



Republic of the Philippines  
City of Malolos, Bulacan  
**BULACAN STATE UNIVERSITY**  
Office of the Vice President for Academic Affairs  
**STUDENT POLICY AND PROGRAM DEVELOPMENT**

**ENHANCED BulSU's GUIDELINES ON ADMISSION FOR SHIFTEES, TRANSFEREES, RETURNEES, AND SECOND UNDERGRADUATE DEGREE TAKERS**

The Bulacan State University is committed to providing relevant and quality education for all. Thus, policies and guidelines were created to address the needs of our students/clientele. One of such is BulSU's Guidelines on Admission for Shiftees, Transferees, Returnees, and Second Undergraduate Degree Takers which was approved by the Board of Regents (BOR) during its 2nd Regular Meeting last May 28, 2021 bearing the BOR Resolution #36, series of 2021.

To ensure that the University's policies and guidelines maintain their relevance, sustainability, and adaptability to the BulSU community, the Student Policy, and Program Development (SPPD) under the Office of the Vice President for Academic Affairs (OVPA) with the Admission and Orientation Services Office (AOSO), proposed the enhancement of the guidelines for shiftees, transferees, returnees and second undergraduate degree takers.

**A. Admission Guidelines for Shiftees<sup>1</sup>**

Shiftees<sup>1</sup> are required to open the application link that will be posted online by the Admission and Orientation Services Office (AOSO) as scheduled, and choose the identified programs with available slots.

**1. General Guidelines for Shifting**

- 1.1. Shifting to any program is allowed only
  - 1.1.1 in the first semester of each academic year
  - 1.1.2 for the incoming second and third year students.
- 1.2. Shiftees from a program of one college/campus to a program of another college/campus or those who intend to change only their major/program in the same college/campus are required to take the college-based shiftee's examination.
- 1.3. A student with failing grade/s may shift to any allied program provided that he/she is accepted by the receiving dean and his/her request to shift is approved by the Chancellor.
- 1.4. A student intending to shift needs to follow the procedures for shifting as specified for his/her case.

**2. Procedure for Shifting**

Step 1. The student who intends to shift must open the application link as provided by the Admission and Orientation Services Office (AOSO) as scheduled. He/She may seek advice from his/her current Program Chair for guidance.

Step 2. He/she must accomplish the Shifter Application Form and the request letter addressed to the receiving dean through the receiving program chair clearly indicating the reasons



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why the shifting is being applied for.

Step 3. He/she must attach the following documents to the forms/template:

a. Copy of Grades issued by the University Registrar's Office

*Grade Requirements:*

- ❖ For Board Programs, no grades lower than 2.0 in all taken courses and at least a GWA of 1.75.
- ❖ For Non-Board Programs, no grades lower than 2.5 in all taken courses and at least a GWA of 2.0.

b. Clearance for the second semester of the proceeding academic year

Step 4. The shifting applicant must pass the interview and the college-based examination.

Step 5. The Dean may approve or disapprove the request based on the required criteria.

- ❖ If approved the applicant will be advised to start the enrollment under his/her new program.
- ❖ If disapproved the student may either stay in his/her current program or transfer to another HEI.

step 6. An orientation on the new program will be given by the Program Chair/Department Head for the shiftee.

Step 7. Shiftees may apply for crediting of previously taken courses to the Office of the Registrar.

## **B. Admission Guidelines for the Transferees<sup>2</sup>**

1. Transferees from recognized higher education institutions may apply for admission to the University provided that:

- 1.1. The program preferred has available slots
- 1.2. The grade point average of all the taken courses is 2.25 or better, and without a grade of 5.0
- 1.3. The applicant has completed not more than fifty (50) percent of the units required for the program.

2. Application Procedure

- 2.1 The applicant must follow the procedures provided @ [iadmissions.bulsu.edu.ph](mailto:iadmissions.bulsu.edu.ph), accomplish the Transferee Application Form, and prepare the documents to be submitted.
- 2.2. He/she must submit the application requirements as follows:



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- 2.2.1. Transferee Application Form with two (2) pieces of 2”x 2” colored ID picture with white background and a name tag
- 2.2.2. Transcript of Records
- 2.2.3 Honorable Dismissal
3. Transferring to any program of the University is only allowed in the first semester of each academic year.
4. The following students are disqualified from applying for transfer admission:
  - 4.1 Those who have been permanently disqualified from any HEI.
  - 4.2 Those who have been dismissed from any HEI for a dishonorable cause;
  - 4.3 Those whose admission was withdrawn due to submission of fake/ falsified entrance credentials/ documents;
  - 4.4 Those who were found guilty of dishonesty or any form of misconduct.
5. The number of semesters that the transferee has availed of free tuition will be deducted from his/her UNIFAST grant of free tuition which is the expected duration of the course plus a one-year grace period (UNIFAST, 2018)
6. Transferees may apply for credits of their previously taken courses to the Office of the Registrar, provided that:
  - 6.1. Their former HEI has a higher or equal level of AACCCUP accreditation status and/or ISO certification.
  - 6.2. The description of the courses for credits is the same for both the other HEI and Bulacan State University. For confirmation, the transferee must submit a copy of the course syllabus certified by his/her former HEI for each of the courses being applied for credits.
  - 6.3. The transferee must take a validation examination for every subject that he/she applying for credit. He/she must answer correctly 75% of the questions for each examination.

### **C. Admission Guidelines for Returning Students<sup>3</sup>**

#### **1. For Students Who Filed a Leave of Absence (LOA)**

- 1.1. Students who discontinued their studies at BulSU for a period of one (1) year or longer may be admitted after submission of the following documents:
  1. 1.1. Re-admission Application Form
  1. 1.2. Letter addressed to the Dean requesting to be readmitted to the program
  1. 1.3. Clearance
  1. 1.4 Medical Certificate if the reason for the leave of absence is a physical illness
  1. 1.5. Psychological Evaluation if due to a mental health condition
  1. 1.6. Approved Leave of Absence
- 1.2. When readmitted, the returning students may
  - 1.2.1. Be allowed to continue their old curriculum if they are an incoming third year or higher year level
  - 1.2.2. Be advised to continue under the existing new curriculum
  - 1.2.3. Be given the most expedient way for the students to finish their course as determined by the Program Chair and as approved by the Dean.
- 1.3. As a BulSU policy, the duration when the student is on official leave may not be counted against their allotted free tuition as provided by the UNIFAST ruling.



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## **2. For Returning students who did not file a leave of absence**

- 2.1. Returning students who did not file a leave of absence prior to discontinuing their studies for a period of one semester or more must submit a letter requesting to be readmitted to the program explaining the reason for their absence. They may be considered for readmission depending on their previous academic performance and the availability of slots in the program as determined by the Dean.
- 2.2 If the slot is available, the students may be advised to return to his/her program of study after submitting the following documents:
  2. 2.1. Re-admission Application Form
  2. 2.2. Medical Certificate if the reason for the absence is a physical illness
  2. 2.3 Psychological Evaluation if due to a mental health condition
  2. 2.4. Clearance
- 2.3. When readmitted, the returning students may be allowed to continue their old curriculum if they are incoming third year to the fifth year otherwise they will continue under the new curriculum existing at the time of their re-admission or whichever is the most expedient way for the students to finish their course as determined by the Program Chair and as approved by the Dean.
- 2.4. Returning students who did not file a leave of absence may still avail of the free tuition under UNIFAST provided that the semesters they were on unofficial leave will be counted against the allotted free tuition based on the allotted number of years of their academic program plus one-year grace period.

## **D. Admission Guidelines for Second Undergraduate Degree Takers<sup>4</sup>**

The following guidelines for undergraduate degree programs at BulSU may apply to students who wish to take their second undergraduate degree program at the university:

1. The Second Undergraduate Degree Takers may apply to their preferred degree program subject to the availability of slots.
2. Follow the procedures provided @ [iadmissions.bulsu.edu.ph](mailto:iadmissions.bulsu.edu.ph) and prepare the following documents for submission:
  - 2.1. Application form with two (2) pieces of 2"x 2" colored ID picture with white background and a name tag
  - 2.2. Transcript of Records
  - 2.3 Honorable Dismissal
  - 2.4. Marriage Certificate (photocopy) for married females only if there has been a change in surname from what is reflected on the transcript of record/diploma.
  - 2.5. PSA Birth Certificate (Photocopy)
3. Courses taken in the first undergraduate degree may be credited provided that the number of units to be credited does not exceed 50% of units required by the second program at BulSU.
  - 3.1. Applicable GE subjects taken at BulSU and GE subjects taken from another HEI with a higher or equal accreditation level will be automatically credited.



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3.2 In the case of major subjects taken in BulSU (i.e, within the area of specialization), crediting will be determined by the Dean of the College with the approval of the Registrar's Office.

3.3. Applicants who have taken their First Undergraduate Degree in another HEI will have to undergo a validation examination for each subject that they are applying for credits. The student must have answered correctly 75% of the questions for each examination.

4. Shifting to another program is not allowed.

5. Second Undergraduate Degree students cannot avail of Free Higher Education and shall be charged tuition and other school fees as determined by the Governing Boards of the University (Unifast,2018).

#### **E. Definition of Terms**

<sup>1</sup>**Shiftee** - is one who intends to change programs (e.g., from Education to Engineering or from Engineering to Architecture); a student who intends to move from one BulSU campus to another p. 10

<sup>2</sup>**Transfer student**- is one who has come from another recognized institution of higher learning and is officially allowed to enroll in the same or another program at the University (p3).

<sup>3</sup>**Returning student** - is one who previously enrolled at Bulacan State University and paused his/her studies for one semester of one full year with LOA or even longer (without LOA) for valid reasons.

<sup>4</sup>**Second Undergraduate Degree Student** - is a student who has completed an undergraduate degree in an accredited higher education institution and is enrolled in a different program in the University.



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