

Change of Status Request

(For use by Ryerson Graduate Students)

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 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 an application to your Graduate Program Office which includes the following: (incomplete submissions will not be processed)

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

Last Name, First Name and Initials				Student ID No.	
Current Program: (e.g. Chemical Engineering)		Current Degree Type: (e.g. PhD)		Current Status (e.g. Full-time; Part-time)	
Request a Change of Status		Request a Change of Program		Term to be effective	
From: (e.g. Full time)	To: (e.g. Part time)	From: (e.g. MAsc.)	To: (e.g. MEng.)	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spr/Sum	Year
Student's signature:				Date:	

APPROVALS (in sequence)			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Faculty Advisor/Supervisor (Print)	Signature	Date
(if approved, attached a revised program of study if applicable)			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Graduate Program Director (Print)	Signature	Date
VERIFICATION by Graduate Program Office			
	Program Administrator (Print)	Signature	Date
	From Program Code	To Program Code	Effective Term

Forward the program approved form, with submissions attached, to the Yeates School of Graduate Studies for processing.
 Incomplete submissions will not be processed.