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Master of Science in Animal Science

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CHAPTER 57
TRANSFER OF STUDENTS AND VALIDATION OF SUBJECTS
USM Code of Governance 2012

Article 192. Transfer of Students

Section 1. Only students from PASUC member institution, duly accredited by PAASCU or CHED recognized Institutions of Higher Learning may be allowed to transfer to the University, subject to compliance with its admission requirements.

Section 2. It shall be the responsibility of the Registrar's Office to secure the transfer documents of transferees within one (1) year. Failure to produce such transfer documents within one (1) year shall be a valid ground for the non-admission of the student to the University, except for meritorious cases, such as, burned buildings where records are stored/kept.

Article 193. Validation of Subjects

Section 1. The records of a transferee from a non-PASUC member school shall be subjected to validation process.

Section 2. A transferee must apply for validation within one (1) year from the date of his/her admission provided, that a third year transferee shall validate all transfer credits within his/her first two (2) semesters in the University. Failure to comply with the one (1) year period for validation shall be a ground for the transferee to re-enroll the required course(s).

Section 3. A transfer student may apply for validation by filling out the prescribed form for advanced credits corresponding to the subjects taken in another institution of higher learning upon compliance of the following requirements: (a) presentation of credentials showing that he/she has attended and passed in the courses equivalent to those given by the University for which advanced credits are sought; and (b) passing the validation test given by the concerned College.

Section 4. A transferee must take the validation examination for every subject he/she would like to have accredited for credits in any such regular periods for validating examinations without fees to wit: (a) within the first three (3) weeks after the last day of registration for any term, as scheduled by the University Registrar's Office; and (b) during the final examinations in any term.

Section 5. Transferees with subjects taken from non-PAASCU accredited institutions with having a rating lower than "2.25" shall be required to take the validation examination.

Section 6. All subjects taken from any PAASCU and AACCUP-accredited schools may be credited, provided, that these are prescribed in the curriculum and have the same course content and number of units as offered in the University.

Section 7. If the number of units in a certain subject earned outside the University is less than the prescribed units for the course, the student shall be required to enroll the course as offered in the University.

Section 2 The grading system shall be uniform, using number grades in multiples of 0.25 from 1 to 5, where "1" is the highest and "3" is the lowest passing grade. The grading system of the University shall be as follows:

Numerical Value	% Equivalent	Letter Equivalent	Description
1.00	99-100	A	Excellent
1.25	96-98		
1.50	93-95	A-	Very Good
1.75	90-92		
2.00	87-89	B	Above Average
2.25	84-86		
2.50	81-83	B-	Average
2.75	78-80		
3.00	75-77	C	Passed
4.00	Conditional (to be removed within 10 days after the final examination)		
5.00	-	-	Failed
INC	-	-	Incomplete
Drp	-	-	Dropped
IP	In Progress (For Thesis Outline/ Manuscript & OJT only)		

Section 3 The faculty shall determine the grades of his/her students following the grading system of the University.

Section 4 Every faculty member shall submit his/her Report of Grades ten (10) days after the conduct of final examinations, inclusive of holidays and weekends.

Section 5 Failure on the part of the faculty to submit the grade as stipulated in the preceding section shall be a ground for reprimand. Faculty members, who fail to meet deadlines for the submission of grades shall be required to explain in writing why he/she should not be penalized and to present proof of cause of the delay.

Section 6 As a general rule, no grades shall be changed once filed with the University Registrar. In exceptional cases, where an error in computation, wrong entry, or omission of names/grades has been committed, the faculty may request authority from the Vice President for Academic Affairs, through the Department Chairperson and concerned Dean to make the necessary change and/or rectification. If the request is granted, a copy of the endorsement authorizing the change and/or rectification shall be forwarded to the University Registrar for recording and filing purposes.

Section 7 In case an error in the entry of grades is committed by any personnel of the Registrar's Office, he/she shall also be reprimanded. Rectification must be done with the knowledge of the concerned faculty.

Section 8. Subjects taken in universities or colleges outside the Philippines shall be given credits provided they have the same course content and units. Units earned in vocational courses and in high school shall not be credited towards a degree program.

Section 9. Graduates of non-education degrees from the University or any PASUC-member/FAAP-accredited schools, after teaching for two (2) years, may apply for accreditation of practice teaching equivalent to 12 units of credit in education upon submission of a service record and a performance rating in teaching of at least "Very Satisfactory", duly certified by the Head of the School. This shall be accomplished by enrolling and paying the required fees corresponding to the number of units involved.

Section 10. A returning student may apply for program unit equivalence accreditation in OJT/ In Firm Training/ Practicum/ Apprenticeship/ Major Field Practice upon presentation of a service record (at least 2 years work experience), a certification from the employer stating his/her job description, and at least a very satisfactory performance rating.

Section 11. All academic units leading to the master's and doctorate degrees earned in consortium with the USM Graduate School shall be accredited pursuant to Article 9, Section 22 of GS Policies.

Article 193. Examination

Section 1. Examinations shall be administered on schedule by the faculty for the purpose of evaluating student performance.

Section 2. A midterm and final examinations schedule shall be prepared by the Office of the Vice President for Academic Affairs, in coordination with the Deans of the academic units.

Section 3. Giving of any examination earlier or later than the prescribed schedules may be allowed upon written request, subject to the recommendation of the concerned Dean and approval of the Vice President for Academic Affairs.

Section 4. A student given permission to sit in or attend a course in audit shall not be allowed to take the final examinations for credit in the said course, unless for validation purposes only.

Section 5. A student advised to drop a course due to unauthorized overload or had not taken the prerequisite(s) shall not be allowed to take the final examination for the said course.

Article 195. Grading System and Removal of Grades of "INC" and "4"

Section 1. The academic performance of students shall be evaluated and graded at the end of each term in accordance with the grading system.

Section 8. No grade shall be issued beyond one (1) year after taking the course by a faculty member, who, at that time of submission, is no longer employed in the University. When the cause of his/her separation is death or permanent incapacity, the grade shall be given by a faculty, duly recommended by the Department Chairperson and approved by the Dean.

Section 9. The grade of "INC" is given to a student, whose class standing throughout the semester is passing but fails to take the final examination, or fails to complete other requirements for the course due to illness or other valid reasons.

Section 10. Completion of the "INC" shall be within the prescribed time of one (1) academic year by passing an examination or meeting all the requirements for the course. After one year the INC remains INC if not completed, but the student shall be required to re-enroll the subject.

Section 11. Only the instructor who gave the "INC" can issue a completion grade. If the faculty cannot give the grade, another faculty handling the same subject as the one involved may administer the completion of the said INC grade, provided, that said instructor is duly authorized by the Dean through the Department Chairperson.

Section 12. For unfinished thesis/OJT, a notation of "IP" (In Progress) shall be given, provided, that after its completion within one (1) year, a numerical grade shall be indicated in the Report of Grades to be submitted to the University Registrar. If not completed within the prescribed period, the student shall re-enroll it.

Section 13. In case of a suspended student, completion of thesis/OJT during the period of suspension shall not be honored. Re-enrollment may be required later after the termination of the suspension.