

PLAN CHANGE REQUEST FORM

Office Use Only		
Processed by	Date	

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 for processing, if approved. Forms must be submitted by the department **ONLY**.

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Student and Program Information	
Ryerson Student Number: Ontario Educat	 tion Number (OEN)
Nyerson Stadent Number.	tion Number (OLN)
Last Name (PRINT)	
First Name(s) (PRINT)	
Program	Year of Admission
Current Plan/Major	
Current Plan/Major	
New Plan/Major	
I am a Direct Entry student	
Yes No	
Student Authorization	
I understand that:	
 I must be formally approved into the Plan/Major from which I wish to grad not automatically ensure graduation if I have not been formally approved in All plan change requests must be submitted prior to the start of the next and the Changing Plans/Majors may change my curriculum assignment. To determ Advisement Report on RAMSS, or request a manual Advisement Report from If I am a Direct Entry student, changing plans/majors may also change my Reachback course assignment, I should consult with my Program Director/Reason for Plan Change Request: No longer qualify for current plan New career direction 	into the Plan/Major. Incademic term. I
Signature	Date
Department Authorization	
Plan changes may only be authorized by the Program Director or Chair.	
Approved Denied	
Name:	Extension:
Circohus.	Date
Signature:	Date: