

CHANGE OF MAJOR POLICY

Reference Number: RGR-016

Functional Area: Academic Affairs

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Approved by:	Academic Council
Effective Date:	30 January 2025
Applies to:	Undergraduate Students at UCA
Responsible Office:	Office of the Registrar
Last Reviewed/Updated:	30 January 2025
Scheduled Review Date:	

Rationale: This Policy provides a structured framework for undergraduate students wishing to change their major, ensuring that the process is transparent, fair, and aligned with academic standards.

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1. POLICY STATEMENT

- 1.1. The University allows freshmen to request a change of major at specific times during their first year. This Policy ensures that students can make informed decisions about their academic path with the oversight of the Programme Director based on their academic performance.

2. PURPOSE

- 2.1. To establish a clear process for freshmen to change their major, ensuring decisions are based on academic merit and program suitability.
- 2.2. In the event there is a conflict/ collision between the policy and mandatory provisions of the laws of the Founding States, the latter shall apply.

3. SCOPE

- 3.1. This policy applies exclusively to freshmen at UCA who wish to change their academic major.

4. DEFINITIONS

- 4.1. Major. The academic programme to which an undergraduate student commits, upon successful completion of which they qualify for an undergraduate degree.
- 4.2. Major Change. A Programme Director-approved switch from one major to another, based on academic performance and programme requirements.

5. POLICY

5.1. Eligibility and Timing

- 5.1.1. Only freshmen are eligible to request a change of major.
- 5.1.2. If a freshman was granted a change of major during the preparatory year, such a student shall not be granted a change of major in the undergraduate programme.
- 5.1.3. Requests can be submitted after grades for the final exams are released either at the end of the Fall semester or at the end of the academic year.
- 5.1.4. A student may be granted a change of major only once during their academic tenure at UCA.

5.2. Request Process

- 5.2.1. Students must complete and submit a Major Change Request Form to the Office of the Registrar within the stipulated deadline.

5.3. Decision-Making

- 5.3.1. The Programme Director of the new major reviews the request and makes the

decision based on the student's academic records, including performance and suitability for the new program.

5.4. Final Approval

- 5.4.1. The decision to approve or deny the request is communicated to the student by the Programme Director.
- 5.4.2. All decisions made are final, and no appeals will be considered.

5.5. Extra Year Enrolment

- 5.5.1. Students allowed to enrol in a new major may be required to enrol for an additional year at UCA to complete prerequisite courses necessary for the new major.

5.6. Campus Transfer Responsibilities

- 5.6.1. Students changing majors that require a campus transfer are responsible for moving their personal belongings between campuses at their own cost.

5.7. Enrolment Timing

- 5.7.1. Transfers to the new major program (actual enrolment) will be carried out during summer or winter holidays to ensure minimal disruption to the academic schedule.

6. ROLES AND RESPONSIBILITIES

6.1. Programme Director

- 6.1.1. Reviews the academic records of students requesting a change of major.
- 6.1.2. Makes the final decision on the acceptance of the student into the new major based on available campus capacity.
- 6.1.3. Communicates the decision to the Office of the Registrar.

6.2. Office of the Registrar

- 6.2.1. Facilitates the submission and processing of Major Change Request Forms.
- 6.2.2. Maintains records of all decisions regarding major changes.

7. PROCEDURES

7.1. Submission of Request

- 7.1.1. Students submit the completed Major Change Request Form to the Office of the Registrar by the specified deadline.

7.2. Review, Decision and Notification

- 7.2.1. The Programme Director, of the proposed new programme, reviews the request, evaluates the student's academic performance, decides on the suitability for the new major and notifies the student of the decision.

7.3. Campus Transfer and Enrolment

- 7.3.1. Students are responsible for moving their belongings at their own cost if a campus transfer is necessary.
- 7.3.2. Enrolment in the new major takes effect during the summer or winter holiday.

8. CONTACT INFORMATION

- 8.1. Office of the Registrar (registrar@ucentralasia.org).

9. REVIEW HISTORY

Revision №	Date	Approved by	Revision description	Process Owner
1				
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