

## SHIFTING

A student who has completed at least 15 units and who intends to transfer to another college/school of UPV [As approved at the 1167th BOR meeting on 30 January 2003] writes directly to the Dean together with his true copy of grades. See Figure 3 for shifting within college flowchart.

Upon admission, the student submits the following:

Application letter addressed to the Dean;  
true copy of grades for those who are transferring from another UPV unit;  
College clearance; \*and,  
Certificate of Good Moral Character.

\* In 2nd Semester 2012-2013, UPV Miagao and Iloilo adopted paperless clearance. Students needing college clearance for transfer/shifting can proceed to CRS staff for verification, Students needing university clearance can proceed to OUR office.

The college/school, from where the student came from, may issue a permit to transfer stating that it has no objection to the transfer to any college/unit of the UP System

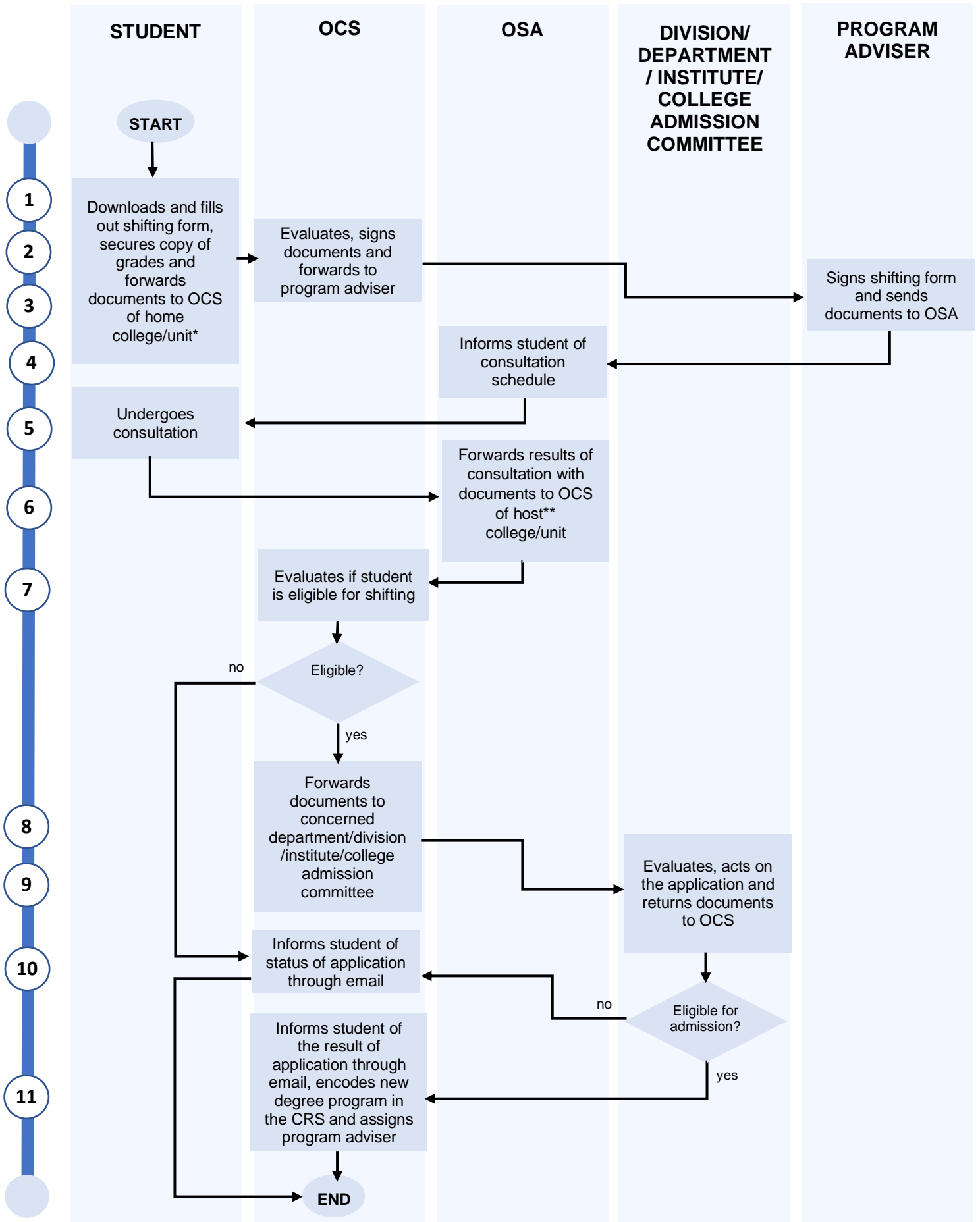
### NOTES:

*Any student who has already earned at least 15 units may apply for shifting [Dean's authority to sign has been delegated to the College Secretary per Memo No. FN 90-68 dated 08 August 1990] to another program offered in UPV provided that:*

- 1. the applicant satisfies the admission policy of the program/college*
- 2. there are slots available in the program applied for.*
- 3. When approving request for shifting program, advisers should be aware of maximum residence rule (MRR). All requirements for the degree program must be completed within MRR. Residence in their previous degree program/unit will be counted. This means that the counting of residence starts from the student's first enrolment in the UP System. Those who could not finish the program within allowable residence in the university shall be discouraged to shift program.*



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# UNIVERSITY OF THE PHILIPPINES VISAYAS

ACADEMIC PROCESS FLOWCHART AND FORM

