



COURSE CREDITING FORM
(for UNDERGRADUATE STUDENTS only)

PLEASE PRINT

PERSONAL INFORMATION		ACADEMIC INFORMATION							
LAST NAME		ID NO.							
FIRST NAME		COLLEGE							
MIDDLE NAME		PROGRAM							
TRANSFER CREDITS FROM									
NAME OF INSTITUTION									
ADDRESS									
IN SCHOOL ATTENDED			DE LA SALLE UNIVERSITY-MANILA						
COURSE TITLE TAKEN		UNITS	EQUIVALENT COURSE TITLE / CODE			UNITS			
TERMS AND CONDITIONS			CHECKLIST OF ATTACHMENTS						
<p>1. Courses taken in other schools by transferees may be credited, provided that the number of units to be credited does not exceed 20% of the total number of units required in the program at DLSU-Manila.</p> <p>2. Only the grades in courses taken in DLSU-Manila shall be included in the computation of the Cumulative Grade Point Average (CGPA).</p> <p>3. In order to graduate with honors, 80% of the total credits earned toward the degree must have been earned in residence at DLSU-Manila.</p> <p>4. Courses taken from another school should be credited on the first term of studies at DLSU-Manila. No other course taken from another school may be credited subsequent to this approval.</p> <p>I have read and understood the terms and conditions for the crediting of courses and agree to the same.</p>			<input type="checkbox"/> Original or Certified True Copy of Transcript of Records or Certification of Courses Taken						
			<input type="checkbox"/> Certified True Copy of course description or syllabus of the course(s) taken in another school AND syllabus of the equivalent course(s) in DLSU						
			<input type="checkbox"/> Academic flowchart of program						
			APPROVAL (IN SEQUENCE)						
<p>_____ SIGNATURE OVER PRINTED NAME / DATE</p>			VICE DEAN			DATE			
			SIGNATURE OVER PRINTED NAME			2			
			ASSOCIATE REGISTRAR			DATE			
			SIGNATURE OVER PRINTED NAME			3			
IMPORTANT									
<p>1. This form must be accomplished in triplicate.</p> <p>2. This form will not be accepted at the Office of the University Registrar without the necessary signatures and attachments.</p> <p>3. The student should claim a copy of the approved form (for reference purposes) from the Office of the Vice Dean.</p> <p>4. This form is deemed valid and official only if it bears the stamp of the Office of the University Registrar.</p>									