OntarioTech Graduate & Postdoctoral Studies

# Graduate Studies - Change in Status

School of Graduate and Postdoctoral Studies
Ontario Tech University
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This form is used for graduate students requesting to change their status. For definitions of full/part-time status, refer to the Graduate Academic Calendar.

The form must be signed by the supervisor/co-supervisor (if applicable) and the graduate program director. The faculty sends the form to the School of Graduate and Postdoctoral Studies (SGPS) for review, approval and processing. **International students are not permitted to switch to part-time status.** The length of time for requests to be processed varies based on the nature of the change and the faculty involved.

**To be completed by the student:**

Last name _____

First name _____

Student number _____

Program _____

OntarioTech.net email address _____

Effective term _____

**Status change requested:**

***Part-time to full-time** ◯ **Full-time to part-time** ◯

Reason for change:

| |
|---|
| |

***Part-time to full-time status change:** If the student is changing from part-time to full-time in thesis-based programs, please complete the funding section below. This funding is subject to terms and conditions as outlined in the Graduate Student Funding Terms and Conditions document. The terms and conditions of employment for Teaching Assistants and Research Assistants are governed by the collective agreement between Ontario Tech University and the Public Service Alliance of Canada (PSAC).

**To be completed by supervisor (if applicable):**

**Supervisor and funding information**

Supervisor _____

Co-supervisor (if applicable) _____

Faculty _____

Start term _____ End term _____

TAship _____ GRA _____

RAship _____ Scholarship _____

Total funding _____

*Student's signature _____ Date _____

*By signing this form, the student understands that changes in time status may affect OSAP eligibility as well as education tax credits. Changes in time status will affect your internal funding offered to you on your offer of admission. Further, this may also affect your external funding, if applicable. Please check with the Graduate Finance Officer for clarification.

**To be completed by the supervisor/co-supervisor (if applicable), graduate program director and Dean of Graduate and Postdoctoral Studies:**

| Supervisor signature (if applicable) | Co-supervisor signature (if applicable) | Graduate program director signature | SGPS Dean signature |
|---|---|---|---|
| Date | Date | Date | Date |
| ◯ Approved ◯ Declined | ◯ Approved ◯ Declined | ◯ Approved ◯ Declined | ◯ Approved ◯ Declined |

**FOR SGPS USE ONLY:**
Processed by: 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 by the School of Graduate and Postdoctoral Studies to process status change requests. 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 L1G 0C5, 905.721.8668, ext. 6705, email accessandprivacy@ontariotechu.ca. For an alternative format of this form, contact gradstudies@ontariotechu.ca. This form last updated December 2025.