

Policy No:	ACA-POL-0049
Policy Title:	Admission of Transferees
Implementation Procedure:	
Date of Issuance:	AY 2015-2016
Effectivity:	AY 2015-2016 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Vice President for Academic Affairs Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy shall govern the application and admission of students and graduates from other colleges and universities who intend to earn a degree in the Colegio
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. The Colegio welcomes eligible applicants from other schools, who intend to pursue their college degree and higher studies under her tutelage, subject to their compliance to her rules and regulations. 2. No student sanctioned with the penalty of dismissal i.e. non-readmission, exclusion or expulsion by his former school is eligible to apply as a transferee. 3. Grades obtained in the previous schools as well as failures and deficiencies incurred are primary consideration in the qualification of the applicants. 4. Transfer applicants for professional programs must have no failure. 5. Applications for transfer shall be entertained and cleared by the Office of the Dean and endorsed to the Office of the Registrar for Qualifying Examinations at the Admissions Office. 6. Admitted applicants may enroll only upon submission of their Certificate of Eligibility to Transfer or its equivalent issued by the school last attended. 7. Credit transfer and course equivalence should be processed upon admission and enrollment. 8. Residence of two year or four regular semesters is required for a transferee to earn a degree in the Colegio.
Applicability:	Applicable to all collegiate students.
Policy Approval Authority:	Vice-President for Academic Affairs
Related Policies or References	<ul style="list-style-type: none"> • Student Handbook • Manual of regulations for private higher education (a.k.a. MORPHE)
Definition:	<p>Failures – refers to failing grades including unauthorized withdrawals (uw) and INC grades converted to a failing mark (70%).</p> <p>Residence rule – is the allowed number of years a student is expected to finish and graduate from his chosen academic program.</p>
Prepared by:	Office of the Registrar
Approved by:	 <hr/> Rev. Fr. Clarence Victor C. Marquez, O.P.
Date Approved:	

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.