



**PACIFICA**  
GRADUATE INSTITUTE

## 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):

#### Select Requested Action:

- ☐ Permanent Track Change: From Track \_\_\_\_\_ to Track \_\_\_\_\_
- ☐ Temporary Track Change: From Track \_\_\_\_\_ to Track \_\_\_\_\_  
(One Quarter Only)
- ☐ Attend One Session only with a different Track:  
Track \_\_\_\_\_ Session Dates \_\_\_\_\_

#### Term

☐ Fall

☐ Winter

☐ Spring

☐ Summer

#### Year

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State reason for request and attach required documentation:

Track changes can be approved only for the criteria noted below\*

Confirmed No Date Conflict:

Start Date: ☐ End Date: ☐

☐ Approved ☐ Denied

Comments:

\*Acceptable documented criteria for track changes:

- Disasters or weather/climactic conditions which make travel impossible or risky
- Medical emergency or pregnancy-related issues
- Required work obligations or programming for approved practicum placements (e.g., supervision, training, etc.)

Submit completed form to the Registrar's

Office Fax: 805.565.3804 or Email:

Registrar@pacifica.edu

Revised 8/2025

**Required Signatures:** If emailing form, students must submit this form from their My.Pacifica.edu student email account.

Student

☐ I certify that my typed name is my authorized signature

Date

Registrar

Date

cc:

Program Administrator \_\_\_\_\_

Program Chair/Co-Chair \_\_\_\_\_

Student Affairs Coordinator \_\_\_\_\_

Faculty \_\_\_\_\_

Guest Services \_\_\_\_\_

Financial Aid Office \_\_\_\_\_

Student Accounts \_\_\_\_\_