
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.**

Student and Program Information

TMU Student Number:

Ontario Education Number (OEN) (Optional)

Last Name (PRINT)

First Name(s) (PRINT)

Program

Year of Admission

Current Plan/Major

New Plan/Major

I am a Direct Entry student

Yes

No

I am currently participating in Fresh Start

Yes

No

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 MyServiceHub, 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

Department Authorization

Plan changes may only be authorized by the Program Director or Chair. Submit the completed, authorized form to studentrecords@torontomu.ca.

Approved

Denied

Name: _____

Extension: _____

Signature: _____

Date: _____