



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

**2023 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/clienteles. The implementation of the crafted guidelines often reveal inaccuracies and inadequacies that compels further enhancement. One of such is Enhanced Guidelines on Admission of 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 #35, series of 2022.

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 Office (SPPDO) under the Office of the Vice President for Academic Affairs (OVPA) in consultation with Admission and Orientation Services Office (AOSO), drafted the 2023 Enhanced BulSU's Guidelines on Admission for Shiftees, Transferees, Returnees and Second Undergraduate Degree Takers.

**A. Definition of Terms**

The following terms are defined to establish clarity in nomenclature used in the guidelines

**Shiftee** is a student of BulSU who intends to change program or curriculum (e.g., from Education to Engineering or from Engineering to Architecture).

**Transferee** is a student from another recognized institution of higher learning and is officially allowed to enroll in the same or another program in the University.

**Returnee** is a student who was previously enrolled at the University and opted to discontinue his /her studies for one semester or longer for valid reason/s (with or without filing the Leave of Absence or LOA).

**Second Undergraduate Degree Taker** is one who has completed an undergraduate degree in the University or in an accredited higher education institution and is enrolled in a different program of the University.



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## **B.Admission Guidelines for Shiftees**

Shiftees should 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 from the same campus
  - 1.1.3 for incoming 3rd year students if the shiftees are coming from any of the external campuses and enrolling in the main campus or vice versa.
1. 2. Shiftees from a program of one college to a program of another college 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 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 and to discuss the reasons for shifting.

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

Note: A student with NO failing mark in the General Education courses and with at least two (2) failing marks in the Specialization subjects may shift to any allied non-board program if he/she is accepted by the receiving dean and his/her request to shift is approved by the Chancellor.

- b. Clearance for the second semester of the preceding academic year

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



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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 General Education (GE) courses/subjects, Physical Education (PE), National Service Training Program (NSTP) to the Office of the Registrar.

### **C. Admission Guidelines for Transferees**

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 requirements are: point average

1.2.1 For Board Programs, an overall general weighted average of at least 1.75 and with no grades lower than 2.0 in all taken courses/subjects.

1.2.2 For Non-Board Programs, no grades lower than 2.5 in all taken courses/subjects and an overall general weighted average of at least 2.0.

Note: A student with failing grade/s may transfer to any non-board program if he/she is accepted by the receiving dean and his/her request to transfer is approved by the Chancellor and is able to meet the grade requirements for non-board programs.

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](http://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:

- 2.2.1. Transferee Application Form with two (2) pieces of identical 2"x 2" colored ID picture with white background and a name tag
- 2.2.2. Transcript of Records or Certification of Grades
- 2.2.3 Certificate of good moral Character from the former school

3. Transferring to any program of the University is only allowed in the first semester of each academic year.



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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 General Education (GE) courses/subjects, Physical Education (PE), National Service Training Program (NSTP) to the Office of the Registrar, provided that:
  - 6.1. Their former HEI has a higher or equal level of AACCUP accreditation status and/or ISO certification as the University.
  - 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.

Note: The eight General Education subjects are: 1) Understanding the Self 2) Contemporary World 3) Purposive Communication 4) Art Appreciation 5) Ethics 6) Readings in Philippine History 7) Mathematics in the Modern World 8) Science Technology and Society

#### **D. Admission Guidelines for Returnees**

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

- 1.1. Students who discontinued their studies at BulSU for not more than six (6) semesters may be re-admitted after submission of the following documents:
  1. 1.1. Re-admission Application Form
  1. 1.2. 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 and apply for crediting of courses taken such as GE general education subjects Physical Education (PE), National Service Training Program (NSTP).
  - 1.2.3. be given the most expedient way for the students to finish their program 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 his/her 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 not more than six semesters 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/higher year level 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 program as determined by the Program Chair and as approved by the Dean. They will be advised to apply for credits of taken courses such as General Education (GE) subjects, Physical Education (PE), National Service Training Program (NSTP).
- 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.

## **E. 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](http://iadmissions.bulsu.edu.ph) and prepare the following documents for submission:
  - 2.1. Application form with two (2) identical 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)
  - 2.6 Letter of Intent Addressed to the Dean of the College bearing the reason why he /she wishes to take a second undergraduate degree program.



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3. GE courses taken in the first undergraduate degree may be credited provided that the number of units to be credited does not exceed 50% of the Units required by the second program at BulSU.
  - 3.1 applicable GE subjects taken in at BulSU and GE, PE and NSTP courses taken from another HEI with higher or equal accreditation level as BulSU will automatically credited
  - 3.2 In the case of major subjects taken in BulSU (i.e, within the area of specialization), credit 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.

Note: The ETEEAP or Expanded Tertiary Education, Equivalency and Accreditation Program may be used as the mode of assessment to those who will apply for the second undergraduate degree because it allows individuals to attain an academic degree through an assessment process that recognizes, credits, and gives equivalencies to knowledge, skills, and prior learning gained from relevant formal, non-formal, and informal training and work experiences.

4. Shifting to another program is not allowed.
5. Second Undergraduate Degree Takers 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).

#### **F. References:**

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**\*\*\* The guidelines were approved by the Administrative Council meeting held last January 24, 2023.**

**\*\*\* Approved by the Board of Regents (BOR) during its 1st Regular meeting last March 27, 2023.**