



SCHOOL OF
GRADUATE STUDIES

Change of Route

Adobe Reader, minimum version 8, is required to complete this form. Download the latest version at <http://get.adobe.com/reader>. (1) Save the form by clicking on the diskette icon on the upper left side of the screen; (2) Ensure that you are saving the file in PDF format; (3) Specify where you would like to save the file, e.g. Desktop; (4) Review the [How to create and insert a digital signature](#) webpage for step by step instructions; (5) Fill in the required data and save the file; (6) Send the completed form to: sgs@mun.ca.

| Student Information | | | |
|---|----------------|---|--------------|
| MUN #: | Last Name: | First Name: | Middle Name: |
| Academic Unit: | | Degree: | |
| Change in Route and Course Requirements | | | |
| Add new route (e.g. thesis, course): List all program courses: | | Delete old route: Note: All program courses for the old route will be deleted. | |
| Payment Plan: Check the plan for the new route, if applicable | | | |
| Plan A | Plan B | Plan C | |
| See below for eligibility to choose a new payment plan | | | |
| Financial Recommendation | | | |
| Source | Per Annum Rate | Graduate Studies Use Only: | |
| Supervisor's Grant: | _____ | Total financial package: \$ | |
| Assistantship (actual cost): | _____ | | |
| SGS Baseline: | _____ | | |
| Other (Specify): | _____ | | |
| Signatures | | | |
| Student: _____ | Date: _____ | | |
| Supervisor/ Co-Supervisors: _____ | Date: _____ | | |
| Head of Academic Unit: _____ | Date: _____ | | |
| Approval of Graduate Studies: _____ | Date: _____ | | |

Please note that complete information on payment plans is available in the [Fees and Charges](#) section of the [University Calendar](#). Please refer to the [School of Graduate Studies website](#) for a list of Plan C eligible programs.

Changing from a Plan C – eligible program to a non-eligible program:

Students who change routes to a non-eligible Plan C program must select a new payment plan (A or B) on transferring.

Changing from a Plan A or B program to a Plan C-eligible program:

Full-time students who change routes to a Plan C-eligible program in their **first** semester are automatically eligible. **Full-time** students who change their route in the **second or third** semester who wish to select Plan C must attach a timeline which outlines the program completion in one (1) year. Students changing routes **beyond the time periods above** are not eligible for Plan C and will remain on their existing payment plan.

Memorial University protects privacy and maintains the confidentiality of personal information. The information requested in this form is collected under the general authority of the Memorial University Act ([RSNL1990CHAPTERM-7](#)). It is required for administrative purposes of the School of Graduate Studies. If you have any questions about the collection and use of this information please contact the School of Graduate Studies at 709.864.2445 or sgs@mun.ca.