 <b>LAGUNA UNIVERSITY</b> Brgy. Bubukal, Santa Cruz, Laguna	Doc. Code: LU:AA-GU-21	Page: 1 of 3
	Revision No.: 0	Effectivity Date: July 1, 2024
	<b>TRANSFER OF CREDITS IN THE COLLEGIATE PROGRAMS</b>	

### 1. Policy Framework

Laguna University recognizes the right of the students to choose their own program based on their interest and capabilities. Thus, the University assists them in case they wish to shift to another program at the end of the semester. The University also welcomes students who wish to continue their tertiary education in any of the schools if they can comply with all the standard requirements.

### 2. Application and Scope

2.1 This guideline applies to all applicants who seek admission as shiftees, transferees, and second-degree earners.

2.2 This guideline also serves as reference for the record's evaluator and all personnel who are involved in the enrollment.

### 3. Definition of Terms

3.1 **Second Degree Earner** is a graduate of any bachelor's degree and who intends to take up another program.

3.2 **Shiftee** is a student who opts to discontinue his/her program and enroll in another program within the university.

3.3 **Transfer of Credits** refers to the credited courses and corresponding units from the program previously taken.

3.4 **Transferee** is a student who was previously enrolled in other CHED recognized institutions, either with or without earned units of credit.

### 4. General Policies

4.1 LU students who were dismissed because of academic failures and have reached the maximum residency period may be allowed to enroll in another program. However, the student shall no longer be covered by free higher education. The same guideline shall also apply to all transferee applicants.

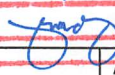
4.2 LU students who were dismissed because of violation of school rules and regulations shall no longer be allowed to shift to another program. The same guideline shall also apply to all transferee applicants.


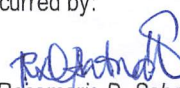
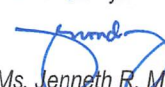
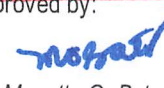
4.3 Courses taken and passed by the applicant shall be evaluated by the Dean and verified by the Registrar, based on the curriculum being enforced by the University at the time of application.


4.4 The bases in crediting courses are:

4.4.1 The course to be credited must have similar coverage and number of units to the course to be given credit.

4.4.2 Major/Core/Allied and/or professional courses for board programs taken by the students from former school will be credited provided that the final course rating is at least 86%.

Date: 07/01/2024  
 Authorized by: 

Prepared by:  Ms. Amelyn S. Mahinay University Registrar	Concurred by:  Dr. Rosemarie D. Sabado OIC-Vice President, Academic Affairs	Reviewed by:  Ms. Jenneth R. Mondez Director, Quality Management Office	Approved by:  Dr. Monette O. Bato OIC-University President
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- 4.4.3 For courses with different course titles, course descriptions should be provided by the previous school as requested by the applicant.
- 4.4.4 Major/Core/Allied and/or professional courses for non-board programs and general education courses taken 3 years (for 2-year program), 6 years (for 4-year program) and 7 1/2 years (for 5-year program) ago will no longer be credited.

**5. Specific Policies**

5.1 Transferee applicants who have not yet applied for transfer credentials from the school they last attended must present a certified true copy of grades to the Dean for evaluation of credits. Class cards and/or computerized cards will not be honored. A duly notarized Affidavit of Undertaking (LU:AA-FO-67) shall be submitted to the Registrar’s Office. However, they must be able to submit the transfer credentials to the Registrar’s Office within the semester.

5.2 Courses previously taken and passed may be given credit if included in the curriculum of the desired program.

**5.3 Maximum Number of Credits.**

5.3.1 For transferee applicants, the total number of credits must not exceed 40% of the total number of required academic units for residency purposes.

5.3.2 For shiftee applicants and second-degree earners, all courses that are taken and passed and are included in the curriculum of the desired program can be credited.

**5.4 Maximum Number of Failures.**

5.4.1 To be admitted, transferee applicants must not incur failure of more than 12.5% of the total units in the desired program of enrolment.

5.4.2 Unofficially Dropped courses shall be equivalent to a failing mark.

5.4.3 Failing mark of students in courses which are not part of their current program shall not be counted as part of the total number of units which they have failed. However, grades will still be reflected in the TOR.

**5.5 Accreditation of courses.**


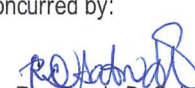

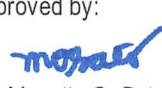
5.5.1 In case of doubt, whether a course can be credited or not, the office shall require the transfer applicant to submit a detailed description of the course from the school he/she last attended.


5.5.2 Transfer applicants who have completed 8 units of Physical Education shall be given credits provided that the course description is aligned with the latest CHED Memorandum Order (CMO).

5.5.3 Transfer applicants who have completed NSTP course shall be given credits upon submission of the Serial Number regardless of its component.

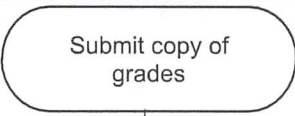
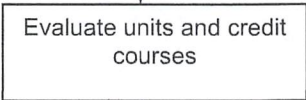
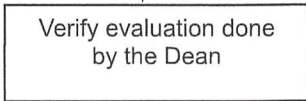
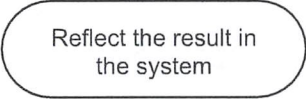
5.6 No transferee shall be allowed to enroll in newly offered programs unless they are willing to enroll as new first year student.

**MASTER COPY**

Prepared by:  Ms. Amelyn S. Mahinay University Registrar	Concurring by:  Dr. Rosemarie D. Sabado OIC-Vice President, Academic Affairs	Reviewed by:  Ms. Jenneth R. Mondez Director, Quality Management Office	Approved by:  Dr. Monette O. Bato OIC-University President
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## 6. Process Map and Work Instruction

PROCESS MAP		WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
Legend:			
In-Charge	Process Flow		
Student			
Dean		Criteria for evaluation: <ul style="list-style-type: none"> <li>The course to be credited must have similar coverage and number of units to the course to be given credit.</li> <li>Major/Core/Allied and/or professional courses for board programs taken by the students from former school will be credited provided that the final course rating is at least 86%.</li> <li>That for courses with different course titles, course descriptions should be provided by the previous school as requested by the applicant.</li> <li>Major/Core/Allied and/or professional courses for non-board programs and general education courses taken 3 years (for 2-year program), 6 years (for 4-year program) and 7 1/2 years (for 5-year program) ago will no longer be credited.</li> </ul>	Acceptance: Criteria has been met
Registrar			
Registrar			

## 7. Monitoring and Evaluation

Implementation of this guideline shall be monitored by the Office of the Vice President for Academic Affairs and Registrar's Office and shall be reviewed every two years or as the need arises


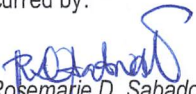


## 8. Dissemination

This guideline shall be uploaded to and viewable through Laguna University Quality Document Management System (LU-QDMS).

## 9. Related Documents

LU:AA-FO-67 Affidavit of Undertaking

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