

**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)	Request Change of Program (e.g., MAsc to MEng)	Effective term/year:	
From: To:	From: To:	Term:	Year:

STUDENT SIGNATURE:

DATE:

APPROVALS (in sequence)			
Approved <input type="checkbox"/>	Faculty Advisor/Supervisor (Print):	Signature:	Date:
Denied <input type="checkbox"/>			
Approved <input type="checkbox"/>	Graduate Program Director (Print):	Signature:	Date:
Denied <input type="checkbox"/>			
VERIFICATION by Graduate Program Office (Submit to YSGS)			
	Program Administrator (Print):	Signature:	Date:
	From Program Code:	To Program Code:	Effective Term:
	Student status: Domestic <input type="checkbox"/> International <input type="checkbox"/>		
VERIFICATION by YSGS			
Verified by:		Entered:	