

**KARATINA UNIVERSITY**  
**OFFICE OF THE REGISTRAR**  
**(ACADEMIC AFFAIRS)**

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P.O. Box 1957- 10101, KARATINA

**INTERNAL MEMO**

**From:** Registrar (AA)

**Ref:** 19<sup>th</sup> September, 2023

**To:** 2023/2024 First Year Students

**Date:** KarU/Rg.AA/ 1/Vol.10

**RE: CHANGE OF PROGRAMME IN 2023/2024 ACADEMIC YEAR**

This is to notify all First Year Students in the 2023/2024 Academic Year who seek to change programme initially placed that they submit requests from **Tuesday, 19<sup>th</sup> September 2023 to Thursday, 21<sup>st</sup> September 2023 in their respective Schools**. Students should submit the following details at their respective Schools:

- 1) **Registration Number;**
- 2) **Student Name;**
- 3) **Current Programme;**
- 4) **Preferred Programme;**
- 5) **KCSE Index Number and;**
- 6) **KUCCPS Login Password** (*This is either KCPE Index Number or Birth Certificate Number*);

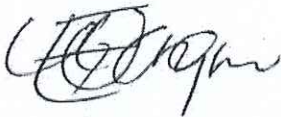
Request for change of programme shall **Only be Approved** on the following conditions:

- 1) The student has completed registration to the programme they have been admitted to;
- 2) The student has met **KUCCPS Cluster Points** of the programme he/she seeks to change to;
- 3) The student has met **specific programme Professional Requirements** including; Teachers Service Commission, Kenya Nutrition and Dietetics Institute and Nursing Council and;
- 4) There is a **vacancy in the programme intended to change**.

**NB:**

- 1) **Use the Inter-Programme Transfer forms;**
- 2) **Students are required to consult their respective Schools to ensure they make requests to programmes they qualify for Change**
- 3) Results for Change of Programme will be communicated on **Tuesday, 26<sup>th</sup> September 2023 at the Respective Schools**.
- 4) All students are advised to commence classes in their current programmes till results of their requests are availed on **Tuesday, 26<sup>th</sup> September 2023**.

Thank you.



**Dr. Wangari Gathuthi**

**Registrar (Academic Affairs)**

Cc Vice Chancellor  
Ag. Deputy Vice Chancellor (ARSA)  
Ag. Deputy Vice Chancellor (PFA)  
Registrar (P&A)  
Ag. Finance Officer  
Deans of Schools  
Ag. Director ICT  
Senior Assistant Dean of Students  
School Administrative Assistants