



**School of Graduate Studies  
Request for Program Change  
January 2023**

<b>First Name:</b>	<b>Full-time</b>	<b>Part-time</b>
<b>Last Name:</b>	<b>Full Program Name:</b>	
<b>Student ID Number:</b>	<b>Degree:</b>	

**Please select from the options below:**

1. Proceed with Ph.D. studies without obtaining a Master's degree
2. Proceed with Ph.D. studies but also concurrently work towards a Master's degree (Note: must complete ALL Master's requirements no later than 4 months after the effective date of proceeding with Ph.D. studies)
3. Admit to Ph.D. studies
4. Not proceed with Ph.D. studies but apply for the Master's degree (student's signature NOT required)
5. Transfer from one program to another within the same department

**Option 4 and 5 also require the signature of the PhD Supervisory Committee members (if applicable)**

**Comments (please give reason for change):**

**Please note:**

1. The effective date of the change must be the start of the term
2. This form can only be used for changes within the same department

**Effective Date for the Change of Status:**

<b>Student Signature</b>	<b>Date</b>
<b>Supervisor Signature</b>	<b>Date</b>
<b>Dept. Approver Signature</b>	<b>Date</b>

**PhD Supervisory Committee Signatures (if applicable)**

1. 2. 3.

<b>STOP PAYMENT NOTICE</b>			
<b>Stop Student's Scholarships Pay :</b>	<b>Month</b>	<b>Day</b>	<b>Year</b>
<b>Dept. Approver Signature</b>	<b>Date</b>		

**Once this form is fully complete, please submit via Service Request  
"Request for program Change" – R0017**