



## Request to Change Track

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

COURSE INFORMATION		
<p>I, the undersigned, request a track change beginning (select term/year below):</p>		
<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 _____ <b>(One Quarter Only)</b>	<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	_____
<p>Track changes can be approved only for the criteria noted below*</p>		

<p>No Date Conflict Confirmed:</p> <p>Start Date: _____ End Date: _____</p> <p style="text-align: center;">Approved      Denied</p> <p>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>_____ Date _____</p> <p><input type="checkbox"/> I certify that my typed name is my authorized signature</p> <p>_____ Date _____</p> <p>Registrar</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</b></p> <p>Revised 8/2024</p>	