



## **PROGRAM CHANGE/TRANSITION FORM**

**(Purpose: for degree transition & change of program)**

<b>Student Name:</b> <input type="text"/>	<b>Student ID Number:</b> <input type="text"/>			
<b>Address:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
(Street)	Village	(Town)	(District)	
<b>Mobile/Work #:</b> <input type="text"/>	<b>E-mail 1:</b> <input type="text"/>			
<b>E-mail 2 :</b> <input type="text"/>				
<b>Current Program:</b> <input type="text"/>				
<b>Requested Program:</b> <input type="text"/> <b>Full/Part Time:</b> <input type="text"/>				
<b>Proposed Semester to Start New Program:</b> <input type="text"/> <input type="text"/> <input type="text"/>				
		(Summer)	(Aug-Dec)	(Jan-May)
<b>Academic Year:</b> <input type="text"/>				

### **REASON FOR REQUESTING PROGRAM CHANGE:**

#### **Signatures:**

- |   |                                   |
|---|-----------------------------------|
| <b>1. Student:</b> <input type="text"/>                 | <b>Date:</b> <input type="text"/> |
| <b>2. Adviser/Chair:</b> <input type="text"/>           | <b>Date:</b> <input type="text"/> |
| <b>3. Dean of Current Program:</b> <input type="text"/> | <b>Date:</b> <input type="text"/> |
| <b>4. Dean of New Program:</b> <input type="text"/>     | <b>Date:</b> <input type="text"/> |

### **OFFICIAL ACTION**

Check mark one option:

Yes     No

#### **Condition/Recommendation:**

*Academic Policy: The University of Belize allows students to program change by completing this form. The completed form must be signed by Adviser/Chair and Dean(s) and supported by a transcript*

**Purpose :** This document is to be utilized by:

- 1) current students of UB who want to change ‘majors’
- 2) those who are within nine (9) credits of completing an Associate Degree and desire to apply into a Bachelor Degree program.
- 3) graduates of UB (up to one year after graduating)

*NOTE: A student who have been accepted into a program MUST COMPLETE ONE SEMESTER in that program before he/she can change program.*

### **Program Change**

Changing of majors – this may be

- (1) within the same faculty. For example: A student taking Associate Degree in Primary Education (APRE) and changing to Associate Degree in English Program (AENG); both in the Faculty of Education and Arts.
- (2) changing faculty. For example, a student taking Bachelor in Math Program (Faculty of Science and Technology) and changing to Bachelor in Math Education (Faculty of Education and Arts).

### **Transition**

Changing levels – this may be

- (1) within the same faculty. For example: A student completing an Associate in Primary Education Program (APRE) and transitioning to the Bachelor in Primary Education Program (BPRE).
- (2) changing faculty. For example: A student completing an Associate Degree in Mathematics Program (FST) and transitioning to the Bachelor in Math Education Program (FEA).

## **PROCESS**

### **Current student**

1. Obtain form from Records Office
2. Complete form, sign, attach transcript and take to Advisor. Be sure to underline the relevant purpose.
3. Advisor will sign and attach (if same faculty) or forward relevant documents from student file (if changing faculty)
4. Obtain Signature from Current Dean (if changing faculty) and then deliver to the office of the Dean of new program.

### **Graduate**

1. Obtain form from Records Office
2. Complete form, sign and attach updated transcript(s)
3. Take to Dean of Program you are applying to

### **Advisor/Chair**

1. Verify form is completed and sign
2. Review transcript (print from Xen) and complete ‘transfer document’
3. Sign if recommending the transition/change of program

### **Dean**

1. Verify that documents are completed with transcripts and transfer document
2. Sign if recommending the transition/change of program
3. Submit to Dean of New Program (if changing faculty)
4. Submit to Records Office through Admission Office (Dean of New Program)

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