# REVISION TO PROGRAM OF STUDY FORM

This form is only used if a Program Approval form has already been submitted or, for programs that do not require an approval form, to request a change to the approved program requirements in the Academic Calendar.

## STUDENT INFORMATION

**Student ID:**     **First Name:**     **Surname:**

**Email:**     @unbc.ca     **Admit Date:**     Status: ☐ Full-time   ☐ Part-time

**Program of study:**

## DETAILS OF CHANGE TO PROGRAM OF STUDY

This changes takes effect:     September     *year*          May     *year*          January     *year*

**Select one:**

Change to capstone for degree completion (e.g. comprehensive exam to thesis)

Change to a previously approved elective(s) or a course(s) previously selected from a range of options

Proposed replacement for a required course (a course that must normally be completed)

Other

**Detail for Change Request:**

Please provide details of the proposed change below. Examples are included on the instruction page.

**Rationale:**

Please provide a brief rationale outlining the reason for the change. Examples are included on the instruction page.

## APPROVAL SIGNATURES

**Student Signature:**     Date:

**Supervisor Name:**     Signature:     Date:

**Co-Supervisor Name:**     Signature:     Date:

**Program Chair:**     Signature:     Date:

**OGP USE ONLY**  Dean's review required?     No     Yes - date submitted for review:     Intials:

**DEAN'S DECISION**     Approved     Additional information required     Denied

**Print Name:**     **Signature:**     **Date:**

## INSTRUCTIONS FOR COMPLETION

This form is to be used if a student is seeking approval to alter coursework selected on an existing Program Approval Form or to make a change in a captive program that does not require an initial Program Approval form.

**Types of Changes**

1. **Changing electives or courses drawn from a list of approved options**

Where permitted, students may amend their previous selection of electives or selected courses when there is a range of options to choose from. An example of why this may occur may be if coursework previously elected is no longer available or if a students focus of study has altered. To make this change, list the courses being replaced and provide details on the new selection. Example: "Replace EDUC 619 with EDUC 633".

2. **Switching final capstone**

Where permitted, students may change their final pathway to degree completion. To switch from a project, thesis, comprehensive examination, portfolio or practicum, select the option to change capstone and provide details in the space provided. Example: "switching from project to thesis".

3. **Change in a required course**

Occasionally, a situation may arise where a student requests a change in required coursework listed in the calendar. A strong rationale must be provided in such instances as required courses are typically not replaced with alternate coursework. Some example scenarios include:

● A student has taken a course pre-admission that is the equivalent of the required course but was not used in another credential for graduation. In such cases, the course is transferred in but the required course must be replaced with another course to meet credit minimums.
● A required course is not available but the program is supporting an alternative replacement, such as replacing one statistics course requirement with a statistics course from another program.

**Rational Section**

In this section, provide a brief summary of the reason for the change request. Some examples include:

● Lack of availability of previously selected course
● Change in the direction of focus for studies
● The change in capstone is a better fit because of...