

# PROCEDURE for STUDENT ACADEMIC EVALUATION



- 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.**
- Ongoing courses and courses with failed or incomplete marks receive no credits, hence should not be included in the form.
- Check the form before submission. **Incomplete forms and documents will not be processed.**
- Processing time for Academic Evaluation is **5 to 10 working days.**

Secure copy of the Temporary Transcript of Records (TOR) from the **Registrar's Office.**



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).

Request endorsement from your **Program Lead.**



**Note:** Not applicable for returning students seeking readmission.



Print the accomplished Student Academic Evaluation form in **3 copies.**

- 1st copy - Receiving copy
- 2nd copy - Student copy
- 3rd copy - Office copy

Submit forms to the USTGS Office with the following attachments:

- Copy of Acceptance Letter
- Temporary TOR issued by the Registrar's Office
- If applicable:
  - Copy of approved extension
  - Copy of previous student academic evaluation
  - WCE Certificate



**Note:** If no proof of WCE grade is provided, whether WCE Certificate or WCE grade reflected in the temporary TOR, WCE will be included in the list of deficiencies. For concerns regarding WCE grades, please contact **Mr. Linoi Marcaida** at **(+632) 87315396.**



Wait **at least a week after submission** before following up at the USTGS office counter or via phone call:

Look for  
**Mr. Herbert Tabanera** or **Ms. Bing Cardano**  
**(+632) 87315396**