



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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15 May 2014

MEMORANDUM ECA NO. 014-27

TO: ALL STUDENT RECORDS EVALUATOR

THROUGH: COLLEGE DEANS and COLLEGE SECRETARIES

FROM: 
EVANGELINE C. AMOR, Ph.D.
University Registrar

SUBJECT: Revised Application for Advance Credit Without Validation Form

Attached is a Revised Application for Advance Credit Without Validation Form. The word "automatic" is deleted to avoid confusion.

Please use this form upon admission of transfer student not exceeding three (3) semesters from the date of admission, in accordance with university rules.

Thank you very much for your cooperation.

COLLEGE OF _____
 University of the Philippines Diliman
 APPLICATION FOR ADVANCE CREDIT WITHOUT VALIDATION
 (For transferee who had taken at least 66 units upon admission to UP)

Dr. _____
 Dean, College of _____
 U.P. Diliman, Q.C.

Dear Dean _____ :

This is to recommend the following courses taken by Ms./Mr. _____, a B/BA/BS _____ student of the college for credit without validation of courses which s/he may be entitled to under the rules and regulations adopted by the University.

(1) Evaluated by :

(2) Recommended by:

 Student Records Evaluator
 College of _____
 Date: _____

 Program Adviser

 College Secretary

(3)

Courses completed at the University/ College of _____		Equivalent course/s in University of the Philippines		Action of the department/college offering the course <i>(approved/disapproved)</i>	Signature over Printed Name of the Chair offering the course	Remarks
Subject/s	Units	Subject/s	Units			

(4) Approved/Disapproved:

(5) Noted by:

 Dean
 Date: _____

 University Registrar
 Date: _____

UNIVERSITY RULES ON VALIDATION FOR ADVANCED CREDITS
(UPD Catalogue, pages 7-8)

- a. The admission of transfer students shall be on probation basis until such time s/he shall have validated or repeated all subjects taken outside the University according to the rule stated in the next succeeding paragraph.
- b. An admitted transfer student must validate all the courses s/he is offering for advanced credit at the rate of 18 units a semester within a period not exceeding three (3) semesters from the date of his/her admission. Failure to comply with this requirement would mean the cancellation of her/his registration privileges.
- c. An admitted transfer student may not be allowed to enrol in a subject or subjects the prerequisites of which, taken elsewhere, have not been validated or repeated in the University.

Any or all of the above may be set aside in exceptional cases upon the recommendation of the Committee on Admission in units where admission of student is passed upon by this committee or by the dean or director concerned, upon approval of the Chancellor.

- d. Students transferring from any recognized institution who possess an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation. Before a student is allowed to major in any discipline, however, the unit may prescribe up to 18 additional units of general education subjects and/or preparatory subjects for the major.
- e. Application for advance credit should be made, using the prescribed form, to the University Registrar or to the Dean or Director of the college where they have been admitted. Validation tests begin two (2) weeks before the first day of registration of each semester and shall end one (1) week after the last day of registration. There is no fee for validation tests during this period. A validation test may be held outside of this period with the consent of the department or division chair and approval of the Dean or Director and upon payment of the required fee per subject.
- f. Advance standing may also be granted by the University Registrar to students graduated from an institution recognized by the University Council for subjects listed in the course or courses duly recognized. Advance credit for work constituting only part of courses recognized by the Council shall be awarded by departments or divisions concerned in accordance with the above provision on application for advance credit.
- g. The decision to grant advance credit for subjects which are completed in other institutions, but which have no equivalent in the University, shall rest on the faculty of the unit concerned.
- h. Each college or school may promulgate rules for the admission of transfer students and the granting of advance credit provided they are not inconsistent with the general rules set by the University Council.