



**COLLEGE OF ENGINEERING
U.P. Diliman, Quezon City**

APPLICATION FOR SHIFTING WITHIN ENGINEERING

_____ Semester, 20__ - ___/ Midyear, _____

COURSE APPLIED FOR:

NAME: (Last Name/ First Name/ Middle Name):

PREVIOUS COURSE:

STUDENT NUMBER:

CONTACT NO.:

LAST ENROLLMENT IN THE COLLEGE: () 1st Sem., 20__ - ___ () 2nd Sem., 20__ - ___ () Midyear, _____

_____ Total units enrolled this semester _____ Total units passed in semester enrolled

_____ Total units passed in one (1) academic year (1st/2nd/Midyear)

- () Good Standing - passed 76% of total units enrolled
- () Warning – passed 51-75% of total units enrolled
- () Probation – passed 50-25% of total units enrolled

ACTION OF THE DEPARTMENT

() Qualified for _____ effective: _____
(Degree/Program) (Semester/Year)

Conditions: _____

() Refused/Denied

Remarks: _____

CONFORME:

Department Chair/Director

Printed Name & Signature of Student
Date: _____

Noted by:

DR. JHOANNA RHODETTE I. PEDRASA
College Secretary

Shifting Eng'g to Eng'g

INSTRUCTIONS:

1. Secure the application forms at the Admin Office 1 week before enrollment of Midyear/1st Semester or during enrollment at the Regcom Booth.

Academic Requirements:

- a. Good standing (at least 50% passing grades or 24 units passed as of the end of the 2nd Semester or Midyear)
 - b. for 1st year standing - at least 30 units passed or more
 - c. GWA of 2.0 or better
 - d. no failing grades
2. Fill-up the application form and submit to the Department/Institute together with the ff: requirements:
 - a. Letter of intention to shift
 - b. TCG or CRS printed copy of grades

Additional requirements for MMME applicants only:

1. Letter of consent from parent/guardian
2. 2 recommendation letter from the former teachers

3. Career Assessment result from office of Counseling and Guidance

NOTE: Non-Major students planning to shift to BS EM program and students in Dismissed standing planning to shift to other degree program, please use APPEAL FOR READMISSION form.