

Policy No:	ACA-POL-0014
Policy Title:	Crediting and Equivalency Policy
Implementation Procedure:	Curricular Evaluation Application Procedure (ACA-PROC-0011)
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 - Present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar Evaluator
"Supersedes" Notification:	
Purpose of Policy:	This policy shall govern evaluation of credits earned by transferees.
Detailed Policy Statement:	<ol style="list-style-type: none"> <li>1. Courses to be credited shall have a grade of at least eighty-percent (80%) or its equivalent.</li> <li>2. Courses to be credited shall have a similar course description and credit units.</li> <li>3. Course equivalence shall be decided both by the evaluator and chairperson concerned.</li> <li>4. Course equivalence shall follow the principle that the substitute course must be similar or strongly akin to the subject requirement.</li> <li>5. Crediting of course equivalence shall be done upon acceptance and enrollment of a transferee.</li> </ol>
Applicability:	Applicable to all collegiate and graduate school students.
Policy Approval Authority:	Registrar
Related Policies or References	<ul style="list-style-type: none"> <li>• Student handbook</li> <li>• Manual of regulations for private higher education (a.k.a. MRPS)</li> </ul>
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:	          <hr style="width: 20%; margin-left: 0;"/> Dr. Maria Victoria Rosas
Date Approved:	

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