Program Declaration Form

Office of the Registrar form

Student Information

First & Last Name	Student ID Number
Student Signature	Date

Before Submitting

- Check your current Faculty and program of record, as shown in *My Action Plan (MAP)*.

- Check your current 'University Calendar Year' of record, as shown in MAP.

  - *Normally, a student's University Calendar Year is designated as their year of admission. If curricular requirements for your chosen program changed over your time at the University, you may declare a later University Calendar Year.*

- Check that you have met any declaration requirements for the program you are requesting to declare into, as shown in the University Calendar for your chosen University Calendar Year.

- Consult with an Academic Advisor, if you have questions.

Further information, as well as the timelines for requested changes to take effect, are found at *kpu.ca/declaration*.
Submit completed form electronically from your KPU email address to *studentinfo@kpu.ca*.
For entry to a limited-intake program, submit an Application for Admission online at kpu.ca/apply.

Declaration Type *(Select One)*

- Undeclared or Declared student declaring into an open-intake program.

- Declared student changing designated University Calendar Year (i.e. the yearly edition of the University Calendar for which the student must fulfill all graduation requirements).

  - *Note: A single 'University Calendar Year' must be designated for all components of your program (e.g. Major, Minor(s), Concentration etc.) A change of University Calendar Year will invalidate any previously approved course substitutions.*

Current Program *(As Shown in MAP Header)*	Requested Program
Faculty	Faculty
Credential	Credential
Major	Major
Minor 1 *(If Applicable)*	Minor 1 *(If Applicable)*
Minor 2 *(If Applicable)*	Minor 2 *(If Applicable)*
Concentration or Specialization	Concentration or Specialization
University Calendar Year	University Calendar Year

Academic Advisor Use Only

Date received:	Date approved:	Approved by:

Office of the Registrar Use Only

Date received:	Date processed:	Processed by: