

Procedure #	AA-109-P3	Revision #	02
Accessibility level	A	Effective date	20 Jan. 2021

Change of Major within the College Procedure

1. Definitions

- 1.1. **Semester:** A period of time not less than fifteen weeks for all academic courses to be studied, and the registration periods and final exams are not included in it.
- 1.2. **GPA:** The result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total number of units prescribed for those courses.

2. Procedure

- 2.1. Change of major is permitted only at the end of the semester after the grades are approved and entered into the SIS.
- 2.2. The student requesting a change of major fill out the Change of Major Application Form and submit it to the admission officer.
- 2.3. The admission officer reviews conformance to the conditions of changing the major and either accepts or rejects the application accordingly.
- 2.4. The accepted application is sent for the approval of the college dean and the chairperson of the major to which the student is transferring.
- 2.5. The application must be finally approved by the director of Admission and Registration Department.
- 2.6. The admission officer executes the change the major on the SIS system and the student's record of all the courses s/he had previously studied at the university, including the grades and cumulative GPA, are transferred to the new major record.

3. Related Documents

- 3.1. Change of Major Form (AA-109-F1)

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