



APPLICATION FOR CHANGE OF PROGRAMME (WITHIN KULLIYAH) KULLIYAH OF ECONOMICS AND MANAGEMENT SCIENCES

Important Notes

1. Students must have complete at least one (1) semester in their original programme at the Kulliyah before applying for a change of programme.
2. A change of programme is applicable only to students who have attempted not more than forty (40) credit hours.
3. A change of programme is permitted only once throughout the student's period of study at the University

SECTION A: STUDENT INFORMATION

Name : _____

Matric No. : _____ Telephone No. : _____ Email : _____

Current Programme : _____

Current Semester : _____ Current Session : _____ Current Year : _____

Credit Hours Earned : _____ Current Workload (Credit Hours) : _____ CGPA : _____

* Kindly attach your confirmation slip and latest examination result slip.

SECTION B: PROGRAMME PREFERENCE (INTENDED CHANGE)

Please indicate your preferred programme :

Bachelor of Accounting (Honours)		Bachelor of Finance (Islamic Finance) (Honours)	
Bachelor of Economics (Honours)		Bachelor of Business Administration (Honours)	

Reason(s) for Change of Programme:

* Kindly attach any relevant supporting documents, where applicable.

SECTION C: DECLARATION BY STUDENT

I hereby declare that the information provided in this application is true and correct. I understand that the approval of this application is subject to the applicable rules and regulations, as well as the decision of the Kulliyah and the University.

Student's Signature : _____

Date : _____

SECTION D: APPROVAL BY UNDERGRADUATE COORDINATOR (CURRENT PROGRAMME)

Recommendation:

Approved	
Not Approved	

Signature &

Stamp :

Date :

Remarks: _____

SECTION E: APPROVAL BY UNDERGRADUATE COORDINATOR (INTENDED PROGRAMME)

Recommendation:

Approved	
Not Approved	

Signature &

Stamp :

Date :

Remarks: _____

SECTION F: VERIFICATION BY DEPUTY DEAN (ACADEMIC AND INTERNATIONALISATION)

Remarks: _____

Verified by: _____

(Signature & Stamp)

Date: _____

SECTION G: PROCESSING BY ACADEMIC OFFICE

Remarks: _____

Keyed in by: _____

(Signature & Stamp)

Date: _____