



**DE LA SALLE LIPA**  
**College Admissions Office**

**Guidelines for CHED Ladderized Programs**

- Certificate in Entrepreneurship
- Certificate in Hotel and Restaurant Management
- Certificate in Information Technology

These two-year certificate programs are ladderized programs under Bachelor of Science in Entrepreneurship, Bachelor of Science in Hotel and Restaurant Management and Bachelor of Science in Computer Science respectively.

Since these programs are all ladderized programs, a student can pursue any of the 4-year undergraduate degree program offered by the school.

**Academic Policies for Students in a Certificate Program Applying in a Degree Program:**

**1. Students who have completed minimum of 2 consecutive semesters (total of at least 30 academic units), excluding summer, but have not finished the program.**

The applicants must meet the following requirements:

- A general average of 2.25 and with no failure and dropped subject
- A letter of application duly signed by the applicant and attested by parents to be submitted to the Office of the Registrar signifying his/her intention of pursuing a 4-year degree program
- A recommendation from the Discipline Office affirming that he/she is free from any disciplinary infraction
- A strong recommendation from the Area Chairperson

The application shall be decided upon by the Academic Council after a thorough deliberation. Any applicant accepted to the 4-year degree program cannot revert to a 2-year certificate program in case he/she decides again. Applicants who cannot meet all of the above requirements cannot apply. The grade computation must follow the guidelines stated in the student handbook. Subjects taken with similar course description will be credited.

**2. Student who have completed the 2- year certificate program**

The applicant must meet the following requirements:

- A general average of 2.50 with no more than 2 failures
- A letter of application duly signed by the applicant and attested by parents and to be submitted to the office of the Registrar signifying his/her intention of pursuing a 4-year degree program
- A recommendation from the Discipline Office affirming that the applicant is free from disciplinary infraction
- A strong recommendation from the Area Chairperson

The application shall be decided upon by the VCAR College Council. Failure to meet any of the above requirements would automatically make a student certificate program holder and disqualifying him/her from pursuing the 4-year degree program. The grade computation must follow the

guidelines stated in the student handbook. Subjects to be taken with similar course description will be credited.

*I certify that I have read and understood the guidelines. I am filling my application upon consideration of the conditions stated above.*

\_\_\_\_\_  
Applicant's Signature Over Printed Name

\_\_\_\_\_  
Date

*Conforme:*

\_\_\_\_\_  
Parent's/Guardian's Signature Over Printed Name

\_\_\_\_\_  
Date

Application for: \_\_\_\_\_ Semester, SY \_\_\_\_\_ - \_\_\_\_\_

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Application for: \_\_\_\_\_ Semester, SY \_\_\_\_\_ - \_\_\_\_\_