



HAMAD BIN KHALIFA UNIVERSITY

**AC-G-03.V01: GRADUATE CHANGE OF
MAJOR POLICY**

AC-G-03.V01: GRADUATE 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:

1. PURPOSE

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

2. POLICY DESCRIPTION

This policy establishes the regulations for a graduate student to change a field of study.

2.1 Definitions

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

2.2 POLICY STATEMENTS

1. Graduate students may submit a request to change their graduate program to another graduate program offered at the same college or a different college under the following conditions:
 - The student submits a request to the Registrar to change his/her major within the timeframe stipulated by the University;
 - The two programs should be at the same degree level. Exemption from this clause may apply to those who wish to transfer within the same program (e.g. from Masters to PhD or PhD to Masters);
 - 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 University financial obligations before the transfer;
 - Evaluation of the earned credits for possible transfer shall be conducted by the target program. Students will be informed of the possibility to transfer prior to the final approval;
 - The change of major must be approved by the Dean of the college where the target program is offered;
 - The change of major request is submitted to the Registrar and the Dean of the college where the current program is being offered;
 - Changing a major may rescind a students' scholarship.
2. Master's students on a thesis track may change to a project track within the same program. Graduate students may submit a reasoned request to the Dean of the college. The change is subject to the Dean's approval.

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.

3. 1 COMMUNITY SHOULD KNOW THIS POLICY

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

4. Updates

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE
