



Request for Change in Status from Part-Time to Full-Time for Graduate Students

Please Note:

1. It is anticipated that completion of this form would be preceded by discussions involving the student and the student's advisor.
2. The Department must be convinced of the academic merit of the request before supporting it and recommending it to the Faculty of Graduate Studies.
3. Requests must be made during the registration and late registration/revision period, e.g., for a change for Winter 2009 term, the request must be made by January 19, 2009.

To qualify for full-time status, a student:

- must be attending a minimum of 10 hours of instruction or work in the program each week (not including study time). Instruction or work includes lectures, practical training, and laboratory work. It also includes research time spent on a post-graduate thesis.
- must not have full-time employment (documentation may be requested).

Student Name (last, first): _____ **Student Number** _____

E-mail address: _____ Program Start Date (mm/yy): ____ / ____

Major Department: _____ Degree Program: _____

Change in status to full-time to begin _____
(term)

Student's Signature Date (dd/mm/yy)

Advisor's Signature Date (dd/mm/yy)

Department Head's Signature Date (dd/mm/yy)

This personal information is being collected under the authority of the U of M Act and will be used to update the student's status in the graduate program. It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FIPPA Coordinator's Office (204) 474-8339, c/o Archives & Special Collection, 331 Dafoe Library, University of Manitoba, R3T 2N2.