



University of San Carlos
Cebu City

Office of the Registrar

ACCREDITATION OF COURSES
(Please Avoid Erasures and/or Alterations)

ID NO. _____ CURRICULUM & Effectivity Year: _____

NAME: _____ Year Level: _____
(Family Name) (Christian Name) (Middle Name)

Academic Year Registered in USC: _____ 1st sem. AY _____ / _____ 2nd sem. AY _____ / Summer _____

NAME OF PREVIOUS SCHOOL (FOR TRANSFEREES): _____

PREVIOUS CURRICULUM (FOR SHIFTEES): _____

(KINDLY READ THE GENERAL INSTRUCTIONS AT THE BACK)

SUBJECTS TAKEN FROM PREVIOUS SCHOOL OR CURRICULUM				SUBJECTS TO BE CREDITED (USC)			REMARKS Servicing Dept. Chair's signature over printed name
Course No.	Descriptive Title	Final Grade	Units	Course No.	Descriptive Title	Units	

Approved: _____
DEAN

Date: _____

Received by (Records Section): _____
Date: _____

GENERAL INSTRUCTIONS:

The Accreditation of Courses is for transferee students who intend to enroll in the University of San Carlos but were previously enrolled in a college course in another institution. Former college students of USC who return to the University after having enrolled in other institutions are also considered transferee students (Section 1.2 page 9 of the Student Manual, 2004 Edition)

Shiftee students who were enrolled starting in the Academic Year 2002-2003 may not be required to fill up this form whose subjects have the same course number, descriptive title and unit requirement.

PROCEDURE:

1. Accomplish the Accreditation Form within the term enrolled in. For additional subjects to be credited, use another form.
2. Secure the prospectus of the academic program that you will enroll in USC from the Admissions Office and the transcript of your records from your previous school.
3. On the columns under SUBJECTS TAKEN FROM PREVIOUS SCHOOL write the subjects which may be accredited. Group the subjects to be accredited by the same department.
4. On the columns under SUBJECTS TO BE CREDITED (USC) write the subjects (based on the prospectus of the academic program) which may be equivalent to the subject taken from the previous school.
5. Secure the signature of the Servicing Department Chair who approves the accreditation of each subject.
6. Have the accomplished Accreditation Form approved by the College/School Dean.
7. Photocopy the Accreditation Form and submit the original copy and the photocopy to the Records Section and have them stamped received and signed by the Records Section personnel. The Records Section keeps the original copy while the student keeps the photocopy.
8. Bring the accomplished Accreditation Form during enrollment for assignment of subjects.

TERMS & CONDITIONS:

1. Transferees should take a minimum 50% of their Academic Curricular Program requirement for graduation.
2. Only Professional Courses taken in PAASCU accredited schools can be requested for accreditation.
3. Only a final grade earned of 2.0 from non-PAASCU and 2.5 from PAASCU accredited schools on General Education Courses can be requested for accreditation. Validating Examination will be administered by the Subject Chairman to students who do not meet the required final grade.
4. The approved request on accreditation of courses is subject to revocation if the records upon which the approval is based are later found to be incorrect.

I do hereby agree to the terms and conditions herein set forth.

SIGNATURE OVER PRINTED NAME

Date: _____