

Regulations for Program Change (CE, CPC, EE, CCE)

Any student requesting a Program change must submit a written and signed application to the administration of his/her Academic Department. A commission chaired by the Dean will examine all applications.

- 1- The written request must be submitted before the end of the 14th week of the academic semesters 1 or 2 of the Preparatory Engineering Classes (Math Sup). No request from a student who has started to study courses in Semester 3 or 4 (Math Spé) will be considered.
- 2- The student must argument the reasons for his/her request to change Program.
- 3- The student submitting a request of change to a program should have been eligible for admission to this program; i.e. must have had an admission average at the entrance (early or regular) greater than or equal to the average of the last accepted student in the Program at the relevant time.
- 4- The Commission rules on program change requests after the publication of the results of the current semester. The student will be notified of the decision taken by the Commission (rejection or approval) by the Dean, no later than the first week of the following academic semester.
- 5- The total number of students transferred from Program A to any other Program may not exceed 10% of the number of regular students enrolled in Program A during the considered period.
- 6- The program change requires validation of Teaching Units (TU) in the new Program:
 - a. Any TU common to both programs is automatically validated.
 - b. Any other TU of the new Program will require a validation by the student either by undertaking and completing the course, or possibly through a credit transfer. Only acceptable credit transfer requests will be considered by the Department to which the new program belongs.
 - c. A TU list is established by the Department which validates the student enrollment in the new program. This list shows the mandatory TUs from the previous semesters of the new Program that the student has to complete, the non-transferred Tus from the previous program, and the accepted credit transfers.
- 7- The student must meet all TU prerequisite requirements in accordance with the Internal Regulations of Studies of ESIB. This could possibly lead to an extension of the duration of study of the student and consequently delay the student graduation.
- 8- In the case of approval by the Commission, the change will take effect only after a signed letter of confirmation and commitment from the student.
- 9- Upon reception of the aforementioned letter by the administration, the change of Program is final. The student cannot in any case reconsider his decision.
- 10- A student will be able to benefit from only one change of Program during the whole duration of his studies at ESIB.