

- A course is transferred to RHU credit if the grade attained is equivalent to 75 or better. The transfer credits do not count in calculating the CGPA.
- The student must submit certified transcripts to receive credits for transferred courses.

Normally students are not allowed to take courses elsewhere during the last two semesters prior to graduation. However, a student may be allowed to take up to 7 credits in the last semester of studies if the courses are not offered at RHU at the time. Students cannot transfer credits for courses taken elsewhere while on a leave of absence or during formal or informal withdrawal periods.

Student Records and Transcripts

The University is committed to protect the rights of its students to privacy and confidentiality of their personal and academic records that are kept at the Registrar's Office. Only authorized personnel are entitled to access secured Students' records. Professors are required to post exam results by student ID numbers and not by student names. Faculty advisors and academic administrators may access student's records for advising or academic decisions. Official transcripts may be issued to a third party only if a signed authorization from the student is presented or in compliance with a judicial order. Official transcripts are signed by the Registrar. Students may request an unofficial copy of the transcript or a record of their grades any time they are in need of it. Students can access their records and see their grades any time through CampusVue.

Student Petitions

In case a student needs to submit a petition, it must be initiated with the help of his/her advisor. The appropriate form must be typed and completed using proper language. The advisor must verify the accuracy of the information before s/he signs the petition and forwards it to the department chairperson for approval. Student's transcripts should be attached to the petition if the decision is hinged on student's record.

Commencement Exercise

Commencement exercise is held after the conclusion of the spring semester in May. Students who complete graduation requirements in summer or previous fall may attend the May commencement exercises.