



UNIVERSITY OF SANTO TOMAS  
COLLEGE OF SCIENCE  
Office of the Dean



**PROCEDURES FOR PETITION CLASSES IN THE  
COLLEGE OF SCIENCE  
2<sup>nd</sup> Term, AY 2023-2024**

*Procedures:*

**Step 1.** Students should download the *Petition Class Form* (Form 25) from the UST Registrar's website or from the *Enrollment Related Form* of the College of Science, to be fully accomplished and typewritten. (Include: Surname, Name, Middle Initial, Student Number, Course Code & Course Title. Affix signature and include proposed schedule.)

**Step 2.** The Department Chair will assign academic staff to teach the course being petitioned.

**Step 3.** Students should go to the Dean's Office and look for Ms. Kris Bрева for further verification of accomplish the petition form.

**Step 4.** Asst. Dean will provide a room assignment for the proposed petition class.

**Step 5.** The Dean of the College of Science will either approve or disapprove the petition course.

**Step 6.** Once approved by the Dean, the staff of the College of Science will encode the data in the University Google Drive of Petition Classes for 2<sup>nd</sup> Term AY 2023-2024.

**Note:** Fill up course abbreviation, course title, no. of lec./lab units, schedule, name of faculty, rank/ status of faculty and no. of student petitioners.

**Step 6.** The college will wait for the approval of the Office of Vice Rector for Academic Affairs and Office for Faculty Evaluation and Development (for non-tenured faculty members).





UNIVERSITY OF SANTO TOMAS  
COLLEGE OF SCIENCE  
Office of the Dean



**Step 7.** Upon approval of OVRAA and OFED, the Office of the Registrar will create the courses being petitioned.

**Step 8.** The Student Accounts Section will encode the amount to be paid in the google sheet.

**Step 9.** Once the amount is placed, the secretary of the concerned department will encode the name of the assigned faculty member.

**Step 10.** Department Chairs will monitor the status of the petition class to advise/inform the students for enrollment of the said course.

**Step 11.** The student proceeds to Online Enrollment, Assessment and Payment of Fees.

**Step 12.** Ed Tech enrolls the student in the Student Cloud Campus.

**NOTE:** Petition Classes may be expensive. Costs incurred will be borne by the petitioners and will ultimately depend upon the number of students enrolling in the course, as well as the rank of the faculty member assigned to teach the course.

