

# GE COURSES SUBSTITUTION /CREDITING PROCESS

updated as of 10 May 2021

## ALAM MO BANG AUTOMATICALLY SUBSTITUTED NA ANG GE COURSES NA TO?

\* see Memorandum Nos. OVCAA-MTTP 20-043 and 20-045

Eng 10  
Comm 3  
Math 1  
STS  
KOM I  
Art Stud 1  
WIKA 1



Eng 13  
Speech 30  
Math 10  
STS 1  
Fil 18  
ARTS 1  
Fil 40



Para sa karagdagang impormasyon, maaring makipag-ugnayan sa:  
General Education Center  
Website: [gec.upd.edu.ph](http://gec.upd.edu.ph)  
Email: [gec\\_ovcaa.upd@up.edu.ph](mailto:gec_ovcaa.upd@up.edu.ph)  
89818500 loc. 2060

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## PAANO NAMAN ANG CREDITING NG IBANG GE COURSES?

student's request letter with narrative, endorsed by program adviser and chair\* \*\*

\*especially for transferees, shiftees and old students  
\*\*shall be addressed to the VCAA through the GEC Director

copy of curriculum checklist

copy of grades

\*certified by the SRE and College Secretary and verified by OUR-SES

copy of syllabus of the GE course/s

for special cases, narrative letters from the program advisers and other concerned parties

justification letter by college secretary endorsed by dean\*

\* Justification or explanation in support of the request/ appeal should not be based on misadvising, administrative oversight and academic unit's lapse of judgment, but should focus on why the GE course can be credited.



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## "GE" WITH THE FLOW: REQUESTS/ APPEALS FOR CREDITING OF GE COURSES

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- Student prepares complete requirements (in coordination with SRE & College Secretary) with complete endorsements from Chair/ Director, College Secretary & Dean
- College Secretary submits to GEC



GEC refers to concerned GE offering unit



Concerned GE evaluating unit and recommends



College Secretary and Chair/ Director informs the SRE and student



GEC releases to Dean (Attention: College Secretary and Chair/ Director), cc: OUR



UPD GE Committee decides on the request/appeal



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