

Use this form to:

- Change of Program for current students.
- Change of Academic Advisor.
- Request for a Co-advisor collaboration.

Policy:

Students who would like to change advisors should consult with their Graduate Program Coordinator (GPC) prior to requesting a change. Students who are changing Programs may be required to change their advisors to an affiliated advisor in the new Program of study.

For more information, please check the [Program Guide](#) on the Registrar's website.

Instructions:

Complete sections **A**, **B** and/or **C** and send to your GPC or RegistrarForms@kaust.edu.sa for further processing. Approval from the Program Director is required for changes within the division, approval from the Dean is required for changes to a new division.

Section A: Student information

Student Name _____ KAUST ID _____

Program _____ (e.g. AMCS) Degree/_____ (e.g. M.Sc./Ph.D.) Semester _____ Year _____

Student's signature _____ Date _____ (DD-MMM-YYYY)

Section B: Change of Program

Reason: (optional)

☐ Change of Program

Program of Study

New Program of Study

Note: Change of Program requests received by the second week of the semester will be processed in that semester, any requests received after that date will apply to the following semester.

Section C: Change of Academic Advisor

☐ Change of Academic Advisor

Academic Advisor

☐ New Advisor ☐ Co-Advisor

(Must be affiliated with the program)

Section D: Official use

| | Signature | Date |
|--|-----------|-------|
| Academic Advisor _____ | _____ | _____ |
| New Advisor or Co-Advisor _____ | _____ | _____ |
| Graduate Program Coordinator _____ | _____ | _____ |
| New Graduate Program Coordinator _____ | _____ | _____ |
| Program Director _____ | _____ | _____ |
| New Program Director _____ | _____ | _____ |
| *Dean (or designee) _____ | _____ | _____ |
| *New Division Dean (or designee) _____ | _____ | _____ |

*required for changes to a new division.