



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 Email: registrar@pacifica.edu
Revised 8/2026

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 _____