OFFICE OF STUDENT ASSISTANCE (OSA)
CHANGE OF MAJOR FORM
PLEASE RETURN TO THE OFFICE OF STUDENT ASSISTANCE (OSA) VIA SCAN & EMAIL TO OSA@PACE.EDU.
Any questions call 1(877) 672-1830.

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 CODE
PHONE NUMBER

*HAVE YOU SUBMITTED A GRADUATION DIPLOMA VERIFICATION FORM? [ ] YES [ ] NO*

☐ 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

☐ DROP DOUBLE MAJOR (STUDENT SIGNATURE ONLY)

(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

Second Concentration

Dean’s Approval (1st Major)  Date

Chairperson’s Approval (2nd Major)  Date

Dean’s Approval (2nd Major)  Date

☐ APPLICATION FOR DUAL DEGREE

☐ DROP DUAL DEGREE (STUDENT SIGNATURE ONLY)

(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 Approval
Date

Dean’s Approval (2nd Major)  Date

☐ APPLICATION FOR CERTIFICATE

☐ DROP CERTIFICATE (STUDENT SIGNATURE ONLY)

Certificate

Major

Departmental Approval
Date

☐ APPLICATION FOR A MINOR

☐ DROP MINOR (STUDENT SIGNATURE ONLY)

(Please check the school catalog for a listing of official minors offered)

Minor Requested

Second Minor Requested

Departmental Approval
Date

Departmental Approval
Date

Student’s Signature
Date

FOR OFFICE USE ONLY:
STUDENT NOTIFIED
OSA SIGNATURE
DATE
☐ TGACOMC  ☐ SHATAEQ  ☐ SIGASTON
TRANSFER CREDIT RE-EVALUATED
OSA SIGNATURE
DATE

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