



# Graduate Studies Change of Status Form

Any personal information collected on this form is protected under the Freedom of Information and Protection of Privacy Act. The information you provide will be used to update your OCAD U records. These records are only viewed by OCAD U administrative staff and are not released to any other parties.

As per the Graduate Studies General Policies (section 3.5), 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.

<b>To be completed by the student</b>			
Last Name:	First Name:		
Student ID Number:	Email address:		
Program:			
First term of registration:			
Current Status:	Full-time	Part-time	
Desired Status:	Full-time	Part-time	
Indicate the term you wish this change to be effective: Year:	Fall	Winter	Spring
Signature:	Date:		

**Application Deadline:** 30 days before the start of the term for which the request is being made.

You may not change to part-time status when the only outstanding requirement for your degree is a Thesis, Major Research Paper, or Project.

**Submission and Approval Procedure:**

You must submit to your Graduate Program Director:

- This application
- A letter providing detailed reasons for the application (and substantiating documents where appropriate. If the application is health related, a medical certificate or similar medical documentation, may be required)

<b>Approvals</b>	
<b>Graduate Program Director</b>	Approved      Denied
Signature:	Date:
<b>Dean, Graduate Studies</b>	Approved      Denied
Signature:	Date: