Criteria and Procedure for changing Department in NCT for students

1. **General Criteria for foundation**
   1.1 Application for the change of department will not be accepted for foundation students. They have to study at least one semester in the department allotted to them.

2. **Criteria to change from IT to other departments**
   2.1 The student should have completed foundation program.
   2.2 The student should have completed at least two courses of the current department with the required Math course: Pure Math/ Applied Math and should have at least a CGPA of 3.0.
   2.3 Availability of seats in the required department.
   2.4 The previous study period, before changing the department, must be calculated in the maximum study period in the college.
   2.5 The student should not have stayed more than three semesters in the current department.
   2.6 HEAC criteria should be satisfied.

3. **Criteria to change from other departments to IT.**
   3.1 The student should have completed foundation program.
   3.2 The student should have completed at least two courses of the current department along with Pure Math course.
   3.3 The student should not be in probation.
   3.4 Availability of seats in the required department.
   3.5 The previous study period, before changing the department, must be calculated in the maximum study period in the college.
   3.6 The student should not have stayed more than three semesters in the current department.

4. **Criteria to change from Engineering to Business.**
   4.1 The student should have completed foundation program.
   4.2 The student should have completed at least two courses of the current department with Applied Math course.
   4.3 The student should not be in probation.
   4.4 Availability of seats in the required specialization.
4.5 The previous study period, before changing the department, must be calculated in the maximum study period in the college.
4.6 The student should not have stayed more than three semesters in the current department.
4.7 HEAC criteria should be satisfied.

5. **Criteria to change from Business to Engineering**

5.1 The student should have completed foundation program.
5.2 The student should have completed at least two courses of the current department with Pure Math course and should have at least a CGPA of 3.0.
5.3 Availability of seats in the required department.
5.4 The previous study period, before changing the department, must be calculated in the maximum study period in the college.
5.5 The student should not have stayed more than three semesters in the current department.
5.6 HEAC criteria should be satisfied.

6. **Procedure**

6.1 Departments should submit the seat availability by the last week of each semester.
6.2 Student should submit the application to the registration department in the first three days of the semester.
6.3 The applications will be presented to the **Changing of Department Committee**, which will categorize the application and prioritize.
6.4 The course that the student has studied previously must remain in their transcript.
6.5 The course that the student has studied previously will not be calculated in the GPA unless they are part of the new specialization.
6.6 Student is allowed to change the department ONLY once during his study.