**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  

- □ Mailing Address  
- □ Permanent Address  
- □ Telephone

**STREET ADDRESS/P.O. BOX**

**CITY**  

**STATE**  

**ZIP**  

**PHONE NUMBER**

**IF YOU HAVE FILED FOR GRADUATION, PLEASE NOTIFY THE DEGREE VERIFICATION 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:  

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>*Concentration</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Departmental Approval</th>
<th>Date</th>
</tr>
</thead>
</table>

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:  

<table>
<thead>
<tr>
<th>Second Major</th>
<th>*Concentration</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dean’s Approval (1st Major)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson’s Approval (2nd Major)</td>
<td>Date</td>
</tr>
<tr>
<td>Dean’s Approval (2nd Major)</td>
<td>Date</td>
</tr>
</tbody>
</table>

☐ **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:  

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>*Concentration</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dean’s Approval</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s Approval (2nd Major)</td>
<td>Date</td>
</tr>
</tbody>
</table>

☐ **APPLICATION FOR CERTIFICATE**

☐ **DROP CERTIFICATE (STUDENT SIGNATURE ONLY)**

**Certificate**  

**Major**

<table>
<thead>
<tr>
<th>Departmental Approval</th>
<th>Date</th>
</tr>
</thead>
</table>

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

☐ **DROP MINOR (STUDENT SIGNATURE ONLY)**

**Minor Requested**

**Second Minor Requested**

<table>
<thead>
<tr>
<th>Departmental Approval</th>
<th>Date</th>
</tr>
</thead>
</table>

**Student’s Signature**

*Date*

*Please choose a concentration if a concentration is required for the major you are requesting (e.g. Marketing)*

FOR OFFICE USE ONLY

**STUDENT NOTIFIED BY LETTER**

OSA SIGNATURE  

**DATE**  

☐ TGACOMC  

☐ SHATAEQ

**TRANSFER CREDIT RE-EVALUATED**

OSA SIGNATURE  

**DATE**  

☐ SGASTDN

Rev. 5.9.2018