



Office of the Vice President
for Academic Affairs

University System

MEMORANDUM

No. 012 s. 2019

FOR	:	DR. CONSORCIO S. NAMOCO, JR.	- Vice Chancellor for Academic and Student Affairs, USTP CDO
		DR. GREG M. CUBIO	- Vice Chancellor for Academic Affairs, USTP Claveria
		DR. DENNIS A. APUAN	- Dean, College of Science and Mathematics, USTP-CDO
		DR. OLIVA P. CANENCIA	- Dean, College of Science and Technology Teaching, USTP-CDO
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		DR. RUVEL J. CUASITO	- Dean, College of Technology, USTP-CDO
		ENGR. ROJEN V. MORCILLA	- Officer-In-Charge, Office of the Dean of the College of Engineering, USTP-CDO
		DR. ERIC RANDY R. POLITUD	- Dean, College of Agriculture, USTP-Claveria
		DR. ISABELITA C. BODBOD	- Dean, College of Arts and Sciences, USTP-Claveria
		DR. GRACE VIRGIE P. NILLAMA	- Dean, College of Engineering and Technology, USTP-Claveria

DATE : June 11, 2019

SUBJECT : **Board Approved Academic Policies**

1. As presented and discussed during the Board Meeting last June 5, 2019, under BOR Resolution No. 48, the following Academic Policies have been duly approved:

a. Enrolment:

i. **Registration of Shiftees.** A student seeking to shift from one program to another within the university should have completed one schoolyear (two semesters) and must file an application for shifting. As an admitted/qualified students of the university, shiftees need not submit themselves to admission processes (e.g., admission test, admission requirements). The approval of their application is determined by the conditions and requirements set by the University (e.g., qualifying exam, grades, accreditation of subjects, etc.) and must be duly approved by the Deans of both Colleges. Subjects taken may be accredited only if the subjects from the previous program have substantially the same course description, title and number of units as those of the new program.

ii. **Medical Certificate Requirement upon Enrollment.** To ensure the safety, security, and well-being of the students: a) all new students (freshmen and transferees) are required to submit medical certificates with a recent chest

x-ray result (not less than 6 months old) attached; b) all undergraduate students of all levels shall be required to submit Medical Certificates before enrolment at the beginning (1st semester) of each schoolyear; c) these medical certificates will serve as baseline health reference for curricular and non-curricular activities throughout the schoolyear. Section 47 of RA 190919 stipulates that no student shall be discriminated against or denied admission to the university by reason of physical disability. The physical examination and medical certificate shall not, by any means, revoke the students' right to enrol.

b. Selective Retention:

i. **Suspension of Mandatory Exit from the Program for Students following the old curriculum.** The policy covering students' *mandatory exit from the program under selective retention* shall be suspended for students following the old curriculum. This recommendation is proposed to mitigate the adverse effects of the K-12 program transitions. Should these students transfer to other programs or schools, all the academic units they have earned will be disregarded. They will be required to go back to 1st year due to the fact that in this transition phase of the K-12 program, the new curricula are already in place. This shall take effect for students finishing the old curriculum in the next two years (SY 2019-2020 and SY 2020-2021), including students from SY 2018-2019, or as long as there are students still finishing the old curriculum.

ii. **Modifications to Mandatory Exit from Board Program** (Student Handbook 2018, page 23): "The student who exits from a board and non-board program may be accepted to any non-board program." This has been changed to: "The student exiting from any board program who wishes to shift to other programs shall undergo an evaluation and comply with the requirements set for shiftees by the receiving programs."

2. These additions and modifications shall be incorporated into the soon-to-be printed Student Handbook 2019. You may communicate your concerns to the undersigned through e-mail address: melpaulma@ustp.edu.ph.
3. For your information, guidance and compliance.



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Vice President for Academic Affairs