

# College of Business & Economics



## Degree Program, Major and/or Minor Update Request

Please submit the completed form to the Office of the Registrar

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### **STEP 1: Please provide the following information:**

Student Name: \_\_\_\_\_  
Last First Middle

Student ID Number: 

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Are you a Scholarship Student?  YES  NO

### **STEP 2: Select the nature of your update:**

- Choose a new Degree Program or Major and delete my existing Degree Program or Major (**Option 1 & Step 4**)
  - Add a second Degree Program (**Option 1 & Steps 3**) (*Second Degree requires the completion of 30 additional hours beyond the first degree*)
  - Add a second Major (**Option 1 & Step 3**)
  - Choose a new Minor and delete my existing Minor (**Option 2 & Step 3**)
  - Delete my existing Minor (**Step 3**)
  - Update my Degree program or Major's Catalog Year (**Option 3 & Step 3**)
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### **OPTION 1: Please select the new or additional Degree Program or Major:**

- |  |  |
|--|--|
| <input type="checkbox"/> Bachelor of Business Administration in Accounting | <input type="checkbox"/> Bachelor of Business Administration in Human Resources Management |
| <input type="checkbox"/> Bachelor of Business Administration in Economics  | <input type="checkbox"/> Bachelor of Business Administration in Management                 |
| <input type="checkbox"/> Bachelor of Business Administration in Finance    | <input type="checkbox"/> Bachelor of Business Administration in Marketing                  |

### **OPTION 2: Please select the new Minor:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Arabic                  | <input type="checkbox"/> English                    | <input type="checkbox"/> International Relations        |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> Graphic Design             | <input type="checkbox"/> Mathematics                    |
| <input type="checkbox"/> Communication and Media | <input type="checkbox"/> History                    | <input type="checkbox"/> Natural Sciences               |
| <input type="checkbox"/> Computer Science        | <input type="checkbox"/> Human Resources Management | <input type="checkbox"/> Social and Behavioral Sciences |
| <input type="checkbox"/> Economics               | <input type="checkbox"/> Information Systems        |   |

**OPTION 3: Enter the new Catalog Year for your Degree Program/Major/Minor.** *(Students with continuous enrollment have the option of fulfilling all the graduation requirements from the Catalog under which they entered the American University of Kuwait as an undergraduate student, or all the requirements from any subsequent Catalog)*

Catalog Year:

0		-	0	
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**STEP 3: If an existing Degree Program/Major/Minor is updated:**

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Advisor Signature & Date

**STEP 4: If a new Degree Program/Major is selected:**

**AAC USE ONLY:**

Transfer Student:  YES  NO College/University: \_\_\_\_\_ College/University GPA: \_\_\_\_\_

HS type:  LIT  SCI HS GPA: \_\_\_\_\_ AUK Cum. GPA: \_\_\_\_\_ Earned Hours: \_\_\_\_\_

Academic Advising Center Signature & Date \_\_\_\_\_

\_\_\_\_\_  
Department Chair Signature & Date

\_\_\_\_\_  
Faculty advisor assigned by Dept. Chair

**Note:** The Office of the Registrar only accepts forms that are complete and reserves the right to return forms that are missing information required for processing.

Office of the Registrar  
American University of Kuwait  
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Last Modified: September 09, 2019

**RO USE ONLY:**

Processed by: \_\_\_\_\_  
(Initials)

Date: \_\_\_\_\_