



OFFICE OF ADMISSIONS

EVALUATION SHEET FOR ADVANCED CREDITS

NAME: _____ DATE: _____

TRANSCRIPT OF RECORDS/CERTIFICATION OF GRADES FROM:

_____ (College or University)

_____ (Address)

SUBJECT(S) TO BE CREDITED	RATING	UNIT(S)	EQUIVALENT CLSU SUBJECT	EVALUATOR (DEPARTMENT CHAIR)	
				Name	Signature
SUBJECT(S) TO BE VALIDATED	RATING	UNIT(S)	EQUIVALENT CLSU SUBJECT	EVALUATOR (DEPARTMENT CHAIR)	
				Name	Signature

The Department Chair

Sir/Madam:

Hereto attached is the Official Transcript of Records/Certification of Grades of Mr./Ms. _____ who transferred/desires to transfer to this University. Please evaluate his/her advanced credits where your department is concerned and indicate the subject(s) to be credited/validated, including the corresponding rating, unit(s), and equivalent subject in CLSU.

_____ Dean

NOTE: Please see back page for the academic regulations governing validation/accreditation

**Excerpts from the CLSU Academic Regulations and Procedures
(BOR No. 15-2004, 31 March 2004)**

3. VALIDATION/ACCREDITATION

- 3.1 All subjects and units taken from any SUC within the last five (5) years at the time of transfer may be credited provided that they are prescribed in the curriculum and have the same course content and number of units and subject to residency requirements.
- 3.2 All subjects and units taken from any private institutions within the last five (5) years at the time of transfer with courses duly accredited by any accrediting agency under the Federation of Accrediting Agencies of the Philippines (FAAP) may be accredited provided that they are prescribed in the curriculum and have the same course content and number of units and subject to residency requirement.
- 3.3 Transferees from other private institutions with courses not yet accredited by any accrediting agency under the FAAP should undergo validation of subjects as prescribed in the accreditation process.
- 3.4 Transfer students with subjects taken from private institutions and with ratings lower than 2.00 shall be required to take the validation examination for said subjects.
- 3.5 Transfer student must take the validation examination for every subject he/she would like to be validated for advanced credits. A validation fee for each subject has to be paid.
- 3.6 Only subjects earned toward a degree program taken by transferees shall be validated and accredited.
- 3.7 Validation/Accreditation should be done within the period of three (3) semesters from the date of admission to the University.
- 3.8 Subjects to be accredited must not exceed 30% of the total number of units prescribed in the curriculum.
- 3.9 Transfer student will not be allowed to enrol in a subject the prerequisite/s of which, taken elsewhere, have not been validated/accredited or repeated.
- 3.10 If the number of units earned outside the University is less than the prescribed units for the course, the student should enrol the course as offered in the University.