



KULLIYAH OF ECONOMICS AND MANAGEMENT SCIENCES

CHANGE OF PROGRAMME WITHIN THE KULLIYAH

Important remarks:

1. Change of program is only allowed for students up to 4th semester of study at the Kulliyah.
2. Completed form must be submitted together with **a copy of latest partial transcript.**
3. The Kulliyah of Economics and Management Sciences, IUM reserve the right to approve or disapprove the application.
4. Students should realize the possibility of losing credit hours when changing programme.

PART 1 : STUDENT'S INFORMATION (TO BE FILLED BY THE STUDENT)

Name : _____ Matric No. : _____

Credit hours (including current semester): _____ Current CGPA : _____

Change programme : from _____ Telephone no. : _____
to _____

Reason (s) : _____ Email : _____

_____ Date : _____
_____ Signature: _____
_____ Address: _____

PART 2 : RECOMMENDATION FROM RELEASING DEPARTMENT (PRESENT)

Academic Advisor

Recommended Not Recommended Signature & stamp : _____

Comments : _____ Date : _____

Head of Department

Recommended Not Recommended Signature & stamp : _____

Comments : _____ Date : _____

PART 3 : RECOMMENDATION FROM DEPARTMENT APPLIED FOR (NEW)

Academic Advisor

Recommended Not Recommended Signature & stamp : _____

Comments : _____ Date : _____

Head of Department

Recommended Not Recommended Signature & stamp : _____

Comments : _____ Date : _____

PART 4 : APPROVAL BY DEPUTY DEAN (ACADEMIC & INDUSTRIAL LINKAGES)

Approved Not Approved

Signature
& stamp : _____

Comments : _____

Date : _____

PART 5 : FOR OFFICE USE (ODD, A&IL-KENMS)

Processed Not Processed

Signature: _____

Date : _____