

**Students who are approved for a change in status from full-time to part-time will pay the full-time fee for the term in which the request was made. Subsequent terms will be charged as part-time.**

**Student information:**

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Program: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**Change Request:**

Change status from:

Full-Time to Part-Time  
Part-Time to Full-Time

Term you wish the change to be effective:      Fall      Winter      Spring/Summer

**Submission and Approval Guidelines:**

You must submit to your Faculty Supervisor:

- 1) This Form
- 2) A letter providing detailed reasons for the application including any supporting documents

Your faculty Supervisor will review the documents and recommend approval or disapproval to the Graduate Advisor / Chair

You will receive notification of the decision via your Nipissing University email account

**Recommendation of Research Supervisor/ Faculty Advisor:**

\_\_\_\_\_  
Signature      Name (please print)      Date

**Recommendation of Graduate Advisor/Chair:**

\_\_\_\_\_  
Signature      Name (please print)      Date

**Approval of the Assistant Vice-President Research & Graduate Studies**

\_\_\_\_\_  
Signature      Name (please print)      Date

**Please submit this form and any supporting documents to the Office of Research Services and Graduate Studies, F307**