



UNIVERSITY
OF THE BAHAMAS

REQUEST FOR CHANGE OF PROGRAMME

Students who have completed at least one semester at the University and who have a cumulative grade point average (GPA) of 2.00 may change their programme of study. Students should meet with their academic advisor to discuss academic and career goals and with the Academic Head of the Academic Unit responsible for the programme they are considering. Students must submit a completed **REQUEST FOR CHANGE OF PROGRAMME** along with an unofficial copy of their transcript to the Head of the Unit responsible for the new programme. The Academic Head will forward the request to the relevant Academic Dean who will in turn forward the request to the Records Department by the end of the third week of the semester in which the student wishes the change to be effective. Any **REQUEST FOR A CHANGE OF PROGRAMME** submitted after the third week of the current semester will become effective the following semester.

Student Name: _____ ID No: _____

Home Phone: _____ Cell Phone: _____

Current Programme: _____ / _____ / _____
Type of Degree / Major / Minor

New Programme: _____ / _____ / _____
Type of Degree / Major / Minor

Reason(s) for Programme Change: _____

Student's Signature _____ Date _____

Name & Signature of Current Academic Advisor _____ Date _____

[] Request Approved / [] Request Denied: _____
Signature of New Academic Unit Head Date

[] Request Approved / [] Request Denied: _____
Signature of New Academic Dean Date

FOR RECORDS DEPARTMENT USE ONLY

New Degree: _____ New Major: _____ New Minor: _____

AB Paper Number: _____ Effective Year/Semester: _____

Academic Plan Updated by: _____
Records Department Staff Date