



## Request to Change Track

STUDENT INFORMATION			
Student Name:		Student ID Number:	
Telephone:		Current Track:	

COURSE INFORMATION			
I, the undersigned, request a track change beginning (select term/year below):			
<b>Select Requested Action:</b>	<b>Term</b>	<b>Year</b>	
<input type="checkbox"/> Permanent Track Change: From Track _____ to Track _____	<input type="checkbox"/> Fall	_____	
<input type="checkbox"/> Temporary Track Change: From Track _____ to Track _____ (One Quarter Only)	<input type="checkbox"/> Winter	_____	
<input type="checkbox"/> Attend One Session only with a different Track: Track _____ Session Dates _____	<input type="checkbox"/> Spring	_____	
State reason for request and attach required documentation:	<input type="checkbox"/> Summer	_____	
Track changes can be approved only for the criteria noted below*			

<p>No Date Conflict Confirmed: Start Date: _____ End Date: _____ Approved _____ Denied _____ Comments:</p>	<p><b>Required Signatures:</b> If emailing form, student must submit this form from their My.Pacifica.edu student email account.</p> <p>_____ Student _____ Date _____ <input type="checkbox"/> I certify that my typed name is my authorized signature</p> <p>_____ Registrar _____ Date _____</p> <p>cc: Program Administrator _____ Program Chair/Co-Chair _____, _____ Student Affairs Coordinator _____ Faculty _____, _____ Guest Services _____ Financial Aid Office _____ Student Accounts _____</p>
<p><b>*Acceptable documented criteria for track changes:</b></p> <ul style="list-style-type: none"> <li>Disasters or weather/climactic conditions which make travel impossible or risky</li> <li>Medical emergency or pregnancy-related issues</li> <li>Required work obligations or programming for approved practicum placements (e.g., supervision, trainings, etc)</li> </ul> <p><b>Submit completed form to the Registrar's Office Fax: 805.565.3804 or Email: Registrar@pacifica.edu Revised 8/2023</b></p>	