

Online Programs:

Change of Delivery (Online to F2F)

Version 4 (Last updated May 11th, 2021)

This Change of Delivery (COD) form is intended only for students already admitted to or active in the fully-online format of a program also available face-to-face (F2F), *except* for the RN-to-BSN, which has a separate form (found here: www.millersville.edu/onlineprograms/forms.php#COD).

You must see your Advisor to discuss your options before completing this form.

This form must be completed & signed *by hand* by the student. You must obtain signatures of approval from your current Advisor, your department's Chair, and the Coordinator for the online program you seek to leave. Once done, submit your form to the Office of Online Programs; you may either send a scanned copy to OnlinePrograms@millersville.edu or visit us in-person at Lyle Hall, Rm. 208. If emailing, you must email us from either your Millersville email address or the personal email provided to Admissions on your application (it may be rejected otherwise).

If you have any questions at all, please contact the Office of Online Programs by email at OnlinePrograms@millersville.edu or by telephone at (717) 871-7200.

Full Name: _____

(Format: First Middle Last)

MU ID#: _____

(E.g., M01234567)

Birthdate: _____

(Format: MM/DD/YYYY or Month DD, YYYY)

Email Address: _____

(If submitting via email, must match the email address from which you will be sending this form)

Current Program: _____ Preferred Starting Term: _____

(BSN students must use form linked at top of page) (E.g., Spring 2019. We will accommodate this if possible)

Student Signature

(By signing below, you indicate your desire to switch delivery format to face-to-face)

Date

Advisor Signature

(You must meet with your advisor before submitting this form to Online Programs)

Date

Online Program Coordinator Signature

(You must request the approval of the Coordinator for the program you seek to leave)

Date

Advisement Notes: _____

(Advisor/Coordinator/Chair use only)

Department Chair Signature

Date