



ARELLANO UNIVERSITY
SCHOOL OF LAW



To : ALL STUDENTS CONCERNED
From : OFFICE OF THE DEAN
Date : January 25, 2023
Subject : **GUIDELINES IN ACADEMIC LOAD REVISION
(ADDING, DROPPING, and CHANGING OF SUBJECTS)**

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

1. For students officially enrolled who wish to **add, change, and drop** subjects may send a scanned copy/picture in pdf of an **“Application for Academic Load Revision Form” (RO3)** accomplished in two (2) copies. Send it to the Registrar’s Office at ***registrar@arellanolaw.edu***.



The subject of the email should indicate **“Application for Academic Load Revision”** stating the *name, student number and contact / mobile* numbers. It must also indicate the *good reasons* for the academic revision.

Do not copy furnish other departments or call the registrar's office for this purpose. E-mail chasers, follow-up emails or phone calls are strictly prohibited.

Your emails 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 of the email or as time may allow.
4. Until and pending the approval of the application, the student shall continue to attend class that he/she is currently enrolled in.



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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 February 4, 2023 until February 17, 2023.

 - b. **Dropping of Subjects with Retention** – the period for dropping of subjects shall start from February 4, 2023 until February 17, 2023.

 - c. **Changing of Subjects** – the period for changing of subjects shall start from February 4, 2023 until February 17, 2023.

 - d. **Dropping of Subjects with Full Retention Charge** – the period for dropping of subjects with full retention charge shall start from February 18, 2023 until April 14, 2023.

For your strict compliance and guidance.


DOMINGO M. NAVARRO
Dean 1/25/23