

Change of Major Policy

Commencement Date: 01 December 2008

Category: Student Services

1. PURPOSE

This document describes the policy for students to change enrolled majors.

2. APPLICATION

Students

3. EXCEPTIONS

This policy does not apply to Curtin College and Navitas English, as there are no majors incorporated within the courses.

4. POLICY STATEMENT

Curtin Singapore students will enrol into a particular major for their course of study.

Students may request a change of their study major and the appropriate form.

Approval of an application for a change of major is determined and approved by Curtin University. If approved, exemptions/advanced standings are re-assessed based on the new major.

5. OBJECTIVES

To ensure Applications for change of major are appropriately administered in accordance with Curtin Singapore’s procedures and to maintain a proper record and update of students’ courses of study.

RESPONSIBILITIES	
Policy Owner	Director of Academic Services
Contact	Student Services Manager
Review Date	08 October 2012

Revision Ref No	Approved/ Rescinded	Date	Committee /Board	Document Reference
Version 1	Approved	01 Dec 08	Executive Committee	Nil
Version 1.1	Approved	01 Nov 09	Executive Committee	Change of logo and format
Version 2	Approved	08 Oct 10	Executive Committee	Executive Committee Meeting Minutes