

CHUKA



UNIVERSITY

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

OFFICE OF THE REGISTRAR (Academic Affairs)

Telephones: 020-2310512/18
Direct Line: 0202329073

Email: info@chuka.ac.ke

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

REF.: CU/RACA/IFTS/8/2020(a)

Date: 13th September, 2021

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 Wednesday 15th September, 2021 and end on **Friday 17th September, 2021**.

Transfer strictly depends on the following:

- i. Meeting the 2020 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 inter-faculty/programme transfer form from the University website www.chuka.ac.ke.
2. Students will fill the form, upload and attach copy of KCSE result slip and submit 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 communicate through an email to their new Faculties for the acceptance of the new changes and 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 (ARSA)

All Deans

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REF.: CU/RACA/IFTS/8/2020(b)

Date: 10th September, 2021

To: All Faculties' ARs, SAAs & AAs: Education & Resources Development
Business Studies
Humanities & Social Sciences
Agriculture & Environmental Studies
Science, Engineering & Technology
School of Nursing and Public Health

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 Wednesday 15th September, 2021 and end on Friday 17th September, 2021.

Transfer strictly depends on the following:

- i. Meeting the 2020 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 the inter-faculty/programme transfer form from the University website www.chuka.ac.ke.
6. Students will fill the form, upload and attach copy of KCSE result slip and submit 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 copy, to the office of the Registrar (AA) not later than **Tuesday 21st September, 2021.**
9. The office of the Registrar (AA) will communicate, thereafter, to all successful and unsuccessful applicants through the University website.
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 communicate through an email to their new Faculties for the acceptance of the new changes and 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 (ARSA)
All Deans