

Procedure #	AA-109-P2	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

Transfer to another College Procedure

1. Definitions

- 1.1. **Semester:** A period of time not less than fifteen weeks in which academic courses are taught. This period does not include the registration and final exams periods.
- 1.2. **Letter Grade:** Description of the percentage in alphabetical code of the final grade that the student attained in any course.
- 1.3. **Semester average:** The result of dividing the total points obtained by the student by the total of the units determined for all the courses he studied in any semester, and the points are calculated by multiplying the prescribed unit by the weight of the grade obtained in each course the student studied.
- 1.4. **GPA:** The result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total number of units prescribed for those courses.

2. Procedure

- 2.1. The registered student attends academic courses or did not register at the beginning of the semester or after the end of the final exams and after monitoring the marks at the Admission and Registration Department - Registration Section to fill out the application form for changing the major from college to college within the university.
- 2.2. The registration employee reviews the conditions and controls for changing the major from college to college and then signs with approval or rejects the application for not meeting the conditions.
- 2.3. One of the conditions for transfer is that the student should spend an entire semester in his old major.
- 2.4. After the approval of the Department of Admission and Registration, the student goes to the college to sign the form from the dean of the current college, the dean of the new college and the head of the department according to his specialization.
- 2.5. The student goes to the Admission and Registration Department to sign the form from the director of the department.
- 2.6. The registration employee executes the request to change the major from college to college on the system.

3. Related Documents

- 3.1. Transfer to another College Approval Form (AA-109-F2)