<table>
<thead>
<tr>
<th>Policy No:</th>
<th>ACA-POL-0014</th>
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<tbody>
<tr>
<td>Policy Title:</td>
<td>Crediting and Equivalency Policy</td>
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<tr>
<td>Implementation Procedure:</td>
<td>Curricular Evaluation Application Procedure (ACA-PROC-0011)</td>
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<tr>
<td>Date of Issuance:</td>
<td>SY 2008-2009</td>
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<td>Effectivity:</td>
<td>SY 2008-2009 - Present</td>
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<td>Page Number:</td>
<td>One (1)</td>
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<td>Office of Origin:</td>
<td>Office of the Registrar</td>
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<tr>
<td>(Policy Expert)</td>
<td>Evaluator</td>
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"Supersedes" Notification: This policy shall govern evaluation of credits earned by transferees.

### Purpose of Policy:

This policy shall govern evaluation of credits earned by transferees.

### Detailed Policy Statement:

1. Courses to be credited shall have a grade of at least eighty-percent (80%) or its equivalent.
2. Courses to be credited shall have a similar course description and credit units.
3. Course equivalence shall be decided both by the evaluator and chairperson concerned.
4. Course equivalence shall follow the principle that the substitute course must be similar or strongly akin to the subject requirement.
5. Crediting of course equivalence shall be done upon acceptance and enrollment of a transferee.

### Applicability:

Applicable to all collegiate and graduate school students.

### Policy Approval Authority:

Registrar

### Related Policies or References:

- Student handbook
- Manual of regulations for private higher education (a.k.a. MRPS)

### Definition:

Equivalence (a.k.a. substitute course) – are courses in the approved curriculum that cannot be taken as equivalent or substitute to the course that is no longer offered.

### Prepared by:

Planning, Funding, and Development Office

### Approved by:

Dr. Maria Victoria Rosas

### Date Approved:

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