

## **Canada's Capital University**

## **Faculty of Graduate and Postdoctoral Affairs Academic/Registration Change Form**

1.	(All requests must be discussed and supported by the academic unit) <b>Date (mm/dd/yyyy):</b> Term of Admission:					
2.	Student Information:		Ct - 1 4 #-			
	Name:		Student #:			
	Department:		Degree:			
_	Carleton Email:		Funded:	Yes	No	
3.	Type of Request & term(s) (subject to approval):  Leave of Absence: Term(s)  If you hold a TA for the term above a Leave from Duties is also required through the TA management system.					
	Registration in:Course #	CRN:	Course #		CRN:	
	Course #	CRN:	Course #		CRN:	
	Withdrawal from: Course # Course # Course #	CRN CRN CRN				
	Waiver of late registration fees Rationale: Late Admission Late Removal of Condition Other:					
	Withdrawal from thesis/research essay/project for refund purposes only (must be within refund period for program completion)  Term:					
	Reinstatement: Term					
	Status Change to: Part-time	e Full-time For t	erm	(	or duration of program	
	Withdrawal from Program: Te	erm				
4.	Reason for this request: (additional					
5.	Student Signature  5. Research/Thesis Supervisor comments if applicable: (additional sheets may be attached)					
Research/Thesis Supervisor Signature:  Authorized Departmental Signature:  Date:						
Request Approved: FGPA USE ONLY (Index: REG - In Program Revision)						
R	Request Denied:	Reason:				
D	Oata Entered:	Date:	Charged	to account:		
"The	e personal information requested on this form is collected in	n accordance with Sections 38(2) and 41			on of Privacy Act (FIPPA), R.S.O. 1990.	

c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact Joanne Bree, FIPPA representative for the Faculty of Graduate and Postdoctoral Affairs, 512 Tory Building, 613-520-2525. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law."

**Faculty of Graduate and Postdoctoral Affairs** Fax: 613-520-4049 Tel: 613-520-2525 graduate\_studies@carleton.ca **512 Tory Building** http://gradstudents.carleton.ca/