



## GRADUATE CHANGE OF DEGREE DELIVERY REQUEST

\*This digital form is to be used by students who want to switch their degree delivery method from ONLINE to FACE-TO-FACE or from FACE-TO-FACE to ONLINE.

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_

EMPLD ID#: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Check the box that designates your request:

I want to switch my degree delivery method from ONLINE to FACE-TO-FACE.

I want to switch my degree delivery method from FACE-TO-FACE to ONLINE.

**Important fact(s) for a student switching to the ONLINE delivery method:**

- Student is expected to complete ALL of their courses online (*exception for MPA students*).

**Important fact(s) for a student switching to the FACE-TO-FACE delivery method:**

- Student must clear immunization before attending any face-to-face classes.
- Student will be charged face-to-face tuition; dependent upon residency.

**Effective Term:**

Fall \_\_\_\_\_ Spring \_\_\_\_\_

**The Graduate Change of Degree Delivery form must be submitted at least one week before the beginning of classes for the term in which you would like to have it applied; this selection cannot be applied to the current term.**

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

*Submit the completed form to the Jay Express counter or to [jayexpress@jjay.cuny.edu](mailto:jayexpress@jjay.cuny.edu).*

-----  
**For Office Use Only**

Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Rec'd By: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_