

## 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 TMU 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 (e.g., Winter 2021):		
<b>STUDENT SIGNATURE:</b>		<b>Date:</b>

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

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