

## **Regulations for Program Change (CCE, CE, CPE, EE, ME)**

A student seeking a Program Change must submit a written and signed application to the administration of their Academic Department. The ESIB Council reviews all applications.

- 1- The written request must be submitted before the end of the current academic semester to the secretary of the department to which the old program belongs.
- 2- The student must provide reasons motivating their request for Program Change.
- 3- A student submitting a request for a Program Change should have been eligible for admission to this program, i.e., must have had an admission average grade greater than or equal to the average grade of the last accepted student in the Program at the relevant time.
- 4- The ESIB Council decides on Program Change requests after the publication of the results of the current semester. The student will be notified of the committee's decision (rejection or approval) no later than the first week of the following academic semester.
- 5- The Program Change requires validation of the courses of the new Program:
  - a. Any course common to both programs is automatically validated.
  - b. Any other course of the new program will require 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 course list is established by the Department, showing mandatory courses from the previous semesters of the new program that the student has to complete, non-transferred courses from the previous program, and accepted credit transfers.
- 6- The student must meet all course prerequisite requirements in accordance with the Internal Regulations of Studies of ESIB. This could possibly extend the duration of the student's study and delay graduation.
- 7- In case of approval, the change will take effect only after a signed letter of confirmation and commitment from the student.
- 8- Upon reception of the aforementioned letter by the administration, the change of Program is final. The student cannot, in any case, reconsider their decision.
- 9- A student will be able to benefit from only one change of Program during the whole duration of their studies at ESIB.