

STUDENT ACADEMIC EVALUATION



Download

a copy of your grades from your My USTe Student Portal.

1

2

View

a copy of your curriculum from the Graduate School website (graduateschool.edu.ph). Click “courses” and search for your program.



Fill out

the Student Academic Evaluation form. Refer to the curriculum to guide you in identifying your core and specialization courses, cognates and terminal requirements (i.e. TW/DW, Internship, Guided Philosophical Research).

[Click Here to Download the Form](#)

3

4

Submit

accomplished form (in PDF format) together with the copy of your grades to the email address below. Follow the given file name and email subject title formats.

File Names:

graduateschool@ust.edu.ph

For Form - **Surname, First Name (Program)**; Example: Dela Cruz, Juan (MS Microbiology)

For Grades - **Surname, First Name GRADES**; Example: Dela Cruz, Juan GRADES

Subject Title - **ACADEMIC EVALUATION - Surname, First Name (Date of Submission month/date/year)**

Example: ACADEMIC EVALUATION - Dela Cruz, Juan (09/25/2020)

If applicable, also attach a copy of previous Student Academic Evaluation form and WCE certificate.



Wait

for confirmation. An email notification will be sent to you informing that the Office has received your form.

5

6

Check email

after 5 – 10 working days upon receipt of notification. Send a follow up request to graduateschool@ust.edu.ph if you have not received your Academic Evaluation within the prescribed period.



Important Reminders:

- ▶ Requests for Academic Evaluation must be made at least 2 weeks before the deadline set by the Office for Graduate Research (OGR) for TW and DW requirements. Late requests will not be entertained.
- ▶ Courses with failed or incomplete marks receive no credits, hence should not be included in the form.
- ▶ Check the form before submission. Incomplete forms will not be processed.
- ▶ Processing time for Academic Evaluation is 5 to 10 working days.