

GUIDELINES FOR APPLICATION TO CHANGE UNDERGRADUATE PROGRAM OF STUDIES

General Guidelines

1. Every application for the change of an undergraduate program of studies is charged RM100.00. Payment should be made at the Bursar's Office.
2. Every application thereafter is charged RM200.00. Payment should be made at the Bursar's Office.
3. Every application should be received before the end of the third week of a particular semester and if approved, the change will be effective that particular semester.
4. Every application that is received after the third week of a particular semester will be effective the following semester if approved by the Dean.

Guidelines for Intra-Faculty Changing

1. Every application should be submitted to the Dean of the Faculty using Form AKAD A/11.
2. Applications should include the following information:
 - i. The student's current program and the new program that is being applied for
 - ii. Reason(s) for submission of the application.
3. Applications need to include the following items:
 - i. A copy of the receipt for the application to change program
 - ii. A copy of the results of the Final Semester Examination at USIM, if available
 - iii. A copy of the Sijil Pelajaran Malaysia (SPM) results
 - iv. A copy of the Sijil Tinggi Persekolahan Malaysia (STPM)/Sijil Tinggi Agama Malaysia (STAM)/Ministry of Education Matriculation/Tamhidi/Diploma/Other equivalent certificate
 - v. Other documents that can strengthen the application.
4. The Dean of the Faculty, before approving or rejecting an application, should examine the documents listed in paragraph 3 above and get the response regarding the application from the head of the relevant program.

5. The Dean of the Faculty also, before approving or rejecting a certain application, can get feedback from or by referring to other sources that are capable in assisting the Dean in making a decision.
6. The Dean of the Faculty, after approving or rejecting a certain application, needs to inform the Academic Management Division regarding the decision taken.
7. The notification of the decision of the Dean of the Faculty to the Academic Management Division should include the following documents:
 - i. Structure of Course Offerings that includes a list of the courses, course codes, course credit hours, course components and the semesters offering all courses that need to be taken by the applicant in the new program. This document needs to be prepared by the Head of the program involved
 - ii. List of Course Exemptions that includes a list of the courses, course codes, course credit hours, course components that are exempted from being taken by the applicant in the new program. This document needs to be prepared by the Head of the program involved.
8. The Dean of the Faculty should inform the Faculty Meeting regarding the decision taken for each application.
9. The Academic Management Division should inform in writing to the applicant the decision taken on his/her application.
10. If an application is approved, the following conditions should be stated in the information sent to the applicant in writing:
 - i. The applicant should register for all courses that have been determined in the Structure of Course Offering that include a list of the courses, course codes, course credit hours, course components and the semesters offering these courses
 - ii. The Cumulative Grade Point Average (CGPA) and Semester Grade Point Average (SGPA) and all grades of all courses previously taken in past semesters as in the structure of course offering of the existing program are maintained (even if these courses are not part of the requirements in the new structure of program offering)
 - iii. The counting of the maximum number of semesters that is given to the applicant for completion of the new program will begin with the first semester.
11. The Academic Management Division needs to inform the University Senate regarding the approved change and the Structure of Course Offering as well as the List of Course Exemptions.

Guidelines for Inter-Faculty Changing

1. Every application should be submitted to the Dean of the Faculty offering the new program using Form AKAD A/11.
2. An application should include the following information:
 - i. The current program and the proposed new program
 - ii. Reason(s) for submission of the application.
3. Applications need to include the following items:
 - i. A copy of the receipt for the application to change program
 - ii. A copy of the results of the Final Semester Examinations at USIM, if available
 - iii. A copy of the Sijil Pelajaran Malaysia (SPM) results
 - iv. A copy of the Sijil Tinggi Persekolahan Malaysia (STPM)/Sijil Tinggi Agama Malaysia (STAM)/Ministry of Education Matriculation/Tamhidi/Diploma/Other equivalent certificate
 - v. Other documents that can strengthen the application.
4. The Dean of the Faculty offering the new program, before approving or rejecting an application, should examine the documents listed in paragraph 3 above and seek a response regarding the application from the head of the relevant program.
5. The Dean of the Faculty also, before approving or rejecting a certain application, can get feedback from or by referring to other sources that are capable in assisting the Dean in making a decision.
6. After receiving feedback and with reference to the source, the Dean of the Faculty that is offering the program applied for should make a decision either to approve or reject an application.
7. If a certain application is approved, the Dean of the Faculty that is offering the program that is applied for should submit the following documents to be attached with the application:
 - i. Structure of Course Offerings that includes a list of the courses, course codes, course credit hours, course components and the semesters offering all courses that need to be taken by the applicant in the new program. This document needs to be prepared by the Head of the program involved

- ii. List of Course Exemptions that includes a list of the courses, course codes, course credit hours, course components that are exempted from being taken by the applicant in the new program. This document needs to be prepared by the Head of the program involved
8. After receiving an application, the Dean of the original Faculty should decide whether to release the applicant or not.
9. The Dean of the Faculty that is offering the new program as well as the Dean of the original Faculty should inform their respective Faculty Meetings regarding the decision taken for a certain application.
10. The Dean of the original Faculty should inform the Academic Management Division whether to release the applicant and whether the Dean of the Faculty that is offering the new program has approved the application as soon as both decisions are made.
11. The Academic Management Division should inform the applicant in writing regarding the decision taken on his/her application.
12. If a certain application is approved, the following conditions should be stated in the information sent to the applicant in writing:
 - i. The applicant should register for all courses that have been determined in the Structure for Course Offering that includes a list of courses, course codes, course credit hours, course components as well as the semester offering these courses
 - ii. The Cumulative Grade Point Average (CGPA) and Semester Grade Point Average (SGPA) and all grades of all courses previously taken in past semesters as in the structure of course offering of the existing program are maintained (even if these courses are not part of the requirements in the new structure of program offering)
 - iii. The counting of the maximum number of semesters that is given to the applicant for completion of the new program will begin with the first semester
13. The Academic Management Division needs to inform the University Senate regarding the approved change and the Structure of Course Offering as well as the List of Course Exemptions.

Approved by the University Senate on August 3, 2011 and is effective from the First Semester, 2011/12.