

CHUKA



UNIVERSITY

Knowledge is Wealth (*Sapientia divitia est*) Akili ni Mali

OFFICE OF THE REGISTRAR (Academic Affairs)

Telephones: 020-2310512/18
Direct Line:

Email: info@chuka.ac.ke,

P. O. Box 109-60400, Chuka
Website: www.chuka.ac.ke

REF.: CU/RACA/IFTS/9/19

Date: 12th September, 2019

To: **All Year One GSS (KUCCPS) Students**

From: **Registrar (AA)'S Office**

RE: INTER- FACULTY / PROGRAMME TRANSFERS

I take this opportunity to welcome you and congratulate you for choosing to join Chuka University as your home for the next four/five years.

The process of transferring to other programmes/courses will begin on **Monday 16th September, 2019** and end on **Wednesday 18th September, 2019**.

Transfer strictly depends on the following:

- i. Meeting the 2018 cut-off points for KUCCPS in the cluster subjects and the University.
- i. Availability of a vacancy in the programme you wish to transfer to.

Procedure:

1. Students will download (in duplicate) inter-faculty/programme transfer forms from the University website www.chuka.ac.ke.
2. Students will fill the forms and attach copy of KCSE result slip and return to their current faculties.
3. The office of the Registrar(AA) will communicate, thereafter, to all successful and unsuccessful applicants
4. Meanwhile, all students are advised to continue with the programmes they were admitted to until it is communicated by the office of the Registrar Academic Affairs. Successful applicants **must report to their new faculties for the amendment of their records failure to which one will not be considered to have changed to the new course.**

Prof. F.G Ndiritu
Registrar ((AA))

cc. Vice-Chancellor

Deputy Vice-Chancellor (AFP&D)

Deputy Vice-Chancellor (ARS A)

All Deans

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Date: 12th September, 2019

To: All Faculties' SAAs & AAs: Education & Resources Development
Business Studies
Humanities & Social Sciences
Agriculture & Environmental Studies
Science, Engineering & Technology

From: Registrar (AA)'S Office

RE: INTER- FACULTY / PROGRAMME TRANSFERS FOR YEAR ONE GSS (KUCCPS) STUDENTS

The process of transferring first year students to other programmes/courses will begin on **Monday 16th September, 2019** and end on **Wednesday 18th September, 2019**.

Transfer strictly depends on the following:

- i. Meeting the 2018 cut-off points for KUCCPS in the cluster subjects and University.
- ii. Availability of a vacancy in the program you wish to transfer to.

Procedure:

5. Students will download (in duplicate) the inter-faculty/programme transfer forms from the University website www.chuka.ac.ke.
6. Students will fill the forms and attach copy of KCSE result slip and return to their current faculties.
7. Faculties will summarize in **Microsoft excel** the information for the two choices given. The summary will indicate the students' details, weighted cluster points the student attained for the new programme(s) and the cut-off points of the programme(s) the student intends to transfer to. Indicate qualified(Q) or not qualified(NQ) against new programme.
8. Summarize and submit all applications in soft, hard copy and one application form to the office of the Registrar (AA) not later than **Thursday 19th September, 2019**.
9. The office of the Registrar(AA) will communicate, thereafter, to all successful and unsuccessful applicants
10. Meanwhile, all students are advised to continue with the programmes they were admitted to until it is officially communicated by the office of the Registrar Academic Affairs. Successful applicants **must report to their new faculties for the amendment of their records failure to which one will not be considered to have changed to the new course.**

Prof. F.G Ndiritu
Registrar ((AA)

cc. Vice-Chancellor
Deputy Vice-Chancellor (AFP&D)
Deputy Vice-Chancellor (ARS A)
All Deans