

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

Student Information:

Name: _____ Student ID: _____
 Supervisor/Advisor: _____ Program: _____
 Co-Supervisor _____ Date of Request: _____

Change Request:

Please ensure you read the Registration Status for Graduate Students section of the Academic Calendar.

 Indicate your **current** status:

Change status to:

- Full-time*
 Flex-time

- Full-time
 Flex-time

*Full-time students will be allowed to switch to flex-time (where available) only **within the first year.**

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

Submission and Approval Guidelines:

You must submit to your Research Supervisor/Faculty Advisor:

1. This form
2. A letter providing detailed reasons for the application including any supporting documents

Your Research Supervisor/Faculty Advisor will review the documents and recommend approval or disapproval to the Graduate Coordinator/Chair. You will receive notification of the decision via your Nipissing University email account.

Approval of the Research Supervisor or Faculty Advisor:

 Name (print) Signature Date

Approval of the Graduate Coordinator/Chair:

 Name (print) Signature Date

Coordinator/Chair recommendation for new program completion date: _____

Approval of the Dean of Graduate Studies & Research:

 Name (print) Signature Date

Please submit complete forms and any supporting documents to the School of Graduate Studies at sgs@nipissingu.ca