



SCHOOL OF  
GRADUATE STUDIES

## Change of Status

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](mailto:sgs@mun.ca).

Student Information			
MUN #:	Last Name:	First Name:	Middle Name:
Academic Unit:		Degree:	
Change in Full-Time/Part-Time Status			
Current Status:	Full-Time	Part-Time	Will you be working more than twenty-four (24) hours per week on other than your graduate program?
New Status:	Full-Time	Part-Time	
Effective Date of New Status:		Yes	No
Definition and Notes			
<p>A full-time graduate student is one who (a) registers as such, (b) devotes full-time to his or her academic program and (c) does not commit more than 24 hours a week working time, including teaching assistant or research assistant duties, to matters other than the degree program.</p> <p>A part-time student is one who is registered for the duration of a semester and is not classified as full-time.</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Tuition fees are not based on full-time/part-time status.</li> <li>2. Students receiving graduate student support and/or scholarships must maintain full-time status for the duration of the award.</li> <li>3. Students changing to full-time status in a given semester are advised that graduate funding is not automatically awarded after becoming a full-time student.</li> <li>4. Students changing to part-time status in a given semester are advised that no refunds for health and dental insurance are possible after <a href="#">the appropriate opt-out date</a>. Students changing to full-time status after the opt-out date should consult the Graduate Students' Union (<a href="#">GSU</a>) regarding health and dental insurance. Students should contact the GSU on all matters related to health and dental insurance.</li> </ol>			
Signatures			
Student:	_____	Date:	_____
Supervisor:	_____	Date:	_____
Head of Academic Unit:	_____	Date:	_____
School of Graduate Studies:	_____	Date:	_____

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