

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:

_____ Degree _____ Major _____ *Concentration

Departmental Approval _____	Date _____
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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 _____ *Concentration

Dean's Approval (1 st Major) _____	Date _____	AND	Chairperson's Approval (2 nd Major) _____	Date _____
			_____ Dean's Approval (2 nd major) _____	
			Date _____	

APPLICATION FOR DUAL DEGREE **DROP DUAL MAJOR (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 _____	AND	Dean's Approval (2 nd Major) _____	Date _____
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APPLICATION FOR CERTIFICATE **DROP CERTIFICATE (STUDENT SIGNATURE ONLY)**

_____ Certificate _____ Major

Departmental Approval _____	Date _____
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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

Departmental Approval _____	Date _____	Departmental Approval _____	Date _____
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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 _____	<input type="checkbox"/> TGACOMC <input type="checkbox"/> SHATAEQ
TRANSFER CREDIT RE-EVALUATED	_____ OSA SIGNATURE _____	_____ DATE _____	<input type="checkbox"/> SGASTDN