

Graduate Studies – Change in Program

School of Graduate and Postdoctoral Studies (SGPS)



This form is for graduate students who are changing programs. Please note: changing programs may require securing a new supervisor and could result in changes to or loss in funding.

Step 1: Student and/or current supervisor meets with Graduate Program Director (GPD) to discuss proposed program change. GPD will ensure all supervisors agree with proposed changes and will then complete and sign this form.

Step 2: GPD obtains approval signatures from student, former and new supervisor.

Step 3: GPD submits form to SGPS (gradstudies@ontariotechu.ca) for processing.

Please refer to the [Responsibilities of Graduate Program Directors, Faculty Advisors, Research Supervisors and Graduate Students](#) policy for additional information.

Student Last Name:	Student First Name:	Student Number:
ontariotechu.net Email Address:	Admission Term (eg. Fall 2023):	Effective Term: Student Status:
Reason for Change:		
Current Program:	Current Supervisor:	Current Co-supervisor (if applicable):
New Program:	New Supervisor:	New Co-supervisor (if applicable):
Does this change impact student funding? (If Yes, complete Change of Funding form)		Yes No
Student Signature		Date
<p>NOTE: by signing this form the student acknowledges they are no longer entitled to any funding from the prior supervisor and this change in supervisor supersedes any reference to supervisor in the offer of admission. This funding is subject to the terms and conditions outlined in the GS Funding Terms and Conditions document. By signing this form the student accepts the revised funding and acknowledges they have read and understood the terms and conditions as outlined in the GS Funding Terms and Conditions document. The terms and conditions of employment for Teaching Assistants and Research Assistants at Ontario Tech University are governed by the collective agreement between Ontario Tech University and the Public Service Alliance of Canada (PSAC).</p>		
Former Supervisor	Approved Declined	
	Signature	Date
New Supervisor	Approved Declined	
	Signature	Date
Graduate Program Director	Approved Declined	
	Signature	Date
SGPS Approval	Signature	Date

Personal information on this form is collected under the authority of the University of Ontario Institute of Technology Act, SO 2002, c. 8, Sch. O. and will be collected, protected, used, disclosed and retained in compliance with Ontario's Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31. This information will be used to administer changes to student supervisors. Questions regarding the collection of your personal information may be directed to: Ontario Tech University Access and Privacy Office, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.8668, ext. 6705, email: accessandprivacy@ontariotechu.ca. For an alternative format of this form, contact gradstudies@ontariotechu.ca. This form was last updated in August 2024.