

## Policy Provisions

1. Entering students are expected to make careful and informed decisions about choosing their program of study at the time of application to AU. Nevertheless, throughout their study, students may find that their interests or abilities attract them to a different program than they had identified at the time of their application. Such students may seek to change their program subject to the terms of this document.
  2. Only students in Diploma programs, English Language Program, and Bachelor programs (0-4) track can apply for a change of program (major). Students registered in Bachelor Programs (2+2) are not eligible to apply.
  3. It is the students' responsibility to inform themselves of the academic and financial implications of changing their program of study. Students should always contact their Academic Advisors before initiating a request to discuss the implications of their decision.
  4. All requests are subject to the availability of a seat in the new program and approval in writing from the relevant Dean of College. Students must be able to demonstrate that they can successfully complete the academic requirements of the new program. For sponsored students, approvals from the relevant sponsors are also required.
  5. Sponsored students are responsible to ensure they regularly keep themselves informed of and updated with the change of program rules and regulations of their external funding bodies and adhere to them.
- 2. Students Seeking to change programs can take one of two paths as detailed below:**
- 2.1 **Transfer:**
    - 2.1.1 Students may apply to transfer to a new program of study by filing a Request to Change Program Form.
    - 2.1.2 Students must meet the admission requirements for the new program at the time of their application.
    - 2.1.3 Students start the new program of study with a fresh academic record. Grades of courses that are identified as equivalent by the University are not included in the GPA calculation. Students should anticipate that their graduation date may be delayed.
    - 2.1.4 For every 15 credits transferred from the previous program, one semester is deducted from the maximum period allowed to complete the new program under the University progression rules. For students with less than 15 credits transferred, maximum period allowed to complete the new program will be as per the University's progression rules.

## 2.2 Second-time Applicant;

- 2.2.1 Students may withdraw from the University and apply as second-time applicant in a new program of study.
- 2.2.2 Students must meet the admissions requirements for the new program at the time of their application.
- 2.2.3 A second-time applicant starts the new program of study with a fresh academic record. Courses attempted and the grades obtained under the previous program are not carried over.
- 2.2.4 Maximum period allowed to complete the new program will be as per the University's progression rules.

## 3. Financial Implications

- 3.1 Students are responsible to pay any additional fees that may result from the change of program.
- 3.2 Students need to clear all outstanding amounts owed to the University and remove all holds on their records before applying to change programs (Majors).