



**HAMAD BIN KHALIFA UNIVERSITY**

**AC-U-05.V01: UNDERGRADUATE CHANGE OF  
MAJOR POLICY**

## AC-U-05.V01: UNDERGRADUATE CHANGE OF MAJOR POLICY

Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by the BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated:

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### 1. PURPOSE

The purpose of the change of major policy is to establish rules and regulations for changing majors for undergraduate students.

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### 2. POLICY DESCRIPTION

This policy establishes regulations for undergraduate students to change a field of study.

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#### 2.1 Definitions

- **Current Major:** A graduate program in which a student is matriculated.
- **Target Major:** The desired undergraduate program to which a student wishes to move.

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#### 2.2 POLICY STATEMENTS

1. Undergraduate students may submit a request to change their program to another undergraduate program offered in the same college or different college under the following conditions:
  - The student submits a request to change their major to the Registrar during the time period stipulated by the University;
  - The two programs must be at the same degree level;
  - The student shall meet the admission requirements for the targeted program and must meet any additional requirements set by the targeted program;
  - The student must fulfill all financial obligations to the University before the transfer;
  - The target program shall evaluate the earned credits for possible transfer and inform the student of possible transfer prior to final approval;
  - The Dean of the College where the program is offered must approve the change of major;
  - Change of major requests are submitted to the Registrar and the Dean of the College where the program is offered.

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### 3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Registrar in collaboration with appropriate college committees and deans.

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#### 3. 1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

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### 4. Updates

| SUMMARY OF CHANGES |         |        |
|--------------------|---------|--------|
| Date               | Section | Change |
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### 5. ACCOMPANYING PROCEDURE

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