



## Changing Specialization within the College

Students can apply to transfer from one major to another within the college through the Student Information System (SIS).

### Terms and Conditions for transferring between specializations (Majors)

- 01** Fulfilling the terms and conditions for admission to the major to which the student wishes to transfer, as specified by the College Council.
- 02** The major can be changed only once during the entire study duration in that college.
- 03** Completion of at least one academic semester of specialization-specific courses in the study plan of the program from which a student wishes to transfer (no less than 12 credit hours).
- 04** The student must not have passed more than half of the duration of his/her specific specialization from which he/she wishes to transfer.
- 05** Any other terms and conditions set by the college.

### What does transfer between specializations entail?



All previously studied courses will be added to the student's academic transcript, including the grades and semester and cumulative GPAs.



The remuneration is disbursed according to the duration of the program to which the student is transferred, taking into account the previous semesters.



The request cannot be cancelled after the student acknowledges his approval.

### Acceptance of transfer between specializations is competitive according to:



Cumulative GPA.



Available seats in each specialization.



College terms and conditions.

A request to change specialization is submitted via the Student Information System after every semester according to the academic calendar announced on the university website.



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## Steps to change specializations within the college



To review your request status, follow the same steps above and click search

“ If the college approves the request to change the specialization, the student must agree to acknowledgement the change of specialization via his\her account in the Student Information System ”



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