Program Declaration Form

Office of the Registrar form

1. Student Information:

First & Last Name	Student ID Number
Student Signature	Date

2. Before submitting this request:

Check your current Faculty and program of record as shown in My Action Plan (MAP).

Check your current University 'Calendar Year' of record as shown in MAP. Normally, a student's University Calendar Year is designated as their year of admission. If curricular requirements for your chosen program changed over your time at the University, you may declare a later University Calendar Year.

Check that you've met any declaration requirements for the program you are requesting to declare into, as shown in the University Calendar for your chosen 'University Calendar Year'.

Consult with an Academic Advisor, if you have questions.

Further information, as well as the timelines for requested changes to take effect, are found at kpu.ca/declaration.

Submit completed form electronically from your KPU email address to studentinfo@kpu.ca.

For entry to a limited-intake program, submit an Application for Admission online at www.kpu.ca/apply

3. Declaration Type: SELECT ONE (Declarations from an intended program are requested via your online self service account)

Declared student declaring into an open-intake program

Declared student changing designated university calendar year (i.e. the yearly edition of the University Calendar for which the student must fulfill all graduation requirements).

Declaration into BSN or BPN (section 5 below not required). *Submit volunteer work letter and completed declaration form to advisor@kpu.ca.*

  Bachelor of Science in Nursing (Intake: Fall   Spring   )

  Bachelor of Science in Psychiatric Nursing

4. Current Program (as shown in your MAP header):	5. Program Declaration: (Form will be sent to Academic Advising for approval if any field indicates declaration requirements)
Faculty	Faculty
Credential	Credential
Major	Major
Minor 1	Minor 1
Minor 2	Minor 2
Concentration	Concentration or Specialization
University Calendar Year	University Calendar Year

Note: A single 'University Calendar Year' must be designated for all components of your program (e.g. Major, Minor(s), Concentration etc.) A change of University Calendar Year will invalidate any previously approved course substitutions.

Academic Advisor Use Only

Date received:	Initials:	Date approved:	Approved by:

Office of the Registrar Use Only

Date received:	Initials:	Date processed:	Processed by: