Request for Change of Faculty or Program

Office of the Registrar form

Correspondence will only be sent to your KPU email account

Student Name:

First Name	Last Name	Student Number

Directions for Use

- Use this form to request a change from your current Faculty and/or program.
- Do not use this form if you are seeking to change or declare your Major within your current Faculty. Visit your Faculty Dean's office or www.kpu.ca/declaration for information on declaring a Major.
- Before submitting this request,
  - Refer to the current University Calendar (www.kpu.ca/calendar) for details regarding admission requirements for the program you are seeking,
  - Discuss your educational goals with an Academic Advisor.
- Submission of this form is not a guarantee that your request will be approved.
- Once a decision is made, correspondence will be emailed to your KPU student email account.
- Submit this completed form to Student Enrolment Services on any KPU campus.

The following deadlines apply:

- Limited Intake programs: Submit this form at least 6 months prior to start of term requested.
- Open Intake programs: Submit this form at least 3 months prior to start of term requested.

Note:

- For a list of open and limited intake programs, visit kpu.ca/calendar under Admissions & Registration – Admission Intake Types
- Requests submitted after the deadlines indicated will be considered on a case-by-case basis. Registration time and course availability may be affected by late submission.

Change my Program

FROM:

Current Faculty _____

Current Program/ Area of Study _____

TO:

Requested Faculty _____

If not requesting a Faculty change indicate "no change"

Requested Program/Area of Study _____

Requested Start: ☐ Fall ☐ Spring ☐ Summer

Year: _____

Student Signature _____ Date (dd/mm/yy) _____

Office Use Only

OFFICE OF THE REGISTRAR		FACULTY DEAN'S OFFICE	
Date Received	Received by	Date Received	Received by
Date Processed	Processed by	Decision	Authorized by