

Change of Program Request

Undergraduate applicants may use this form to request a program change before starting their studies at Saint Mary's University. Applicants who request a program change are required to meet the listed admission requirements for their intended program.

Completed forms should be emailed to the Admissions Office at admissions@smu.ca. It can take a minimum of 10-15 business days to review a request once this form is received.

Note: You will need to download this form to your computer, fill it out in its entirety, save it, and send the complete form to the Admissions Office. Alternatively, you can contact the Admissions Office and request a form be added to your application portal which can be completed within your application portal.

Name:	Student ID Number: A00
Address:	
Email Address:	Phone Number:
Entry Term:	
Current Program:	Current Major:
Requested (New) Program:	Requested (New) Major:
In case of 90 credit hour programs, please include intended concentration(s)*:	Intended Concentration 1: Intended Concentration 2:

*Bachelor of Arts (90 Credit Hour) – General Double Concentration requires students to choose **two** intended concentrations.

Bachelor of Science (90 Credit Hour) – General Concentration requires students choose **one** intended concentration.

Reason for Request (e.g. have you changed your mind; have you taken upgrading courses that make you eligible for your requested program; have you not received credit for a course required for admission into the program you applied for):

I have read and understand that:

- The Admissions Office approves the Change of Program for undergraduate applicants at its discretion.
- Following the add/drop date of your start term, any/ all program or major changes should be requested via your academic advisor.
- Incomplete forms will not be considered.
- Any Entrance Awards previously awarded, and which have program-specific criteria may be impacted. (You can contact entranceawards@smu.ca for clarification on award criteria).

Applicant Signature:	Date:
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