



specialization Request Form

- This section is to be filled by the student:

First: Student Information			
Student Name		University ID	
Mobile Number		Student Signature	

Second: Specializations ordered by student's preference		
First Preference	Department:	() Applicable () Not Applicable
Second Preference	Department:	() Applicable () Not Applicable
Third Preference	Department:	() Applicable () Not Applicable
Fourth Preference	Department:	() Applicable () Not Applicable

Note: The student must fill out all fields by choosing from the following departments ordered by their preference: (Accounting Department / Management Information Systems Department / Finance Department / Management Department).

- This section is to be filled by the College's Admissions and Registration Administration:

Cumulative GPA	Semester GPA	Earned Hours	Employee Signature

Instructions:

First: Regulations and Conditions for Specialization:

A) General Regulations:

Must pass (59) credit hours of the study plan.

The student must complete all courses of the study levels (First, Second).

B) Specific conditions for each department:

(Accounting Department): Pass the course Principles of Financial Accounting (ACCT 102).

(Management Information Systems Department): Pass the course Management Information Systems (MIS 201).

(Finance Department): Pass the course Principles of Corporate Finance (FIN 211).

(Management Department): Pass the course Introduction to Business (MGT 201).

Second: Mechanism for differentiating between students for specialization: If students' preferences achieve numerical balance across all departments, they will be specialized directly according to their preferences. When there is high demand for one department over another, students will be ranked according to their cumulative GPAs, and preferences will be fulfilled thereafter according to the designated seats in each department.