1. PURPOSE

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

2. 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.

3. APPLICATION

Students enrolled in Curtin University courses

4. EXCEPTIONS

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

5. POLICY STATEMENT

5.1 Curtin Singapore students will enrol into a particular major for their course of study. Students may request a change of their study major on the appropriate form. All applications for change of major must be forwarded to Curtin University Perth for processing.

5.2 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.

5.3 Where a student receives approval to change a major, a new student contract shall be executed.

5.4 Students will be required to pay the current prevailing fees on execution of the new student contract.

5.5 Where applicable, an application for a new student’s pass under the new major will be lodged with the Immigrations and Checkpoints Authority (ICA) and is subject to their approval.

5.6 Curtin Singapore will develop appropriate procedures to cover the change of major process applicable to Singapore.

5.7 Curtin Singapore shall assess and reply to requests for change of major within 4 weeks of receipt of the application.