



Change of Specialization Guidelines

1. Coordinate with Your Program Adviser

Please communicate with your program adviser regarding your plan to change specialization and prepare the following requirements:

- a. **Letter to the Dean endorsed by your program adviser** stating the reason for your planned change of specialization. *Please note that this concerns only the specialization; your overall program will remain the same.*
- b. **Plan/Program of Study (POS)** – You may check different POS in this link: [Program of Study](#)
- c. **Updated Student Directory**

2. Submission to OCS

Once the above requirements are completed, forward them to the Office of the College Secretary at acsec.upd@up.edu.ph for approval.

3. Forwarding to OUR

After OCS approval, the documents will be forwarded to the Office of the University Registrar. Once the process is completed, we will communicate the approval status to you.