

This is the  
declaration  
form

Undergraduate Schedule of Studies Change Request

|           |         |            |                                 |
|-----------|---------|------------|---------------------------------|
| ID NUMBER | SURNAME | GIVEN NAME | DEGREE PROGRAM (e.g. BAH, BSCG) |
|-----------|---------|------------|---------------------------------|

**NOTE:** Co-op Students must submit this form to the Co-op office if you are changing your Specialization.

**NOTE:** You must apply to Admission Services to change your degree program (i.e. BAH to BCOMM).

**Current Schedule of Studies:** Any change in co-op status must be made by submitting a "Co-operative Education Change of Status Request" form. Calendar to be used: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (e.g. 98 / 99)

Program Type: \_\_\_\_\_ (e.g. Honours, General, Diploma, etc.)

Specializations:

| Type (e.g. Major) | Subject (e.g. French, History) | College: |
|-------------------|--------------------------------|----------|
| #1 _____          | #1 _____                       | _____    |
| #2 _____          | #2 _____                       |          |
| #3 _____          | #3 _____                       |          |

**Revised Schedule of Studies:** No change ( ) OR Calendar to be used: \_\_\_\_\_ / 1 / \_\_\_\_\_ (e.g. 98 / 99) Program Counsellor's Approval

Program Type: \_\_\_\_\_ (e.g. Honours, General, Diploma, etc.)

Specializations:

| Type (e.g. Major) | Subject (e.g. French, History) | College: | Advisor Approval | Date  |
|-------------------|--------------------------------|----------|------------------|-------|
| #1 _____          | #1 _____                       | _____    | _____            | _____ |
| #2 _____          | #2 _____                       |          |                  |       |
| #3 _____          | #3 _____                       |          |                  |       |

**COURSE SUBSTITUTIONS :**

| REQUIREMENT | SUBSTITUTE | REQUIREMENT | SUBSTITUTE |
|-------------|------------|-------------|------------|
| _____*      | _____*     | _____*      | _____*     |
| _____*      | _____*     | _____*      | _____*     |
| _____*      | _____*     | _____*      | _____*     |
| _____*      | _____*     | _____*      | _____*     |

**COURSE EXEMPTIONS :**

|        |        |        |        |
|--------|--------|--------|--------|
| _____* | _____* | _____* | _____* |
|--------|--------|--------|--------|

**WAIVER OF SCHEDULE OF STUDY REQUIREMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** Course substitutions and exemptions apply to Specialization Requirements for your Degree Program. They do not apply to course restrictions.

I agree to the modifications as stated above.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Departmental Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Program Counsellor: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Registrarial Services  
Undergraduate Program Services  
Guelph, Ontario, Canada N1G 2W1



**THIS FORM MUST BE  
RETURNED TO  
UNDERGRADUATE  
PROGRAM SERVICES**

### Undergraduate Schedule of Studies Change Request

|           |           |            |                                 |
|-----------|-----------|------------|---------------------------------|
| 012345    | Last Name | First Name | BAS                             |
| ID NUMBER | SURNAME   | GIVEN NAME | DEGREE PROGRAM (e.g. BAH, BSCG) |

**NOTE:** Co-op Students must submit this form to the Co-op office if you are changing your Specialization.

**NOTE:** You must apply to Admission Services to change your degree program (i.e. BAH to BCOMM).



- Fill in your student number, name, degree program!

**Current Schedule of Studies:** Any change in co-op status must be made by submitting a "Co-operative Education Change of Status Request" form.

Program Type:  (e.g. Honours, General, Diploma, etc.)

Calendar to be used: \_\_\_\_\_ / \_\_\_\_\_  
(e.g. 98 / 99)

Specializations:

|    | Type (e.g. Major)    |
|----|----------------------|
| #1 | <input type="text"/> |
| #2 | <input type="text"/> |
| #3 | <input type="text"/> |

|    | Subject (e.g. French, History) |
|----|--------------------------------|
| #1 | <input type="text"/>           |
| #2 | <input type="text"/>           |
| #3 | <input type="text"/>           |

College:



Under "Current Schedule of Studies":

Fill in your program type (Honours), and the college you belong to (College of Arts).

Note: All BAS students belong to College of Arts, regardless of declared minors.

Revised Schedule of Studies: No change ( ) OR

Calendar to be used: 20 / 21  
(e.g. 98 / 99) Program Counsellor's Approval

Program Type: Honours (e.g. Honours, General, Diploma, etc.)

| Specializations:  |                                | College: Arts    |      |
|-------------------|--------------------------------|------------------|------|
| Type (e.g. Major) | Subject (e.g. French, History) | Advisor Approval | Date |
| #1 Minor          | #1 ECOL                        |                  |      |
| #2 Minor          | #2 FREN                        |                  |      |
| #3                | #3                             |                  |      |



Under "Revised Schedule of Studies":

- 1) Fill in Program Type and College again
- 2) Write in the calendar year you will follow
  - Typically the year you started – ie. if you started Fall 2020, you would put 2020/2021
  - Can use newer calendar in consultation with Program Counsellor, never older
- 3) Write "Minor" under the Specialization Type, and the subject you are declaring (ie. FREN) under the Subject section.
  - In this example the student is declaring Ecology as their Science and French as their Art.

**WAIVER OF SCHEDULE OF STUDY REQUIREMENTS:**

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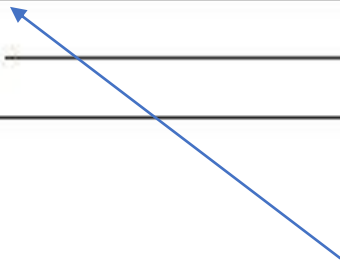
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**NOTE:** Course substitutions and exemptions apply to Specialization Requirements for your Degree Program. They do not apply to course restrictions.  
I agree to the modifications as stated above.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Departmental Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Program Counsellor: \_\_\_\_\_ Date: \_\_\_\_\_



STEP FOUR

- Sign the form & email it to [bas@uoguelph.ca](mailto:bas@uoguelph.ca)

Undergraduate Schedule of Studies Change Request

|           |           |            |                                 |
|-----------|-----------|------------|---------------------------------|
| 012345    | Last Name | First Name | BAS                             |
| ID NUMBER | SURNAME   | GIVEN NAME | DEGREE PROGRAM (e.g. BAH, BSCG) |

**NOTE:** Co-op Students must submit this form to the Co-op office if you are changing your Specialization.

**NOTE:** You must apply to Admission Services to change your degree program (i.e. BAH to BCOMM).

**Current Schedule of Studies:** Any change in co-op status must be made by submitting a "Co-operative Education Change of Status Request" form. Calendar to be used: \_\_\_\_ / \_\_\_\_ (e.g. 98 / 99)

Program Type: Honours (e.g. Honours, General, Diploma, etc.)

Specializations:

|                   |                                |                      |
|-------------------|--------------------------------|----------------------|
| Type (e.g. Major) | Subject (e.g. French, History) | College: <u>Arts</u> |
| #1                | #1                             |                      |
| #2                | #2                             |                      |
| #3                | #3                             |                      |

**Revised Schedule of Studies:**  No change ( )  OR Calendar to be used: 20 / 21 (e.g. 98 / 99) Program Counsellor's Approval

Program Type: Honours (e.g. Honours, General, Diploma, etc.)

Specializations:

|                   |                                |                      |                  |      |
|-------------------|--------------------------------|----------------------|------------------|------|
| Type (e.g. Major) | Subject (e.g. French, History) | College: <u>Arts</u> | Advisor Approval | Date |
| #1 <u>Minor</u>   | #1 <u>ECOL</u>                 |                      |                  |      |
| #2 <u>Minor</u>   | #2 <u>FREN</u>                 |                      |                  |      |
| #3                | #3                             |                      |                  |      |

**COURSE SUBSTITUTIONS :**

| REQUIREMENT | SUBSTITUTE    | REQUIREMENT | SUBSTITUTE |
|-------------|---------------|-------------|------------|
| * _____     | <u>ECOL</u> * | * _____     | * _____    |
| * _____     | <u>FREN</u> * | * _____     | * _____    |
| * _____     | * _____       | * _____     | * _____    |
| * _____     | * _____       | * _____     | * _____    |

**COURSE EXEMPTIONS :**

|         |         |         |         |
|---------|---------|---------|---------|
| * _____ | * _____ | * _____ | * _____ |
|---------|---------|---------|---------|

**WAIVER OF SCHEDULE OF STUDY REQUIREMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** Course substitutions and exemptions apply to Specialization Requirements for your Degree Program. They do not apply to course restrictions. I agree to the modifications as stated above.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Departmental Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Program Counsellor: \_\_\_\_\_ Date: \_\_\_\_\_

