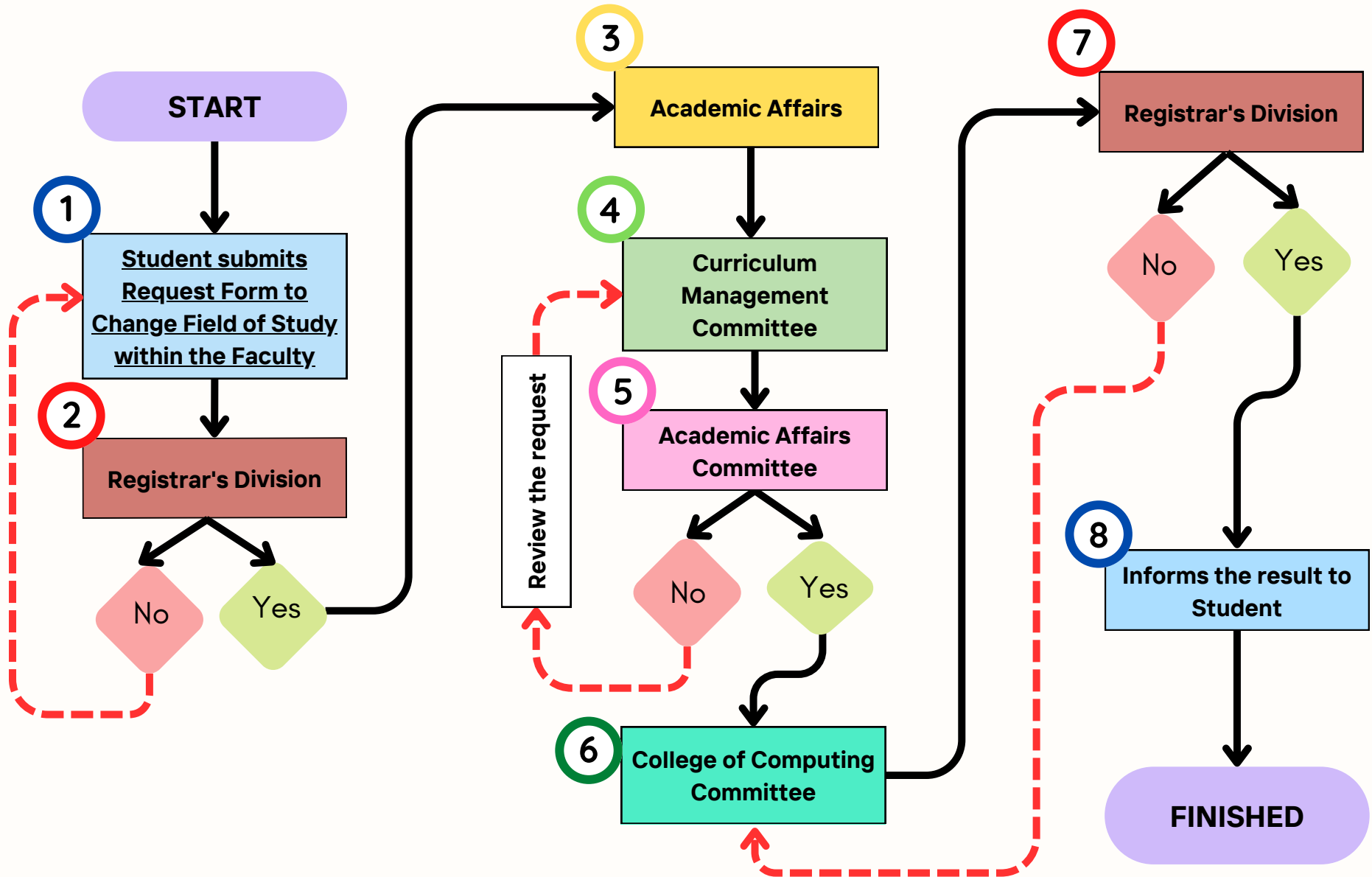


Process of Change Field of Study within the College of Computing



THE PROCEDURE TO PERFORM BEFORE SUBMITTING A REQUEST FORM TO CHANGE FIELD OF STUDY WITHIN THE COLLEGE OF COMPUTING

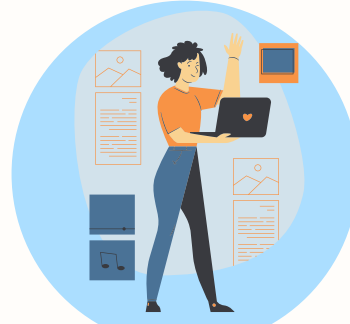
1



STUDENTS PREPARE THE FOLLOWING DOCUMENTS

- [Request Form to Change Field of Study within the Faculty](#)
- Transcript (Printed from the SIS system)
- Course Equivalency Table
- Estimated Grade Projection for the Current Semester (For students seeking transfer in the second semester)

2



THE STUDENTS SUBMIT THE DOCUMENTS TO THE ADVISOR

- The students submit the documents to the advisor for feedback and endorsement on all copies of the attached documents.

3



THE STUDENTS SUBMIT THE DOCUMENTS TO THE REGISTRATION AND RESULT PROCESSING DEPARTMENT

- Students must submit the documents either through the [online central registration system](#) or directly to the registrar's office.

Timeline for Change Field of Study within the College of Computing

For students to Change Field of Study within the Faculty begin studying in the first semester

For students to Change Field of Study within the Faculty begin studying in the second semester

Students Submitting Request Form

3-4 weeks of **May**, following the announcement of grades for the second semester

Curriculum Management Committee

weeks 1-2 of June.

Academic Affairs Committee

Week 3 of June.

College of Computing Committee

Week 4 of June.

Students Submitting Request Form

June

Curriculum Management Committee

Weeks 1-2 of July.

Academic Affairs Committee

Week 3 of July.

College of Computing Committee

Week 4 of July.

WITHOUT
TIMELINE

Students Submitting Request Form

In November, after the deadline for course withdraw with a W grade.

Curriculum Management Committee

Weeks 1-2 of December.

Academic Affairs Committee

Week 3 of December.

College of Computing Committee

Week 4 of December.