

Ceat Shifting And Transferring Out Policies

CEAT Policy on Shifting and Transferring

(Approved by CEAT Execom 03 September 2012; modified by the CEAT Execom 01 July 2019)

Rationale

The College aims to maintain a **uniform set of guidelines** for all its degree programs. To achieve this, a **committee** was formed to create a college-wide policy on **shifting and transferring**.

For the past years, the **CEAT Committee on Student Admission and Readmission** has been responsible for evaluating and interviewing applicants for transfer and shifting. The committee members include:

- The **IAE Director**
- All **Department Chairs**
- The **College Secretary**

The College recognizes that one of the reasons for the **decreased graduation rate** is the **lack of proper guidelines** in shifting and transferring.

Moreover, many students requesting to shift or transfer to other **UP campuses** have **high General Weighted Averages (GWA)** — which reduces the potential number of **honor graduates** within CEAT.

The College also discourages students from using **CEAT-UPLB as a back door** to enter other UP campuses. Slots should be awarded to students **committed to completing CEAT programs**, rather than to those intending to transfer after a year.

Guidelines

1. Transfer to Other UP Campuses

- Students are allowed to transfer **only after two years of residency**.

- **Justification:** This provides sufficient time for the student to appreciate the engineering course offered by UPLB.
2. **Shifting to Other Degree Programs (Within UPLB)**
 - Students may shift **only after one year of residency**.
 - However, students from **BS ABE, BS EE, and BS IE** intending to shift out **must first undergo an interview**.
 - Approval depends on the **result of the interview**.
 3. **Restriction for Waitlisted Applicants**
 - Students who were **waitlisted applicants** are **not allowed to shift or transfer**.
 - **Justification:** Waitlisted slots are limited and should be reserved for those willing to **complete the program**.
 4. **Formal Letter of Request**
 - Write a **formal letter** addressed to the **CEAT Dean** stating:
 - Reasons for shifting/transferring
 - The intended degree program
 - The letter must be:
 - **Noted by parents/guardians**
 - **Recommended for approval/disapproval** by the **adviser** and **department chair**
 - **Processed personally** by the student (no representatives allowed)
 5. **Department Evaluation**
 - The **adviser** and **department chair** will **interview the student** and indicate their **approval or disapproval** on the letter.
 6. **Submission to OCS**
 - Once signed, the letter must be submitted to the **Office of the College Secretary (OCS)**.
 - The College Secretary will **schedule a panel interview** with the **Committee on Student Admission and Readmission**.
 7. **Committee Evaluation**
 - The Committee will **conduct a panel interview** and forward a **recommendatory decision** (approval/disapproval) to the Dean.
 8. **Dean's Decision**
 - The **Dean** will make the **final decision** based on the Committee's recommendation.
 9. **Notification**
 - The **Office of the College Secretary** will forward a copy of the decision to the student for reference.

10. Finality of Decision

- The **Dean's decision is final.**
 - **Appeals for reconsideration will not be entertained.**
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Process

1. Prepare a Formal Letter

- Addressed to the dean of CEAT: **Prof. Rex B. Demafelis, PhD**
- Must be **signed by the student and parent/guardian**
- Attach a **valid ID** of the parent/guardian

2. Email Submission

- Send the letter to **Mr. Andrew Valdez** at asvaldez4@up.edu.ph for notation.

3. Obtain Adviser and Chair Signatures

- The letter (with notation) will be returned to the student via email.
- The student must then **secure signatures** of both the **adviser** and the **department chair/director**.

4. Submit to CEAT OCS

- Submit the signed letter at the **CEAT OCS** (Monday–Friday, 8:00 AM–5:00 PM).

5. If Approved

- Mr. Valdez will inform the student to **accomplish the College Clearance**.

6. If Disapproved

- Mr. Valdez will notify the student **via email**.

7. If Application Requires Review

- Applications not meeting the above guidelines may be **referred to the CEAT Admissions Committee** for an interview.
 - The Committee will **forward a recommendation** to the Dean.
 - The **Dean's decision remains final**.
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