

**STUDENT ADMISSION AND
REGISTRATION
OPERATIONS AND PROCEDURES
MANUAL**

**Approved per BOR Resolution No. 11-67, series of
2015**

**Quirino State University
A. Bonifacio, Diffun, Quirino**

PREFACE

The preparation of this manual has been sparked by years of experience in handling student records. This Manual is a maiden issue initiated by the Registrar and her staff.

The University Student Admission and Registration Operations and Procedures Manual has several purposes: a.) to inform students, faculty and concerned university officials of the responsibilities and functions of the Registrar's Office; b.) to establish standard procedures in the enforcement of university rules and policies relative to student admission, registration, credit validation and evaluation, grading, retention and residency, graduation requirements and related matters; c.) to ensure that administrative and academic units are informed of the guidelines, responsibilities and procedures in the access, use, release, security, retention and disposal of student records information; and d.) to serve as a ready reference for registrars in all the campuses of Quirino State University to achieve uniformity in the implementation of policies, standards and guidelines.

This Manual contains the policies, procedures and systems flow of various activities undertaken at or services provided by the University Registrar's Office including templates of communications, instruments and related documents.

This document is a product of the collective efforts of the members of the Committee tasked to draft the Student Admission and Registration Operations and Procedures Manual. Despite the long and thorough process it underwent, this Manual may not be perfect. Some tasks that are unique to certain academic units might not have been captured, and it is presumed that for these tasks they have their own established processes and procedures. As new policies, guidelines and regulations are issued, this manual shall be updated and revised.

With this Manual, it is hoped that all concerned will read it carefully, abide by it to improve the delivery of services to various stakeholders of the university.

The Registrar

ACKNOWLEDGEMENT

The Quirino State University is committed to achieve a higher level of efficiency and effectiveness in pursuing its mandated functions as it strives for excellence and make its presence be felt by all its stakeholders. The Student Admission and Registration Operations and Procedures Manual is, indeed, an instrument that will standardize the processes of one of the university front line services, specifically on student registration related services, student records management and other academic related processes to ensure the uniformity of implementation on the academic policies, rules and regulations in the three (3) campuses of the university.

Best practices of the Registrars in all the university campuses have been taken into account and were thoroughly documented in this manual such that personnel concerned can emulate and learn from each other's experiences. Through a series of brainstorming sessions, systems and processes that need further improvement were identified and addressed so that this manual can very well serve its purpose.

On behalf of the Task Force to draft this QSU Student Admission and Registration Operations and Procedures Manual we would like to thank the valuable inputs and insights shared by the different deans and chairpersons of various programs, the equally supportive department directors, and the active student leaders, whose ideas have proven very useful and informative. The TaskForce would like to thank, most specially, Mrs. Padma R. Bunao, the Registrar at QSU Diffun campus and her staff, Mrs. Janet D. Marcos, for starting the development of this manual. Their patience in researching and compiling policies, rules and regulations issued by the Commission on Higher Education and from other state universities and colleges as well as from private higher educational institutions is deeply appreciated for, without these references, this manual would not have been possible.

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Operations and Procedures Manual

TABLE OF CONTENTS

	Page
TITLE PAGE	i
APPROVAL SHEET	ii
TABLE OF CONTENTS	iii
DEFINITION OF TERMS	1-4
I. OVERVIEW OF THE INSTITUTION	4
A. The Institution’s Mandate, Vision, Mission, Goals, Philosophy and Core Values	4-6
B. Historical Development of Quirino State University	6-7
C. Organizational Structure and Responsibilities	7
D. The Registrar’s Office: Overview, and Responsibilities	8
D.1. Brief Information About the Registrar’s Office	8
D.2. Organization and Responsibilities	9
D.3. Functions and Responsibilities of the registrar’s Office	10
3.1. General Functions of the Registrar	10-11
3.2. Student Admission Functions	11
3.3. Functions of Staff In-Charge of Requests/Releasing Section	11
3.4. Functions of Personnel In-Charge of Data Processing and Archiving	11
3.5. Functions of the Personnel In-charged of Records at the Secondary Level	12
II. WORKFLOW OF THE REGISTRAR’S OFFICE FROM ENROLMENT TO GRADUATION	12
1. Admission Activities	12-13
2. Pre-Registration Activities	13-16
3. Registration	16-17
4. Post Registration	17
5. Student Records Database Management and Archiving	18
6. Graduation Related Activities	18
Gantt Chart of the Office of the Registrar Work Program	18-19
III. POLICIES AND PROCEDURES ON REGISTRATION, STUDENT RECORDS MANAGEMENT AND OTHER RELATED ACTIVITIES	19
1. Admission Policies and Procedures	19-22
2. Registration / Enrollment Procedures	22-24
3. Late Registration Policies and Procedures	24

4. Cross-Enrolment Policies and Procedures	24-26
5. Policies and Procedures on Request for Overloading of Units	26-27
6. Policies and Procedures on Taking Simultaneously Prerequisite and Advanced Subjects	27
7. Policies and Procedures on Crediting of Units, Validating, and Substituting Subjects Taken in Another Institution	28-29
8. Policies and Procedures on Dropping, Adding, Changing Subjects	29-30
9. Policies and Procedures on Withdrawal of Registration	30-31
10. Policies and Procedures on Leave of Absence	31-32
11. Policies and Procedures on Shifting/Program Changes	32
12. Policies and Procedures on the Offering of Special/Additional Classes and Subjects not offered during the regular term	33
13. Policies and Procedures on Dissolved Classes, Splitting of Classes and Section Transfers	33-34
14. Policies and Procedures on Taking Removal/Special Examination	34-35
15. Policies on Records Management	35
1. Evaluation and Validation of Students' Personal Information	35-36
2. Posting of Student Grades	36-37
3. Change or Correction of Ratings	37-41
4. Authentication of Student Records/Documents	41-42
5. Production of Transcript of Record	42
6. Requests for Academic Records	43
7. Request for the Issuance of Transfer Credential (Honorable Dismissal)	43
8. Release of Records	43-44
9. Release of Certification, Record or Diploma to Proxy	44
10. Policies and Implementing Procedures to Ensure the Confidentiality of Records	44-48
III. TEMPLATES ON QSU FORMS, CERTIFICATIONS AND COMMUNICATIONS ON DIFFERENT TASKS	49
Form 1a - Application for Admission Form (For Beginning First Year Students)	50
Form 1b - Application for Admission Form (For Transferees, Second Undergraduate Degree Seeking Students and Old/Returning Students)	51
Form 1c - Declaration as a New Student	52
Form 2a - Pre-Registration Form	53
Form 2b - Registration Form	54
Form 3 - Assessment and Enrollment Form	55
Form 4 - Change of Matriculation Form	56
Form 5 - Shifting Application Form	57
Form 6 - Form for Withdrawal of Registration	58
Form 7 - Application for Leave of Absence Form	59
Form 8a - Application for Cross-Enrollment (For Inbound Cross-Enrollees)	60
Form 8b - Permit to Cross Enroll Application Form (For Outbound Cross-Enrollees)	61

Form 9 – Course Validating/ Crediting Form	62
Form 10 – Grade Sheet Form	63
Form 11 – Application for Special Examination	64
Form 12 – Grade Completion Form	65
Form 13 – Permit for Removal Examination Completion	66
Form 14 – Student Academic Record Evaluation Sheet	67
Form 15 – Application Form for Graduation	68
Form 16 – Clearance Form	69
Form 17 – Official Transcript of Record	70
Form 18 – Diploma Format	71
Form 19 – Request for Documents	72
Form 20 – Certification of Enrollment	73
Form 21 – Certification of Grade Form	74
Form 22 – Certification, Authentication and Verification of Student Records	75
Form 23 – Certification of Graduation	76
Form 24 – Certificate of Transfer Credential	77
Form 25 – Request Letter for Issuance of Form-137	78
Form 26 – Request for Change of Information	79
Form 27 – Class Schedule Format	80
Form 28 – Room Utilization Schedule	81
Form 29 – Faculty Class Schedule	82
Form 30 – Summary of Faculty Workload	83
Form 31 – Enrollment Report by Program and Level	84-85
Form 32 – Class List	86
Form 33 – Masterlist of Students per Year Level and by Program	87
Form 34 – Section Transfer Form	88
Form 35 – Application for Correction of Grade	89
Form 36 – Academic Credit Overload Request Form	90
Form 37 – Request to Enroll Pre requisite and Advanced Subjects Simultaneously Form	91
Form 38 – Petition for Subject/Course Substitution	92
Form 39 – Petition for Disputed Grade Form	93-94

DEFINITION OF TERMS

Academic Records	Refer to the transcript of records, copy of grades, registration forms, completion forms, Form 137A, evaluation record, permanent record, permits, etc.
Academic Staff	Include officials and employees engaged in academic affairs, either with or without regular teaching load.
Accreditation	In this manual it is defined as a process of giving credit to the grades, subjects, and units earned by the transferees from their previous institutions.
Admission	The power of permission to enter. Admission of students is governed by the policies on admissions of the institution.
Certificate of Transfer Credential	A document permitting a student to transfer to another school. This includes copy of grades and Certificate of Good Moral Character.
Certification	The act of certifying graduation, degree earned, course taken, subjects, grades, units earned, authenticity of records, and the like of the students by the Registrar.
Checklist/Evaluation Sheet	A form indicating all the subjects and number of units to be taken by the student in every semester for a particular course/curriculum.
Class Cards	Ticket regulating admission to a specific subject at a particular time in a determined classroom. It is to be submitted on the first day of class to the instructor/professor of the class of which the student

Continuing Student	is officially enrolled. The final grade is written on it at the end of the term and then returned to the student.
Curricular Offerings	Students who have completed the first year courses/subjects of their curricular program or the equivalent number of units and are currently enrolled, usually, in the 2 nd year courses/subjects Refer to the degree courses and subjects offered by the University.
Documents	Refer to worksheets, student' permanent records, grade sheets, enrolment list, statistical data, transcript of records, Form 137A, diplomas, memoranda, etc.
Enrolment Validation	It is a process when the corresponding assessed approved subject load was paid by the student to the cashier.
Evaluation	Process of determining student's scholastic standing, curricular year level, subjects, grades and units earned, deficiencies, and graduation.
Filing	Refers to the method of keeping and preserving students' records.
Form 137-A	Secondary students' permanent record.
Information Dissemination	Process of spreading information regarding curricular offerings, subjects offered, admission and registration policies and procedures, entrance testing program, requirements, prerequisites, OUR activities, and the like.
Instructional Staff	Refers to faculty members of the institution.

New Student	Refers to those who are enrolled in the program for the first time. They are the brand new freshmen.
Non-Academic Staff	Consist of officials and employees not concerned with academic matters.
Personnel	Member of the academic and non-academic staff.
Practices	Exercise of procedures regarding a specific matter.
Posting	Process of entering students' grades and credits in the permanent record, worksheets, and evaluation sheet.
Records Management	An official activity dealing with the proper creation, maintenance, utilization, control, and disposition of records.
Registration	Enrollment.
Registration Form	Documents showing that a student is officially enrolled. List of subjects, number of units, time schedule, room assignment and instructor's name taken are indicated in the form.
Returning Student	Student who was previously enrolled at the University, who have not enrolled in classes more than one semester, and who would like to return.
Shifters	Students who abandoned an original course in favor of another.
Special Student	Students who are enrolled on a non-degree, non-permanent basis.

Sorting	Process of segregating registration forms according to course, major, year level, section, and sex. After this process is done, registration forms are arranged alphabetically.
Transcript of Records	An official document containing the list of all subjects taken and their chronological sequence with the final grades obtained and credits earned.
Transferees	Transfer students are those who have done college work elsewhere and are seeking admission to the Quirino State University for the first time. This category also covers applicants who started college work at the university, transferred to other schools and are now seeking re-admission.
Validation	Process of giving legal form to subjects and units earned by transfer students in their previous school by undergoing the validation examination.

PART I. OVERVIEW OF THE INSTITUTION

A. *The Institution's Mandate, Vision, Mission, Goals, Philosophy and Core Values*

Mandate

The Quirino State University exists by virtue of RA 10230 which is mandated to primarily provide advanced education, higher technological, professional and vocational instruction and training in the fields of arts and sciences, education, agriculture, industrial technology and engineering, information technology, business management and accountancy, tourism and hospitality management, health sciences, criminology, non-traditional courses and other relevant fields of study. It shall also undertake research, extension services and production activities in support of the development of the province of Quirino and provide progressive leadership in its areas of specialization (RA 10230, Section 2, General Mandate).

Vision

Guided by its mandated function, the Quirino State University envisions itself to become the leading center for academic and technological excellence and prime catalyst for a progressive & sustainable Quirino Province and Southern Cagayan Valley

Mission

QSU commits to develop competent and morally upright professionals and generate appropriate knowledge and technologies to meet the needs of Quirino Province and Southern Cagayan Valley.

Goal

The goal of the university is to produce academically competent, employable professionals and productive, skillful middle level entrepreneurs who shall lead the development of the province and the region.

Specifically, it endeavors to:

1. Perform the mandated functions of the university through an effective and efficient management system
2. Provide innovative and quality academic programs and produce competent, productive and committed professionals;
3. Generate relevant knowledge and responsive technologies through quality researches
4. Develop and implement techno-transfer programs/ modalities through effective and efficient training and extension activities; and
5. Generate adequate resources to support and enhance institutional development

Philosophy

QSU believes that national economic development and the betterment of the quality of life begins with social transformation, which can be achieved through access to quality and relevant tertiary education. The greatest wealth of a country is in its people. Strong and enlightened individual collectively make a strong nation. QSU believes in developing fully the individual. Hence, the guiding philosophy is for the development of a well-rounded, morally upright and physically fit, and productive individual.

Core Values

As an academic institution, QSU adheres to the following core values:

Quality and Excellence by responding quickly to clients and willingly rendering excellent, ethical and professional service at all times;

Commitment by seriously pursuing academic excellence to produce globally competitive graduates;

Unity and Integrity by unitedly pursuing a favorable working environment for morally upright government servants

B. Historical Development of Quirino State University

The Quirino State University metamorphosed from a municipal high school to a state university. In June 1963, it was known as Northeastern Nueva Vizcaya High School (NNVHS) founded by the municipal government. On June 18, 1964, RA 4023, an act converting the municipal high school into an agricultural school called Northern Nueva Vizcaya National Agricultural School (NNVNAS) was approved by both Houses of Congress. The Act, however, was implemented on October 1969. Since then, the school offered Secondary Vocational Agriculture and Agricultural Homemaking curricula.

When Quirino was weaned from its mother province Nueva Vizcaya in 1972, a municipal resolution changed its name to Quirino National Agricultural School (QNAS). A few years thereafter, the school offered a two-year Post-Secondary Agriculture Technician (PSAT) Course.

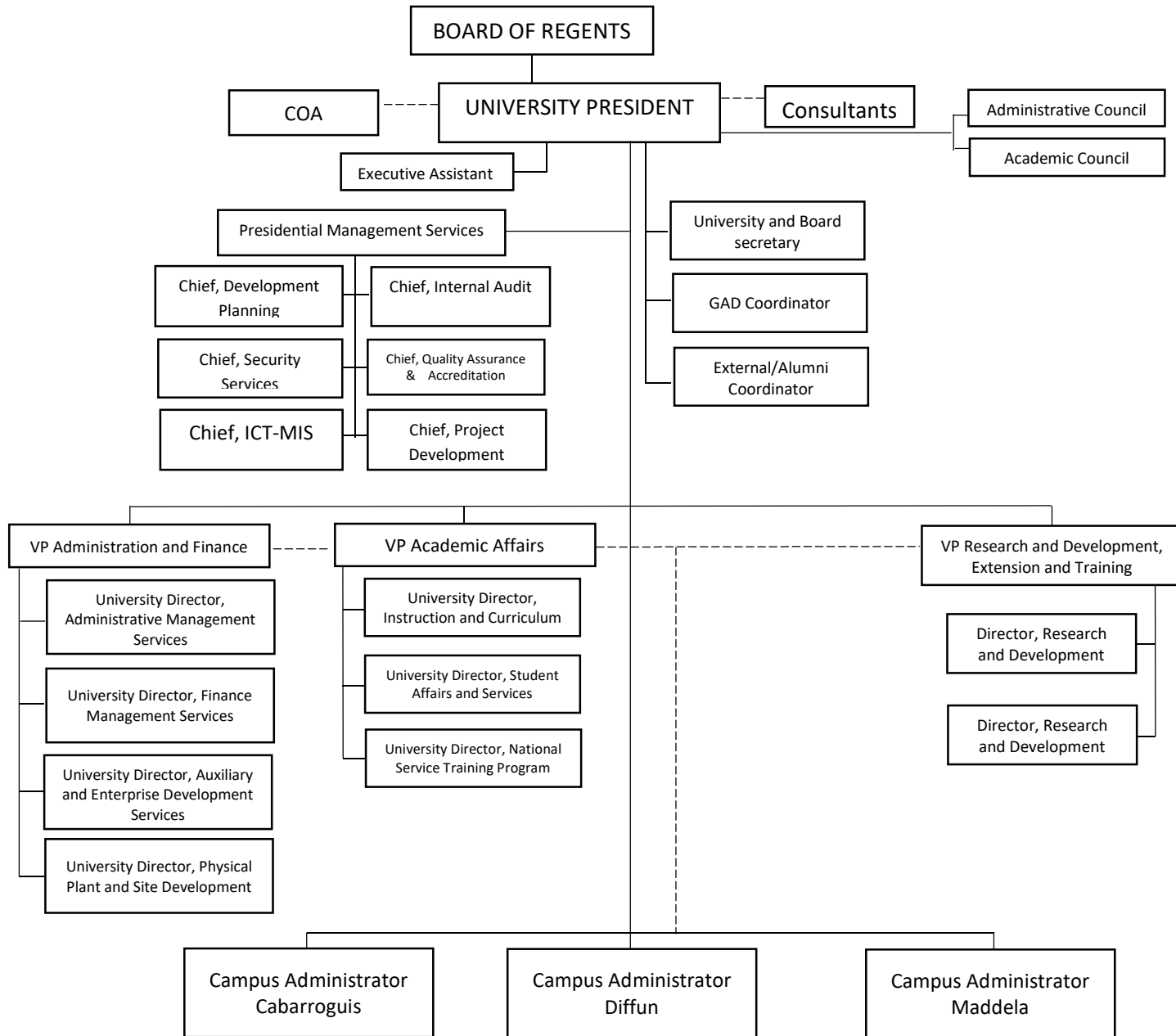
On June 10, 1983, QNAS was converted into Quirino State College (QSC) by virtue of Batas PambansaBlg. 440. butstarted to operate as a state college in SY 1984-1985. Degree courses in Agriculture, Agricultural Education and Home Technology were offered to respond to the development needs of the province and nearby areas. Other baccalaureate degree courses in Teacher Education, Information Technology, Nutrition and Dietetics, Criminology and Hospitality Management in addition to the allied pre-baccalaureate courses were also offered to produce professionals who will help spur development not only in the province but of entire Region 2.

On October 19, 2012, His Excellency President Simeon Benigno S. Aquino III signed RA 10230, the bill converting the Quirino State College (QSC) into Quirino State University integrating therewith the Quirino Polytechnic College (QPC) in Cabarroguis and the Maddela Institute of Technology (MIT) in Maddela, all located in the province of Quirino. Today, the Quirino State University has three campuses: one in Maddela, one in

Cabarroguis and the other at Diffun where its central administration is located.

C. Organization Structure and Responsibilities

Figure 1. Organization Structure of the University



D. The Registrar's Office: Overview, and Responsibilities

D.1 Brief Information About the Registrar's Office

From the time QSU at Diffun campus was created in 1963 up to 1984, the school Principal took charge of the functions of a Registrar by preparing and keeping student records. It was only in 1985 that a Registrar was appointed and was assisted by a clerk on Contract of Service status. The Registrar was then under the Acting Head of the College Department. Because of budgetary constraints in 1989, a faculty member was detailed to assist the Registrar in the performance of her job. In 2008, a regular Administrative Aide was finally appointed to cater to the increasing student population.

Today, there are two office staff to assist in the registration and academic records management. The policies enforced relative to student admission, registration, credit validation and evaluation, grading system, residency and retention, graduation requirements and other related matters are based from the Student Handbook approved by the Board of Trustees of the then Quirino State College as well as those issued by the Commission on Higher Education.

In Cabarroguis campus, the Registrar's Office is manned by a Registrar with a regular plantilla item and two office staff to assist in the registration and student records management. Being a former local college subsidized by the Provincial Government of Quirino, the academic policies enforced relative to student admission, registration, credit validation and evaluation, grading system, graduation requirements and other related matter are based on the policies approved by its Board of Trustees as well as those issued by the Commission on Higher Education

In Maddela campus, the Office of the Registrar is managed by a faculty designated to perform student admission, registration and academic records keeping. An office clerk is assigned to assist the designated Registrar in the operational management of the office. Since the institution was formerly a TESDA supervised school, the policies enforced relative to student admission, registration, records management, grading system and graduation requirements in Technical Vocational courses such as Automotive Technology, Electrical Building Installation, Dressmaking, Tailoring, Housekeeping, Food and Beverage Services, Health Care Services. Computer Hardware Servicing, etc. are governed by TESDA regulations and policies. With the offering of baccalaureate courses after its integration into the university system, policies on student admission, registration including all forms used by the Registrar at Diffun campus were adopted by the Registrar.

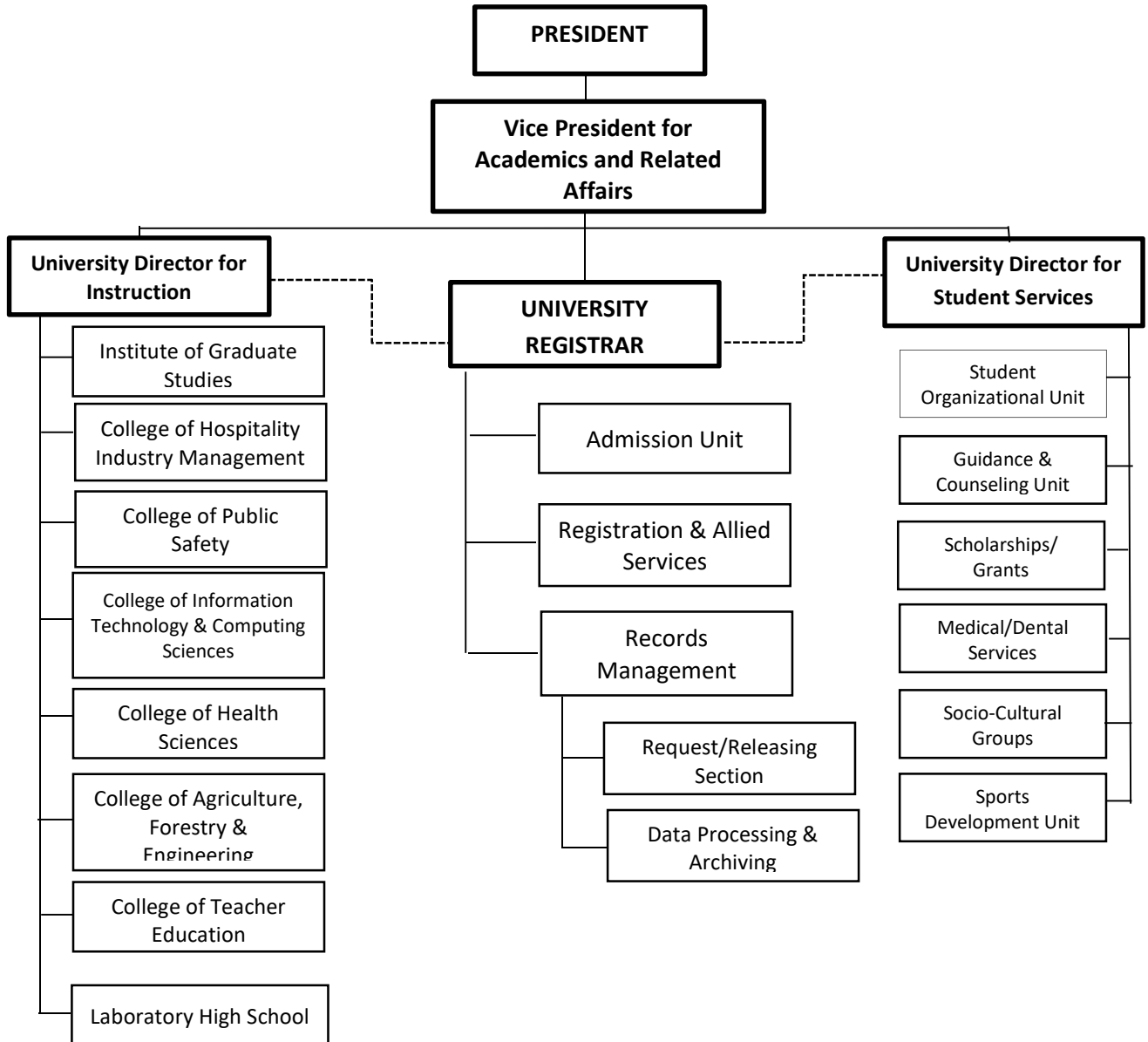
D.2 Organization and Responsibilities

The University Registrar's Office is an academic support unit of the university which administers operations in the areas of course registration, student academic records, graduation and other related services. It serves as the main front line service unit of the university on curricular and academic matters.

There are three divisions in the Registrar's Office, namely:

1. Admission
2. Registration and Allied Services
3. Records Management
 - Request/Releasing Section
 - Data Processing and Archiving section

Figure 2. Organization Structure of the Student Registration and Records Services



D.3 FUNCTIONS AND RESPONSIBILITIES OF THE REGISTRAR'S OFFICE

3.1 General Functions of the Registrar

1. Plans, implements and evaluates policies relative to registration, scheduling of courses, data processing, recording and storage of student records
2. administers operations in the following areas of registration and enrollment related activities, student records management, graduation and other related services
3. implements admission course requirements, transfers, retention, graduation and other matters pertaining to student accounting
4. Determines subject load and subject sequences
5. Ascertains compliance of academic requirements including removal of incomplete Grades
6. Enforces graduation requirements
7. Prepares and submits records of candidates for graduation
8. Issues certificates, grades, records, release transfer credentials, clearance and diplomas
9. Receives, processes and dispatches records or transcript of record of both active and inactive students
10. supervises recording of data in students records, updating and providing controls flow, safety and security of files and records
11. Attends to correspondence regarding school records and other information
12. Directs reconstruction of lost or missing records
13. Attends to transactions with government offices or agencies regarding matters related to functions of the office
14. Assumes responsibility for all documents signed or certified by him/her
15. Resolves questions on academic policies and regulation and student records
16. Provides statistical data on enrollment and related reports requested by government and other external agencies
17. Assist in the formulation and implementation of strategic and operational plans for the Institution
18. Periodically reviews present systems and procedures and formulates strategies to improve them
19. Request the needed equipment and supplies
20. Maintains linkages with other registrar's in other institutions in connection with student records and registrar's concerns.
21. Overseas the proper use, maintenance, control and safe keeping of property and equipment of the office.
22. Designs and revises form needed for the registrar's use and transaction.

23. Assists in the revision of curricula and academic policies, rules and regulations

3.2 Student Admission Functions

1. Prepares admission and enrolment paraphernalia.
2. Coordinates admission and enrolment of students.
3. Reviews, checks, and verifies authenticity of submitted credentials of new students.
4. Requests Form 137 and OTR of newly admitted students.
5. Properly turns over credentials of new students to the person in-charge of records.
6. Prepares Freshmen enrolment list.
7. Prepares statistical record of transferees.

3.3 Functions of Staff In-Charge of Requests/Releasing Section

1. Accommodates, receives, processes, and releases requests for transcript of record, certification, transfer credentials, and other academic records.
2. Prompt compliance and release of requested records and other information.
3. Keeps a daily record of all incoming and outgoing records.
4. Prepares and generates requested academic records.
5. Prepares various forms and enrolment paraphernalia.
6. Maintains logbooks for recording of incoming requests for academic records and their releases.
7. Secures the integrity and confidentiality of records.
8. Classifies and stores files of active and inactive records systematically for easy retrieval.

3.4 Functions of Personnel In-Charge of Data Processing and Archiving

1. Encodes subject codes per course.
2. Encodes complete data of every student in individual ledgers.
3. Prepares worksheet of consolidated grades, transcript of records and certifications.
4. Prepares enrollment list and all needed statistical data.
5. Works with other staff in the Registrar's office to secure the integrity and confidentiality of students' records.
6. Assists in the accomplishments of documents needed for accreditation.

3.5 Functions of the Personnel In-Charge of Records at the Secondary Level

1. Prepares and Issues Form 137A and certification for secondary students.
2. reads and checks entry of Form 138 and Form 18T every end of the school year.
3. Assists in graduation activities of the Secondary-Laboratory School.
4. Prepares Enrolment list and statistics of secondary students.
5. Prepares list of candidates for graduation.
6. Assists in the selection of honor students.
7. Keeps and maintains all secondary records, past and present.
8. Manages, control and maintains students' records and secures their integrity and confidentiality.

PART II. WORKFLOW OF THE REGISTRAR'S OFFICE FROM ENROLMENT TO GRADUATION

1. Admission Activities

Activities Undertaken at the Admissions Office

The Office of Guidance and Counseling, Admissions and Scholarships, a unit under the Office of the Director for Student Services, undertakes the following activities in preparation for enrollment:

- a. conducts information drives every year preferably before graduation exercises to campaign for potential enrollees into the university
- b. prepares the schedule of the QSU College Admission Test for approval by the President
- c. disseminates approved College Admission Test schedule and related information through the QSU website and/or through brochures/ bulletins of information distributed in various secondary schools
- d. conducts entrance interviews, accepts applications for enrollment to various programs and receives basic requirements for admission such as the following:
 - o For Incoming First Year Students
 1. Original Form 138 (High School Report Card)
 2. Certificate of Moral Character

3. NSO authenticated copy of birth certificate
 4. NSO authenticated copy of marriage certificate (if married)
 5. six (6) copies 1 x 1 ID pictures
 6. medical certificate from authorized Health Officer
- o For Transferees
 1. Certificate of Honorable Dismissal
 2. Certified true copy of complete academic records duly signed by the Registrar
 3. Certificate of Moral Character signed by concerned school authority
 4. NSO authenticated birth certificate
 5. NSO authenticated marriage contract (if married)
 6. four (4) copies 1 x 1 ID pictures

- e. administers psychological test to students with special concerns/ special group of students
- f. administers the QSU College Admission Test, checks and prepares notices of test results
- g. releases test results together with school credentials to applicants for registration

2. Pre-Registration Activities

A. Activities Undertaken at the Different Colleges

A.1 College Program Preparation, Faculty Load Balancing, Room Scheduling

The preparation of College Programs per term shall emanate from the Offices of the Program Chairpersons who manage and supervise the implementation of their respective programs. The class schedules are prepared based on the sequence of subjects in the curriculum, the number of faculty to teach specific subjects, the number of available classrooms and laboratory rooms as well as the projected number of students who will be enrolling.

Although there is a faculty line up per College, some of the general education faculty are requested to teach in other colleges in the campus. In like manner, although each college strives to establish its

own laboratory, subjects requiring laboratory facilities such as Information Technology, natural sciences and PE, are conducted in different colleges as a common laboratory facility. The Program Chairs sit down together and agree on who will teach subjects and where to conduct such classes to avoid overlapping and conflicts in schedule.

The Program Chairs prepare three sets of schedules following the required format (Form 29, College Program Preparation Form): a.) Individual Faculty Schedule, b.) Room Utilization Schedule, and c.) Class Schedule by course, by year level, and by section. The draft shall be checked by the Deans of Colleges to ascertain that the teaching load and the number of preparations per faculty members are in consonance with the provisions of the CHED Policies and Guidelines for their respective programs.

Once the drafts are finalized, copies of these documents shall be forwarded to the Director for Instruction for endorsement to the President for approval before they are finally submitted to the Office of the University Registrar.

A.2 Offering of Additional Subjects

In cases where students petition for the offering of subjects that are not regularly offered during a particular term, requested subjects maybe offered upon its approval. In this case, the program chairs should create additional classes, have it checked and verified by their respective deans, to be endorsed by the Director for Instruction to the President for approval. The approved document shall then be submitted to the Office of the Registrar for encoding in the SIAS.

A.3 Policies and Procedures on Class Schedule Revisions

1. When conflicts in schedules arise, whether it be in the use of rooms, or overlapping of time slot affecting a class or a faculty, the program chairperson should resolve the issue.
2. The faculty member/s who maybe affected by the conflicts in schedule should report the matter to the concerned Program Chairperson for appropriate action. Internal Arrangements with students or with fellow instructors are not allowed.

3. Any changes made must be communicated to the other Program Chairs/Deans of colleges affected and such changes be submitted to the Registrar's Office for recording.
4. Changes in class schedules without the approval of authorities concerned shall be considered null and void, as it will cause subsequent errors in the preparation of class list of students per subject and in the posting of student's grades. Faculty members who will be found violating this policy shall be dealt with accordingly.

E. Activities Undertaken at the Office of the Registrar

B.1 Collection and Encoding of Approved College Programs from different Colleges in the Student Information and Accounting System (SIAS)

B.1.1. For New Programs

- 1.1.1. Collect approved class schedule per program
- 1.1.2 Assign course code and input other details such as course title, number of units and corresponding fees for subjects to be offered for the term
- 1.1.3 Assign and input subject code, proposed schedule, assigned instructor and room
- 1.1.4 Print and generate copies of class schedules for each program per section and year level

B.1.2 For Existing Programs

- 1.2.1 Determine and input approved revisions made on assigned course codes and other details on each program
- 1.2.2 Collect approved class program, assign and Input into the system subject codes, proposed schedule, assigned instructor and room unto the system
- 1.2.3 Print and generate copies of class schedules for each program per section and year level

B.2 Preparation of Registration Forms and Coordinating Activities

- B. 2.1 Prepare enrollment paraphernalia such as enrollment form, class cards for distribution, forms for adding, dropping, and changing subjects, cross enrollment forms, and needed documents for other registration related activities

- B.2.2 Prepare certification of grades per semester and/or evaluation sheets for old students to serve as reference for the different program chairpersons in determining the subjects to be enrolled by these students
- B.2.3 Prepare credit evaluation form for transferees to be used in Determining subjects taken in their home institutions that could be credited in the chosen program of study
- B.2.4 Coordinate with the different colleges as to assignment and schedules of faculty who will assist during the registration period
- B.2.5 Post class schedules at the designated Registration venue and make them accessible during the registration period

3. Registration

1. New Freshman Students and Transferees

- 1.1. Upon approval and acceptance in a program, new students proceed to the Office of the Registrar for registration. The staff at the front desk will undertake the following activities:
 - a. Accept credentials of new students
 - b. Provide new enrollees with enrolment form and enrollment procedure and instruct them to proceed to the enrolment desk for the chosen program of study for further instruction.
 - c. verify the accomplished and approved Enrollment Form
 - d. create an account for that student in the SIAS then input his/her basic personal information as well as the subjects enrolled for the term;
 - e. generate a copy of the assessment form
 - f. validate/confirm the student enrollment upon presentation of the machine validated proof of payment (i.e. Official Receipt)
 - g. give class cards to officially enrolled students

2. Old/Returning Student

- a. Prior to registration, the staff at the front desk may issue certification of grades for the previous term or evaluation of grades especially to irregular and old/returning students to serve as reference for the Program Chairperson/Dean in determining the subjects to be enrolled by the student and other registration related purposes
- b. provide students with enrollment forms and procedure upon presentation of duly signed clearance

- c. check and verify accomplished enrollment form for purposes of correcting conflicts in schedule, ensuring accuracy and adherence to proper subject sequence and allowable number of units, and completeness of required information
- d. Input student's basic information and subjects enrolled for the term in the SIAS
- e. Generate Assessment form
- f. validate/confirm the student enrollment upon presentation of the machine validated proof of payment (i.e. Official Receipt)
- g. give class cards to officially enrolled students

4. Post Registration

After the registration period, the Registrar undertakes the following post-registration activities:

1. Sorting, Classifying and Statistical Report Generation

- a. Sorting of Registration Forms by college, curriculum level and by sex
- b. Preparation of enrolment list by College, by program, curriculum year level and by gender
- c. Preparation of enrolment statistics by college, by program, by curriculum year level, and by gender

2. Validating, Filing, and Arranging Students' Records

- a. Validation of entrance credentials
- b. Preparation of jackets for new students
- c. Filing of Registration forms in individual jackets
- d. Segregating jackets of dropped-out and transferred students
- e. Arranging individual students' jackets in the storage cabinet

3. Preparation and Encoding of Student Profiles

- a. Requesting for Form 137A of Freshmen students and transcript of records of transferees.
- b. Verification and completion of students' personal information and other details encoding at the SIAS
- c. Printing and distribution to instructors of consolidated control sheets of subjects enrolled by College, by Program and by majors
- d. Preparation of Master list of academic scholars

5. Student Records Database Management and Archiving

1. Posting and Updating of Grades

- Posting of students' grades from Grade sheets to consolidated work sheets in the SIAS
- conducting periodic grade verification and preparing report of grade discrepancies for appropriate action
- updating of records of deficiencies of students for purposes of graduation

2. Database Management and Archiving

- making back-up copies of the electronic database in the SIAS for safekeeping
- segregating and storing inactive files

6. Graduation Related Activities

1. Preparation for Graduation

- Processing of application for graduation
- Preparation of list of candidates for graduation
- Preparation of list of honor students
- Presentation of candidates for graduation to the University Academic Council
- Preparation and holding of graduation activities

2. After Graduation Activities

- Accommodation of requests for academic records
- Preparation, generation and issuance of Official Transcripts of Records, diploma, certifications and other documents as requested by the graduates
- Preparation of statistical reports on graduation and related reports

Table __ Gantt Chart of the Office of the Registrar Work Program

ACTIVITIES	J	F	M	A	M	J	J	A	S	O	N	D
A. Pre-Registration			x	X	x				x			
B. Admission				X	x	x				x	x	
C. Registration			x	X	x	x				x	x	
D. Post Registration							X	x			x	X
E. Filing of Students' Records	x					x	X					X
F. Students' Records Preparation/Encoding of Students' Personal Data	x						X	x	x		x	X

G. Posting/Encoding/Updating of Grades		x	x	X	x	x	X	x		x	x	X
H. Evaluation	x			X	x			x	x		x	X
I. Graduation	x	x	x						x	x	x	
J. Preparation & Issuance of OTRs, Certifications, Transfer Credentials, etc.	x	x	x	X	x	x	X	x	x	x	x	X

PART III. POLICIES AND PROCEDURES ON REGISTRATION, STUDENT RECORDS MANAGEMENT AND OTHER RELATED ACTIVITIES

1. Admission Policies and Procedures

The university adheres to the following provisions in the admission of students which state “No student shall be denied admission to the Quirino State University by reason of sex, ethnic consideration, religious belief or political affiliation (Sec 12, RA 8292; RA 10230, Sec 15, Part 2), or by physical disabilities (Chapter 8, Sec 32H, RA 9442)”. However, all applicants must comply with the general entrance requirements set by the admission, Scholarships and Placement Office and prescribed specific requirements to admission and retention in the chosen program of study (Section A, Part 1 Academic Regulations and Procedures, QSU Student Handbook).

Admission Procedures:

Students who wish to study in any of the campuses of the Quirino State University, must adhere to the policies of admission and procedures as follows:

A. For Incoming First Year

1. Secure the Application for Enrollment from the Office of Admissions, Scholarships and Placement.
2. Pay the non-refundable testing fee of P100.00 at the Cashier’s Office and ask for a receipt.
3. Submit the following admission documents to the Admission Personnel:
 - 3.1 duly accomplished Application for Admission
 - 3.2 required admission documents as follows:

- original copy of Form 138 (High School Report Card)
 - Certificate of Good Moral Character
 - NSO authenticated copy of Birth Certificate
 - NSO authenticated copy of Marriage Contract (if married)
 - four copies ID picture (1 x 1)
 - Personal Data Sheet
 - Medical Certificate (if required by the Admission Officer)
 - declaration as a new student (if graduated 2/several years prior to enrollment)
4. undergo entrance interview with the Admissions Office
 5. take the QSU College Admission Test and, if required by the Admission Officer, take the Psychological Test
 6. get College Admission Test result

B. For Transferees

Secure the Application for Enrollment from the Office of Admissions, Scholarships and Placement.

1. Pay the non-refundable testing fee of P100.00 at the Cashier's Office and ask for a receipt.
2. submit duly accomplished Application for Admission together with the following required admission documents as follows:
 - a. Certificate of Honorable Dismissal
 - b. certified true copy of complete academic records signed by the Registrar of the previous school
 - c. Certificate of Good Moral Character/Letter of Recommendation from the previous school
 - d. Medical Certificate
 - e. NSO authenticated copy of Birth Certificate
 - f. NSO authenticated copy of Marriage Contract (if married)
 - g. four (4) copies 1 x 1 ID
4. undergo entrance interview with the Admissions Office
5. take the QSU College Admission Test and, if required by the Admission Officer, take the Psychological Test
6. get test results from the Office of Guidance and Counseling, Admission, and Scholarships including the required admission credentials

7. undergo required interview and if qualified for admission in the program, request for the evaluation of his academic records

Generally, credits for work done from accredited institutions are accepted, provided the student obtained the minimum average grade required for the program. In some cases, advanced credits will be accepted only on passing the validating examination.

The procedure for Crediting and validating of subjects taken previously from another institution is stated in 4.1 on page 29.

8. as soon as the list of subjects to be enrolled for the term is drafted,
proceed to the Registrar's Office for registration

F. For Returning Students

All bonafide students of the university and former QSU students who discontinued studies for one semester or more and who wish to enroll must meet the following requirements:

1. Any undergraduate student who dropped all subjects without valid reasons during his last semester's stay in the university or obtained incomplete grades at the end of the last semester, and or failed in at least 50% of the subjects enrolled in during the last semester maybe re-admitted only under the following conditions:
 - a. He has to undergo academic counseling and present a written statement duly signed by himself and his parent/guardian that he will improve his academic grades during the next semester
 - b. the program chair/dean may reduce the student's load as he sees fit
2. Students who were dismissed or subjected to disciplinary action maybe re-admitted only on the following conditions:
 - a. He has to get a favorable recommendation from the Committee on Student Discipline
 - b. He has to undergo counseling sessions
 - c. He has to present a written statement duly signed by himself and his parent/guardian that he will not in the future, violate any school rules and regulations or engage in any activity that will bring the institution in bad light

3. Former students who discontinued their studies for more than one semester and who did not obtain a transfer credential (Honorable Dismissal) from the university and whose transcript of records have not been released by QSU should course their application for re-admission to the Office of Admission, Scholarships and Placement.

2. Registration / Enrollment Procedures

During the registration period, the Office of the University Registrar shall coordinate and provide all the colleges with necessary enrollment documents such as enrollment schedule for all year levels, enrollment procedures, etc. to serve as enrollment guide to faculty members assigned to assist during this period.

The following procedures shall apply to the varied types of enrollees as follows:

1.1 Incoming First Year Students

1. get College Entrance Test and entrance interview results from the Admission Officer and present it to the Chair/Dean of the program of study sought along with the original copies of the admission credentials
2. undergo required interview and if qualified for admission in the program, proceed to the Registrar's Office for registration
3. submit complete admission documents to the Registrar's Office
4. fill up enrollment form completely and have it checked and approved by the Program Chair/Dean
5. Proceed to the University Clinic for Health Inspection
6. If applying for scholarship, proceed to the Office of Admissions, Scholarships and Placement for notation
7. Proceed to the Registrar's Office for verification, encoding and assessment of fees
8. Pay at the Cashier's Office
9. Proceed to the Library for the issuance of library borrower's ID
10. Proceed to the Office of the Registrar and get class cards

1.2 Transferees

1. get College Entrance Test and entrance interview results from the Admission Officer and present it to the Chair/Dean of the program of study sought along with the original copies of the admission credentials
2. undergo required interview and if qualified for admission in the program, request for evaluation and crediting of units earned from previous school

3. as soon as the list of subjects to be enrolled for the term is drafted, proceed to the Registrar's Office for registration
4. submit complete admission documents to the Registrar's Office
5. fill up enrollment form completely and have it checked and approved by the Program Chair/Dean
6. Proceed to the University Clinic for Health Inspection
7. If applying for scholarship, proceed to the Office of Admissions, Scholarships and Placement for notation
8. Proceed to the Registrar's Office for verification, encoding and assessment of fees
9. Pay at the Cashier's Office
10. Proceed to the Library for the issuance of library borrower's ID
11. Proceed to the Office of the Registrar and get class cards

1.3 Old Students

1. Secure clearance for enrollment from the college
2. Present duly accomplished clearance form to the Office of the Registrar to secure an enrollment form
3. request a certification of grades during the previous semester or a certified true copy of previous grades from the Registrar
4. present a copy of previous grades to the assigned batch adviser for evaluation and identification of subjects to be enrolled
5. accomplish enrollment form for approval by the Program Chair/Dean
6. Proceed to the University Clinic for Health Inspection
7. If applying for scholarship, proceed to the Office of Admissions, Scholarships and Placement for notation
8. Proceed to the Registrar's Office for verification, encoding and assessment of fees
9. Pay at the Cashier's Office
10. Proceed to the Library for the issuance of library borrower's ID
11. Proceed to the Office of the Registrar and get class cards

1.4 Returning Students

1. Secure clearance for enrollment and Approved re-admission Application Form from the Office of Admissions, Scholarships and Placement
2. Present clearance to the Registrar for registration
3. Request for a certification of grades during the previous semester or a certified true copy of previous grades from the Registrar
4. present a copy of previous grades to the Program Chair/Dean for evaluation and identification of subjects to be enrolled
5. accomplish enrollment form for approval by the Program Chair/Dean
6. Proceed to the University Clinic for Health Inspection

7. If applying for scholarship, proceed to the Office of Admissions, Scholarships and Placement for notation
8. Proceed to the Registrar's Office for verification, encoding and assessment of fees
9. Pay at the Cashier's Office
10. Proceed to the Library for the issuance of library borrower's ID
11. Proceed to the Office of the Registrar and get class cards

3. Late Registration Policies and Procedures

Students who do not register during the days specified in the QSU Academic Calendar for registration are subject to additional fee adjustments. All late registrants shall undergo the regular procedure of enrollment and will be charged a late registration fee of P150.00 for the first day and an additional fee of P50.00 per day thereafter.

Late registration due to any of the following causes are exempted from payment of the late registration fee:

- a. interruption of regular transportation due to natural calamities like typhoons, floods, earthquakes or military operation;
- b. accidents while in transit that need immediate hospitalization. a medical certificate or affidavit by the student stating the causes for late registration must be attached to the application for exemption;
- c. students who got sick during the registration period under home medication provided a medical certificate issued by a licensed Health Officer could be presented

Procedures in the filing of application for exemptions from payment of late registration fee:

- a. secure the application form from the registrar's office
- b. accomplish the application form and attach all needed supporting documents
- c. present the application form with all attachments to the Registrar for appropriate action

4. Cross-Enrolment Policies and Procedures

Section 3.4, Part 1 (Academic Regulations) of the QSU Student Handbook provides the following guidelines in connection with cross enrollment.

1. Outbound Cross Enrollment

A bonafide student may be allowed to cross enroll in other state-owned or government recognized private educational institutions for a subject needed for graduation, except field practice, practice teaching, special topics, seminars and undergraduate thesis, provided that:

- a. The subject is not offered during that semester or is offered during the term but cannot be enrolled due to conflict in schedule and which cannot be resolved;
- b. The student has no more deficiencies other than the subject to be cross enrolled elsewhere during that term;
- c. The course description of the subject where it is cross enrolled is essentially the same/ similar to that in QSU;
- d. The cross enrollment is recommended by the Program Chair and duly approved by the Director for Instruction; and
- e. the number of units to be cross-enrolled does not exceed the maximum number of six (6) units

Procedure: Any student who wishes to cross-enroll in another institution must go through the following steps:

- a. Accomplish Form 8B (Permit to Cross Enroll Form) and have it endorsed by the Program Chair/Dean and approved by Director for Instruction.
- b. Submit duly approved request to the Registrar's Office for recording and issuing cross-enrollment permit
- c. After enrollment, submit a photocopy of the validated enrollment form to the registrar's office, copy furnished the Office of the Dean/Program Chairperson.
- d. After the completion of the course/s, the student must secure a Certification/Transcript of Records containing final grades in a sealed envelope with the signature of the Registrar on the envelope flap addressed to:

The University Registrar
Quirino State University
(Campus location/address)

- e. To facilitate the crediting of the approved cross-enrolled subject/s, the document above should be submitted not later than the 2nd week of the following term or before the academic council meeting in the case of graduating students.

2. In-Bound Cross Enrollment

Students of other institutions wishing to cross-enroll at QSU must present a permit from the Dean/Registrar of their institutions. The permit should specify the subject/s to be cross-enrolled.

Procedure:

Students who wish to cross-enroll at QSU must go through the following procedures:

- a. Accomplish Form 8A (Application for Cross-Enrollment)
- b. Present the following documents to the Admissions Office:
 - Duly accomplished Application for Cross Enrollment
 - Certificate of Good Moral Character/Letter of Recommendation from Dean of Home School
 - Cross-Enrollment Permit from Home School
- c. Secure Medical Clearance from the University Health Officer
- d. Get endorsement for approval of the Director for Instruction from the concerned Dean/Program Chair of the university
- e. Submit approved Cross-Enrollment Application to the Registrar's Office for recording purposes.

Final Grades will be sent to the Home school via mail and/or through the student concerned provided a letter of authorization be given by the Dean/Registrar of the home school.

5. Policies and Procedures on Request for Overloading of Units

A student, under extenuating circumstances, shall be allowed to carry an overload of not more than six (6) units during the regular term, provided however, that his General Weighted Average (GWA) is not lower than 2.25 (Section 7.5, Provisions on Academic Load, QSU Student Handbook).

Regardless of the General Weighted Average for all subjects taken, a graduating student may be allowed to carry an extra load of not more than 6 units during regular semesters and/ or three (3) units during the summer term (Sections 7.3 and 7.6 Provisions on Academic Load, QSU Student Handbook).

A student who wish to carry an overload during summer or regular terms must undertake the following steps:

- a. accomplish Form 36 (Academic Credit Overload Request)

- b. obtain recommendation from the Program Chair/Dean of the College where he/she belongs, noted by the Director for Instruction and approved by the Vice-President for Academic and Related Affairs.
- c. submit approved request together with a certified true copy of his/her grades showing his/her computed General Weighted Average to the Registrar's Office.

If the request is done after a student's enrollment is validated, he should submit said approved request not later than the allowable period of adding/changing/dropping of subjects to the Registrar's Office for encoding and reassessment; and obtain class cards for additional subjects enrolled

It should be noted, however, that the maximum number of units allowed for a student to enroll with overloading is twenty-eight (28); and that, a student who was allowed to carry an overload in a particular semester and obtained a failing grade shall not be allowed an overload in the following semester.

6. Policies and Procedures on Taking Simultaneously Prerequisite and Advanced Subjects

As a general rule, no subject may be enrolled unless the prerequisite subject has been passed. However, a student may be allowed to enroll prerequisite and advanced subjects simultaneously under the following conditions:

- a. The student is graduating at the end of the academic year.
- b. The prerequisite is a repeated subject.
- c. Once the prerequisite subject is failed, the advanced subject is invalidated.

The following procedures shall be followed when requesting to take prerequisite and advanced subjects simultaneously:

- d. accomplish Form 37 (Request to Enroll Prerequisite and Advanced Subjects Simultaneously)
- e. secure endorsement from the Subject Area Coordinator, verified and recommending approval by the Program Chairperson and approved by the Dean/Director for Instruction.
- f. submit approved request to the Office of the Registrar for recording and filing

7. Policies and Procedures on Crediting of Units, Validating, and Substituting Subjects Taken in Another Institution

7.1 Crediting and Validating of Units

Subjects taken previously from another school may be credited subject to the following conditions:

- a. the course description and coverage are the same as what is required in the subject offered in the college;
- b. the number of units are the same or greater than what is required
- c. the grade obtained in that subject is at least 2.25, and/or the student passed the validating examination for subjects requiring competency assessment certifications

Procedure:

The crediting of previously taken subjects is done through the following steps:

- a. accomplish form 9 (Request for Course Crediting Form) in triplicate.
- b. make an appointment and submit request along with a copy of the transcript of records and course syllabi of the subjects taken to the faculty adviser/faculty area coordinator/specialist for evaluation
- c. submit the request with the following attachments to the Chairman of the Program/Dean for endorsement and approval by the Director for Instruction:
 - o transcript of records/certified copy of previous grade
 - o course syllabi of courses taken and equivalent courses in QSU
- d. submit approved petition to the University Registrar with the aforementioned attachments for recording and filing

7.2 Substituting Subjects Taken in another school/program

Substitution of subjects is allowed when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum with the new curriculum (Section 4.4 Part 1 of QSU Student Handbook).

A student may request to substitute a subject in his curriculum for another prescribed course based on the following conditions:

- a. The subject substituted carries a number of units equal to or greater than the units of the required subject
- b. The proposed substitution substantially covers the same subject matter as the required subject
- b. The subject involved belongs to the old curriculum and is not being offered anymore in any course in the university.

Procedure:

Students requesting for substitution shall undertake the following steps:

- e. accomplish Form 38 (Petition for Subject Substitution) in triplicate.
- f. make an appointment and submit request along with a copy of the transcript of records and course syllabi of the subjects taken to the faculty adviser/faculty in charge of the substitute course for evaluation
- g. submit the request with the following attachments to the Chairman of the Program/Dean for endorsement and approval by the Director for Instruction:
 - o transcript of records/certified copy of previous grade
 - o course syllabi of courses taken and substitute courses
 - o evaluation of the faculty adviser/faculty in charge of the subject substituted
- h. submit approved petition to the University Registrar with the aforementioned attachments for recording and filing

8. Policies and Procedures on Dropping, Adding, Changing Subjects

- a. Changing/Adding/Dropping of subjects shall be made within the specified period and done through the proper procedure and subject to payment of corresponding fees.
- b. A student may, with the consent of his instructor and the Dean drop a subject (s) within the four (4) weeks from the first day of classes by filling out the changing/adding/dropping form.
- c. No dropping of subjects will be allowed after four (4) weeks from the opening of classes during the semester or after two (2) weeks from the opening of summer classes except for justifiable reasons and upon recommendation of faculty members concerned.
- d. Any dropping/changing of subject(s) without official notice shall be marked “Dropped” or “Failed” at the end of the term.

Procedure :

Any application for dropping/changing and adding of subject(s)

must be done as follows:

- a. secure and accomplish request for dropping/changing/adding subjects from the Office of the Registrar
- b. seek the consent of instructors concerned get back class cards from them (if already submitted)
- c. obtain the signature of parent/guardian (in case of dropping) and the approval of the Program Chair/Dean
- d. submit the accomplished form together with the required documents to the Registrar's office for proper assessment of fees, recording and filing
- e. pay the required fees to the Cashier's Office

9. Policies and Procedures on Withdrawal of Registration

- a. Withdrawal of registration shall be made and approved based on existing rules and regulation of the university.
- b. A student who withdraws his/her registration within specified period shall be entitled to withdraw his/her credentials submitted as requirement for enrolment, but if withdrawal is made outside the specified period, the rules on dropping shall be followed.

A student who wishes to withdraw from all university classes after completing registration for a semester must go through the following procedure:

1. seek the consent of his/her batch adviser; and or may be referred to the Guidance Office for counseling
2. secure and accomplish Request for Withdrawal of Registration Form from the Office of the Registrar
3. present a written statement from a parent, guardian or sponsor indicating that the responsible person knows of the student's intent to withdraw
4. obtain the signature of his adviser and other officials for purposes of securing clearance
5. get the approval of the Program Chair/Dean
6. submit a copy of the accomplished form to the Office of the Registrar together with the required documents for recording

7. submit a copy of the accomplished Withdrawal from Registration Form to the Cashier's Office for refund claims, if applicable

10. Policies and Procedures on Leave of Absence

Section 17 of the QSU Student Handbook provides that a Leave of Absence (LOA) maybe granted upon the discretion of the concerned college, to any student who is unable to continue attending classes beyond the period of official dropping under the following circumstances:

- c. a student is sick and unable to continue attending classes supported by a medical certificate
- d. a student is being drafted for military training
- e. a student is unable to continue going to school due to maternity, parenting or family health reasons

In such cases, no tuition fees will be charged for the duration of the authorized leave and courses not completed during the time of filing shall be considered "withdrawn" with approval" and therefore, will not obtain credit.

A student who is unable to continue going to school due to personal objectives could also be granted a leave of absence for purposes of readmission to the program.

Students requesting for a leave of absence should be in good standing (neither on probation nor subject to dismissal); no pending case of misconduct or misdemeanor as defined by the student discipline policy; no outstanding balance; and they do not exceed the maximum residency rule prescribed by the program.

An approved LOA is only valid for one (1) academic term. In cases where extension is sought, an approved petition is required subject to the concurrence and approval of the Dean and the Director for Instruction. The petition must state the reason for which the leave is desired and must specify the period of the leave which must not exceed one (1) academic year.

Procedure for Filing a Petition for Leave of Absence:

A student who wish to apply for a Leave of Absence should undertake the following steps:

8. meet with his/her adviser to discuss his intention to apply for a Leave of Absence; or, if needed, he may be referred to the guidance office for appropriate counseling
9. obtain from the Office of the Registrar and accomplish Leave of Absence Application Form and Petition for Withdrawal/Cancellation Form.
10. obtain clearance from the Cashier's Office, Library, Director for Student Affairs and Services and other indicated offices indicated in the clearance form
11. seek the approval of the following in sequence: a.) Adviser; b.) Program Chairperson; c.) Dean of the College; and d.) Director for Instruction
12. submit approved application for LOA form along with the accomplished clearance to the Registrar's Office for recording and filing

11. Policies and Procedures on Shifting/Program Changes

Program changes (Shifting) refer to a transfer from one program to another of the same level. A level may refer to baccalaureate, masters, doctoral, or diploma/certificate (non-degree)

A student who wishes to shift/ transfer to another curriculum must satisfy the entrance requirements for that curriculum. The request for a shift of course should be done in the following steps;

- a. secure an Shifting Application Form from the Office of the Registrar. Fill out the form in three copies and secure the consent of parent/guardian, with a photocopy of his/her valid ID showing his signature
- b. request for a true copy of certification of grades from the Registrar.
- c. Submit the following documents to the Office of the Program Chair/Dean of the college where the student is getting out
- d. get endorsement from Program Chair/Dean of said application to the Program Chair/Dean of the new course for approval
- e. submit a copy of the approved application for Shifting Form to the Office of the Registrar for recording and filing

12. Policies and Procedures on the Offering of Special/Additional Classes and Subjects not offered during the regular term

Additional classes and / or new subjects which are not regularly offered during the semester or summer may be opened provided that:

- a. there are available instructors
- b. there are available rooms
- c. there are at least 15 or more student petitioners for basic courses and or 5 or more for major subjects

Procedures for requesting of Special /additional classes shall be as follows:

- a. Students should write a petition letter addressed to the Director for Instruction/ VP for Academic and Related Affairs for the offering of a subject not offered during the term. The Petition should include the reasons for the petition to be endorsed by their respective Program Chairs/Dean for approval
- b. fill up the Petition for Offering Additional Courses Form secured from the Office of the Registrar and obtain the signatures of concerned officials
- c. submit the accomplished Petition for Offering Additional Courses Form together with required attachments to the Office of the Registrar for encoding unto the SIAS
- d. if already enrolled, accomplish Request for Enrolling Additional Subject/s, have it approved by the Program Chair/Dean, submit to the Registrar's Office for re-assessment and then pay the corresponding fees at the cashier's office
- e. get class cards

13. Policies and Procedures on Dissolved Classes, Splitting of Classes and Section Transfers

a. Dissolved Classes

Classes falling below the applicable minimum class size may be dissolved. The faculty member handling the dissolved class should advise his/her students to proceed to the Registrar's Office to request transfer to other sections of the same course, or may adjust to add other courses in lieu of the dissolved courses.

b. Section Transfers Due to Splitting of Classes

In cases when a class exceeded the maximum number of class size, the faculty concerned shall inform the Program Chair to split the class into sections. The department should submit a list of students to be transferred to the new section. Students affected by this procedure shall be consulted and have them sign the Request for Section Transfer before the request will be endorsed by the Dean to the Director for Instruction's approval.

The approved request shall be submitted to the Office of the Registrar for recording and filing not later than the fourth week after the regular classes.

14. Policies and Procedures on Taking Removal/Special Examination

The QSU Student Handbook provides that a special examination may be given to a student who incurs an excused absence during a scheduled term/final examination. Special term examination should be given within the semester, and special final examination not beyond the immediately following semester.

The student requesting for a special examination shall pay special examination fee of P50.00 per subject. Exemptions from paying a special examination fee maybe granted if absence during the scheduled examination is due to the following:

- a. student sent on official business by the university to attend athletic meets, conferences, contests, etc., joined class field trips, provided, he can present such evidences as approved itinerary of travel, certificate of appearance, or instructor's certification concerning attendance to the trip, etc.
- b. student was sick and confined in a hospital or was examined by the university Health Officer, in which case, a medical certificate should be submitted;
- c. the student has gone home due to an emergency like death of an immediate family member (father, mother, guardian, brother, sister, spouse, child). Death certificate issued by the Civil Registrar should be attached to the application for exemption.
- d. other valid reasons certified by the Guidance Counselor

Procedures:

Students who wish to take the special examination must follow the steps as follows:

- a. secure from the Registrar's Office and accomplish Form 11 (Request for Special Examination Form)
- b. confer with instructors concerned regarding schedule of special examination
- c. seek approval of the Program Chairperson
- d. Pay the required special examination fee at the Cashier's office (if applicable)
- e. submit accomplished form together with the appropriate evidence/s to the Registrar's Office for recording purposes
- f. take the final examination of scheduled date

15. Policies on Records Management**1. Evaluation and Validation of Students' Personal Information**

For purposes of ensuring data accuracy and uniformity of information in all the student's academic records, the personnel in-charge of Student's Admission Records shall undertake the following steps in evaluating and validating student's records.

- 1.1 Scrutinize submitted admission credentials to ascertain that the personal information entered in the QSU student's academic records, such as name, birthdate, gender, civil status and citizenship are the same as those reflected in the student's birth certificate.
- 1.2 Any discrepancy noted in the student's records, the personnel in-charge should notify the student to secure pertinent documentary evidences for appropriate changes in his/her records.
- 1.3 Request for a change in personal information by students should be done in writing by accomplishing Change of Information Form and submitted to the Office of the Registrar along with the required documentary evidences as indicated in the following table.

Type of Request	Documentary Support
Change of Name	<ul style="list-style-type: none"> ○ Affidavit of Correction of Name ○ Amended Birth Certificate or Court Order for Change of Name
Correction of Name	<ul style="list-style-type: none"> ○ Affidavit of Change of Name executed by the student (if legal age or by parent on record at QSU) ○ joint affidavit of two (2) disinterested persons ○ certified true copy of the amended Birth certificate
Change of Civil Status	<ul style="list-style-type: none"> ○ certified copy of Marriage Contract (if change is due to marriage) ○ certified true copy of Death Certificate (if change is due to death of spouse) ○ Certified true copy of Court Order (if change is due to annulment, legal separation, etc.)
Change of Address	<ul style="list-style-type: none"> ○ Proof of Billing of Parents (for undergraduate students) ○ Affidavit of Change of Address (for undergraduate students executed by parents/guardian on record at QSU)
Change of Citizenship	<ul style="list-style-type: none"> ○ Affidavit of change of citizenship ○ certified true copy of original passport (for authentication)

- 1.4 If the request and attached evidences are in order, the Registrar approves the request and the change is made on the student's academic record.

2. Posting of Student Grades

- 2.1 Two weeks after the final examination, faculty members should submit their grade sheets, checked and approved by their respective chairs/deans and the Director for Instruction respectively to the Registrar's Office for posting.
- 2.2 The grade sheets shall contain an alphabetical listing of students' names as indicated in the class list provided at the beginning of the term, and should not contain erasures and unnecessary markings.
- 2.3 The Personnel in-charge of the data processing and archiving should cross check the entries on the grade sheet with those in the issued class list to ensure that the list of names in the grade sheet tallies with the list in the control sheet. In case of

discrepancies, the personnel in-charge of data processing should notify the instructor to make the necessary corrections before the grades will be posted electronically.

- 2.4 No changes should be made after the grades are posted electronically in the SIAS.
- 2.5 Faculty members who will submit their grade sheets beyond the specified schedule shall be reported by the University Registrar to authorities of the University. The delinquency shall be entered in the personnel records of that faculty with corresponding sanctions.

3. Change or Correction of Ratings

3.1 Changing Grades Due to Calculation and Clerical or Transcription Errors

To promote accurate record-keeping and careful grade reporting, the Office of the Registrar and all concerned must abide by the following regulations on changing final grades of students.

By university regulation and with the exceptions of “Inc.” and “In-Progress” grades, changes in the final grades of students should be done only by authorized staff of the Registrar’s Office and only on the following conditions:

- f. The Instructor submits a written request for a correction of grades approved by the Committee on Academic Policies and Procedures on the basis of error in calculation or an error in transcription. Changes in grades should not be based on the late submission of required work, the resubmission of work previously judged unsatisfactory, or on additional work.
- g. Changes or correction of ratings in the grade sheets of the faculty is requested within the allowable period of one month after the grades have been submitted to the Office of the University Registrar.
- h. If change of rating is from passing to failed or vice-versa, a notarized affidavit must be executed by the faculty concerned stating the reason for changing a grade to failed or passing. Such affidavit must be accompanied by appropriate supporting document/s (class record, corrected quizzes/performance tests, mid and final exams, graded narrative reports, checked laboratory exercises, etc.).

- i. Only the faculty concerned shall do the necessary change or correction of rating. If it is impossible to reach the instructor and the department has the records, the Chairperson may make the request.
- j. Cases of error discovered after the deadline maybe appealed by the student to the Vice-President for Academic and Related Affairs.

Procedure:

The procedure to correct an erroneous grade will be as follows:

- a. The instructor should prepare a “**Petition for Change of Grade**” written on department letterhead and directed to the Committee on Academic Review and Procedures, stating a clear description for the grade change. A simple statement that the clerical or procedural error has occurred is insufficient.
- b. The Petition should contain the following information : 1. Student’s identification number, 2. student’s full name, 3. requester’s name, campus, address and contact information, 4. semester of the course in question, 5. course number, title, and no. of units, 6. old grade, 7. new grade, and 8. instructor’s full name and signature including date of filing
- c. If a mistake has been made for a whole class or a significant portion of a class, a special group procedure memorandum may be used.
- d. The correction of grade process will be completed after the Change of Grade Form has been approved and returned to the department from the Committee on Academic Review and Procedures.
- e. The faculty submits to the Registrar’s Office, the approved petition for appropriate action.
- f. If it appears that the basis for correction is “unacceptable “and is clearly contrary to the university guidelines, the request is voided altogether.

3.2 Disputed Grades

Cases on disputed grades, as indicated in Section 21, Part 1 (Academic Policies) of the QSU Student Handbook provides that students may elevate their complaints to a fact finding committee through a written appeal within the allowable period of one month after receiving the disputed grade. However, in the interest of preserving the very important student-instructor relationship, the student and instructor should try to resolve the grade dispute by direct communication. If the issue cannot be resolved by this dialogue, the grade dispute should move beyond the instructor to the next level of review.

The department chair/dean at his/her discretion may review the matter personally but if the issue cannot be resolved at this level, the student may appeal in writing to the VP for Academic Affairs.

Procedure for filing complaints and deliberation on Disputed Grades:

- 2.2.1 A student seeking appeal for a disputed grade must accomplish Form ___ (Petition for Disputed Grade Form), stating the reasons/ explanations for making the petition and submit it to the Director for Instruction/VP for Academic and Related Affairs along with possible documentation of extenuating circumstances like:
 - medical certificate, hospital bills, etc. in case of illness or medical condition
 - certification of the guidance counselor in case of emotional /psychological state the student has gone through due to a traumatic situation
 - death certificate of a family member
 - other documents that maybe referred to during the committee deliberation
- 2.2.2 A fact finding committee consisting of the Vice President for Academic and Related Affairs, Director for Instruction, Dean/Department Chair, a representative of the Student Complainant should look into the case within one week from the receipt of the complaint

- 2.2.3 If the complaint is against the Director for Instruction, Dean or Program Chairperson as the case may be, a representative for each of them from the college should be assigned to take their place in the committee.
- 2.2.4 Upon receipt of the student's petition, the instructor involved is contacted for a statement concerning the complaint.
- 2.2.5 The petition along with the instructor's comment is forwarded to the fact finding committee for review and decision. If the complaint can be resolved at that level, the decision of the committee shall be binding and the President is informed of the decision.
- 3.2.6. The Office of the Registrar will then be informed in writing of the Committee's decision and appropriate modifications are made to the student record.
- 3.2.7. If the Committee cannot resolve the issue at their level of competence/authority, the documents/ proceedings/ findings and recommendations will be forwarded to the President for appropriate action.
- 3.2.8 Copy of the duly acted petition for correction of grades should be submitted to the registrar for corresponding annotation on the student's permanent record.

3.3 Removing Incomplete Grades, In-Progress or Conditional Grades

- 3.3.1** An incomplete grade must be completed within one (1) academic year from the date the grade of INC has been received; otherwise, the grade becomes an automatic failure.
- 3.3.2** Incomplete grades in subjects that are prerequisites to other subjects must be completed before enrolment of the latter subjects can be made.
- 3.3.3** Completed grades must be duly signed by the Subject instructor, recommending approval by the College Dean, noted by the Director for Instruction and to be submitted to the University Registrar within two (2) days from completion.
- 3.3.4.** In a grade of 4.0 (conditional) taken in subjects that are pre-requisites of other subjects, a removal exam is required one week after the final examination to have a grade of 3.0

(passing) and the conditional grade must be changed before the latter subjects can be enrolled.

- 3.3.5.** A remark of IP (In Progress) is removed and given credit when a subject requirement (thesis/research/practicum/capstone projects) is completed.

Procedures:

Students who wish to remove conditional, incomplete or in-progress grade must follow the steps as follows:

- a. secure from the Registrar's Office and accomplish applicable forms, as follows:
 - o Permit for Removal Examination Form (for conditional grades)
 - o Permit to Take Special Examination Form (for Incomplete Grade due to No Final Examination)
 - o Grade Completion Form (for In-Progress Grade)
- b. confer with instructors concerned regarding schedule of removal examination, special examination
- c. seek approval of the Program Chairperson
- d. Pay the required examination fee at the Cashier's office (if applicable)
- e. submit accomplished form together with the appropriate evidence/s to the Registrar's Office for recording purposes
- f. take the final examination at scheduled date

Report of grades on such instances should be submitted two (2) days after the examination to the Registrar's Office by the Instructor concerned following the required format and duly signed by the Program Chair/Dean and the Director for Instruction.

4. Authentication of Student Records/Documents

Students may have their record/document authenticated by the Office of the University Registrar through the following steps:

- c. secure and accomplish Request for Authentication of Records Form from the Office of the Registrar
- d. present school/valid ID card, authorization letter (in the case of a representative)
- e. present the original and photocopied student document or record to be authenticated
- f. pay the authentication fee at the cashier's office and have the Official Receipt be machine validated

- g. present OR to receive the authenticated document

The remark, Authenticated Copy shall be indicated in the machine copy, sealed and be initialed by the in-charge of Request and signed by the University Registrar.

5. Production of Transcript of Record

Official Transcript of Records are complete and permanent academic record of students prepared by the Registrar and have the university seal imprinted on it. They are typically accepted for any official transactions such as proof of a degree or applications for admissions to academic programs or employment.

The following guidelines shall be considered in the preparation of this document:

- a. The prescribed official paper and a uniform format and style shall be used.
- c. The name indicated in the transcript of records must be the same with the name in the Birth Certificate with special emphasis on the spacing of letters/hyphenation and use of symbols in the name.
- d. Name printed must be the same in all pages.
- e. The OTR shall contain the course/degree taken, date admitted, and name of former school.
- f. For transfer students, the entrance data in the OTR shall indicate the name of former school.
- i. For students of the Graduate Program, the entrance data shall indicate the degree obtained, school, and SO (B) Number or Registry Number (for private schools).
- j. The course, subjects, descriptive title, number of units, and grade must be completely entered and clearly printed in the OTR.
- k. Failure and incomplete grades should be indicated, even if already repeated and passed or has been removed. Dropped subject shall also be indicated.
- l. The OTR must not contain any erasures/typographical errors. In the event an erasure is made, it has to be signed by the University Registrar.
- m. Remarks for graduated students must contain the degree obtained, date of graduation (Month, date, year). Board Resolution/Referendum Number, and honor received (cum laude, magna cum laude or summa cum laude), if any, including the date the OTR was released.
- n. The OTR shall bear the signature of the following: the one who prepared the OTR, the one who verified, and the University Registrar.
- o. The OTR must be impressed by the university seal.
- p. A documentary stamp is affixed and duly cancelled in the OTR.

6. Requests for Academic Records

- a. The student concerned shall personally request for his/her academic record. In the event that he/she may authorize a proxy to do the said request. The proxy is obliged to submit a letter of authorization and valid ID's to the in charge of request.
- b. A request made personally by the Registrar for a second copy, to replace a lost or damaged copy should be honored.
- c. A request for another copy of the record which was previously forwarded upon written request to another school in the Philippines, cannot be honored. The party concerned should be directed to go to the school to which the record was sent.
- d.

7. Request for the Issuance of Transfer Credential (Honorable Dismissal)

The Transfer Credential (Honorable Dismissal) is a document certifying that the student has no pending accountabilities with the school and is eligible for transfer to another educational institution.

A student who requests to transfer to another institution may be granted a certificate of transfer to entitle him for admission in another school; provided that, he has no unsettled obligation with the university, and provided further that his records from his previous school have been received, are complete, and in order.

Procedure for the Issuance of Transfer Credential:

1. Accomplish the Application for Transfer Credential Form available at the Registrar's Office
2. Secure the required signatures indicated in the application form for clearance purposes
3. Pay the assessed amount at the cashier's office and have the form machine validated
4. Return the form to the Registrar's Office, present receipt and claim the Transfer Credential

8. Release of Records

- a. Academic records are sent directly to requesting school. It cannot be entrusted to the former student, unless authorized to hand carry the said record. It has to be placed in a sealed envelope addressed to the Registrar concerned. The flap of the envelope shall bear the signature of the University Registrar.

- b. In cases where a subject with the corresponding grade and units was inadvertently omitted, a certification in supplement to the transcript already issued is made and sent to the school concerned.
- c. The record released shall bear the names and written signature of the University Registrar, the in-charge of Records and the one who prepared the record.
- d. The transcript must have a signature of concerned signatures in every page and impressed by the University seal.
- e. Records released shall always indicate the purpose for which the record will be used (For Employment Purposes, For Board Examination Purposes, For Records Purposes, For Evaluation Purposes, For Enrolment Purposes, For Miscellaneous Purposes, For Transfer Purposes, and For General Purposes).
- f. Release of records shall be done upon payment of required fee and presentation of clearance within the prescribed period of release.
- g. All requests for records to be released are posted and recorded in the Student Records Transaction Management System in the office of the University Registrar.

9. Release of Certification, Record or Diploma to Proxy

Release of requested records from the Registrar's Office may be done provided, the proxy has to present his/her valid ID and a written authority from the owner of the academic record that he/she has been authorized to secure the said certification, record or diploma.

10. Policies and Implementing Procedures to Ensure the Confidentiality of Records

10.1 Files And Records Management Policies

A. Classification and Location of Files

Files and Records kept in the Office of the Registrar may fall into four categories:

1. Classified or Strictly Confidential Records

The following records of students submitted during admission and or during his stay in the university are considered as strictly confidential:

- a. Academic Reports
- b. Adoption papers

- c. Alien certificate of registration
- d. Baptismal of birth certificate
- e. Disciplinary records
- f. Medical and guidance reports
- g. Personal and academic records

2. Unclassified or Non-confidential records

The following records that should be made public to enable the students and parents to determine the legal existence and operation of the school and assess its performance are as follows:

- a. Approval of Courses
- b. Catalogues
- c. Class, Faculty, and Room Program
- d. Directory of Graduates
- e. Enrollment List
- f. Permits
- g. Prospectus
- h. Statistical Records
- i. Teaching Loads of Faculty
- j. Graduation Program

3. Active- Classified or Unclassified

The active files or current files pertain to the records of students who are currently enrolled and studying in the university. These should be in a separate cabinet under the direct custody and responsibility of the Records Section. They should be easily accessible because they are needed from time to time.

Active files to be kept in Individual jackets are as follows:

- a. Changing and Dropping Form
- b. Validation Form
- c. Admission Slip
- d. Affidavit, Order for Change of Name or Correction of Name
- e. Application for Admission, Graduation, Shift of Course, and Transfer
- f. Approval Permit for Cross-enrollment
- g. Approval Request for Overload, Substitution of Subject/s and Waiver of Prerequisite
- h. OJT Permits
- i. Certificate of Transfer Credential
- j. Clearance, Completion, Evaluation
- k. Schedule and Registration Forms
- l. Forms 138, 137A, and Transcript of Records
- m. Machine Copy of Birth Certificate and Marriage Contract

- n. Notice of Deficiency
- o. Permanent Record
- p. Photographs
- q. Study Permits for Working Students and Foreign Students

Files to be Kept for References (Hard and Soft Copy)

- a. CHED Memoranda/Orders
- b. Civil Service Circulars
- c. DBM Memo No. 71
- d. Consolidated Grades
- e. Annual Accomplishment Reports
- f. Checklists and Prospectus
- g. Faculty load
- h. Commencement Programs
- i. List of Academic Scholars
- j. Minutes and Resolutions of Academic Council Meetings
- k. Official Communications
- l. Statistical Data
- m. Faculty Manual
- n. Student Manual
- o. University Code

4. Inactive – Classified or Unclassified

The inactive files are the records of students who are no longer studying – left, dropped or graduated. They should be kept in a separate cabinet for safekeeping.

B. Guidelines in Filing and Control of Records

1. Filing of records must be done in alphabetical order. When removing and putting back files, the personnel concerned must see to it that alphabetical filing is observed at all times to avoid misplacing of files and for easy retrieval.
2. Student records must be kept in individual jackets. Extra care must be observed in order not to misplace records.
3. Records must be filed immediately upon receipt in order for the record not to go to the wrong jacket/file.
3. Student number is used in encoding and accessing student records into the computer. The student ID number is preferred to be used in assigning student records.

4. A permanent staff of the registrar's office must be assigned to take care of data processing and control in the computer.
5. Filing of other records must be done alphabetically and filed by year for easy retrieval.

C. Guidelines for Managing Confidential Records

1. Confidential records must be kept in safe steel cabinets with locks and only the Registrar or his/her assistant holds the key.
2. Hard copies of confidential records must be kept not to rely fully on soft files.
3. Files must be periodically checked.
4. Files must be removed from the file only by trusted personnel.

G. Disclosure of Confidential Records

Disclosure of student records is governed by very strict policies. The Handbook for School Registrar published by the National Capital School Registrars Association (NACSRA, 1987) suggested the following guidelines which is recommended that Schools should adopt.

1. A student is entitled to a transcript of record, but he/she is not entitled to know other records in his 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 any explanation of any information recorded on it.
3. The student's file or folder cannot be taken out of the office unless specially authorized by the Registrar, depending on the purpose for which 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 ducestecum, but the student must be notified of said subpoena if he is available or if he can be reached through any media of communication.
6. Records of grades may be released to parents or guardians without prior approval of the student concerned if he is still a minor or has not yet been emancipated from parental authority.
7. Request for academic information from a company or firm to whom a student has applied for employment or where he/she is employed, should be honored, if they are of valid importance to his being employed or his being promoted in position. No company nor firm would employ a person without ascertaining his/her eligibility for hiring or employment.

8. The same consideration should be accorded to requests from research or philanthropic organization or government agencies supporting the student concerned.
9. Request for information on a student's record, made in an official communication by an official of any government office or agency, should be honored even without the prior approval of the person concerned, as long as the information sought for is limited to his enrolment, academic standing or school work, for the purpose of ascertaining his qualification or eligibility as employee of this particular government agency.
10. Transcript of academic records should only contain information about academic status. Other matters such as disciplinary, may be recorded to determine readmission.
11. All requests regarding disclosure of the student's academic record should be in writing and filed with his jacket folder.

**PART III TEMPLATES ON QSU FORMS, CERTIFICATIONS AND
COMMUNICATIONS ON DIFFERENT TASKS**



QUIRINO STATE UNIVERSITY

OFFICE OF THE GUIDANCE & COUNSELING, ADMISSIONS AND SCHOLARSHIPS

FORM 1A

APPLICATION FOR ADMISSION FORM

(For Beginning First Year Enrollees)

PERSONAL INFORMATION			
Student's Last Name	First Name	Middle Name	Extension Name (Jr., Sr., II, etc.)
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Birthdate:	Birth Place:	Ethnicity: Mother _____ Father: _____
Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated/ Divorced <input type="checkbox"/> others	Citizenship:	Religion:	Physical Disability:
CONTACT INFORMATION			
Home Address:			
Address while in School:			
Mobile Number/s:			
Email Address:			
Name of Parent/ Guardian:			
Address of Parent/Guardian			
Contact Number:			
EDUCATIONAL BACKGROUND			
School Last Attended (spell out):			
School Address:			
General Average:	Year Graduated:	Honors Received:	
PROGRAM/COURSE PREFERENCES			
College	Priority (1 st Choice) :		
	Alternative (2 nd Choice) :		
Senior High School	Track:	Strand:	
INFORMATION SURVEY			
Parents' Occupation: Mother : _____ Father: _____			
Will you need financial assistance/ scholarship? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What could be the reason if you stop schooling? (Please check possible reason) <input type="checkbox"/> Financial <input type="checkbox"/> Other School Preference <input type="checkbox"/> Others, specify: _____			
Would you be willing to stay in the student dormitory located inside QSU campus? <input type="checkbox"/> Yes <input type="checkbox"/> No			
In view of my intensions to study in this university, I am aware that students shall abide by existing Policies and Regulations set forth by the QSU Administration for students' development.			
On my own volition, I hereby affix my signature to signify my pledge of undertaking in accordance with the Vision, Mission, and Objectives of the Quirino State University. Date: _____			
Signature of Student over Printed Name _____			
TO BE FILLED UP BY THE ADMISSION OFFICER			
School Credentials Presented: <input type="checkbox"/> Form 138 (Report Card) <input type="checkbox"/> Certificate of Good Moral Conduct <input type="checkbox"/> Authenticated NSO Birth Certificate (photocopy) <input type="checkbox"/> Authenticated NSO Marriage Certificate(if married), photocopy <input type="checkbox"/> Declaration as new student (if applicable)		Entrance Examination Schedule: Day Time Room:	
Name and Signature of Admission Officer: _____ Date: _____			



QUIRINO STATE UNIVERSITY

OFFICE OF THE GUIDANCE & COUNSELING, ADMISSIONS AND SCHOLARSHIPS

FORM 1B

APPLICATION FOR ADMISSION FORM

(For Transferees, Second Undergraduate Degree Seeking Students and Old/Returning Students)

Admission Application is made as : <input type="checkbox"/> Transfer Student			For Sem _____,
<input type="checkbox"/> 2 nd Undergraduate Seeking Student			S.Y. _____
<input type="checkbox"/> Old/Returning Student			
Degree Applied for: _____			
PERSONAL INFORMATION			
Student's Last Name	First Name	Middle Name	Extension Name (Jr., Sr., II.,)
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Birthdate:	Birth Place:	Ethnicity: Mother: _____ Father: _____
Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> others	Citizenship:	Religion:	Physical Disability:
CONTACT INFORMATION			
Home Address:			
Address while in School:			
Mobile Number/s:			
Email Address:			
Name of Parent/ Guardian:			
Address of Parent/Guardian			
Contact Number:			
EDUCATIONAL BACKGROUND			
Educational Level	Name of School	Address	Year Attended/ Graduated
College/University			
Vocational			
Senior High School			
Junior High School			
Elementary			
Are you presently enrolled? <input type="checkbox"/> No <input type="checkbox"/> Yes, what school and address _____			
Is this your first time to seek admission to QSU? <input type="checkbox"/> Yes <input type="checkbox"/> No, specify date last attended: _____			
and state reason for seeking re-admission to the university _____			
INFORMATION SURVEY			
Parents' Occupation: Mother : _____ Father: _____			
Will you need financial assistance/ scholarship? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What could be the reason if you stop schooling? (Please check possible reason) <input type="checkbox"/> Financial <input type="checkbox"/> Other School Preference <input type="checkbox"/> Others, specify: _____			
Would you be willing to stay in the student dormitory located inside QSU campus? <input type="checkbox"/> Yes <input type="checkbox"/> No			
In view of my intensions to study in this university, I am aware that students shall abide by existing Policies and Regulations set forth by the QSU Administration for students' development.			
On my own volition, I hereby affix my signature to signify my pledge of undertaking in accordance with the Vision, Mission, and Objectives of the Quirino State University. _____ Date: _____			
Signature of Student over Printed Name			
TO BE FILLED UP BY THE ADMISSION OFFICER			
SCHOOL CREDENTIALS PRESENTED:		ENTRANCE EXAMINATION SCHEDULE:	
<input type="checkbox"/> Form 138 (Report Card) <input type="checkbox"/> Certificate of Good Moral Conduct <input type="checkbox"/> Authenticated NSO Birth Certificate (photocopy) <input type="checkbox"/> Authenticated NSO Marriage Certificate (if married) <input type="checkbox"/> Declaration as new student (if applicable) <input type="checkbox"/> Medical Certificate <input type="checkbox"/> Transfer Credential (Honorable Dismissal) <input type="checkbox"/> Certified True Copy of Grades/OTR <input type="checkbox"/> others, specify _____		Day: _____ Time: _____ Room: _____ ACTION TAKEN ON APPLICATION: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved REMARKS: _____ _____	
Name and Signature of Admission Officer: _____ Date: _____			



QUIRINO STATE UNIVERSITY
OFFICE OF THE GUIDANCE & COUNSELING, ADMISSIONS AND SCHOLARSHIPS

FORM 1C

DECLARATION AS A NEW STUDENT

In connection with my admission and enrollment at Quirino State University, ___ campus, I, _____, _____ years old, and a resident of _____ declare the following:

1. that I graduated from High School with the following details:
Name of School : _____
Address of School : _____
Month/Year Graduated: _____
2. that I have not registered, enrolled or been admitted at the tertiary level in any school in the Philippines or abroad;
3. that I have not used or surrendered my High School Report Card, whether original or duplicate, to another school for purposes of seeking admission at the tertiary level;
4. that the period between my graduation from High School and my admission to Quirino State University may be accounted for by the following activities:

MONTH/YEAR	ACTIVITY

5. that the details provided in this Declaration as a New Student are true and correct;
6. that I am authorizing Quirino State University to conduct verification procedures to confirm the details contained in this declaration; and
7. that I understand and agree that any material misrepresentation or inaccuracy contained in this Declaration as a New Student may be grounds for my dismissal from this university and/or legal action against me, at any point during or after my stay at Quirino State University.

STUDENT:

PARENT/GUARDIAN:

SIGNATURE OVER PRINTED NAME

SIGNATURE OVER PRINTED NAME

Date: _____

Date: _____



**QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR**

PRE-REGISTRATION FORM

FORM 2a

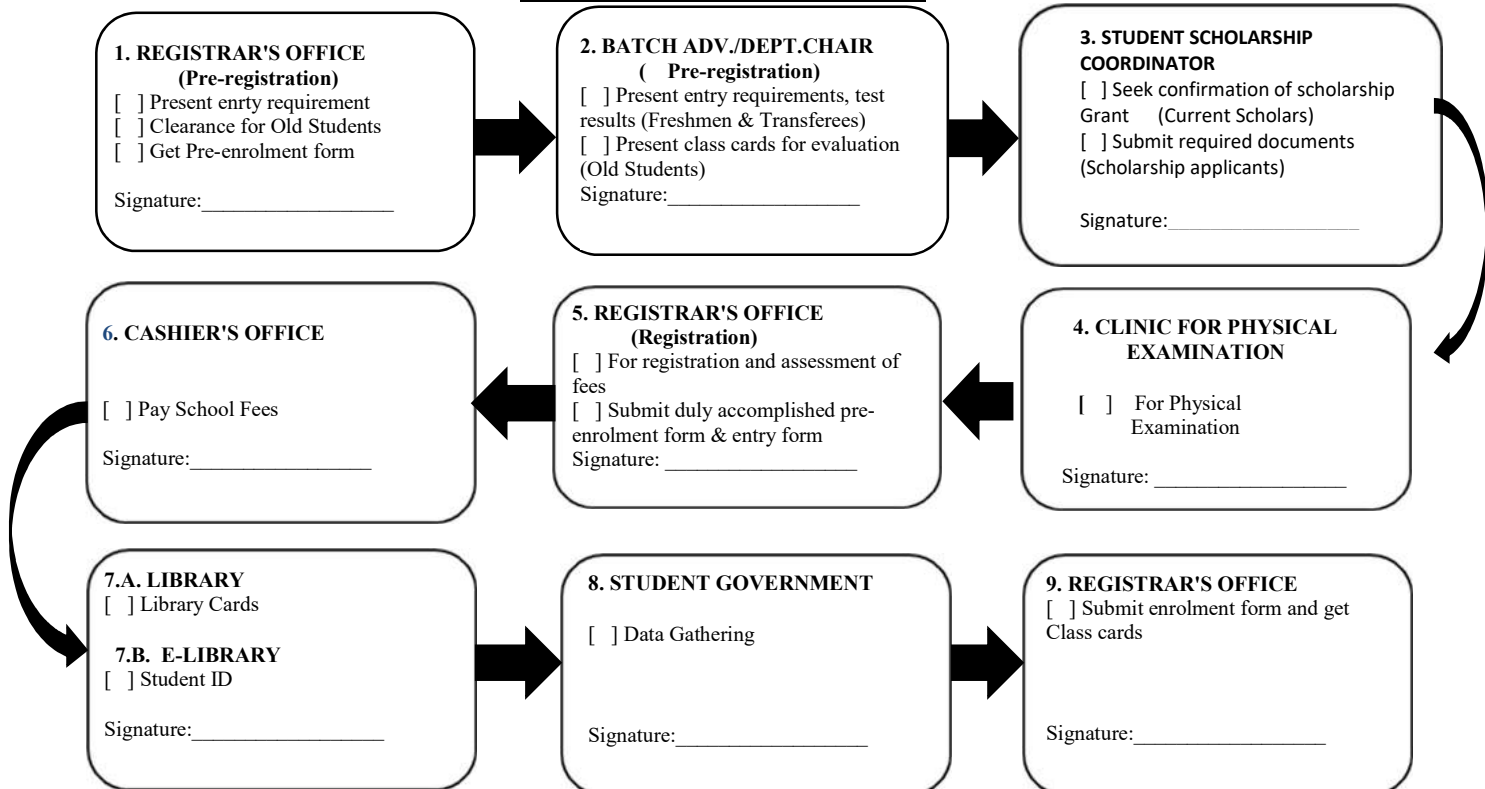
PERSONAL INFORMATION			
Student's Last Name	First Name	Middle Name	Extension Name (Jr., Sr., II, etc.)
Gender: [] Male [] Female	Birthdate:	Birth Place:	Ethnicity: Mother: _____ Father: _____
Civil Status: [] Single [] Married [] Separated/ Divorced [] others _____	Citizenship:	Religion:	Physical Disability:
CONTACT INFORMATION			
Home Address:			
Address while in School:			
Mobile Number/s:			
Email Address:			

Semester:	[] 1 st Sem	[] 2 nd Sem	[] Summer	School Year: 20__ - 20__
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Course & Year: _____ **Section:** _____ **Major:** _____

[] New	[] Old	[] Transfer	[] In	[] Cross Enrollee	[] Lateral	[] Foreign Study
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ENROLLMENT PROCEDURE





QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 2b
REGISTRATION FORM

PERSONAL INFORMATION				
Student's Last Name	First Name	Middle Name	Exte'n Name (Jr., Sr., etc)	ID No.
Registering as: <input type="checkbox"/> New Student <input type="checkbox"/> Old Student <input type="checkbox"/> Transfer in <input type="checkbox"/> Lateral Transfer <input type="checkbox"/> Cross Enrollee <input type="checkbox"/> Foreign Student School Year, 20__ -- __				
Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female	Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Married	Name of Spouse (if married):		
Birthdate:	Birthpalce:	Nationality:	Religion:	Dialect Spoken:
Home Address:				
Permanent Mailing Address:				
Cellphone Number:			Email:	
Are you living with your parents? <input type="checkbox"/> No <input type="checkbox"/> Yes				
Father's Name:		Occupation:		
Father's Ethnic Affiliation:		Monthly Income:		
		Contact Number:		
Mother's Name:		Occupation:		
Mother's Ethnic Affiliation:		Monthly Income:		
		Contact Number:		
Are you boarding? <input type="checkbox"/> No <input type="checkbox"/> Yes				
Address of Boarding House:				
Person Supporting you (if other than parents)		Occupation	Address:	
		Contact Number		

EDUCATIONAL BACKGROUND

Educational Level	Name of School	Address	Year Graduated	Honors Received
Intermediate				
Secondary				
Collegiate				

Signature over printed Name

Date

ACADEMIC INFORMATION

Semester:	School Year:	Course/ Year/Section:	Major:		
SUBJECTS ENROLLED					
CLASS CODE	SUBJECT CODE	SUBJECT DESCRIPTION	UNITS	PROFESSOR	SCHEDULE
		TOTAL			
_____ Program Chair/ Dean					

Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated/ Divorced <input type="checkbox"/> others	Citizenship:	Religion:	Physical Disability:
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CONTACT INFORMATION

Home Address:	
Address while in School:	
Mobile Number/s:	
Email Address:	
Name of Parent/ Guardian:	
Address of Parent/Guardian	
Contact Number:	

EDUCATIONAL BACKGROUND

PRIMARY:	Year Graduated:
INTERMEDIATE:	Year Graduated:
SECONDARY	Year Graduated:
COLLEGIATE: (For Transferees)	Year Graduated:



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 3

ASSESSMENT AND ENROLLMENT FORM

PERSONAL INFORMATION			
Student's Last Name	First Name	Middle Name	Extension Name (Jr., Sr., II, etc.)
Gender: [] Male [] Female	Birthdate:	Birth Place:	Ethnicity: Mother: _____ Father: _____
Civil Status: [] Single [] Married [] Separated/ Divorced [] others _____	Citizenship:	Religion:	Physical Disability:
CONTACT INFORMATION			
Home Address:			
Address while in School:			
Mobile Number/s:			
Email Address:			
Name of Parent/ Guardian:			
Address of Parent/Guardian			
Contact Number:			
EDUCATIONAL BACKGROUND			
PRIMARY:			Year Graduated:
INTERMEDIATE:			Year Graduated:
SECONDARY			Year Graduated:
COLLEGIATE: (For Transferees)			Year Graduated:

Student Name and Signature/Date

CLASS CODE	SUBJECT CODE	SUBJECT DESCRIPTION	Units	PROFESSOR	SCHEDULE

Program Cahier/College Dean



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 4

CHANGE OF MATRICULATION FORM

NAME: _____ Student ID No. _____ Course & Year: _____

SUBJECT/S TO BE CANCELLED/DROPPED

CLASS CODE	SUBJECT CODE	DESCRIPTIVE TITLE	INSTRUCTOR'S SIGNATURE

SUBJECT/S TO BE ENROLLED

CLASS CODE	SUBJECT CODE	DESCRIPTIVE TITLE	INSTRUCTOR'S SIGNATURE

SIGNATURE OF STUDENT

DATE

APPROVAL

(Accomplish in Sequence)

1. PROGRAM CHAIRMAN/ COLLEGE DEAN

SIGNATURE OVER PRINTED NAME DATE _____

2. ACCOUNTING OFFICE

SIGNATURE OVER PRINTED NAME DATE: _____

3. UNIVERSITY REGISTRAR

SIGNATURE OVER PRINTED NAME DATE _____

Change Matriculation Fee : _____

Withdrawal Fee : _____

Cancelled Registration Fee : _____



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 5

SHIFTING APPLICATION FORM

To be filled up by student				
Student's Last Name	First Name	Middle Name	Extension Name	Student ID No.:
Date of Application:	Current Program:	Year Level	New Program	
Reasons for Shifting				
<input type="checkbox"/> Failure to pass screening procedure <input type="checkbox"/> Poor academic performance <input type="checkbox"/> Personal Problem <input type="checkbox"/> Financial Difficulty <input type="checkbox"/> Change of Interest <input type="checkbox"/> Employment opportunities <input type="checkbox"/> others, specify _____				
Student's Signature over Printed Name			Date: _____	
I hereby certify that the student has undergone academic counseling.			PARENTAL/GUARDIAN'S CONSENT:	
_____ Name and Signature of Guidance Counselor			_____ Signature over Printed Name	
_____ Date			_____ Date	
ACTION TAKEN				
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved: Remarks: _____			<input type="checkbox"/> can be accepted in the program <input type="checkbox"/> Not accepted	
_____ Dean/Program Chair of Current Program			_____ Dean/Program Chair of New Program	
Date: _____			Date: _____	
NOTED:				
_____ Registrar			_____ Date	



**QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR**

FORM 6

FORM FOR WITHDRAWAL OF REGISTRATION

_____ Date

The Registrar

This University

Thru: The College Dean

College of _____

Madam:

I, _____ enrolled as _____,
(Name) *(Year & Course)*

_____ semester, SY _____ would like to withdraw from enrollment due to reason/s stated below:

Name & Signature of Student

Parent's/Guardian's Consent:

Signature over Printed name

Date

=====

ACTION TAKEN:

<p>1.] <i>This is to certify that the student has personally appeared in this office and has sought appropriate academic counseling.</i></p> <p align="center">_____ Guidance Counselor</p> <p align="center">_____ Date</p>	<p>2.] Approved:</p> <p align="center">_____ Dean/Program Chair.</p> <p align="center">_____ Date</p>	<p>3.]</p> <p>[] No Refund of Payment Remarks: _____</p> <p>[] With Refund Remarks: _____</p> <p align="center">_____ Accountant</p> <p align="center">_____ Date</p>	<p>4.] Registrar's Office</p> <p align="center">_____ University Registrar</p> <p align="center">_____ Date</p>
--	---	---	---

=====

ACKNOWLEDGMENT RECEIPT

This is to acknowledge that the undersigned received the entry requirements submitted.

_____ *Form 138 (Report card)*

_____ *Honorable Dismissal/transfer credentials*

_____ *Certificate of Good Moral Character*

_____ *Certificate of Grades*

_____ *Certificate of Live Birth*

_____ *Official Transcript of Records*

_____ *ALS Report of Rating*

_____ *Certificate of Marriage (If Married)*

Name & Signature of Student

Date



**QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR**

FORM 7

APPLICATION FOR LEAVE OF ABSENCE FORM

Student Name (First Name)		Course/Year Level	
(Middle Name)		College:	
(Last Name)		Required Attachments to this application:	
Student ID Number:		<input type="checkbox"/> Duly accomplished clearance <input type="checkbox"/> Certification of grades <input type="checkbox"/> Assessment/Enrollment Form	
Contact Information:			
Address			
Mobile Number			
Email			
PLEASE COMPLETE THE FOLLOWING QUESTIONS:			
A. Is this a new application for leave? <input type="checkbox"/> If No, Please go to B <input type="checkbox"/> If Yes, Please go to C			
B. Please indicate the period of existing leave	(MM-DD-YYYY)	TO	(MM-DD-YYYY)
C. New/Extended Leave of Absence requested from year _____		Study Period <input type="checkbox"/> Summer	<input type="checkbox"/> 1 st Semester <input type="checkbox"/> 2 nd Semester
D. I intended to recommence studies in year _____		Study Period <input type="checkbox"/> Summer	<input type="checkbox"/> 1 st Semester <input type="checkbox"/> 2 nd Semester
E. Reason for request (please check ONE)	<input type="checkbox"/> Family Commitments	<input type="checkbox"/> Work Commitments	<input type="checkbox"/> Financial
	<input type="checkbox"/> Personal	<input type="checkbox"/> Serious Illness	<input type="checkbox"/> Bereavement
	<input type="checkbox"/> Overseas Study	<input type="checkbox"/> Parental Leave	<input type="checkbox"/> Travel
	<input type="checkbox"/> others, please provide brief explanation _____		
<p>=====</p> <p>I have read and understand the Leave of Absence guidelines in the reverse of this application form; I have sought appropriate academic counseling. I understand that I will be withdrawn from all units in the study period while taking this leave of absence, and withdrawn from all units in the subsequent study period. I understand the consequences of the above request and accept responsibility to re-enroll by the stipulated re-enrollment deadline.</p>			
_____ Name and Signature of Student		_____ Date	
_____ Parent's/Guardian's Name & Signature		_____ Adviser/Guidance Counselor	
Date: _____		Date: _____	
Recommending Approval:		APPROVED:	
_____ Program Chair/Dean	Date: _____	_____ Director for Instruction/ VP Academic & Rel. Affairs	Date: _____
Noted:		IMPORTANT: Accomplish this Form in triplicate: 1 copy for Registrar; 1 copy for Program. Chair, and 1 copy for student's file	
_____ Registrar	Date: _____		

1. *The Quirino State University recognizes that situations may arise when a student may want to voluntarily interrupt his /her academic studies. The university is committed to handling reasonable requests for leaves in a responsible manner. This policy should not be used in lieu of disciplinary action to address any violations of university rules, regulations, policies, or practices. A student who is granted a voluntary leave while on academic and or/disciplinary status will return to that same status.*
2. *A voluntary leave is defined as a student's request to separate from the university for a temporary period.*
3. *Basis for Leave: A voluntary leave may be requested for serious illness, national service, or for personal or financial reasons.*



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 8a

APPLICATION FOR CROSS-ENROLLMENT

(for Inbound Cross-Enrollees)

PERSONAL INFORMATION						
Student's Last Name	First Name	Middle Name	Extension Name (Jr., Sr., II, etc.)			
Gender: [] Male [] Female	Birthdate:	Birth Place:	Ethnicity: Mother: _____ Father: _____			
Civil Status: [] Single [] Married [] Separated/ Divorced [] others	Citizenship:	Religion:	Physical Disability:			
CONTACT INFORMATION						
Home Address:						
Address while in School:						
Mobile Number/s:						
Email Address:						
Name of Parent/ Guardian:						
Address of Parent/Guardian						
Contact Number:						
DOCUMENTS PRESENTED						
<input type="checkbox"/> Application for Cross Enrollment (this form) <input type="checkbox"/> Certificate of Good Moral Character/Letter of Recommendation from Dean of Home School <input type="checkbox"/> Medical Clearance <input type="checkbox"/> Cross-Enrollment Permit from Home School <input type="checkbox"/> Official Receipt for payment of fees and courier of official grades (<i>for school to school transaction</i>)						
COURSE TO BE ENROLLED						
CLASS CODE	COURSE NO.	SECTION	UNITS	DAY/TIME	ROOM	FACULTY
TOTAL NUMBER OF UNITS			ACADEMIC YEAR AND TERM:			
CLEARED FOR ENROLLMENT				CONFORME		
1. Office Of The Guidance Counselor, Admission And Scholarships		Date		<p align="center"><i>I understand and agree that I am bound by the same academic, discipline and administrative policies and procedures governing students of QSU.</i></p> <p align="center">SIGNATURE OF STUDENT OVER PRINTED NAME DATE</p> <p align="center">=====</p> <p>NOTE TO STUDENT: This form must be accomplished in <u>triplicate</u>: (one (1) copy for the student, two (2) copies for the Registrar). Upon approval and payment of fees, this form should be returned to the Registrar's Office for records purposes. Final grades will be sent by QSU to home school.</p> <p align="center">COURIER CHARGES (Sending Of Final Grades To Home School) Please pay at the cashier's office</p>		
2. Office of the Program Chair/Dean		Date				
3. Office of the Registrar (for Assessment)		Date				
4. Office of the Cashier (for payment of fees) OR No. _____		Date				
5. University Library		Date		6. Registrar's Office		Date:



**QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR**

FORM 8b

PERMIT TO CROSS ENROLL APPLICATION FORM
(For Outbound Cross Enrollees)

A. Host School Information:	
Name of Registrar	
School	
Address	

B. Student Information	
Name of Student	
ID Number	
Course/Year	
Semester and School Year	

SUBJECTS TO BE CROSS ENROLLED		
Course Code	Course Title	Units
Total Number of Units		

Reasons for Cross Enrollment:

Check the box below the reason that apply to your case:

- The subject needed is not offered during the current term; or is no longer offered in the home school.
- The subject is closed, dissolved or in conflict with another subject.
- Others, specify: _____

Date: _____

Signature of Student over Printed Name

Recommending Approval:

College Dean/Program Chairman

Date

Approved:

Director for Instruction/
VP for Academic and Related Affairs
Date:

Noted:

Name and Signature of Registrar

Date: _____

Instruction to students

1. *Submit this approved request form along with a photocopy of the approved enrollment form and receipt of payment to the Registrar's Office.*
2. *after completion of said course/s, secure a Certification/ Transcript of Records containing the final grades in a sealed envelope with the signature of the Registrar on the envelope flap addressed to:*

Cross Registration
THE UNIVERSITY REGISTRAR
Quirino State University
Diffun, Quirino



QUIRINO STATE UNIVERSITY
Diffun, Quirino

OFFICE OF THE UNIVERSITY REGISTRAR

Date: _____

The Registrar

Name of School _____

School Address: _____

PERMIT is hereby granted to (Name of Student) _____,
(Course/year)

_____ student of our university to cross enroll the following subjects:

CLASS CODE	DESCRIPTIVE TITLE	UNITS

NAME AND SIGNATURE OF REGISTRAR

DATE



**QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR**

FORM 9

**COURSE VALIDATING/CREDITING FORM
(for UNDERGRADUATE STUDENTS only)**

PERSONAL INFORMATION					ACADEMIC INFORMATION		
LAST NAME		FIRST NAME			MIDDLE NAME		EXTENSION NAME (JR. SR., II, etc.)
COURSE:					COLLEGE :		
CLASSIFIED AS : (Curriculum year Level)					Date of Entry:		
TRANSFER CREDITS FROM							
Name of Institution and Address:							
SUBJECTS TAKEN IN SCHOOL / PROGRAM ATTENDED					EQUIVALENT SUBJECT IN QUIRINO STATE UNIVERSITY		
Course Code	Descriptive Title	Grades	Units	Semester/S.Y.	Course No.	Descriptive Title	Units
TERMS AND CONDITIONS					CHECKLIST OF ATTACHMENTS		
<p>1. Courses taken in other school by transferees may be credited, provided that the number of units to be credited does not exceed 50% of the total number of units required in the program at QSU.</p> <p>2. Only the grades in courses taken in QSU shall be include 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 QSU.</p> <p>4. Courses taken from another school should be credited on the first term of studies at QSU. 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> <p align="center">_____ DATE</p> <p align="center">NAME AND SIGNATURE OF STUDENT</p> <hr/> <p>IMPORTANT</p> <p>1. This form must be accomplished in quadruplicate.</p> <p>2. This form will not be accepted in the Office of the 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 College 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>					<input type="checkbox"/> Original or Certified True Copy of Transcript of Records or Certification of Courses Taken <input type="checkbox"/> Syllabus of the course(s) taken in another school AND syllabus of the equivalent course(s) in QSU.		
					APPROVAL (IN SEQUENCE)		
<p>_____ DATE</p> <p>=====</p>					1 .FACULTY ADVISER/ AREA COORDINATOR		DATE
					2 .PROGRAM CHAIRMAN/COLLEGE DEAN		DATE
					3 DIRECTOR FOR INSTRUCTION		DATE
					4.NOTED: UNIVERSITY REGISTRAR		DATE



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 10

GRADE SHEET

Semester: _____ School Year: _____
Course Number: _____ Unit: _____
Descriptive Title: _____ Room: _____

No.	Name	Course & Year	Grade	Units	Remarks

I hereby certify that the names of the students mentioned above have successfully obtained grades with the corresponding number of units earned for this subject.

I further certify that there is no erasure (liquid or rubber) or any alteration in this page and that, if appears any, this page is considered void.

Total No. of students Enrolled: _____ Total No. of Incomplete: _____
Total No. of Failed: _____ Total No. of Conditional: _____
Total No. of Passed: _____ Total No. of Dropped: _____

Instructor _____
Dean

Noted by: _____ *Posted by:* _____

Director for Instruction _____
University Registrar



**QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR**

FORM 11

APPLICATION FOR SPECIAL EXAMINATION

PERSONAL INFORMATION			
Student's Last Name	First Name	Middle Name	Extension Name (Jr., Sr., II, etc.)
Gender: [] Male [] Female	Birthdate:	Birth Place:	Ethnicity: Mother: _____ Father: _____
Civil Status: [] Single [] Married [] Separated/ Divorced [] others _____	Citizenship:	Religion:	Physical Disability:

CONTACT INFORMATION	
Home Address:	
Address while in School:	
Mobile Number/s:	
Email Address:	
Name of Parent/ Guardian:	
Address of Parent/Guardian	
Contact Number:	

**REMOVAL/SPECIAL EXAMINATION APPLIED FOR
(TO BE FILLED BY FACULTY)**

Course Code	Course Title	Units	Original Schedule Date	Proposed Schedule			Consent and Signature of Faculty
				Day	Time	Room	

REASON FOR REMOVAL/SPECIAL EXAMINATION	APPROVAL (in sequence)
<input type="checkbox"/> Conflict of schedule <input type="checkbox"/> Illness <input type="checkbox"/> Participation in academic related activities <input type="checkbox"/> Death of family member <input type="checkbox"/> Family problems <input type="checkbox"/> Conditional Grade <input type="checkbox"/> Others, specify _____ _____ Date: _____ Name and Signature of Student	1 _____ Date: _____ Program Chair/Dean
	2 _____ Date: _____ Cashier/Accounting Office
	3 _____ Date: _____ Registrar's Office

IMPORTANT REMINDERS

- This form must be accomplished in triplicate and submitted to the Registrar's Office when all necessary signatures have been completed.*
- This request shall be deemed final and valid only upon submission to the Office of the Registrar. The student must retain a copy of the approved form for future reference.*
- Any revision of the final grade s resulting from this examination shall be done through the regular "Change of Grade Procedure"*



**QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR**

FORM 12

GRADE COMPLETION FORM

THIS IS TO CERTIFY that Mr./Ms. _____,
_____ has satisfactory completed the requirement in the:
(Course & Year)

COURSE NO.	DESCRIPTIVE TITLE	UNITS

Which was taken during the _____ Semester/Summer of the School Year 20__ - 20__, with a grade of

CERTIFIED TRUE AND CORRECT: _____
Name of Instructor _____
Date of Completion

I hereby certify that I have checked and verified the grade of the student stated above; and that all required evidences were submitted and found to be in order.

Program Chair/ College Dean

<p>1.] Recommending Approval:</p> <p align="center">_____ <i>College Dean</i></p> <p align="center">_____ Date</p>	<p>2.] Approved:</p> <p align="center">_____ <i>Director for Instruction</i></p> <p align="center">_____ Date</p>	<p>3.] Posted by:</p> <p align="center">_____ <i>University Registrar</i></p> <p align="center">_____ Date Received and Posted</p>
---	--	---

Note to the Instructor:

Please submit this duly accomplished form in triplicate to the Registrar's Office within two (2) days from date of completion together with the class record showing grade computation, results of removal/special final examination and /or a copy of the submitted documents required for completion.



**QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR**

FORM 13

PERMIT FOR REMOVAL EXAMINATION COMPLETION

Mr. /Ms. _____ is hereby permitted to take a removal Examination in _____ for the grade of "4.0" incurred (Course Code) (Course Title) in the _____ Semester/Summer, 20 ____-20 ____.

For Subject Instructor	Action Taken for the Program Chair/Dean
Date of Removal/Completion: _____ Instructor's Consent _____ _____ SIGNATURE OVER PRINTED NAME DATE	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED _____ _____ PROGRAM CHAIR/DEAN'S SIGNATURE DATE Note: No examination will be given without this duly approved permit. GOOD ONLY UP TO ____, 20___. If Examination is given beyond this date will be invalidated.

For the Cashier
AMOUNT PAID: _____ OR#: _____ DATE _____ _____ SIGNATURE OVER PRINTED NAME

Examination given on _____, 20 ____.

Signature of Instructor over Printed Name



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 14

STUDENT ACADEMIC RECORD EVALUATION SHEET

Name of Student : _____
Course : _____
ID Number : _____

_____ Semester, S.Y. _____ - _____

Course Code	Descriptive Title	Final Grade	Re-Exam	Unit

_____ Semester, S.Y. _____ - _____

Course Code	Descriptive Title	Final Grade	Re-Exam	Unit

Page ___ Date _____

University Registrar



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 15

APPLICATION FORM FOR GRADUATION

THE REGISTRAR

Quirino State University
Diffun, Quirino

Madam:

I have the honor to apply for graduation this _____ Semester/Summer of School Year
_____ for the Degree/Title of _____ Major /Area of Specialization:
_____.

Attached herewith is a checklist of all subjects I have already finished with the corresponding grades and units earned for final evaluation.

Very truly yours,

Name and signature of Applicant

Evaluators Comment:

Lack Units in: _____
Incomplete Grade/s in: _____
Conditional Grade/s in: _____
Recommendation/s: _____

BATCH ADVISER

DEPARTMENT CHAIRMAN

DEAN

PLEASE ACCOMPLISH THIS PORTION

FAMILY NAME

FIRST NAME

MIDDLE NAME

HOME ADDRESS: _____

BIRTHDATE: _____ (e.g. January 1, 1996) CELL PHONE NO. _____

E-MAIL ADDRESS: _____

COURSE/DEGRE: _____ MAJOR/AREA OF SPECIALIZATION: _____

Name & Signature of Applicant

ACTION TAKEN:

Approved

Disapproved

Registrar



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 16

CLEARANCE FORM

Student Clearance

Semester, S.Y. ____ - ____

To Whom It May Concern:

This is to certify that Mr/Ms. _____, _____
Name ID Number

_____ is fully cleared of his/her accountabilities (property & dues).
Course & Year

Balance: P _____

OFFICES	SIGNATURE
Student Government Office	
IT Center	
College Librarian III	
Dept. Chairman/Dean	
College Registrar III	
VP for Administration & Finance	

Issued by: _____
Cashier



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 17

Official Transcript of Records

Name: _____ Home Address: _____
 Date of Admission: _____ Entrance Data: _____
 Title/ Degree Pursued: _____ Date of Graduation: _____
 Major/Area of Specialization: _____

COURSE NO.	DESCRIPTIVE TITLE	GRADES		CREDIT	REMARKS
		FINAL	RE-EXAM		

REMARKS:

GRADING SYSTEM: 1.0=98-100; 1.25=95-97; 1.5=92-94; 1.75=89-91; 2.0=86-88; 2.25=83-85; 2.5=80-82; 2.75=77-79; 3.0=75-76; 4.0=70-74 (Conditional); 5.0 – Below 70 (Failure)

CREDITS: *One unit is one hour of lecture or recitation each week for period of a complete semester, the equivalent thereof in laboratory, field or shop work credited at the rate of one unit for each three hour period.*

Note: *This Transcript is valid only when it bears the dry seal of the University and the Original signatures in ink of the signatories below. Any erasures or alterations made on this copy renders the whole transcript invalid*

NOT VALID WITHOUT THE UNIVERSITY SEAL

Prepared by:

Adm. Aide IV

University Registrar

University President



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 18

DIPLOMA FORMAT

Republic of the Philippines



To all Men to Whom These Presents May Come

Greetings:

Be it known that the Board of Regents by authority of the Republic of the Philippines and on recommendation of the University Academic Council, has conferred upon

who has fulfilled all the requirements therefore, the degree of

with all the rights, honors, privileges, as well as the obligations and responsibilities appertaining thereunto.

In testimony whereof, the seal of the University and the signature of the Director for Instruction, the Registrar, and the University President are hereto affixed.

Given at Diffun, Quirino, Philippines this _____ day of _____ in the year of our Lord, Two Thousand and _____.

University Registrar

Director for Instruction

President



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 20

CERTIFICATION OF ENROLLMENT

C E R T I F I C A T I O N

THIS IS TO CERTIFY that **MR/MS.** _____,
student of the course _____ is officially enrolled
at Quirino State University in the subjects listed below with their corresponding unit(s).

_____ Semester, S.Y. _____

SUBJECT CODE	DESCRIPTIVE TITLE	UNITS

This Certification is issued upon the request of Mr./Ms. _____ for
whatever legal purpose it may serve him/her.

Issued this _____ day of _____, _____ at QSU, Diffun, Quirino.

University Registrar

(Not valid
without
school seal)



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 21

CERTIFICATION OF GRADE FORM

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **MR/MS.** _____, student of the course _____ was officially enrolled at Quirino State University in the subjects listed below with corresponding grades and units during the terms indicated.

_____ Semester, S.Y. _____

SUBJECT CODE	DESCRIPTIVE TITLE	GRADES	UNITS

This Certification is issued upon the request of Mr./Ms. _____ for whatever legal purpose it may serve him/her.

Issued this _____ day of _____, _____ at QSU, Diffun, Quirino.

University Registrar

*(Not valid
without
school seal)*



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 22

**CERTIFICATION, AUTHENTICATION AND VERIFICATION OF STUDENT
RECORDS**

CAV-QSU:
Series of _____

CERTIFICATION

TO WHOM IT MAY CONCERN:

Name of Student	
Degree/ Program	
Date of Graduation	
Board Resolution No.	
Name of Institution	
Address	

THIS IS TO CERTIFY THAT the **QUIRINO STATE COLLEGE**, located at Andres Bonifacio, Diffun, Quirino a chartered state institution as per Batas Pambansa Bldg. 440, dated June 10, 1983; and converted to **QUIRINO STATE UNIVERSITY** on October 19, 2012 by virtue of Republic Act 10230; and that the entries that appear in the Transcript of Record and Diploma are authentic copy and the signatures appearing are those of the president and other authorities of this institution.

This certification must not be honored if the copies of the student's Transcript of Record and Diploma presented are not duly authenticated/ certified by the Registrar.

Issued upon the request of _____ for whatever legal purpose it may serve him/her.

Done this ___ day of _____, Diffun, Quirino, Philippines.

University Registrar

(Not valid without the Seal
With erasure/ alteration)

OR No : _____
Date Issued: _____



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 23

CERTIFICATION OF GRADUATION

C E R T I F I C A T I O N

THIS IS TO CERTIFY that **MR/MS.** _____, is a graduate of this university with the degree _____ on _____. Approved by the QSU Board of Regents Thru Resolution _____.

This Certification is issued upon the request of Mr./Ms. _____ for whatever legal purpose it may serve him/her.

Issued this _____ day of _____, _____ at QSU, Diffun, Quirino.

University Registrar

*(Not valid
without
university seal)*



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

Form 24

**Certificate of
TRANSFER CREDENTIAL**

_____ Date

TO WHOM IT MAY CONCERN:

This is to certify that **Mr./Ms.** _____ (Name)
_____ (Year & Course) is granted **CERTIFICATE OF TRANSFER** from this
university effective today. His/ her Transcript of Record will be released upon request of the enrolling school.

PADMA R. BUNAO
Registrar III

=====
*(This portion is to be filled in by the enrolling school and sent back to QUIRINO STATE UNIVERSITY, Diffun, Quirino.
No other request form will be honored)*

THE REGISTRAR
*Quirino State University
Diffun, Quirino*

Sir/Madam:

Mr./Ms. _____ (Name) has been temporarily enrolled in
_____ (course) in the college/university upon presentation of his/her Transfer
Certificate dated _____.

Registrar

School: _____
Address: _____

Student Signature

Clearance:	
Transcript:	
Yr. & Course:	
Semester/SY Attended QSU:	

This request is not valid unless it bears the signature of the Student.



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 25

REQUEST LETTER FOR ISSUANCE OF FORM 137-A

Date

The Registrar/ Principal

Sir/ Madam:

I have the honor to request that this Office be furnished with the certified true copy of the Form 137-A containing the scholastic record of the student/s who has/have been temporarily enrolled in this university upon presentation his/her Form 138 from your School.

Name of Student/s	Year & Course Sem. S.Y Attended your School	Promoted to

- 1st request
- _____
- Pls. mail
- Pls. entrust to the bearer, thank you.

Very truly yours,

University Registrar



**QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR**

FORM 26

REQUEST FOR CHANGE OF INFORMATION

STUDENT ID NUMBER: _____ **DEGREE PROGRAM:** _____

	SECTION A: CURRENT RECORDS	SECTION B: CHANGE REQUESTED
LAST NAME		
FIRST NAME (S)		
MIDDLE NAME		
EXTENSION NAME (JR., SR., II, ETC.)		
CIVIL STATUS		
CITIZENSHIP		
ADDRESS		

PROCEDURES

- (1) Accomplish two (2) copies of this form-Request for Change of Information.
- (2) Submit this for together with the required documentary support (please see below for list specific cases) to the Enrollment Services Hub. Additional documents may be requested subsequently.
- (3) Secure the duplicate copy. To be valid, the copy must bear the stamp of the Office of the University Registrar, date when the request was filed and the signature of the staff.

LIST OF DOCUMENTARY REQUIREMENTS

Change of Name

1. Affidavit of Change of Name;
2. NSO copy of Marriage Contract (if change is due to marriage or CTC of Court Order (if change is due to other reasons, such as adoption)
3. An Annotated copy of the Birth Certificate in NSO paper

Correction of Name

1. Affidavit of Change of Name (Executed by student if of legal age or by parent on-record at DLSU);
2. Joint Affidavit of two (2) disinterested parties;
3. CTC of the Birth Certificate or Alien Certificate of Registration notarized

Change of Citizenship

1. Affidavit of Change of Citizenship;
2. CTC of Passport (Original to be presented for authentication)
3. Clearance from the International Center

Change of Civil Status

1. CTC of Marriage Contract (if change is due to marriage)
2. CTC of Death Certificate (if change is due to death of spouse)
3. CTC of Court Order (if change is due to annulment, legal separation)

Change of Address/Tel.No./Mobile No.

1. Proof of Billing (of parent for undergraduate students)
2. Affidavit of Change of Address (for undergraduate students, executed by parents/ guardian on-record at QSU)

An Affidavit must be duly notarized. An affidavit executed and/or Outside the Philippines must be authenticated by the Philippine Embassy/consulate in the country where the affidavit was executed.

A CTC refers to Certified True Copy (of the original).
NSO refers to the National Statistics Office

ZIP CODE		
TELEPHONE NUMBER		
MOBILE NUMBER		
EMAIL ADDRESS		

STUDENT	PARENT/GUARDIAN (for undergraduate students)	OFFICE OF THE UNIVERSITY REGISTRAR
_____ SIGNATURE OVER PRINTED NAME	_____ SIGNATURE OVER PRINTED NAME (Attach photocopy of ID with Signature)	_____ SIGNATURE OVER PRINTED NAME/DATE



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 27

CLASS SCHEDULE FORMAT

College of _____
Semester, SY _____

Course/Section: _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.30-8.30						
8.30-9.30						
10.30-11.30						
Noon Break						
1:00-2:00						
2:00-3:00						
3:00-4:00						
4:00-5:00						

Prepared By:

Recommending Approval:

College Dean

Director for Instruction

APPROVED:

President



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 28

ROOM UTILIZATION SCHEDULE

College of _____
_____ Semester, SY _____

Room No: _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.30-8.30						
8.30-9.30						
10.30-11.30						
Noon Break						
1:00-2:00						
2:00-3:00						
3:00-4:00						
4:00-5:00						

Prepared By:

Recommending Approval:

College Dean

Director for Instruction

APPROVED:

President



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 29

FACULTY CLASS SCHEDULE

College of _____
_____ Semester, SY _____

Name of Instructor : _____
Designation : _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.30-8.30						
8.30-9.30						
10.30-11.30						
Noon Break						
1:00-2:00						
2:00-3:00						
3:00-4:00						
4:00-5:00						

Prepared By:

Recommending Approval:

College Dean

Director for Instruction

APPROVED:

President



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

FORM 31

ENROLLMENT REPORT BY PROGRAM AND LEVEL

ENROLMENT DATA

_____ Semester, S.Y. _____

COURSE	Male	Female	Total
A. GRADUATE STUDIES			
Master of Arts in Education (MAED			
Master in Management (Major: Public Management)			
Master of Arts in Teaching (MAT)			
Sub-Total			
B. UNDERGRADUATE LEVEL			
Bachelor in Secondary Education (B.S.E)			
First Year			
Second year			
Third Year			
Fourth Year			
Sub-Total			
Bachelor in Elementary Education (B.E.ED)			
First Year			
Second year			
Third Year			
Fourth Year			
Sub-Total			
Bachelor of Science in Nutrition and Dietetics (B.S.N.D)			
First Year			
Second year			
Third Year			
Fourth Year			
Sub-Total			
Bachelor of Science in Hospitality Management (B.S.H.M.)			
Third Year			
Fourth Year			
Sub-Total			
Bachelor of Science in Agriculture (B.S.A.)			
Third Year			
Fourth Year			
Sub-Total			

Bachelor of Science in Information Technology (B.S.I.T)	
Third Year	
Fourth Year	
Sub-Total	_____
Bachelor of Science in Criminology (B.S.Crim)	
First Year	
Second year	
Third Year	
Fourth Year	
Sub-Total	_____
Bachelor of Science in Office Administration (B.S.O.A)	
Third Year	
Fourth Year	
Sub-Total	_____
Bachelor of Science in Agricultural Engineering(B.S.A.E)	
First Year	
Second year	
Sub-Total	_____
Bachelor of Science in Forestry (B.S.F.)	
First Year	
Sub-Total	_____
NON-DEGREE:	
Associate in Hospitality Management(A.H.M)	
First Year	
Second Year	
Sub-Total	_____
Associate in Information Technology (A.I.T)	
First Year	
Second Year	
Sub-Total	_____
Associate in Office Administration (A.O.A)	
First Year	
Second Year	
Sub-Total	
Certificate in Agricultural Science (C.A.S)	
First Year	
Second Year	
Sub-Total	_____
Caregiving NC-II	
Health Care Services NC II	
Sub-Total	_____
C. LABORATORY HIGH SCHOOL	
Grade 7	
Grade 8	
Grade 9	
Grade 10	
Sub-Total	_____
SUMMARY:	
A. GRADUATE SCHOOL	
B. UNDERGRADUATE LEVEL	
C. LABORATORY HIGH SCHOOL	
GRAND TOTAL	
<i>Prepared By:</i>	

<i>University Registrar</i>	



**QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR**

Form 35

APPLICATION FOR CORRECTION OF GRADE

The President
Quirino State University
Diffun, Quirino

THRU: THE DEAN
College/Department of _____

Sir/Madam:

I would like to request for the correction of the Final Grades of the following student/s in (Course Code): _____
(Course Title): _____ which was offered during the (Semester/SY) _____.

ID No.	Students/s' Name	Course/ Section	Final Grade		REMARKS
			From	To	

The request is made because of the following reason/s: _____
_____.

Attached are pertinent records as proof thereof (class record, Final test paper of student, etc.)

Name (Print) and signature of Faculty: _____ Date: _____

INDORSEMENT TO THE COLLEGE COUNCIL

Respectfully forwarded to the College Council recommending appropriate action.

Prog Chair/Dean: _____ Signature: _____ Date: _____

COLLEGE COUNCIL MEMBERS	RECOMMENDATION		Signature	Date
	For Approval	For Disapproval		

Respectfully endorsed to the University President the recommendation for () **Approval** () **Disapproval** of the College Council on the abovementioned petition of the faculty member for the revision of his student/s final grades.

Date: _____

Director for Instruction

ACTION OF THE PRESIDENT

The above mentioned petition is hereby () APPROVED () DISAPPROVED

REMARKS: _____

SAMUEL O. BENIGNO, Ph. D.

President



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

Form 36

ACADEMIC CREDIT OVERLOAD REQUEST FORM

_____ Semester, A.Y. _____

PERSONAL INFORMATION			
LAST NAME	FIRST NAME	MIDDLE NAME	EXTENSION NAME (JR. SR., II, etc.)
STUDENT NO:		DEGREE/YEAR LEVEL:	
CONTACT NO:		GWA _____ Expected Sem & Year of Graduation _____	

Please check box below if:

<input type="checkbox"/> Enrollment validated No. of units enrolled _____	<input type="checkbox"/> Enrollment in Progress
--	---

Please List your Proposed Schedule in spaces provided below:

Subject/Course	Units	Subjects/Course	Units

<p>I wish to take the above listed subjects overload for the following reasons:</p> <p>_____</p> <p>I have read, understood and will comply with the policies, procedures and requirements governing subject overload as provided in the Student Admission, Registration Operation and Procedures (SAROP) Manual.</p> <p>I certify that the above informations are not in violation of cited policies and Procedures.</p> <p>_____ NAME AND SIGNATURE OF STUDENT _____ DATE</p>	<p>Recommending Approval:</p> <p>PROGRAM CHAIRMAN/COLLEGE DEAN DATE</p> <hr/> <p>Noted:</p> <p>DIRECTOR FOR INSTRUCTION DATE</p> <hr/> <p align="center">ACTION TAKEN</p> <p align="center"> <input type="checkbox"/> Approved <input type="checkbox"/> Denied </p> <p align="center">_____ VICE PRESIDENT FOR ACADEMIC AND RELATED AFFAIRS Date: _____</p>
--	--

NOTE TO STUDENTS:

Please submit duly accomplished form in triplicate to the Registrar's Office with a certified true copy of grades showing computed GWA.



**QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR**

Form 37

**REQUEST TO ENROLL PRE REQUISITE AND ADVANCED SUBJECTS
SIMULTANEOUSLY FORM**

_____ **Semester, A.Y.** _____

PERSONAL INFORMATION				
LAST NAME	FIRST NAME	MIDDLE NAME	EXTENSION NAME (JR. SR., II, etc.)	
STUDENT NO:		DEGREE/YEAR LEVEL:		
CONTACT NO:		GWA _____ Expected Sem & Year of Graduation _____		
Please check box below if:				
<input type="checkbox"/> Enrollment validated No. of units enrolled _____		<input type="checkbox"/> Enrollment in Progress		
Please list down prerequisite and advanced subjects/courses to be taken simultaneously				
Prerequisite Subject/Course	Grade and Status	Date of Completion and Action	Advanced Subjects/Courses	Remarks
<i>I wish to enroll the above listed per requests and advanced courses simultaneously.</i> <i>I have read, understood and will comply with the policies, procedures and requirements governing subject/courses enrolling simultaneously prerequisites and advanced subjects/courses as provided in the Student Admission, Registration Operation and Procedures (SAROP) Manual.</i> _____ NAME AND SIGNATURE OF STUDENT _____ DATE		Endorsed by: _____ Subject Area Coordinator DATE: _____		DATE: _____
_____ NAME AND SIGNATURE OF STUDENT _____ DATE		Verified and Recommended by: _____ Program Chairman DATE: _____		DATE: _____
_____ NAME AND SIGNATURE OF STUDENT _____ DATE		<b style="text-align: center;">ACTION TAKEN <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ DEAN/ DIRECTOR FOR INSTRUCTION Date: _____		
NOTE TO STUDENTS: Please submit duly accomplished form in triplicate to the Registrar's Office for posting.				



QUIRINO STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

Form 39

PETITION FOR DISPUTED GRADE FORM

_____ **Semester, A.Y.** _____

A student of any program who received a final grade that he disputes on the grounds of computational error or non-uniform grading practices must submit a Petition for Grade Dispute and must be submitted within the allowable period of one (1) month immediately following the semester of registration of the disputed course/subject. For more detailed instructions/procedures on grade disputes policy, please refer to the QSU Student Handbook and the Student Admission, registration and Operating Procedures Manual.

Required Process:

1. The student should first present the petition to the course instructor and seek resolution to the grade in dispute.
2. If both are unable to resolve the issue, through a dialogue, the instructor must prepare a written response/comment also with notation and forward to the Fact Finding Committee when the Program Chair and College Dean are members for review and decision.
3. If resolution is not reached through the Program Chair or College Dean's mediation, the student may appeal in writing to the VP for Academic and Related Affairs.

Should resolution be reached with either the Instructor or the Program Chair, the office of the Registrar shall then be informed in writing of the Committee's decision and appropriate modification are made to the student record. However, if the Committee cannot resolve the issue at their level of competence/authority, the documents/proceedings/findings and recommendations will be forwarded to the President for Appropriate action.
