

## Program Declaration

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This handout covers important information for international students regarding the Program Declaration, so please ensure to read it all the way to the end.

[What is Declaration](#)

[When to Declare](#)

[How to declare online](#)

[Appendix](#)

### WHAT IS DECLARATION

Each student is admitted for undergraduate studies at KPU either (i) directly into a limited-intake program of study, or (ii) into a faculty, yet with no declared program of study. Each undeclared student must declare their program of study before they apply to graduate.

#### What does “intended” mean?

If you are admitted for undergraduate studies at KPU into a Faculty, the program you chose when you applied to KPU is only intended. Check your current Faculty and program of record as shown in My Action Plan (MAP) to see if your credential is "Undeclared" and if your major is "Intended". "Intended" means that you are pursuing a certain program but have not confirmed with the university if that program is the one you want to graduate with. Therefore, you need to declare a program of study before your final term (see the deadlines below) so that the university would know which program you want to graduate from.

#### Why do I need to declare?

There are a number of reasons you are encouraged to declare as soon as you can.

- 1) Some programs require an earlier declaration to enroll in [program-restricted courses](#).
- 2) It may give you a [priority of registration](#) when the university schedules the registration date and time.
- 3) Declared students can apply for graduation online through the graduation service in Online Self Service (OSS).

### WHEN TO DECLARE

You must declare a program of study before your final semester as your final semester in a program of study is normally when you would apply to graduate with the credential. You are ready to declare by fulfilling the following requirements.

- 1) Meeting the Program Declaration Requirements

Check the [University Calendar](#) to ensure you meet the declaration requirements of the program you wish to declare. Declaration Requirements are usually listed underneath the admission requirements under the Requirements tab on the program page. Reference your designated University Calendar Year when reviewing these requirements.

Some programs and credentials have no explicit curricular declaration requirements (e.g., Diploma in General Studies). In this case, students who wish to declare such programs would need to be in good academic standing with the university.

## 2) Meeting the Declaration Deadlines

The program declaration [website](#) contains important information such as the declaration deadlines. Declare before the deadlines to ensure you have your declared status in the correct semester. If you submit your declaration request by the early deadline, your record will be processed and updated prior to registration date/time assignment.

Semester	Early Deadline	Final Deadline
Fall (September)	June 1	July 1
Spring (January)	October 1	November 1
Summer (May)	February 1	March 1

\*Table retrieved in Aug 2022. Please check the declaration website for the most up-to-date information

### What if I missed the declaration deadline for the final semester? How would I apply for graduation in this case?

Declared students can apply for graduation through the OSS in their final semester. If you missed the declaration deadline to have an effective declared status in your final semester, you would need to apply for graduation using the [Graduation and Convocation Application form](#) which can be found on the [Graduation](#) page.

### Why can't I apply for graduation through the OSS after declaration?

It is probably because you have missed the declaration deadline for the final semester. If you declare after the deadline, your MAP will still show a declared status. However, the declared status will be effective starting from the next semester.

For example, if Fall (September) 2022 is your final semester, you should declare before the final deadline of July 1, 2022. If you declare after July 1, MAP will still show you as declared. However, your declared status will be effective starting Spring (January) 2023, not Fall (September) 2022. Therefore, as an undeclared student, you cannot apply for graduation through the OSS. You need to apply for graduation using the form mentioned above.

## HOW TO DECLARE ONLINE

The Online Program Declaration is available to students to declare into a program whether you are currently in an undeclared or declared status. All programs that a student can declare into can be found on KPU's [Declaration website](#). Please follow these steps to declare (screenshots of the interface for important steps are included in the Appendix section at the end of this document as reference):

- 1) Sign into your **Online Self Service (OSS)** account and from the Student Profile select **"Program Declaration"**
- 2) View your **Current Program** Information
- 3) Select the **Calendar year** you would like to declare
- 4) Select the **Faculty** you would like to declare into – this will be Arts, Science and Horticulture and Business only
- 5) Select the **Major**
- 6) Select the **Program**
- 7) Select a **Minor** or two Minors of your choice
- 8) Select a **Concentration** if there is one available for the program you are declaring into
- 9) Select **"Evaluate Declaration Request"**
- 10) Click on **"Review Results"** if you have met the declaration requirements. This will show you what the declaration requirements are and which courses you took to meet those requirements.
- 11) Click on **"Submit Request"** after reviewing the requirements or if you do not want to review the results

\* This is not a legal document. Although we strive to keep this document as up-to-date as possible, information may have changed since last updated.

- 12) After clicking on “Submit Request”, the “**Are you sure...**” message will pop up. If you are sure you would like to submit this request, then click on “**Yes**”. If you would like to see what other programs you are eligible to declare into, you can click “**NO**” and then change the information and go through the steps again.
- 13) After request submission, a summary of the information you have submitted will show; once the declaration has been approved, your updated record will be entered into the KPU system.

Please note

- You can declare more than once using the OSS but only one Program Declaration can be requested in a term. If you want to change during a term, you will have to use the [Program Declaration Form](#).
- If you are declaring a program from “undeclared” to “undeclared” in order to register for program-restricted courses such as HORT or INFO courses, you will need to submit the [Program Declaration Form](#) to [studentinfo@kpu.ca](mailto:studentinfo@kpu.ca) noting at the top of the form that the declaration is from “undeclared” to “undeclared”, or you can come to see an International Academic Advisor for further help.

### **Can I change my program, add/remove a Minor or Concentration, or change my designated University Calendar year?**

You can (i) change to any open-intake program (except for Post-Baccalaureate Diploma in Accounting), (ii) add or remove a Minor or Concentration, or (iii) change your designated University Calendar Year by declaration. This applies to students who are with undeclared status or declared undergraduate status.

Different programs have different declaration requirements. If you have decided that you want to switch to a different open-intake program (except for Post-Baccalaureate Diploma in Accounting), you can start to choose eligible courses following the curricular requirements of the new program even before you meet the declaration requirements. Once you have met the declaration requirements of the new program, you can then declare into that program.

Exceptions: If you want to change to a limited intake program or Post-Baccalaureate Diploma in Accounting, or you are a Graduate Certificate or Graduate Diploma student who wants to change to an open-intake program, you need to reapply. For international students, please contact [International Admissions](#) regarding applications.

### **Which University Calendar year should I choose when declaring?**

Normally, students’ University Calendar Year is designated as their year of admission. A consistent University Calendar Year must be designated for all components of your program of study (e.g., Major, Minor(s), Concentration etc.) If the curricular requirements for your chosen program of study have changed during your time at the university, you may declare a later University Calendar Year. For example, the curricular requirements of Diploma of Business Management in [2021-2022](#) and [2022-23](#) are different. You can access the previous university calendars from [here](#). A change of University Calendar Year or program of study will invalidate any previously approved course substitutions.

**Questions? See an International Education Advisor - KPU International**  
Richmond 1400, Surrey Cedar Building 1145  
[kpu.ca/international](http://kpu.ca/international)

## APPENDIX

Screenshots of the interface for important steps during the declaration process on the OSS.

Select the Faculty:

**Request for Program Declaration**

Refer to the [University Calendar](#) for specific program declaration requirements.  
See an [Academic Advisor](#) or check [My Action Plan \(MAP\)](#) to confirm you've met the requirements before submitting your declaration request.  
**Approved declarations will be processed for the next available semester.**

**Current Program**  
**Effective Term** Summer 2019  
**University Calendar Year** Academic Year 2018-2019  
**Faculty** Business  
**Major** Business Management  
**Program** DI - Business Management - Diploma

**Program Declaration**  
Verify or change your University Calendar Year. Your University Calendar Year designates the yearly edition of the University Calendar for which you must fulfill all graduation requirements. For further information see [kpu.ca/declaration](#).  
Choose your Faculty, Major, and Program you would like to declare. If applicable, you may choose Minor(s) and/or Concentration. Refer to the [University Calendar](#) for specific programs available under your chosen University Calendar Year.

**Effective Term** Spring 2022  
**University Calendar Year \*** Academic Year 2018-2019  
**Faculty \***

www.kpu.ca/calendar

Type here to search

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Select Concentration:

**Current Program**  
**Effective Term** Summer 2019  
**University Calendar Year** Academic Year 2018-2019  
**Faculty** Business  
**Major** Business Management  
**Program** DI - Business Management - Diploma

**Program Declaration**  
Verify or change your University Calendar Year. Your University Calendar Year designates the yearly edition of the University Calendar for which you must fulfill all graduation requirements. For further information see [kpu.ca/declaration](#).  
Choose your Faculty, Major, and Program you would like to declare. If applicable, you may choose Minor(s) and/or Concentration. Refer to the [University Calendar](#) for specific programs available under your chosen University Calendar Year.

**Effective Term** Spring 2022  
**University Calendar Year \*** Academic Year 2018-2019  
**Faculty \***   
**Major \***   
**Program \***   
**Minor 1**   
**Minor 2**   
**Concentration**

If your program information is complete, please select **Evaluate Declaration Request**.

www.kpu.ca/calendar

Type here to search

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## Select Minors and Evaluate Results:

**Current Program**

Effective Term: 2018-2019

University Calendar Year: Academic Year 2021-2022

Faculty: Business

Major: Marketing Management

Program: Bachelor of Business Admin

Minor 1: [Empty]

Minor 2: [Empty]

Concentration: [Empty]

If your program information is complete, please select **Evaluate Declaration Request**.

## Submit Results:

Verify or change your University Calendar Year. Your University Calendar Year designates the yearly edition of the University Calendar for which you must fulfill all graduation requirements. For further information see [kpu.ca/declaration](http://kpu.ca/declaration).

Choose your Faculty, Major, and Program you would like to declare. If applicable, you may choose Minor(s) and/or Concentration. Refer to the [University Calendar](#) for specific programs available under your chosen University Calendar Year.

Effective Term: Spring 2022

University Calendar Year: Academic Year 2021-2022

Faculty: Business

Major: Marketing Management

Program: BBA - Marketing Management - Bachelor of Business Admin

Minor 1: [Empty]

Minor 2: [Empty]

Concentration: [Empty]

If your program information is complete, please select **Evaluate Declaration Request**.

**You have MET all the declaration requirements for this program.**

To review how your courses apply towards the declaration request, click on the **Review Results** button.

Please click on the **Submit Request** button to submit your declaration request.

“Are you sure. . .” message:

The screenshot shows the KPU declaration request form. At the top, there is a header for Kwantlen Polytechnic University. Below the header, there is a confirmation dialog box with a yellow border and a warning icon, asking "Are you sure you want to submit your request?" with "Yes" and "No" buttons. The form itself contains the following fields and text:

Verify or change your University Calendar Year. Your University Calendar Year designates the yearly edition of the University Calendar information see [kpu.ca/declaration](http://kpu.ca/declaration).

Choose your Faculty, Major, and Program you would like to declare. If applicable, you may choose Minor(s) and/or Concentration. Refer to your chosen University Calendar Year.

**Effective Term** Spring 2022

**University Calendar Year \*** Academic Year 2021-2022

**Faculty \*** Business

**Major \*** Marketing Management

**Program \*** BBA - Marketing Management - Bachelor of Business Admin

**Minor 1**

**Minor 2**

**Concentration**

If your program information is complete, please select **Evaluate Declaration Request**.

You have **MET** all the declaration requirements for this program.

To review how your courses apply towards the declaration request, click on the **Review Results** button.

Please click on the **Submit Request** button to submit your declaration request.

The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date 8/31/2021 and time 10:04 AM.

Summary of information submitted:

## Request for Program Declaration

Refer to the [University Calendar](#) for specific program declaration requirements.

See an [Academic Advisor](#) or check [My Action Plan \(MAP\)](#) to confirm you've met the requirements before submitting your declaration request.

**Approved declarations will be processed for the next available semester.**

### Last Submitted Request

It may take 1-2 business days to complete your request. Once your declaration request status shows "Completed", you will be able to see your updated program details in [My Action Plan \(MAP\)](#) the following day.

You can only make one request in a term. If you wish to change your declared program in the same term for which you have already made a request, please use the PDF form on [kpu.ca/declaration](http://kpu.ca/declaration).

The following request has been submitted:

**Effective Term** Spring 2022

**University Calendar Year** Academic Year 2021-2022

**Faculty** Business

**Major** Marketing Management

**Program** BBA - Marketing Management - Bachelor of Business Admin

**Request Date** 31-Aug-2021

**Status** Requested

**Completion Date**

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