

# Program Declaration

## WHAT IS DECLARATION

Each student is admitted for undergraduate studies at KPU either (i) directly into a limited-intake program of study, or (ii) into a faculty, yet with no declared program of study. Each undeclared student must declare their program of study before they apply to graduate.

## What does “intended” mean?

If you are admitted for undergraduate studies at KPU into a Faculty, the program you chose when you applied to KPU is only intended. Check your current Faculty and program of record as shown in My Action Plan (MAP) to see if your credential is "Undeclared" and if your major is "Intended". "Intended" means that you are pursuing a certain program but have not confirmed with the university if that program is the one you want to graduate with. Therefore, you need to declare a program of study before your final term (see the deadlines below) so that the university would know which program you want to graduate from.

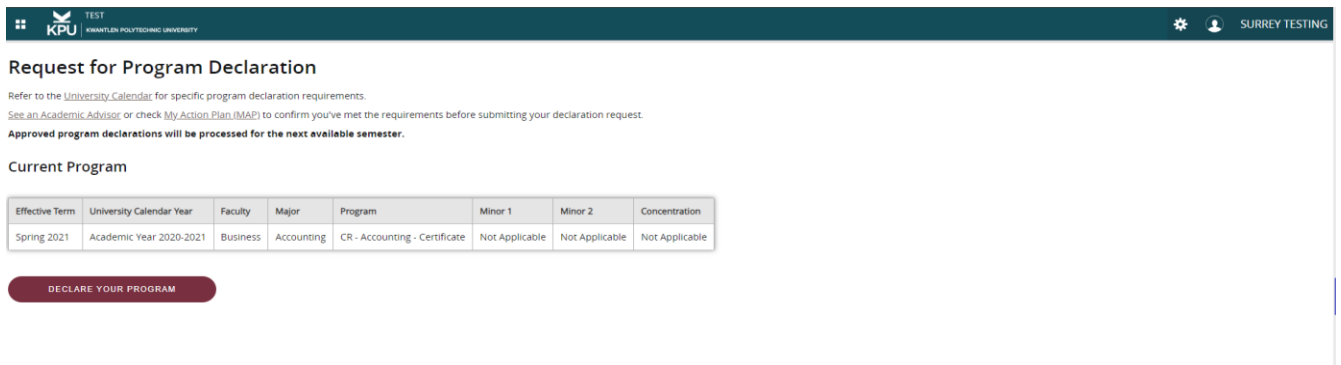
## Why do I need to declare?

There are a number of reasons you are encouraged to declare as soon as you can.

- 1) Some programs require an earlier declaration to enroll in program-restricted courses.
- 2) It may give you a priority of registration when the university schedules the registration date and time.
- 3) Declared students can apply for graduation online through the graduation service in Online Self Service (OSS).

## Declaration Steps:

1. Sign into the **Online Self Service (OSS)** account and from student profile select “**Program Declaration**”.
2. View your **Current Program** information



The screenshot shows the 'Request for Program Declaration' page. At the top, there is a navigation bar with the KPU logo and 'SURREY TESTING' on the right. Below the navigation bar, the page title is 'Request for Program Declaration'. There is a small text block that says 'Refer to the University Calendar for specific program declaration requirements. See an Academic Advisor or check My Action Plan (MAP) to confirm you've met the requirements before submitting your declaration request. Approved program declarations will be processed for the next available semester.' Below this, there is a section titled 'Current Program' which contains a table with the following data:

Effective Term	University Calendar Year	Faculty	Major	Program	Minor 1	Minor 2	Concentration
Spring 2021	Academic Year 2020-2021	Business	Accounting	CR - Accounting - Certificate	Not Applicable	Not Applicable	Not Applicable

At the bottom of the page, there is a red button labeled 'DECLARE YOUR PROGRAM'.

3. Click on **“Declare your Program”**
4. View your last submitted request. To submit a new declaration request, click on **“Submit a New Request”**

**Request for Program Declaration**

**Last Submitted Request**

Please allow 1- 2 business days for your request to be completed. Once the status of your request is marked as "Completed," your updated program details will be displayed on your MAP audit the following day. Your updated program details will reflect on your Student Profile upon issuance of registration time tickets for the semester in which your program declaration is processed.

Effective Term	University Calendar Year	Faculty	Major	Program	Request Date	Status	Completion Date
Spring 2021	Academic Year 2020-2021	Business	Accounting	CR - Accounting - Certificate	30-Oct-2020	Completed	31-Oct-2020

[SUBMIT A NEW REQUEST](#)

[Back to Home](#)

5. Select the Calendar year you would like to declare in the **“University Calendar Year”** field.
6. Select the **“Faculty”** you would like to declare into.
7. Select the **“Major”**
8. Select the **“Program”**
9. Select a **“Minor”** or two Minors of your choice is available.
10. Select a **“Concentration”** if available for the program you are declaring into.
11. Once all the Selections have been made – click on the **“Evaluate Declaration Request”**

**Effective Term** Fall 2024

**University Calendar Year \*** Academic Year 2024-2025

**Faculty \*** Science & Horticulture

**Major \*** Biology

**Program \*** BSC - Biology - Bachelor of Science

**Minor 1** Plant Health

**Minor 2** Policy Studies

**Concentration** None

You have **NOT MET** all the declaration requirements for this program.  
 Please refer to the [University Calendar](#) or [see an Academic Advisor](#) for more information.  
 To review how your courses apply towards the declaration request, click on the **Review Results** button.

[Review Results](#)

[Back to Home](#)

12. If you have not met the declaration requirements for the program, you can click on **“Review Results”**. This will show you the declaration requirements as to what courses are required to meet the declaration requirements for the program chosen. In order to select a different program to declare into, click on **“Back to Home”** and repeat steps 2 – 11.
13. If you have met the declaration requirements for the program, you can click on **“Review Results”** to view the declaration requirements and the courses taken to meet those requirements.

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Effective Term Fall 2024

University Calendar Year \* Academic Year 2024-2025

Faculty \* Business

Major \* Accounting

Program \* CR - Accounting - Certificate

Minor 1 None

Minor 2 None

Concentration None

You have **MET** all the declaration requirements for this program.  
To review how your courses apply towards the declaration request, click on the **Review Results** button.

Review Results

Please click on the **Submit Request** button to submit your declaration request.

Submit Request

Back to Home

14. If Satisfied with the program you are declaring in, click on **“Submit Request”**. If not, you can click **“Back to Home”** and repeat steps 2-11.
15. After click on Submit Request, you will be prompted to confirm if you want to submit the request. If you are sure you would like to submit this request, then click on **“YES”**. If you would like to see what other programs you are eligible to declare into, you can click **“NO”** and repeat steps 2-11.
16. After request submission, a summary of the information you have submitted will show on the **“Last Submitted Request”** page.
17. Once the declaration has been approved, your updated record will be entered into the KPU system and the status will change from **“Requested”** to **“Complete”**.

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### Request for Program Declaration

#### Last Submitted Request

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Effective Term	University Calendar Year	Faculty	Major	Program	Request Date	Status
Fall 2024	Academic Year 2024-2025	Business	Accounting	CR - Accounting - Certificate	12-Jul-2024	Requested

Back to Home