



LEYTE NORMAL UNIVERSITY
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Manual on Office Procedure



This Manual highlights implemented policies and procedures what students and faculty are expected to observe when making transactions with the university. This is a collection of policies and procedures established in the creation, disposition, holding and issuances of student records.

LEYTE NORMAL UNIVERSITY

Tacloban, City

(053) 321-2176

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Introduction

The Leyte Normal University Registrar's Office (LNU-RO) has been consistently trying to function and deliver its services with efficiency. In order to handle its tasks with lesser complication, and greater speed and accuracy, the office has been reviewing and upgrading its work methods and procedures for better use of the university and its staff.

Inspired by the challenges and expectations that continue to test the effectiveness and competence of the staff as frontline officers, the LNU-RO took a step further by putting into prints office procedures and policies already practiced.

This Manual on Office Procedure is the first ever printed so as to make office procedures generally known and to give the different clienteles and departments a better understanding of the ways things work and the policies and procedures in conjunction with the policies of the university. Likewise, clients transacting the office may also understand that certain procedure is followed for every transaction so that there will be order in the delivery of office services. This contains a collection of already established office policies and procedures. And contents were taken either culled out, verbatim, or in part or paraphrased from different sources.

Since this is a new publication, we ask that you give us feedback to provide information on how to make this better, clearer and more accurate. We continue to look for ways to improve our services as we continue to evolve in our functions and delivery of our services.

May this Manual will serve as an invaluable Guide for everyone towards increased efficiency and effectiveness to promote order and respect in the delivery of services.

The Philippine society gives high priority to education, from basic and technical or vocational to higher levels. As principal agents in carrying out the educative process, public and private institutions play complementary role in its provisions in the implementation of its programs and delivery of basic services.

The higher education system in the Philippines is currently dominated by private institutions, thus, most of the policies herein mentioned are referenced from manuals widely published and circulated by private colleges under the general guidance of the Commission on Higher Education which, **Leyte Normal University** (LNU) being a state university, aside from its own mandates as chartered university, is also governed by its provisions and policies.

University Vision:

A leading university of education and diverse disciplines attuned to local and global development needs.

University Mission:

To produce top performing professionals equipped to engage on knowledge and technology production, so necessary to develop a sustainable society.

Code of Ethics for School Registrars (Registrar's Guidebook –CEAP, 2009)

Believing that professional excellence directly influences the school community, the country and the world, Registrars and Staff should strive to create an environment that promotes sound ethical, moral and professional values. They should seek to deliver quality service that is courteous, efficacious and prompt. In addition to these, they should maintain professional standards by:

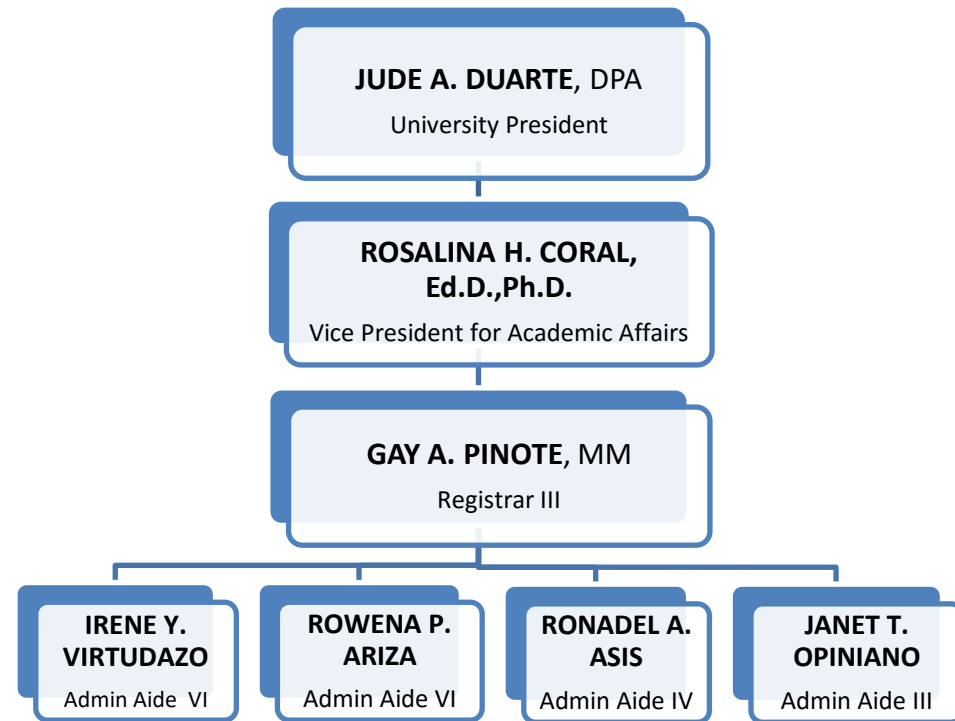
1. Preserving the dignity of the office;
2. Exuding personal and professional competence;
3. Safeguarding the exchange of confidential information;
4. Promoting a climate that exercises professional judgment;
5. Refusing to use the office for personal ends;
6. Training staff according to the school's vision, mission, goals and objectives;
7. Sharing experience, knowledge, talents and skills freely with others;
8. Upholding the authority of the school when communicating with students, parents and others in the community;
9. Presenting an image representative of the school's excellent standards; and
10. Conducting work in the spirit of truth, justice, equality, respect and love.

Structure and Organization

The Registrar is classified as a member of the “academic non-teaching personnel”, that is, a person “holding some academic qualifications and performing academic functions directly or indirectly supportive of teaching.”(Sarmiento, 2006)

The Registrar’s Office, as an administrative unit, shall function to provide support services for the academic programs of the university. Its corporate relationship should therefore, be on the basis of sympathetic and intelligent interest in the work of all departments with due consideration to the policies set out by the office. (LNU Code, Art. IX, Sec. 1)

Below illustrates the LNU-Registrar’s Office organizational flow:



MRS. IRENE Y. VIRTUDAZO (Admin. Aide VI) attends to

- CAS (BSIT, ABPoSci, BLIS): TOR, Diploma, Evaluation for Graduation, Certifications, including compliance from other schools
- CME: TOR, Diploma, Evaluation for Graduation for all CME, OJT and other certifications, including compliance from other schools
- 1997 and below Graduates
- SCUAA and Scholarship Certification
- Other functions as may be necessary

MISS ROWENA P. ARIZA (Admin. Aide VI) attends to

- Graduate School: TOR, Diploma and Certifications
- COE (A-L): TOR, Diploma, Evaluation for Graduation, Certifications, incl. compliance from other schools
- Collates the List of Candidates for Graduation
- San Isidro Campus Transactions
- Weighted Average Certification and Scholarship Certification
- Other functions as may be necessary

MRS. RONADEL A. ASIS (Admin. Aide IV) attends to

- COE (M-Z): TOR, Diploma, Evaluation for Graduation, Certifications, including compliance from other schools
- CAS (BSSW, ABCOM and BSBio): TOR, Diploma, Evaluation for Graduation, Certifications, including compliance from other schools
- Posts Grades (completion forms) /Files/Records Grade Sheets of Faculty
- SCUAA and Scholarship Certification
- Other functions as may be necessary

MISS JANET T. OPINIANO (Admin. Aide III)

- Reception Clerk. Accepts requests and endorses the same to assigned personnel.
- Releases and records all requested documents.
- Answers telephone calls and attends to students grades/deficiencies concerns.
- ILS: Form 137, certifications, diplomas, including compliance from other schools.
- Other functions as may be necessary

Records Officer

- Sets standard operating procedure in the Record Section
- Sees to it that records are safeguarded, kept in good shape and properly monitored
- Classifies records or files
- Requests for records (F-137) of new students
- Other functions as may be necessary

Curricular Programs

College of Education

Graduate Programs

Doctor of Education (Ed.D.) in Educational Administration
Doctor of Arts (D.A.) in Language Teaching
Master of Arts in Education (M.A.E.) in Educational Management
Master of Arts in Education (M.A.E.) in Mathematics
Master of Arts in Special Education
Master of Arts in Pre-Elementary Education
Master of Arts in Teaching Filipino
Master of Arts in Teaching Reading
Master of Arts in Teaching Language
Master of Arts in Teaching in Elem. Mathematics (Thesis/Non-Thesis)
Master of Arts in Teaching Social Studies
Master of Arts in Teaching Natural Science
Master in Education major Mathematics
Master of Arts in Mathematics Education

Undergraduate Programs

Bachelor of Elementary Education (BEED)
Specialization: Content Course, Special Education (SPED),
Pre-School Education (P-SCH ED)
Bachelor of Secondary Education (BSED)
Major: Mathematics, English, Technology and Livelihood Education (TLE),
Music, Arts, Physical Education and Health (MAPEH), Biological Sciences,
Physical Sciences, Social Studies
Teacher Certificate Program (TCP)
- a supplemental program for non- education degree graduates

College of Arts and Sciences

Graduate Programs

Doctor of Philosophy (Ph.D.) in Social Science Research
Master in English (Non-Thesis Program)
Master of Biology (Non-Thesis Program)
Master in Social Work (with Thesis Program)
Master in Physical Education (with Thesis Program)

Undergraduate Programs

Bachelor of Arts in Communication (BACom)

Bachelor of Arts in Political Science (BAPolSci)
Bachelor of Arts in English Language (BAEnglish)
Bachelor of Science in Biology (BS Biology)
Bachelor of Science in Information Technology (BSIT)
Bachelor of Science in Social Work (BSSW)
Bachelor of Library and Information Science (BLIS)

College of Management and Entrepreneurship

Graduate Programs

Doctor of Management-Human Resource Management (DM-HRM)
Master in Management (MM)

Undergraduate Programs

Bachelor of Science in Tourism, Hotel & Restaurant Management (BSTHRM)
Bachelor of Science in Hotel and Restaurant Management (BSHRM)
Bachelor of Science in Home Arts Entrepreneurship (BSHAE)

Student Academic Records

A student's academic record is created when the student enters the university. These are documents related to a student's acceptance, performance, accomplishments and transfer that include entrance credentials, grades and the like. (CMO 40 s. 2008)

The Leyte Normal University Registrar's Office (LNU-RO) adopts the generally followed student records filing systems and handles school records in a manner prescribed by the following laws, rules, and regulations:

1. The Education Act of 1982, sections 9(4) and 9(5)
2. Handbook for School Registrars, 1987
3. The 1992 Manual of Regulations for Private Schools (MRPS), Sections 57-59
4. The Manual of Regulations for Private Higher Education of 2008 (MRPHE) Sections 94-100
5. The Revised Penal Code, Articles 353-359
6. The New Civil Code, Articles 26 and 33
7. Office Circulars and Memoranda

Files and Filing System

Active records are those that belong to LNU students who are currently enrolled. These records are kept in areas readily available and accessible to the staff. While, *inactive records* are those that belong to students who have been graduated or who have transferred and whose Transcript of Records have been sent to the admitting school. These are kept in adequately secure and safe storage area at the 2nd floor of the Registrar's Office.

LNU-RO follows the ordinary alphabetic filing for student's permanent records in individual folders and an Electronic Data Archiving System is now being utilized to store and for easy access of entrance and other documents submitted by students starting SY 2014-2015. A student is assigned to a student number which is the basis for locating individual records whenever transcripts need to be processed.

Confidential records are personal records of students generated while the student is under the custody of LNU. These include the following:

- Birth and Baptismal Certificates
- Academic Records or Reports (e.g. final grades, grading sheets, Form 137/138, TOR)
- Medical Clearances
- Disciplinary Records
- Transcript of Records
- Application for Graduation Forms
- Transfer Credentials
- Contracts and Affidavit
- Addresses, telephone numbers, names of parents, originating school, etc
- Class Schedules, Etc.

Documents that are submitted to government agencies become public documents, therefore, are considered *non-confidential or unclassified*. These are the following:

- Enrolment Lists
- School Calendar
- Directory of Graduates
- Office Reports, Etc.

Other Records, Forms, and Reports

- Board Resolutions
- CHED and PRC Circulars
- Grade Sheets
- Permits, Recognition, Approvals and Acknowledgements
- Institutional Profile (CHED-HEMIS)
- Data of Transferees
- Prospectus/Curricula/New Programs of Study
- List of Honor Graduates per PD 907
- Commencement Programs

Request for Records

As a general rule, all information pertaining to student records are kept and issued by the school through the Registrar's Office.

Confidential records are released only to the owner of the record. But for practical purposes (e.g. the owner is abroad, is in the province, or is working, etc.), the owner of the record may designate an authorized representative *to apply for, sign on the owner's behalf, or claim the records*. The **authorization** should also contain:

1. The complete identity and reason why the owner is unable to file in person. This is usually the student's name, period of stay at LNU, and if graduated, the course graduated from and date of graduation.
2. The name of the representative and relationship to the owner of the record. The document being requested and the purpose for the documents applied for.

An authorization is valid only for a specific request. If the owner wishes to authorize the same person to request for another set of documents in the future, then another letter of authorization must be issued.

Sufficient **proof of identity** must be established both for the owner and his/her representative. This includes copies of, at least, two valid identification cards (driver's

license, voters ID, passport, school/company ID, etc.) from both the owner and his/her representative.

Transcript of Record (TOR) is a document showing the student's academic history and is used for reference, employment, board examinations, transfer, and other purposes. A student may be issued as many copies of the TOR as long as said record is not for transfer purposes. Requests for 2nd copy of transfer credentials cannot be honored. The party concerned will be directed to go to the school to which the record was sent (A Guidebook: MRO, 1997). However, if the student whose record has already been sent to another school applies for another for studies abroad, another copy may be issued only upon presentation of a certification from the last school attended that it has no objection to the issuance of another copy marked "Valid only for Studies Abroad". There are schools abroad which require the submission of record from every school where the student studied. (CMO 40 s. 2008)

An official transcript reflects all courses taken by the student, including transfer credit, if applicable. For security reasons, the TOR is always issued with a notation "Not Valid without Seal". Likewise, issuance requires that the names of the office personnel who prepared and checked it should appear in every page to pinpoint responsibility, as well as, for record purposes. A documentary stamp is normally affixed on the original copy of the TOR.

The LNU-RO prepares TOR when a written request is received through the **Application for Student Records**. Any request must have the student's signature. TOR contains the following general information (Registrar's Guidebook-CEAP, 2009):

1. Personal data – full name, date and place of birth, sex, citizenship, names of parents, religious affiliation, present address and other data. The name and other personal data or circumstances indicated in the birth certificate issued by the NSO will prevail. Discrepancies between the information in the birth certificate and the records from the former school should be corrected at the earliest possible time.

The following are the **Requirements for Correction of Name** (A Guidebook: MRO, 1997):

- a. Personal letter of student requesting for correction of name in accordance with the Birth Certificate;

- b. Affidavit of two (2) disinterested persons that they knew the person asking for correction of name in the scholastic records;
- c. Affidavit of parents agreeing on the name appearing in the Birth Certificate; and
- d. Original Birth Certificate (for verification only) and a photocopy of the said certificate.

In cases that the student, with the consent of the parent/s, will change the name written in the Birth Certificate, a court petition for correction of the name is needed.

2. Admission data –school last attended, date of graduation or date indicated on the certificate of transfer.
3. Subjects taken (subject codes and descriptive titles) based on the official or successful on line registration for each term of attendance.
4. The final grades obtained and units of credit earned every term based on the signed grade sheets submitted by the faculty at the end of every term.
5. The date of graduation, the course and board resolution number.
6. If the student was not graduated, the date indicated in the certificate of transfer issued, and the name and address of the school where the TOR was forwarded.

Issuance of Certification (Handbook for School Registrars, 1997)

Whatever certification is issued by the LNU-RO should always have a duplicate copy to be filed with the student's folder.

The certification issued should also always indicate the purpose for which it would be used. Depending upon the nature of the certification or record, the usual documentary stamp should be affixed and duly cancelled. **Certificate of Graduation** necessitates submission of student clearance and approval of application for graduation, and all grades are completely submitted by the teacher online.

Withholding of Credentials

LNU-RO may withhold the release of credentials of a student who has outstanding financial or property obligations to LNU, or is under penalty of suspension or expulsion. Credentials will be released upon settlement of the obligation or penalty has been served or lifted. (CMO 40 s. 2008)

Time and Cost

Students can usually expect their TOR to be prepared within 5 to 7 working days. During peak times (November through February and April through June), preparation may take longer. Students may claim their TOR as scheduled.

Schedule of Fees

TOR

Undergrad		doc stamp		
2 semesters	-	P 90.00 + 15.00	=	P 105.00
3-5 semesters	-	155.00 + 15.00	=	170.00
6 above	-	220.00 + 15.00	=	235.00
Grad School				
w/ Undergrad degree	-P	370.00 + 15.00	=	P 385.00
w/ Master's & Doctoral	-	300.00 + 15.00	=	315.00
Master's or Doctoral	-	150.00 + 15.00	=	165.00

DIPLOMA

Undergrad	-	P 100.00 + 15.00	=	P 115.00
Graduate	-	250.00 + 15.00	=	265.00

CERTIFICATION

	Undergrad	Grad School
Enrolment	-P 40.00 + 15 = P 55.00	P 50.00 + 15 = P 65.00
Graduation	- 30.00 + 15 = P 45.00	50.00 + 15 = P 65.00
Weighted Average	- 30.00 + 15 = P 45.00	40.00 + 15 = P 55.00
Units Earned	- 30.00 + 15 = P 45.00	40.00 + 15 = P 55.00
Authentication	- 8.00 /page	
Report of Ratings	- 30.00 /semester	
Evaluation Sheet	- 60.00	

Transfer

Transferee In refers to a student who comes from another institution who is registered after qualifying for admission to LNU.

Transferee Out refers to a student who left LNU to enter another school as evidenced by the request for Transfer Credentials.

Transfer Credentials (CMO 40 s. 2008)

A student who wishes to transfer to a different school before completion of his/her program must apply for Transfer Credentials at the Registrar's Office. The process is subject to existing rules and regulations. Transfer credentials are made up of a Certificate of Transfer and a True Copy of Grades marked "INFORMATIVE COPY ONLY".

1. A Transfer credential must be signed by the Registrar, and issued not later than two (2) weeks after the filing of application for transfer.
2. Upon receipt of the transfer credential, the admitting institution requests in writing for the complete school records or transcript of record of the student from the last school attended. The later shall forward the records directly to the admitting institution within thirty (30) days from receipt of the request.
3. The issuance of a Certificate of Transfer indicates that a student is free from all financial and property accountabilities and is not serving a penalty of suspension or expulsion.
4. Certificate of Transfer Credential is also referred to as Certificate of Eligibility to Transfer, Certificate of Transfer or Honorable Dismissal.

Transfer Credit

Sometimes, it becomes difficult for transferees and shiftees to finish their program requirements for a number of valid reasons. In order to remedy this, LNU resorts to crediting, equivalence or substitute subjects.

Crediting of subjects previously taken is usually done upon acceptance and enrolment of transferees. (Registrar's Guidebook-CEAP, 2009)

Transfer credits will be given to course/s taken at another institution subject to the approval by the appropriate officials of the Leyte Normal University. (Art. 23 Sec. 9 LNU CODE)

Shifting Policies (LNU Student Handbook, 2011)

Students contemplating on shifting to another program or course should see the Academic Dean of the desired program for the qualifying credentials and vital information before the enrolment period.

1. A first year student, who intends to shift from one course to another, must submit for proper screening with the chosen unit/department. Shifting is done at the end of the school year.
2. Students who are not qualified in the Board Program are advised to shift.
3. A second year student, who intends to shift from one course or specialization/major to another, must submit for proper screening with chosen unit/department. Shifting may be done at the end of the semester.
4. No shifting is allowed for third and fourth year students.

Equivalence/Substitute Subjects (Registrar's Guidebook-CEAP, 2009)

Equivalence (also referred to as *substitute* subjects) is a subject in the current curriculum of tertiary institutions that can be taken as an equivalent or substitute to the subject that is no longer offered. This is determined jointly by the academic department and the Registrar's Office, following the principle that the substitute subject must be similar or strongly akin to the subject requirement.

Returning students who started under the old curriculum and whose subjects are no longer offered by the institution may be advised to take substitute subjects under the new curriculum. The concerned academic unit shall be responsible in determining the substitute subjects.

Grades and Grading System (LNU Student Handbook, 2011)

The grading system for a student in curricular or component subjects/courses of any degree program shall strictly comply with the conditions or requirements set by the university. No temporary final grade for any curricular or component subject/course shall be given to a student (CMO 40 s. 2008).

All students must meet the academic standards set by the University in its program of quality education by obtaining at least 2.5 (2.3 for the College of Education) grade point average (GPA) at the close of each semester.

<i>Quality Marks</i>	<i>Numerical Rating</i>	<i>Percentage</i>
Excellent	1.0	(100 – 95)
Very Good	1.1 – 1.5	(94 – 90)
Good	1.6 – 2.5	(89 – 80)
Fair	2.6 – 3.0	(79 – 75)
Conditional	4.0	(74 – below)
Failure	5.0	Student must repeat the subject
Incomplete (INC)		Course not completed at the end of term
Dropped (DR)		

1. Numerical points are used in computing GPA. The MIS Unit gives students the grade reports at the onset of the succeeding semester. The University also provides free online checking of grade reports in the local area network (LAN).
2. A grade of 3.0 is the minimum acceptable passing grade in all courses. However, the College of Education requires at least a GPA of 2.3 for a student to qualify for second year of residence or specialization/major.
3. A conditional grade of 4.0 is given to a student who has not reached the passing score for requirements (especially major exams) set by the faculty. Any student who receives such a grade is required to take a removal examination scheduled by the faculty/unit. If the student passes the removal

examination, the grade is changed to 3.0 otherwise it is changed to 5.0 or Failure.

4. A grade of "INC" indicates the student has not completed the course requirements. For an "INC" to be converted to the appropriate grade, the student must complete all requirements within two (2) semesters succeeding the time the course was taken. Otherwise, one gets an automatic 5.0 or Failure.
5. The letters "DR" show that the student has dropped a course with the consent of his/her dean. Course dropped without the permission of the dean, the grade for the course automatically becomes 5.0 or Fail.
6. A special fee is charged when a student removes a 4.0 or completes an "INC". **Removal/ Completion Forms** are available at the Registrar's Office.
7. The college dean warns students whose records indicate poor overall standing as evidenced by several deficiencies in grades. The student will be put on "On Probation" status. Probationary student is expected to improve substantially during the following semester while on academic warning otherwise he/she will be denied enrolment the subsequent terms.

Accessing Grades

LNU-MIS issues hard copies of Report of Ratings to individual students usually at the onset of the succeeding semester. Students may also access through the university's LAN as soon as they are keyed in by the faculty and verified by the LNU-RO. To view grades, students will need to use their student number.

Reporting of Grades

All faculty members report grades, including "INCs" and "DRs", directly onto the LAN that are accessed by a secured code. Grade sheets are signed by the faculty member and submitted to the Registrar's Office for verification and filing purposes.

Every faculty member shall submit his/her report of grades not later than two (2) weeks after the last day of the examination period for the term (LNU Code, 2005).

Grading Sheets

LNU faculty submit grading sheets with the following entries:

1. The names of students with corresponding student numbers

2. The subject title as indicated in the prospectus
3. The subject code or course number
4. The term/school year
5. The schedule of the class
6. The name and signature of the faculty member teaching the subject
7. The program and (year level) each individual student is officially registered

The names of the students should match their names on the birth certificate.

Only the final grades of students are required in the grading sheets. This should be accompanied by a transmutation table.

Once submitted to the LNU-RO, all grading sheets are permanently bound and stored for future reference.

Change of Grades/Correction of Ratings/Removal on Incomplete Grades (Registrar's Guidebook-CEAP, 2009)

All grades keyed online are generally considered permanent or final. However, there are circumstances when a change of grade may be considered. Petition for grade correction by the student must be filed within one school year from the date of release of final grade. Students who fail to file for a request within this period forfeits the privilege. Endorsements to the LNU-RO beyond this stipulated deadline will not be accepted.

A request for **Change of Grade or Correction of Rating** is usually filed in case the final grade is contested. LNU has adopted the following guidelines:

1. Contesting period is within one year after the grade was given.
2. Attach the letter filed by the student contesting the grade.
3. Faculty seeks approval of the Academic Dean to be endorsed to the Registrar's Office for corresponding annotation in the student's records.

Once approved and endorsed to the LNU-RO, the RO staff will now make the necessary changes online and now becomes a permanent part of a student's file.

A special fee is charged when a student removes a 4.0 or completes an "INC". **Removal/Completion Forms** are available at the LNU-RO.

INC or 4.0 as a mark becomes permanent and will still appear in the student's record even if it has already been satisfactorily completed or removed.

Confidentiality of Records

With the exception of files and records which are non-confidential or unclassified, the rest are strictly confidential. As such their disclosure is governed by very strict policies. The suggested guidelines are: (Handbook for School Registrars, 1987)

1. A student is entitled to a TOR, but he/she is not entitled to know other records in his/her file which are confidential in nature.
2. A student has the right to see his/her academic record, from which a copy was made, and is entitled to an explanation of any information recorded on it.
3. The student's file or folder cannot be taken out of the office unless specifically authorized by the Registrar, depending on the purpose for which it is needed.
4. School officials and faculty members of the institution may be permitted to look at the academic records of any student if needed in the evaluation of the academic standing of the student concerned.
5. Requests for the production of a student's record from the court are usually on a duly issued *subpoena duces tecum*, but the student must be notified of said subpoena if he/she is available or if he/she can be reached through any media of communication.
6. The right to inspect student record is limited solely to the student. Records *may be* disclosed to parents only under the following conditions:
 - a. Through a written consent of the student specifying the records to be disclosed, the purpose and the identity of the person/s to whom the disclosure may be made; and
 - b. If the student is still a minor or has not yet been emancipated from parental authority.

Should the parents provide proof of dependency the university will still exercise the discretion to disclose student information.

Records Verification/ Background Investigation (Registrar's Guidebook-CEAP, 2009)

Any legitimate entity or office may verify in writing the contents of copies of records issued by the LNU-RO in connection with the application for employment of our students or graduates. However, such information is limited only to the *student's name, inclusive dates of attendance, program or degree, and date of graduation, if applicable.*

The same consideration will be accorded to requests for research and scholarship purposes.

As a rule, no background investigation should be entertained over the phone. All requests regarding disclosure of student's record should be in writing and filed with the individual folder.

Holding Period and Disposition

While no regulations exist indicating how long the records of a student should be kept, LNU-RO considers student records as perpetual. The office keeps copies of all student records as long as the school exists.

Requested TOR, certificates and other documents/issuances not claimed within sixty (60) days are shredded.

Admissions

A student who graduates from the secondary level of education shall be eligible for admission to any degree program in the university. However, a student who has not completed the second level, but who has qualified in the Philippine Educational Placement Test (PEPT) may also be eligible for admission to LNU.

LNU admission requirements are determined by the unit/department offering the course and are published before and during each screening period. Further information is available from the Guidance Office, Dean's Office or Office of Student Affairs. Applications may be filed starting January of each year. (LNU Code 2005)

Categories of Students (Registrar's Guidebook-CEAP, 2009)

Students can be categorized into the following: old students, new students, transferees, returnees, and sit-in students.

Old students are those who were enrolled in the previous term/s and are currently enrolled in the same school.

New students are those who are entering the school at any level for the first time as First Year in college after graduating from high school. If a high school graduate defers his/her enrolment for a period of time, then decides to enrol in college the following term, he/she is still considered as a new student.

Transferees are those who are transferring from another school and may be grouped under new students.

Returnees are students who had previously enrolled in the school but had transferred to another, and are returning to the first school or they are students who are returning from a leave of absence.

Sit-in students, usually students in the graduate school, are those who are enrolled but who do not earn units and may be exempted from certain class requirements.

Admission Standards (LNU Student Handbook 2011)

1. Admission to the Leyte Normal University is open to all high school graduates with the required credentials and grade point average. Applicant must undergo evaluation of entry credentials, interview and testing. These will be done strictly within the announced dates and schedule.
2. Only those who meet the admission requirements and who passed the interview and testing are qualified for enrolment. Non-passers are restricted to reapply.

3. Thorough physical, medical and other necessary examinations are also prerequisites for enrolment.
4. Only those students from other colleges and universities whose records are excellent and who have particularly compelling educational reasons for seeking transfer admission will be accommodated.
5. Priority is given to applicants who have never enrolled in college. Applicants who have earned a degree in any HEI will no longer be accepted. They may register in supplemental programs offered in the university or enrol in any of the graduate programs offered.
6. Admission to all graduate programs in the graduate level is always open every semester and summer term of each academic year.

Admission Requirements (LNU Student Handbook 2011)

Screening for new students at LNU starts from January to April. Admission for the 2nd semester for new and transferees is subject to the availability of slots.

1. Graduate Programs. Applicant must submit a copy of TOR for evaluation at the concerned Office of the Academic Dean. An applicant must have:
 - a. An appropriate Bachelor's Degree (for master's)
 - b. A Master's degree (for doctoral)
 - c. A satisfactory academic record
 - d. Passed the English Proficiency Test
2. Undergraduate Programs
 - a. New Applicants (minimum requirements to qualify for testing and interview)
 1. Duly certified Xerox copy of Form 137/138 by the Principal showing grades at least up to the 2nd grading period
 2. GPA of 80% or higher with no grade lower than 80 in English, Math and Science.
 3. Three (3) pieces of 2x2 recent and close-up ID picture
 4. Must pay the Screening Fee

- b. Transferees
 1. Must not have taken more than four (4) semesters of college education in another school (2-year vocational/technical courses are not counted as college education)
 2. Authenticated Xerox copy of TOR or Transfer Credentials
 3. Certificate of Good Moral Character
 4. GPA must be 85% (2.0) or better
 5. Three (3) pieces of 2x2 recent and close-up ID picture
 6. Must pay the Screening Fee
- c. Returnees
 1. Readmission must be approved by the concerned College Dean and OSA
 2. Leave of Absence (LOA) Form – student’s copy
 3. Report of Ratings

Enrolment

Admission requirements are those required of new students and of transferees still to be given the school’s entrance examinations.

Enrolment requirements are those required of new students and of transferees, who have already passed the entrance examinations in the school and who wish to enrol as students of that school.

An applicant for enrolment who cannot present all valid requirements will be considered a temporary enrollee. He/She must execute a **promissory note** stating a definite date of submission of the lacking credentials.

Enrolment Schedule (LNU Student Handbook 2011)

Schedule of enrolment for new students, transferees and returnees is within the approved dates between May and start of June. Inquiries about 2nd semester admission should be made before the last week of October.

For continuing students, the schedule of enrolment starts with the seniors down to the sophomores. Enrolment for the 2nd semester falls on the last week of October.

Late Enrolment

Generally, late enrolment is allowed after the specified dates of enrolment but in no case will exceed two (2) weeks after the opening of classes. After which, no enrolment will be allowed. (CMO 40 s. 2008)

At LNU, late enrolment is allowed only one week after the last day of enrolment schedule, after which all late enrollees will pay a P 50.00 fine per day of delay. (LNU Student Handbook 2011)

Changing, Dropping or Adding of Subjects after Enrolment (LNU Student Handbook 2011)

Terms: *Withdrawal*- when student withdraws all the subjects *within* 2 weeks after the start of class. All entrance documents can still be withdrawn and registration is totally erased from the system. Schedule of refund will apply accordingly.

Dropping is when the student decides not to continue and is officially done *after* 2 weeks of classes. Entrance documents could not be withdrawn anymore but transfer credentials will be provided instead. Schedule of refund will apply accordingly. DR will appear as a rating in the system.

Selective dropping is when the student chooses only one or few subjects

If the student has already enrolled, then withdraws all subjects within 2 weeks after the start of classes his/her credentials are returned and name is cancelled from the rolls as if he/she never enrolled. A letter request duly signed by the student and his/her parents or guardian is required to get refund when withdrawing from enrolment. In case the student decides to enrol in the future, he/she is accepted as a new student. If cancellation or dropping is done two weeks after the classes start, Transfer Credentials will be issued instead.

Dropping out from school halfway during the semester will entail paying for the whole semester. A letter request duly signed by the student and his/her parents or guardian is required to get refund.

A student who selectively drops his/her subjects and leaves school without notifying the MIS Office, the Accounting Office, the Registrar's Office and without filing a Leave of Absence (LOA) will run the risk of paying for the whole semester and losing his/her slot for reenrolment.

If the student intends to return to LNU, the student or a representative must file the LOA at the Office of Student Affairs not later than two months after dropping out from school. No student will be accepted back without a LOA.

The letters "DR" show that the student has dropped a course with consent. Course dropped without permission, the grade for the course automatically becomes 5.0 or Fail.

Changing and adding of subjects after enrolment is allowed only for valid reasons within the first two weeks of classes. Valid reasons include changes in schedules of subjects resulting in conflicts, opening of petitioned subjects, failure in prerequisite subjects and other similar reasons. **Changing/Adding Forms** are available at the LNU-MIS Office.

Student Load

Subject load shall be in accordance with the approved curriculum for the degree program the student is following.

One unit of credit shall be at least sixteen (16) full hours per semester in the form of lecture, discussion, seminar, tutorial, or equivalent field/laboratory work or any combination of these forms within a semester. (Art 24, Sec 1 LNU Code 2005)

Advanced Subjects and Back Subjects

A student shall not be permitted to take any advanced subject until he has satisfactorily passed the prerequisite subject or subjects. However, a student may be allowed to *simultaneously* enrol in pre-requisite and advanced classes under the conditions as follows:

1. When the pre-requisite is a repeated subject;
2. When the student has superior scholastic standing;
3. When the student is graduating at the end of the school term; and
4. When it is approved by the authorized academic official.

Excess or Over Load

Upon discretion of the academic officials, a graduating student may be allowed additional subject-loads of not more than two (2) subjects or six (6) academic units in excess of the normal load specified in the curriculum. Likewise, a graduating student may, on a case-to-case basis, be allowed to take several Physical Education (PE)

courses in a semester. The request for two (2) or more basic PE subjects should include the following: (CMO 40 s. 2008).

1. Name of student
2. Reasons justifying his/her failure to take PE in the preceding semesters
3. The class schedule and the schedule of the requested PE classes
4. The endorsement of the Registrar with the statement "Graduating upon completion of load"

Cross Enrolment

Cross enrolment may be defined as enrolling in two schools with a total load not to exceed the regular load for the program being pursued. It is also sometimes referred to as *dual enrolment* wherein the student is concurrently enrolled in another school (host school) for some subjects. (Administrative Instructions No. 11, s, 1926; Par. 115, 1960 Manual; Par. 83, 1930 Manual)

Cross enrolment is discouraged and shall be subject to university policies, rules and regulations. Permit to cross enrol is a privilege not a right, which is granted at the discretion of the mother institution.

However, for valid reasons as determined by, and with the written consent of the **VPAA, Dean** and the **Registrar**, where the latter issues the **Permit to Cross Enrol**, a student may be allowed to cross enrol on the following conditions (Sec. 93 of the 2008 MRPHE):

1. As a general rule, only general education courses may be cross enrolled in another school;
2. If the subject is not currently offered and if the student is in his/her last term;
3. Subject to be taken is a deficiency incurred or behind subject, not an advanced subject;
4. If the subject is offered, but the schedule conflicts with the student's other class schedule;
5. Descriptive title of the subject in the host school must be similar to that of the mother school;
6. Cross-enrolment to more than one school outside the mother institution is not allowed;
7. Total subject loads must not exceed the allowable number of units per school term.

If a school is in consortium with other schools, cross-enrolment policies and procedures agreed upon by member schools are enforced.

Petitioned Subjects

Petitioned subjects, including tutorial/special classes, are governed by policies set by the school administration. The reasons for granting requests to open petitioned subjects are the following:

1. There are still enrollees in subjects that are already closed.

2. There are still students who are taking subjects no longer offered because of changes in the curriculum.
3. There are subjects that cannot be cross-enrolled in as matter of academic policy.

Applicants for a Second Degree

Applicants who have earned a degree in any HEI will no longer be accepted. They may register in supplemental programs offered in the university or enrol in any of the graduate programs offered. (LNU Student Handbook 2011)

Non-High School Graduates with PEPT

Students who did not graduate from high school but would still like to obtain a college degree can take the Philippine Educational Placement Test (PEPT) given by the National Educational Testing and Research Center. Once certified as having met the basic requirements for Fourth Year High School, the Certificate of Rating can take the place of high school F-138 or Report Card. They are still subject to the admission policies of the local institution. Precautionary measures in accepting students with PEPT documents should be undertaken. (CMO 01 s. 2006)

Foreign Students (CMO 40 s. 2008)

Schools should have themselves accredited with the Bureau of Immigration if they wish to accept foreign students (BI Office Memo Order No. RBR 00-57)

Foreign students are subject to the requirements of either new students or transferees, in addition to the requisite visas and study permits from the Bureau of Immigration and the Department of Foreign Affairs (EO 285).

In addition to the conditions for admission of a foreign student into any degree program provided by law and the policies and CHED rules, it must be shown that the foreign student has the means sufficient to support his/her education or study in the Philippines.

Transnational Education (CHED-MEMO 2008)

Active linkages with foreign institutions and LNU are limited only for academic and cultural exchanges, and on-the-job trainings for students. TNE programs are delivered jointly by LNU as local partner and other foreign universities and entities.

Larger part of the program is delivered by LNU as partner and the degree may be granted either jointly by the LNU and the foreign partner through certificates/diplomas.

Foreign students are subject to the requirements of either new students or transferees, in addition to the requisite visas and study permits from the Bureau of Immigration and the Department of Foreign Affairs (EO 285).

Authentication

Graduates requesting for authentication of documents issued by the LNU-RO need to submit the following documents:

1. Photocopied documents together with the original copy for verification
2. Official receipt of payment

Only records issued by the LNU-RO may be certified by the LNU-RO as authentic.

Falsification of Records

Falsified records may be classified as either spurious or tampered. Spurious records are those that did not originate from the Registrar's Office. Tampered records are original documents whose contents have been altered.

Such an offense is considered a criminal act under the Revised Penal Code. LNU will deal accordingly with the persons who submit falsified documents.

Candidates for graduation, including students who have formally been dismissed from the university are still subject to existing school policies and procedures governing official university transactions. Graduates and the above other students who breach

official university policies (e.g. submission of spurious, fake, tampered documents or records, unauthorized and misrepresentation, forgery of signatures, etc.) will be subject to similar existing disciplinary sanctions for such as applied to students, as stipulated in the Student Handbook.

School Calendar (CMO 40 s. 2008)

LNU secures copy of the standard school calendar which the CHED issues for the ensuing school year, usually in January.

The school calendar is based on the standards set by CHED through a copy of the standard school calendar issued by the same office for the ensuing school year, usually in January of the preceding school year. These are the standards for opening and ending of the school year, holidays and term breaks, the number of class days, among others, are included. Under the provisions, classes in all levels shall begin on the second Monday of June. Other guidelines governing the school calendar are as follows:

In college, school days shall consist of not less than eighteen (18) weeks per semester and six (6) weeks for summer classes or its equivalent of normally six (6) school days each week, excluding Christmas, semestral, and summer break. The said school days shall include examination days and class days, which may be suspended due to natural or man-made causes. The standard period for lecture or recitation classes shall be one hour per unit.

One hour of lecture or recitation for a minimum of 17 weeks shall be equivalent to one unit of college credit. Two or three hours of laboratory work, field work, including apprenticeship and on-the-job training, shall be equivalent to one hour of lecture or recitation, and therefore, to one unit of college credit.

HEIs opting to adopt school calendar or school term other than herein specified shall seek prior approval from CHED.

Enrolment List

Within two (2) days after the close of enrolment period, the MIS Office submits to the VPAA and President's Office a list, of all students who have been enrolled, duly signed by the Registrar.

Graduation

Graduation is a formal, public recognition that the student has satisfactorily completed the requirements of a specified program. It is also an occasion where the achievement of the graduating student during his/her stay at LNU is recognized.

As a general rule, no student should be allowed to graduate unless he/she complies with all academic, non-academic and other requirements imposed by LNU for graduation. This means obtaining passing grades in all subjects in the curriculum, compliance with NSTP requirements and completion of all admissions requirements (inclusive of transfer credential, NSTP, PE, research work and make up for all absences in practicum work and duties, etc.) and have met all financial and property obligations to the university and disciplinary sanctions, if any, are served. (MRPS 1992)

The candidates whose names are listed in the graduation program do not automatically qualify for graduation despite their presence at the graduation ceremonies and the declaration of conferment by the university president or his/her authorized representative. It is, therefore, imperative for the candidates to comply with all the requirements for graduation before they can be considered graduates. (LNU Graduation Programs)

The general requirements for graduation from any program are: (LNU Code 2005, Registrar's Guidebook-CEAP, 2009 and LNU Student Handbook 2011)

- a. Satisfactory compliance with all academic, non-academic and other requirements set by LNU;
- b. Residence in the university;
- c. Settlement of all financial and property obligations to the school;

- d. Submission of the application for graduation; and
- e. Approval of eligibility for graduation by the Academic Council and the Board of Regents.

For preliminary academic evaluation and advice, all applications for graduation must be filed at the Registrar's Office starting the end of August to mid-October for 1st semester graduates and from November to December for the 2nd semester graduates.

The Registrar shall publish a list of all candidates for graduation before the end of each term.

Protest against the final list of graduating students may be allowed as long as this is done on or before the academic council deliberates and approves the list of candidates for graduation. Protests should be done in writing.

Why the need to apply for graduation?

1. It allows the Registrar's Office to prepare a final graduation evaluation to determine if all requirements for the degree have been met and that all required entrance credentials, transcripts, etc. are complied. Thus, allows the candidates the opportunity to be informed of the deficiencies, if any.
2. The Registrar's Office uses the application as reference for examination in case of any grievance or complaint.
3. The Application for Graduation is used to generate an official list of graduation candidates for approval by the Academic Council and Board of Regents.
4. The University uses the list to order the graduation paraphernalia, reserve seats for the program, prepare official index cards, provide graduation tickets for guests, and to assure that a diploma and diploma cover are available for each candidate.

LNU has only one (1) graduation ceremony on campus each academic year – at the end of March. Student who qualified for graduation the previous terms (1st semester or summer term) may join to march with the candidates who finish in March.

Candidates for graduation, including students who have formally been dismissed from the university are still subject to existing school policies and procedures governing official university transactions. Graduates and the above other students who breach

official university policies (e.g. submission of spurious, fake, tampered documents or records, unauthorized and misrepresentation, forgery of signatures, etc.) will be subject to similar existing disciplinary sanctions for such as applied to students.

Requirements for application for graduation:

1. **Application for Graduation Form**- completely filled out
2. A copy of the Prospectus- duly evaluated by the concerned unit head
3. Official Entrance Slip- original, current semester

LNU schedules the final examinations of graduating students earlier than the regular final examinations.

As a general rule, no degree should be conferred upon a student unless he/she has taken the last curriculum year of the program in the college, which is to confer the degree. (Par. 156. 1971 MRPS; Sec 140, Grading /Promotion System: Tertiary Level, Education Law, MRPS 1992 edition)

Diploma and Certificate of Graduation

A diploma and certificate of graduation are issued to a student after completing all the requirements of a program set by LNU including submission and approval of the application for graduation, meeting all financial and property obligations to the university and disciplinary sanctions, if any, are served.

The diploma contains the following:

1. Full name of the student as indicated in the birth certificate
2. Program (including major) the student is graduating from
3. Academic Honors received, if any
4. The date of graduation
5. Signature of the University President, the Academic Dean and the University Registrar
6. School dry seal

A second copy of the Diploma may be issued upon request and upon submission of duly notarized Affidavit of Loss. The remark "2nd Copy" and the date it was prepared is indicated, usually in the lower right hand portion of the document.

If the signatories of the original diploma are no longer in the university, or no longer in their original designations, the diploma may be signed by the school officials who have replaced them.

Other References

Registrar's Guidebook (CEAP) Catholic Educational Association of the Philippines, 2009
A Guidebook: The Management of the Registrar's Office (MRO), 1997
LNU Student Handbook, 2011
LNU Code 2005

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Appendix A

Republic of the Philippines
LEYTE NORMAL UNIVERSITY
 Tacloban City
 Office of the Registrar

APPLICATION FOR STUDENT'S RECORDS

PROCEDURE:

- Secure Application Form at the Registrar's Office.
- Fill-out Application Form.
 Note: For new applications and Graduate School Students, form must bear signatures from the following units for clearance purposes.
 a. Student Affairs/Grad. School Coordinator b. Undergrad/Grad. School Library c. Accounting
 For renewal of TOR in the Undergrad Level with purposes other than for Further Studies, only the signature of the Accounting Staff is needed.
- Pay at the Cashier.
- Submit duly accomplished Application Form at the Registrar's Office window and have your picture taken thereat. (For student applicants who are not applying in person, representative must submit to the Office one (1) piece colored 2x2 ID picture).

Requirements in Claiming Transcript of Records, Diploma and Certificates:

- Official Receipt
- Valid ID

Additional Requirements if documents are claimed by a representative:

- Valid ID of the representative.
- Authorization Letter (to sign application and to get/claim the document requested)

5. Transcript of Records/Certificates not claimed within sixty (60) days will be shredded.

Thank you.

For the Registrar's Office:
 Date Received: _____
 Received by: _____

For the Claimant:
 Received by: _____
 Date Received: _____

PERSONAL DATA

Please read above procedure before filling this out.

NAME OF STUDENT: Last Name _____ First Name _____ Middle Name _____ Maiden Name (For Married female applicants) _____

Student #: _____ Date of Birth: _____ Place of Birth: _____

Citizenship: _____ Civil Status: _____ Religion: _____

Name of Father: _____ Name of Mother: _____

Name of Spouse: _____

Permanent Address: _____

Contact No.: _____ Email address: _____

Educational Background:

Elementary: _____ Year Graduated: _____

High School: _____ Year Graduated: _____

Tertiary: _____ Year Graduated: _____

Graduate: _____ Year Graduated: _____

REQUEST FOR: (Please check appropriate box)

Transcript of Records **Level:** Graduate Undergraduate **Type of Application:** New Renewal

For Employment For Further Studies

Others (specify) _____

Certification (specify) _____

Diploma

COURSE: _____ **MAJOR/SPECIALIZATION:** _____

First attendance in this institution: _____ Last attendance: _____

Number of semesters and summers: _____ Date of Graduation: _____

Student's Signature over Printed Name

CERTIFICATE OF CLEARANCE

1. _____ Office of Student Affairs / Grad. School Coordinator

2. _____ Library - Undergrad / Graduate School

3. _____ Accounting

Amount: _____
 O.R. No.: _____
 Date: _____
 Cashier's Initial: _____

Appendix B

Republic of the Philippines
LEYTE NORMAL UNIVERSITY
 Tacloban City
 - 000 -
 Office of the Registrar

APPLICATION FOR GRADUATION

Date: _____

The Registrar
 Leyte Normal University
 Tacloban City

Sir/Madam:

Please consider me an applicant for graduation.

Student Number: _____

Name of Applicant: _____

	First Name	Middle Name	Last Name
--	------------	-------------	-----------

For married female applicants, please write maiden name: _____

Course: _____ Major/Specialization: _____

PERSONAL DATA:

Sex: Male Female

Date of Birth: _____ Place of Birth: _____

Religion: _____ Civil Status: _____

Home Address: _____

Cellular No./Tel. No.: _____ Email Address: _____

Parents/Guardian: _____

Parents'/Guardian's Address: _____

ENTRANCE DATA:

Entrance Credentials Submitted: (Please check)

High School Card (Form 138)

Honorable Dismissal (for Transferees)

Other credentials (specify) _____

Name of School Last Attended: _____

Date of Admission to LNU: _____

The following subjects are presently authorized as my load:

Tentative date of graduation: _____

This is to certify that the foregoing entries are true and correct as reflected in my scholastic record. I will extend my cooperation and support to the Alumni Association of which I will be automatically a member after graduation.

Respectfully yours,

Applicant's Signature over Printed Name

Approved: GAY A. PINOTE
Acting Registrar

Note: Please accomplish using black ballpoint pen.

Appendix E

**Leyte Normal University
Tacloban City
Office of the Registrar**

STUDENT'S REPORT/PAYMENT REQUEST FORM

Date: _____
 Name: _____
 Student No.: _____
 Course/Year/Sec.: _____

Request for: (Please check)

Evaluation Sheet
 Certification (specify) _____
 Report of Rating
 SY/Semester _____
 Authentication
 No. of pages: _____

Noted by: _____
 Cashier's Initial: _____

Appendix F

RD FORM **TRANSFER CREDITS / EQUIVALENCE / SUBSTITUTE SUBJECTS
For Returnees/Transferees/Shifttees**

Name of Student: _____ Name of School Last Attended: _____
 Course/Year/Sec.: _____ Address of School Last Attended: _____
 Major/Specialization: _____

SUBJECTS TO BE CREDITED FROM PREVIOUS SCHOOL OR CURRICULUM				
COURSE CODE	DESCRIPTIVE TITLE	FINAL GRADE	UNITS EARNED	
1				
2				
3				
4				
5				
Total No. of Units:				

EQUIVALENT/SUBSTITUTE SUBJECTS AT LEYTE NORMAL UNIVERSITY			SIGNATURE & PRINTED NAME OF EVALUATOR	REMARKS
COURSE CODE	DESCRIPTIVE TITLE	UNITS EARNED		
1				
2				
3				
4				
5				
Total No. of Units:				

Transfer credits shall be given to course/s taken at another college/university subject to the approval by the appropriate officials of the Leyte Normal University. (Art. 23 Sec. 9 LNU CODE)

cf: Registrar's Copy Approved by: _____ **COLLEGE DEAN / Date**

RD FORM **TRANSFER CREDITS / EQUIVALENCE / SUBSTITUTE SUBJECTS
For Returnees/Transferees/Shifttees**

Name of Student: _____ Name of School Last Attended: _____
 Course/Year/Sec.: _____ Address of School Last Attended: _____
 Major/Specialization: _____

SUBJECTS TO BE CREDITED FROM PREVIOUS SCHOOL OR CURRICULUM				
COURSE CODE	DESCRIPTIVE TITLE	FINAL GRADE	UNITS EARNED	
1				
2				
3				
4				
5				
Total No. of Units:				

EQUIVALENT/SUBSTITUTE SUBJECTS AT LEYTE NORMAL UNIVERSITY			SIGNATURE & PRINTED NAME OF EVALUATOR	REMARKS
COURSE CODE	DESCRIPTIVE TITLE	UNITS EARNED		
1				
2				
3				
4				
5				
Total No. of Units:				

Transfer credits shall be given to course/s taken at another college/university subject to the approval by the appropriate officials of the Leyte Normal University. (Art. 23 Sec. 9 LNU CODE)

cf: Dean's Copy Approved by: _____ **COLLEGE DEAN / Date**

