

BASIC ACADEMIC REGULATIONS

1. Basic Rules

- A. SMEAG holds the sole authority in appointing class schedules and their corresponding instructors.
- B. New students are mandated to take the placement test examination and orientation.
- C. Course selection without placement test participation is only permitted if the applicant is able to present an authentic official test result that is still valid.
 - a. In the absence of the original document, a copy or a screenshot may be substituted. This is done for verification purposes.
- D. Re-enrollees or holding students returning after 3 months or beyond from departure are required to take the placement examination again.
 - a. In the case of re-entry: Students may use the previous placement score or the highest weekly mock examination score for course registration.
- E. Classes are from Mondays to Fridays. Allocated time for each class is 45 minutes.
- F. Students who are late for 5 minutes or more are marked absent and will no longer be allowed to attend the class.
- G. In 1:1 classes, students cannot exercise their right to choose an instructor if they are absent for 5 consecutive days without a valid reason.
- H. A payment of PHP 500 will be collected for every course change.
- I. Should a student change course for more than 12 weeks in the exam preparation course, the academic warning received will be reset at the beginning of the week but the administrative warning will remain.

2. Class Changing

- A. Class changing is only possible once every two weeks.
- B. After meeting with their respective SA Teacher, students are to fill-out the application form (every week from 9:00 to 18:00).
- C. The class change is granted to students in consideration of their class absence rate, number of warnings received, and so on.
 - a. Sparta Campus: Number of Warnings -> Long-Term Students (placement standard) -> Regular Attendance Rate -> Rochambeau Game
 - b. Classic Campus: Number of Warnings -> Long-Term Students (placement standard) -> Regular Attendance Rate -> Sparta Class Attendance Rate -> Rochambeau Game
 - c. Capital Campus: Number of Warnings -> Long-Term Students (placement standard) -> Regular Attendance Rate -> Sparta Class Attendance Rate -> Rochambeau Game
- D. An existing warning will prevent the students from changing their class for 2 weeks.
- E. There are no additional fees for changing class however course structure will not be altered.

F. Approval of class change will depend on the attendance rate in the last two weeks prior to the date of application.

3. Excused Cases and Early Class Exit

A. Health-related problems, medical care, mail delivery, and ticketing are accepted as permitted absences with the approval of the admin head manager.

B. Should students wish to be excused from their class, they are to notify their senior managers and submit a medical certificate to the nurse on duty after medical treatment.

(This will not be accepted after class time.)

C. Other reasons not stated above will not be accepted.

4. Additional Class

A. Additional 1:1 class

a. Price: PHP 6,800 (4 weeks)

b. Time: 19:00 – 20:35 (Night Time Only)

c. Days: Mondays – Wednesdays

B. Additional classes are only offered according to the availability of the instructors.

C. Class schedule and content are adjustable with the assigned instructor.

D. 1:1 class cancellation is not refundable.

5. SMEAG Certificate Issuance: Presented only to those students who have at least 80% class attendance rate.