRO
Dean