



Academic Change Form Request

(All requests must be discussed and supported by the academic unit before submission to FGPA)

1. **Date:** _____

2. **Student Information:** Name: _____ Student #: _____

Department: _____ Degree: _____

Email: _____

Funded: Yes No Type of Funding: TA RA Internal Scholarship External Scholarship

3. **Type of Request & term(s)** (subject to approval):

Extension for (term): _____

Please note that time limits are strictly enforced and as per Section 13.5 of the Graduate Regulations: *In exceptional cases, an extension of time permitting further registration may be granted to a candidate whose recent progress, as judged by the department, has been otherwise satisfactory.* Prior to considering an extension FGPA requires a statement as to why the extension is required and a specific time line/schedule indicating how you intend to complete your program requirements within the **extended term**. This also needs to be reviewed and approved by your Thesis/Research Supervisor to guarantee that it meets with their schedule. **Please attach your statement and timeline to this form.**

Leave of Absence for (term): _____ **Leave from Duties** form attached: Yes N/A

Reinstatement for (term): _____

Status Change from: a) **Part-time to Full-time** or b) **Full-time to Part-time** for (term/duration) _____

4. **Reason for this request:** (additional sheets may be attached)

Student Signature _____

5. **Research/Thesis Supervisor comments if applicable:**

Research/Thesis Supervisor Signature: _____

Authorized Departmental Signature: _____ Date: _____

GSRO USE ONLY	
Request Approved:	
Request Denied:	Reason:
Data Entered:	Date:

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c. F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides expressed written consent. Should you have any questions concerning your personal information, please contact Joanne Bree, FIPPA representative for the Faculty of Graduate & Postdoctoral Affairs (512 Tory Building, 613-520-2525). Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.