



**OFFICE OF THE REGISTRAR**  
**(Exams & Senate Matters Unit)**  
**BABCOCK UNIVERSITY**

**Change of Course**

Matric Number: \_\_\_\_\_

Name \_\_\_\_\_  
Surname First Name Other

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	_____ Accepting Course Coordinator
_____ Current Level	_____ Approved Level
_____ Releasing HOD	_____ Accepting HOD
_____ Releasing School Officer	_____ Accepting School Officer
_____ Releasing Dean	_____ Accepting Dean
_____ Bursar (Fees Assessed)	_____ Date
_____ Registrar	_____ Date
_____ Officer In-Charge	_____ Date Change Effected

Important Notice

1. For Intra-Department changes, copies of approved form must be submitted to HODs, Deans and Registry (Exams & Senate).
2. For Inter-Department Changes, copies of approved form must be filed with HODs, Deans and Registry (Exams & Senate).
3. For Inter-Faculty changes, copies of approved form must be submitted to both releasing and accepting HODs, School Officers, Deans, Registry (Exams & Records).
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. **SUBMIT ORIGINAL COPY TO THE REGISTRY (DATA AND ARCHIVE UNIT)**