KUWAIT TECHNICAL COLLEGE
كلية الكويت التقنية

Change of Academic Program/Major Request Form

1: To be completed by the student (*Please attach a copy of your <u>major sheet</u> and a <u>copy of unofficial transcript</u> with this form*)

Student Name: _____

K-TECH ID: _____   Tel. No. : _____

Sponsor Type: ☐ PUC   ☐ Private   ☐ Other

Current Academic Program: ☐ **Information Technology**   ☐ **Business Management**

Current Program Major: ☐NSAS ☐NDA ☐SAP ☐WAP   ☐MIS ☐S&M ☐E-Com

New Program Major: ☐NSAS ☐NDA ☐SAP ☐WAP   ☐MIS ☐S&M ☐E-Com

Effective semester for change of program major: ☐ Fall   ☐ Spring   Year _____

By signing this form, I understand that credits previously earned at K-TECH or at another university or college may or may not be applicable to this new major concentration. I also acknowledge the potential impact of this change on Excess Credit and Extra Tuition Fees.

Student Signature: _____   **Date:** _____ / _____ / _____

2: To be completed by the student advisor

Students Current CGPA: _____

Number of Credits **Earned**: _____   Number of Credits currently **In Progress**: _____

Number of Credits left to complete the new program major (including credits currently **In Progress**): _____

_____   _____

   Student Advisor Signature   **Advisor Name**   **Date:** _____ / _____ /_____

3: Approved by
Please Note: The student must be able to fulfill the new academic program major requirements within the maximum of seven semesters time frame permitted.

Current Department Chair Signature: _____   **Date:** _____ / _____ / _____

New Department Chair Signature: _____   **Date:** _____ / _____ / _____

V.P. for Academic Affairs Signature: _____   **Date:** _____ / _____ /_____

Registration Department Use Only

Head of Admission & Registration   **Processed by**

Signature: _____   Signature: _____

Date: _____   Date: _____