



PRELIMINARY SURVEY VISIT

AREA III. CURRICULUM AND INSTRUCTION

A. CURRICULUM AND PROGRAM STUDIES

CHAPTER 52

TRANSFER OF STUDENTS AND VALIDATION OF SUBJECTS

Article 189. Transfer of Students

Sec. 1. Transfer of students from a recognized institution of higher learning to the University shall be allowed, subject to the existing rules and regulations provided for the purpose.

Sec. 2. A transfer student may not be allowed to enroll in subject(s) the prerequisite(s) of which taken elsewhere has/have not yet been validated or repeated in the University.

Article 190. Validation of Subjects

Sec. 1. A transfer student must validate all courses leading to a degree program taken in his former institution for credit; Provided, that he shall not be allowed to validate more than 18 units per semester; and also Provided, that the subjects to be accredited must not exceed 30 per cent of the total number of units prescribed in the curriculum.

Sec. 2. A transfer student must apply for validation within three semesters from the date of his admission; Provided, that a third year transferee shall validate all transfer credits within his first two semesters in the University; and also Provided, that a transfer student who fails to validate within the prescribed period has to re-enroll the required course(s).

Sec. 3. The provision of the preceding section to the contrary notwithstanding, validation of subjects may be allowed in exceptional cases upon the recommendation of the Dean and approval of the Vice President for Academic Affairs.

Sec. 4. A transfer student may apply for validation by filling out the prescribed form for advanced credits corresponding to the subjects taken in another institution of higher learning upon compliance of the following requirements: (a) presentation of credentials showing that he has attended and passed in the courses fully equivalent to those given by the University for which advanced credits are sought; and (b) passing the validation test given for the purpose by the College concerned.

Sec. 5. A transfer student must take the validation examination for every subject he would like to have accredited for advanced credits in any such regular periods for validating examinations without fees as: (a) within the first three weeks after the last day of registration for any term, as scheduled by the University Registrar; and (b) during the final examinations in any term.

Sec. 6. Validating examinations may be conducted outside the prescribed periods, but not beyond one year after admission to the University, upon payment of a validation fee per subject; Provided, that the prerequisite subjects shall be validated before taking the advanced courses.

Sec. 7. Transferees with subjects taken from other institutions having ratings lower than "2" shall be required to take the validation examination for said subjects; Provided, that transferees from private institutions with courses not yet accredited by any accrediting agency under the Federation of Accrediting Agencies of the Philippines (FAAP) shall be required to undergo validation of subjects, as prescribed in the accreditation process.

Sec. 8. All subjects and units taken from any SUC-member school and FAAP-accredited private school may be credited; Provided, that these are prescribed in the curriculum and have the same course content and number of units as offered in the University.

Sec. 9. If the number of units earned outside the University is less than the prescribed units for the course, the student transferee shall be required to enroll the course as offered in the University.

Sec. 10. Only units earned by foreign students in the collegiate level shall be given credit. Units earned in technical/vocational courses and in high school shall not be credited toward a degree program.

Sec. 11. Graduates of non-education degrees from the University or any SUC-member/FAAP-accredited private schools, after teaching for two (2) years, may apply for accreditation of Practice Teaching equivalent to six units of credit in education, upon submission of a Service Record and a Certification from the Head of the School for, at least, "Very Satisfactory" rating performance in teaching. This is accomplished by enrolling and paying the required fees corresponding to the number of units involved.

Sec. 12. All academic units leading to the master's and doctoral degrees earned in one Graduate School in consortium with the University shall be recognized and accredited.



6. VALIDATION OF COURSES

This is processed by transferees from private schools and transferees whose grades in their subjects from their previous school is below 2.0.

CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2C – GOVERNMENT TO CLIENT			
WHO MAY AVAIL	All students in the University			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Properly filled out validation form 2. Photocopy TOR			1. Admission and Records Office (ARO) 2. Provided by client	
CLIENT STEPS	ACTION OF THE OFFICE	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present filled-up validation form with the photocopied TOR	1.1 Evaluate the course code, the descriptive title and grade	None	2 minutes	Department Chair/ Dept. Curriculum Coordinator
2. Confer with course teacher for exam schedule.	2.1 Set schedule for validation exam.	None	5 minutes	Department Chair/ Dept. Curriculum Coordinator
3. Appear on the date set and take the exam.	3.1 Administer exam	None	2 hours	Department Chair/ Dept. Curriculum Coordinator
	3.2 Forward form to Dean's Office for submission to ARO	None	5 minutes	College Clerk
TOTAL		None	2 hours and 12 minutes	

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 DIRECTOR, ADMISSION & RECORDS



5. SUBSTITUTION OF COURSES

This is processed by transferees for courses needed to be credited as equivalent of the course offered in the University.

CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2C – Government to Client			
WHO MAY AVAIL	STUDENT TRANSFEREES			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Filled out Substitution Form – 2 copies 2. Photocopy of TOR – 1 copy 3. Course outline or copy of class materials of the original course			1. Admission and Records Office 2. Provided by client 3. Provided by client	
CLIENT STEPS	ACTION OF THE OFFICE	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements.	1.1 Check for accuracy of entries on the form.	None	2 minutes	Department Chair/ Dept. Curriculum Coordinator
2. Sign the logbook for department document transactions.	1.2 Ask student to sign the logbook.	None	30 seconds	Department Chair/ Dept. Curriculum Coordinator
	1.3 Evaluate the course code and the descriptive title stated in the TOR, and additional documents.	None	10 minutes	Department Chair/ Dept. Curriculum Coordinator
	1.4 Forward the document to the Dean's Office for submission to the ARO.	None	10 minutes	College Clerk
3. View the grade of the substituted course thru student portal	3.1 Check the substitution form and substitute the course	None	5 minutes	ARO Evaluator
TOTAL		None	27 minutes and 30 seconds	


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 DIRECTOR, ADMISSION & RECORDS

Article 250. Diversity and Affirmative Action

Section 1. The University shall provide programs and activities designed to provide equal opportunities to students with special needs such as the ~~Persons with Special Needs~~, indigenous peoples, solo parents, working students, orphans, expectant mothers, senior citizen students, and those with gender issues and health problems.

Section 2. The OSA, through its Diversity and Integrative Services Department, shall:

- a. conduct programs for life skills training such as conflict management and counseling or testing referrals whenever necessary;
- b. ensure that academic accommodation is made available to PWDs and learners with special needs, upon proper consultation and conference with the concerned parties whenever necessary;
- c. maintain database of students belonging to IP, PWD, solo parents, senior citizen students, working students, orphans, and the like in coordination with the ARO;
- d. organize programs and activities for students with special needs to be integrated to the mainstream studentry;
- e. provide appropriate services for students with special needs;
- f. submit regularly the list of students with disabilities detailing the intervention programs to the CHEDRO; and
- g. perform other functions as deemed necessary.