OFFICE OF STUDENT ASSISTANCE (OSA)
CHANGE OF MAJOR FORM

STUDENT ID NUMBER
LAST NAME
FIRST NAME
MIDDLE
If this is a new address/phone #, please indicate what you would like to be updated on your record
□ Address    □ Telephone

STREET ADDRESS/P.O. BOX
CITY
STATE
ZIP
PHONE NUMBER

*IF YOU HAVE FILED FOR GRADUATION, PLEASE NOTIFY THE DEGREE AUDIT OFFICE OF THESE CHANGES*

PLEASE RETURN TO THE OFFICE OF STUDENT ASSISTANCE (OSA) VIA SCAN & EMAIL AT OSA@PACE.EDU.

For questions call (877) 672-1830.

APPLICATION FOR CHANGE OR DECLARATION OF MAJOR.
The major I am applying for is:

Degree
Major
*Concentration

Departmental Approval
Date

Students with a strong academic record, generally a 3.00 or higher cumulative GPA, may elect to take a second major with the approval of the department chair of the second major and the dean of the school of the first major.

APPLICATION FOR A DOUBLE MAJOR
(You can only apply for a double major when the second major is in the same degree e.g. BS, CS and BS Biology)
The second major I am applying for is:

Second Major

Dean’s/Associate Dean’s/Advisement Approval
(1st Major)
Date
AND
Chairperson’s Approval
(2nd Major)
Date

APPLICATION FOR DUAL DEGREE
(If the two majors are different degrees (e.g. B.B.A. Marketing and B.A. Speech Communication), then in addition to fulfilling all course requirements for both majors and degrees, a minimum of 32 credits is required to be completed beyond the requirements for the first degree or a minimum total of at least 160 credits for both degrees.)

DUAL DEGREE
The second degree/major I am applying for is:

Degree
Major
*Concentration

Dean’s/Associate Dean’s/Advisement Approval
Date

Departmental Approval
(2nd Major)
Date

APPLICATION FOR CERTIFICATE
Certificate
Major

Departmental Approval
Date

APPLICATION FOR A MINOR (Please check the school catalog for a listing of official minors offered)
Minor Requested
Second Minor Requested

Departmental Approval
Date

Departmental Approval
Date

FOR OFFICE USE ONLY
STUDENT NOTIFIED BY LETTER
OSA SIGNATURE
DATE
□ TGACOMC    □ SHATAEQ
TRANSFER CREDIT RE-EVALUATED
OSA SIGNATURE
DATE
□ SGASTDN

Student’s Signature
Date