



OFFICE OF THE REGISTRAR BABCOCK UNIVERSITY

Change of Course Form

Matric Number: _____

Name _____
Surname First Name Other

Student's Bulletin _____ (e.g 2015-2017 bulletin) Current CGPA _____

Current Course Current Department Current School

Desired Course Desired Department Desired School

Mode of Entry: Pre-Degree Diploma BU Screening Direct Entry

Official Approval

Releasing Course Coordinator Date

Accepting Course Coordinator Date

Current Level Date

Approved Level Date

Releasing HOD Date

Accepting HOD Date

Releasing School Officer Date

Accepting School Officer Date

Releasing Dean Date

Accepting Dean Date

Registrar Date

SVP (Academics) Date

Bursar Date

Registrar: _____

Date _____

Important Notice

1. For Intra-Department changes, copies of approved form must be submitted to HODs, Deans and Registrar.
2. For Inter-Department Changes, copies of approved form must be filed with HODs, Deans and Registrar.
3. For Inter-Faculty changes, copies of approved form must be submitted to both releasing and accepting HODs, School Officers, Deans, Registrar.
4. For Inter-Department changes, copies of last statement of result must be submitted along with the form.
5. Entry requirements e.g. NECO, SSCE etc. should be attached.
6. Attach your BU Admission letter and JAMB Admission letter
7. **SUBMIT ORIGINAL COPY TO THE OFFICE OF THE REGISTRAR AFTER BURSAR'S APPROVAL**