

SCHOOL OF GRADUATE STUDIES

Name:				ID Number:		
E-mail address						
Program				Level:	<input type="checkbox"/> Master's	<input type="checkbox"/> PhD
Current Status:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time				
First term of Registration:	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring/Summer	Year: _____		
Supervisor's Name:						
Change Request:						
Change of Status From:						
<input type="checkbox"/> Full-time		To:		<input type="checkbox"/> Part-time		
<input type="checkbox"/> Part-time		To:		<input type="checkbox"/> Full-time		
Change of Program From:						
<input type="checkbox"/> MEng		To:		<input type="checkbox"/> MASc		
<input type="checkbox"/> MASc		To:		<input type="checkbox"/> MEng		
<input type="checkbox"/> MBA		To:		<input type="checkbox"/> MMSc		
<input type="checkbox"/> MMSc		To:		<input type="checkbox"/> MBA		
<input type="checkbox"/> Other _____		To:		<input type="checkbox"/> Other _____		
The term you wish this change request to be effective: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spr/Sum Year: _____						

Application Procedure

Application Deadline: Before the first day of classes for the term in which the request is being made.

Changes in status (e.g. P/T to F/T) or degree within a program (e.g. Civil Engineering MEng to Civil Engineering MASc)

Applications for a change in status or degree within a program must be submitted to the program director for approval. You may not change to part-time status when the only outstanding requirement for your degree is a Milestone, Thesis, Major Research Paper, or Project.

Submission and Approval Procedure:

- You must submit to your faculty advisor/supervisor
 - this application,
 - a letter providing detailed reasons for the application (and substantiating documents where appropriate. If the application is health related, a Ryerson's medical certificate (<http://www.ryerson.ca/rr/medical.pdf>) or similar medical documentation, and a copy of the student's Program of Study
- Your faculty advisor/supervisor will review the documents and recommend approval or disapproval (with comments and a revised Program of Study) to the Program Director.
- An approval or disapproval will be sent you via the e-mail address indicated above.
- The Program Administrator will have the Graduate Assistant process the change on SAS.

Student's signature: _____ Date: _____

Supervisor: Approved Denied _____ Date: _____

Director: Approved Denied _____ Date: _____

Distribution: Program Administrator Graduate Assistant