

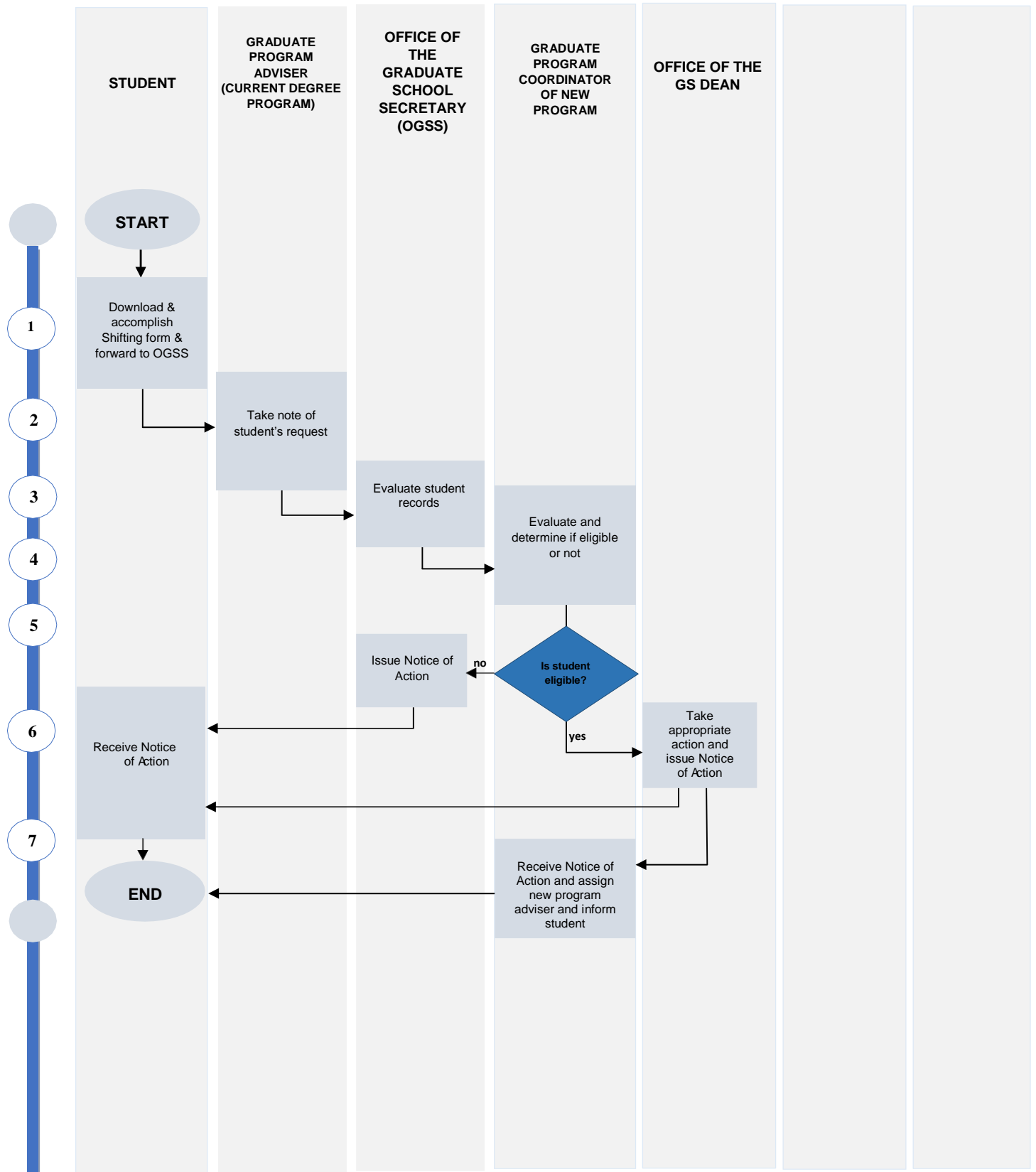
SHIFTING TO A NEW DEGREE PROGRAM

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

Ground Floor, Graduate and Continuing Education Building(GCEB)
General Luna St., 5000 Iloilo City, Philippines
Telefax No. (63-33) 337-7982
E-mail: 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 _____ degree program to the _____ degree program, effective _____ Semester/Trimester, AY _____ for the following reasons:

Thank you.

Very truly yours,

NOTED:

Signature over Printed Name

Student Number: _____

Email Add: _____

Contact Number: _____

Graduate Program Adviser (*Current Degree Program*)

Date: _____

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 (*New Degree Program*)

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

APPROVED / DISAPPROVED:

Dean

Date: _____