

Use this form to:

- Request a change of program or plan and be considered for advanced standing including transfer credit for some or all courses taken, and milestones or research completion in your current University of Waterloo program.
- Change your supervisor, if applicable, because of the program/plan change.

Note: If you will not be getting advanced standing and would like your term count to start again at 1.0, you must submit an official application for admission to be considered by the new program.

Instructions for students:

1. Complete sections 1-3 and obtain signatures from your current supervisor and new supervisor in section 4 (if applicable).
2. Submit the completed form to the academic department/school to which you are transferring. The department/school will complete the remaining sections of the form and send it to the Associate Dean's office and then Graduate Studies and Postdoctoral Affairs for review and processing.
3. Your department must provide you with a copy of this form, detailing the remaining program requirements and new funding details.
4. Once your change is processed, your term fees may be updated. If you have opted out of any incidental fees for the term, you may need to do so again. You will not be able to opt out of any new fees charged because of a program/plan change processed after the opt-out deadline.

Deadlines (Faculties/Departments/Schools may have earlier deadlines): **Fall – Oct. 15; Winter – Jan. 15; Spring – June 15**

For more information about this form and program/plan changes, please review the [program/plan change web page](#).

Instructions for departments:

1. Ensure completion of section 4 and all details in section 5.
2. Provide a completed and signed copy to the student.

Graduate program/plan change

Section 1: Student information

University of Waterloo student identification number _____

Last name(s) _____ First name(s) _____

Section 2: Current program/plan details

Faculty (e.g. Arts) _____ Department or School (e.g. History) _____

Program level master's doctoral graduate diploma

Study option thesis master's research paper coursework

Number of terms enrolled _____ Field/Specialization _____

Section 3: New program/plan details

Faculty (e.g. Arts) _____ Department or School (e.g. History) _____

Program level master's doctoral (from master's) doctoral (from bachelor's) graduate diploma

Field/Specialization _____ Study option thesis master's research paper coursework

Effective fall, year _____ spring, year _____ winter, year _____

Reason for requested change _____

Student signature _____ Date (mm/dd/yy) _____

Section 4: Program/plan approvals and signatures

Current Supervisor(s) Signature _____ Date (mm/dd/yy) _____

Current Graduate officer Signature _____ Date (mm/dd/yy) _____

Current Associate dean, Faculty Signature _____ Date (mm/dd/yy) _____

New Supervisor Name _____

New Supervisor Signature _____ Date (mm/dd/yy) _____

New Co-Supervisor Name _____

New Co-Supervisor Signature _____ Date (mm/dd/yy) _____

I acknowledge the financial support details in Section 5 and effective start date of funding commitment.

New Graduate officer Signature _____ Date (mm/dd/yy) _____

New Associate dean, Faculty Signature _____ Date (mm/dd/yy) _____

Section 5: Department/School details of transfer

New plan code _____

Current cumulative average _____

Courses for transfer _____

Milestones for transfer _____

Remaining degree requirements _____

New funding start date _____

New funding end date _____

New funding amount/type _____