

Office Use Only	
Processed by	Date
<input style="width: 90%; height: 100%;" type="text"/>	<input style="width: 90%; height: 100%;" type="text"/>

Instructions

This form may be used **ONLY** to change your Plan/Major within your current program. For example, Engineering - Mechanical Plan to Engineering - Electrical Plan, or Business Management - Human Resources to Business Management - Marketing.

Complete this request form and submit it to your Program Director/Chair for approval. Your request will be reviewed by your Program Director/Chair, and will be forwarded to Student Records (POD70) for processing, if approved. **Forms must be submitted by the department ONLY.**

Student and Program Information

<div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 2px;"></div> Ryerson Student Number:	<div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 2px;"></div> Ontario Education Number (OEN) (Optional)
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Last Name (PRINT) _____

First Name(s) (PRINT) _____

Program _____	<div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 2px;"></div> Year of Admission
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Current Plan/Major _____

New Plan/Major _____

I am a Direct Entry student Yes No	I am currently participating in Fresh Start Yes No
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Student Authorization

- I understand that:**
- I must be formally approved into the Plan/Major from which I wish to graduate. Successful completion of all plan requirements does not automatically ensure graduation if I have not been formally approved into the Plan/Major.
 - All plan change requests must be submitted prior to the start of the next academic term.
 - Changing Plans/Majors may change my curriculum assignment. To determine my new curriculum requirements, I should run an Advisement Report on RAMSS, or request a manual Advisement Report from Curriculum Advising if I am a part-time student.
 - If I am a Direct Entry student, changing plans/majors may also change my Reachback course assignment. To determine my new Reachback course assignment, I should consult with my Program Director/Chair.

Reason for Plan Change Request:

No longer qualify for current plan
 New career direction
 Other _____

Signature	Date
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Department Authorization

Plan changes may only be authorized by the Program Director or Chair.

Approved Denied

Name: _____	Extension: _____
Signature: _____	Date: _____