



**PACIFICA**  
GRADUATE INSTITUTE

## Request for Course Section Change

### COURSE & STUDENT INFORMATION

|                            |  |                   |  |
|----------------------------|--|-------------------|--|
| Student Name:              |  | Course ID Number: |  |
| Instructor Making Request: |  | Track:            |  |

### CHANGE INFORMATION

I, the undersigned, request a section change for the above named student:

#### Current Course Enrollment

Year & Term of Current Course: \_\_\_\_\_

Current Course ID \_\_\_\_\_

Current Course Section \_\_\_\_\_

Instructor Name \_\_\_\_\_

New Course Section \_\_\_\_\_

Instructor Name \_\_\_\_\_

Reason for Change:

Complete, collect the instructor and Chairs' signatures, and submit this form to the Registrar's Office [registrar@pacifica.edu](mailto:registrar@pacifica.edu) for review.

Section changes must be requested/approved by the Registrar's Office prior to the start of the quarter.

#### Required Signatures:

\_\_\_\_\_  
Instructor Date

\_\_\_\_\_  
Program Chair Date

\_\_\_\_\_  
Registrar Date

Form Rcvd Date: \_\_\_\_\_

Request Approved/Denied: \_\_\_\_\_

Notify: Student \_\_\_\_\_, Instructors \_\_\_\_\_, PA \_\_\_\_\_, Admin  
Dept as needed \_\_\_\_\_

Student Record Updated \_\_\_\_\_

Revised 8/2026