

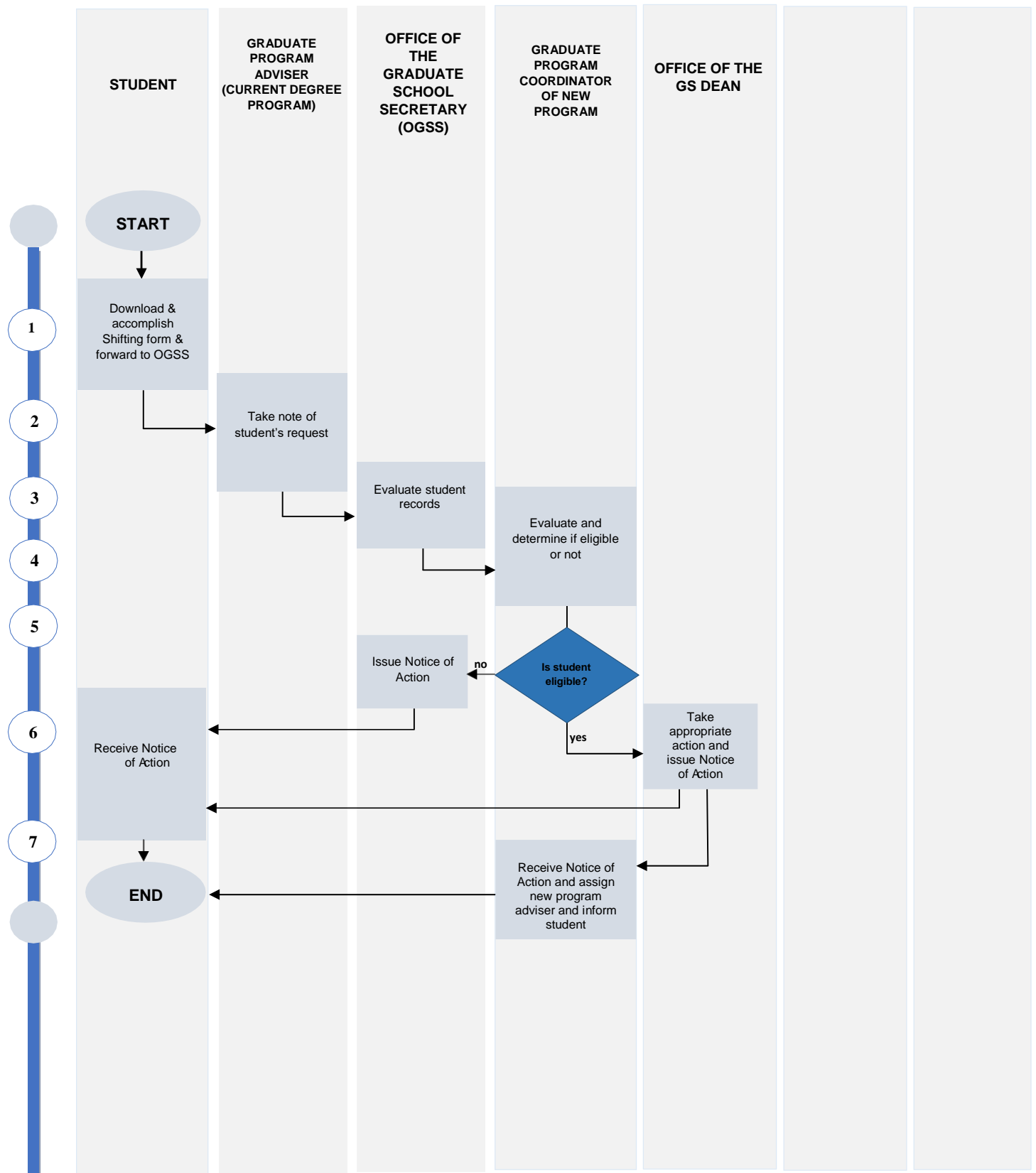
SHIFTING TO A NEW DEGREE PROGRAM

Any UPV student who has finished at least 15 units can apply to shift to a different program, as long as they meet the requirements for the new degree program and there are slots in the program they want to shift to. [Dean's authority to sign has been delegated to the College Secretary per Memo No.FN 90-68 dated 08 August 1990]

Graduate Program Advisers and Coordinators should keep in mind the maximum residence rule (MRR) when assessing a graduate student's request to shift to a new degree program. This is because the counting of residency starts at the time of the student's initial enrollment in the UP System. As a result, when calculating residency, the number of years the student has been in residence while earning his/her first degree will be considered. It is important to keep students from switching to a different degree program if they cannot complete the program within the residency time limit.

Attached are the flowchart for shifting to a new degree program and the form that needs to be filled out.

Application for Shifting to New Degree Program





UNIVERSITY OF THE PHILIPPINES VISAYAS

GRADUATE SCHOOL

General Luna St., Iloilo City 5000 Philippines
Email Address: gs-secretary.upvisayas@up.edu.ph



SHIFTING TO A NEW DEGREE PROGRAM

Date

The Dean

Graduate School
UP Visayas, Iloilo City

Sir/Madam:

I would like to request approval to shift from the _____
(current degree program and specialization)
to the _____ effective _____ Semester/Trimester, AY _____
(new degree program and specialization)
for the following reason/s:

Thank you.

Very truly yours,

NOTED:

Signature over Printed Name

Graduate Program Adviser (Current Degree Program)
Date: _____

Student Number: _____
Email Add: _____
Contact Number: _____

EVALUATION / RECOMMENDATION:

Mr./Ms. _____ is

- ☐ Eligible for admission
☐ Not eligible for admission

to the degree program _____
with the following conditions:

An admission slot is available for him/her during the _____
Trimester/Semester, AY _____.
With _____ units still to be taken, he/she is expected to
graduate by the _____ Trimester/Semester, AY _____.

Graduate Program Coordinator

**ACTION OF THE OFFICE OF THE
GRADUATE SCHOOL DEAN:**

APPROVED / DISAPPROVED:

Dean

Date: _____