

OFFICE OF THE ASSISTANT VICE PRESIDENT
FOR UNDERGRADUATE EDUCATION

REQUEST TO CHANGE SECOND SEMESTER IPS
IN PREPARATION FOR SHIFTING
(FOR FIRST YEAR STUDENTS ONLY)
FREQUENTLY ASKED QUESTIONS

1. I am a First Year student. The program I was accepted to is not my first choice. Can I request to shift to my desired program?
2. When can I shift?
3. I have already decided to shift out of my current program. Is it possible for me to adjust my IPS so that I do not take the major subjects?
4. Does the approval of my request to change IPS guarantee my acceptance into the program where I intend to shift?
5. Do I still need to submit the Application for Change of Undergraduate Major Degree Program form if my request to change my Second Semester IPS is approved?
6. Can I still shift to another degree program that is different from the program that I declared in my request to change my Second Semester IPS?
7. What will happen to my Second Year IPS if I do not proceed with shifting to another program?
8. What will happen to my Second Year IPS if I do not get accepted into the program where I intended to shift?
9. How will I know if my request to change my Second Semester IPS is approved?
10. The program where I intended to shift disapproved my request to change my IPS for the Second Semester, will I still be allowed to shift into that program?
11. I am a scholar. Will my request to change my IPS in preparation to shift to another program affect my scholarship?
12. What is the process for shifting?

1. I am a First Year student. The program I was accepted to is not my first choice. Can I request to shift to my desired program?

Students may only shift at the end of their first year of studies. You will have to accomplish the Application for Change of Undergraduate Major Degree Program form by the deadline stipulated by the Office of the University Registrar. Your request to shift is subject to the approval of your current home department/program, the department/program offering the degree program you wish to shift into, and the University Registrar.

2. When can I shift?

First Year students may only shift at the end of the school year. The deadlines for submitting the Application to Change Degree form are as follows:

March 31 – for effectivity in the Intersession of Sophomore Year

June 15 – for effectivity in the First Semester of Sophomore Year

3. I have already decided to shift out of my current program. Is it possible for me to adjust my IPS so that I do not take the major subjects?

You may submit a request to change your IPS in preparation for shifting by the deadline stipulated by the Office of the AVP-UEd. Requests to change your IPS may only be made for the second semester of your First Year.

4. Does the approval of my request to change IPS guarantee my acceptance into the program where I intend to shift?

Approval of your request to change your IPS does not guarantee acceptance to your intended degree program. The department/program offering your intended program will still have to evaluate whether you meet the program's shifting requirements.

5. Do I still need to submit the Application for Change of Undergraduate Major Degree Program form if my request to change my Second Semester IPS is approved?

Yes, you still have to submit the Application for Change of Undergraduate Major Degree Program form. Approval of the revision to your second semester program of study does not guarantee acceptance to your intended degree program. The department/program offering your intended program will still have to evaluate whether you meet the program's shifting requirements.

6. **Can I still shift to another degree program that is different from the program that I declared in my request to change my Second Semester IPS?**

Yes. Please follow the process for submitting a request to change your degree program by the stated deadline.

7. **What will happen to my Second Year IPS if I do not proceed with shifting to another program?**

If your First Year second semester courses were changed as a result of your request to change your IPS and you opt to remain in your current program, you should expect to have back subjects. These back subjects will be assigned to an appropriate semester in your IPS. This may lead to a delay in your graduation.

8. **What will happen to my Second Year IPS if I do not get accepted into the program where I intended to shift?**

You will be retained in your current degree program.

9. **How will I know if my request to change my Second Semester IPS is approved?**

The Office of the AVP-UEd will inform you by email of the decision on your request.

10. **The program where I intended to shift disapproved my request to change my IPS for the Second Semester, will I still be allowed to shift into that program?**

You will have to check with the department/program if you can still submit a request to shift at a later date.

11. **I am a scholar. Will my request to change my IPS in preparation to shift to another program affect my scholarship?**

Please check with the Office of Admission and Aid.

12. **What is the process for shifting?**

Please see the [FAQs on Change of Degree \(Shifting\)](#).