

Full-Time/Part-time Program Transfer Request Form

A student may seek approval from the Office of Academic Affairs to transfer from the part-time program to the full-time program or from the full-time program to the part-time program. **The request deadline is 30 days before the start of the semester for which you seek a transfer.**

Last Name: First Name:

CUNYFirst ID:

Signature: Date:

Have you ever changed your program before? Yes ☐ No ☐ If yes, which semester? _____

Current Class Year: 1L ☐ 2L ☐ 3L ☐ 4L ☐ Current Program: Full-time ☐ Part-time ☐

Semester Seeking to Transfer: Semester _____ Year _____ Full-time ☐ Part-time ☐

Transferring between programs may impact course registration and the time it takes to complete a degree. **Students cannot change programs multiple times and within their first year or last semester of enrollment.**

(To be Completed with an Academic Advisor)

Required courses to be taken in the semester after transfer to the new program:

Course Name	Credits	Semester to be Taken

Approved ☐ Denied ☐

Academic Dean

Date