

Change Degree, Program or Specialization



Consult overleaf for protocols about changing your degree, program, or specialization.

If the change for which you are applying culminates in a thesis or project, you must attach (a) a research plan and (b) a Supervisory Committee Approval Form.

If you are applying to change to a new program identified in the SFU Calendar or a specialization of a program, your complete file, including the plan for the proposed project or thesis research, if required, will be reviewed by the Senior Supervisor you propose below, the Coordinator of the program or specialization to which you are applying, and the Director of Graduate Programs.

	<u>Name (print)</u>	<u>Signature</u>
Student	_____	_____
Student Number	_____	
New Senior Supervisor	_____	_____
Current Degree	MEd comps MEd project MA MSc EdD PhD	
Current Calendar Program	_____	
Current Specialization	_____	
New Degree	MEd comps MEd project MA MSc EdD PhD	
New Program	_____	
New Specialization	_____	
Coordinator of New Program / Specialization	_____	_____
What Calendar Applies? (e.g., 1998/1999)	_____ (SFU Calendar giving requirements that apply to your new program; see overleaf)	

Explain briefly why you are applying for this change:

Approved: _____ Date: _____
Director of Graduate Programs

Definitions

Programs are named in the Calendar with a bold heading under **Programs of Study for a Master's Degree** and **Programs of Study for a Doctoral Degree**. Specializations are curricula that meet requirements of the program that houses it and may pose additional requirements defined by a particular selection and sequence of course work.

Applying to Make a Change Within a Program

If requirements of a program have changed since you first enrolled, you have the option to complete the new program under requirements in force at the time (a) you were admitted to graduate study in the Faculty of Education or (b) as the program is now constituted. Explicitly note your choice on the front of this form.

1. To change from a thesis or project route to the MEd with comprehensive examination route in the same program, you need signatures on this form from:
 - a. a faculty member who will be senior supervisor for EDUC 883, MEd Comprehensive Examination and
 - b. the Director of Graduate Programs in Education.
2. To change from the MEd with comprehensive examination route to a thesis or project route in the same program, you need signatures on this form from:
 - a. the proposed senior supervisor on a plan of the project or thesis research and
 - b. the Director of Graduate Programs in Education. The plan of research signed by the proposed senior supervisor must be filed with the Graduate Programs office.
3. To change from one Master's specialization to another in the same program, you need signatures on this form from:
 - a. the new senior supervisor for EDUC 883, MEd Comprehensive Examination, or new senior supervisor of the project or thesis, as in 1 or 2 above, and
 - b. the Director of Graduate Programs.
4. To withdraw from a Master's specialization while remaining in the program housing that specialization, you need signatures on this form from:
 - a. the new senior supervisor for EDUC 883–MEd Comprehensive Examination or the proposed senior supervisor on a plan of the project or thesis research and
 - b. the Director of Graduate Programs. The plan of research signed by the proposed senior supervisor must be filed with the Graduate Programs office.
5. To withdraw from a doctoral specialization while remaining in the program housing that specialization, you need signatures on this form from:
 - a. new senior supervisor for EDUC 983–Doctoral Comprehensive Examination or the proposed senior supervisor on a plan of the thesis research and
 - b. the Director of Graduate Programs. The plan of research signed by the proposed senior supervisor must be filed with the Graduate Programs office.

Applying to Change from One Program to Another Program

You must meet requirements of the program you are applying for that are in force now. Decisions to admit you to a new program will be based on whether you meet admission criteria for that program and whether you can complete the new program in “good time,” that is, whether courses you must take or elect to complete the degree (a) will be offered within a reasonable period, (b) are supported by prerequisites you have already completed, and (c) are likely to have openings for enrollment. Your file, including the plan of proposed project or thesis research, if required, will be reviewed by two faculty members affiliated with the program to which you are applying.

1. Master's students applying to change to another Master's program should follow protocol 1 or 2, above, depending on the change to the degree (MEd, MA) *and* obtain a signature from the Coordinator of the new program. Doctoral students should follow the steps in protocol 2, above.
2. Master's students considering changing to a doctoral program without completing the Master's program normally should complete the Master's program and make a regular application for the doctoral program. Otherwise, in exceptional cases, you need written approval from:
 - a. the proposed senior supervisor on a plan of the project or thesis research,
 - b. the Coordinator of the doctoral program, and
 - c. the Director of Graduate Programs in Education. The plan of research signed by the proposed senior supervisor must be filed with the Graduate Programs office.