

**CHANGE OF STATUS REQUEST  
GRADUATE PROGRAMS**

A student may change status from full-time to part-time, or part-time to full-time, subject to consultation with and the approval of the Graduate Program Director. A student **may not** transfer from full-time to part-time when the only remaining graduation requirement is a thesis, major research paper or project. For students who request a change in status from part-time to full-time or from full-time to part-time, the effect on the time for completion will be pro-rated.

**Application deadline:** before the first day of classes for the term in which the request is being made. **Submit this application form to your Graduate Program Administrator along with the following** (incomplete submissions will not be processed):

- A letter with detailed reasons for the request and substantiating documents where appropriate. If the application is health-related, submit a Ryerson health certificate or equivalent documentation.
- A copy of your revised Program of Study, if applicable
- A copy of your latest Progress Report, if applicable

Last name, first name:		Student ID:	
Current program (e.g., Civil Engineering):		Current degree type:	Current status:
Request Change of Status (e.g., Full-time; Part-time):		From:	To:
Request Change of Program (e.g., MASC to MEng):		From:	To:
Effective term/year:		From:	To:
<b>STUDENT SIGNATURE:</b>		<b>Date:</b>	

<b>APPROVALS (in sequence)</b>			
Approved:	Faculty Advisor/Supervisor (Print):	Signature:	Date:
Denied:			
Approved:	Graduate Program Director (Print):	Signature:	Date:
Denied:			
<b>VERIFICATION by Graduate Program Office (Submit to YSGS)</b>			
Program Administrator (Print):		Signature:	Date:
From program code:	To program code:	Effective term:	
Student status:	Domestic:	International:	
<b>VERIFICATION by YSGS</b>			
Verified by:		Entered:	

**Circulation:** YSGS office (original) Program (copy)