



This policy does not apply to non-

matriculated students or those in the Challenge to Achievement Program.

All coursework completed prior to the effective change will be treated as follows:

All coursework and grades will remain on the transcript

No grades will be included or calculated in the Cumulative QPA

Only those courses and credits in which a student has earned a passing grade will count towards a Pace degree

NOTE:

30-32 credits

(depending on the academic program) at Pace. Students should request the double line option from the advisor or dean of their new college/school.

STUDENT I.D. NUMBER LAST NAME FIRST NAME MI.

STREET CITY STATE ZIP CODE

HOME/ RESIDENCE HALL TELEPHONE NUMBER CELL/WORK TELEPHONE NUMBER

PACE E-MAIL: _____

IF THIS IS A NEW ADDRESS/TELEPHONE NUMBER, PLEASE CHECK HERE _____ SO THAT WE MAY UPDATE YOUR RECORDS.

FROM: COLLEGE/SCHOOL DEGREE MAJOR

TO: COLLEGE/SCHOOL DEGREE MAJOR

CHANGE EFFECTIVE:

SEMESTER: FALL SPRING YEAR: _____

STUDENT'S SIGNATURE DATE

CHANGE APPROVED

CHANGE NOT APPROVED

SIGNATURE OF ADVISOR OR DEAN OF NEW COLLEGE/SCHOOL DATE

FOR OFFICE USE ONLY
OSA REP. DATE

PLEASE RETURN COMPLETED FORM TO THE OFFICE OF STUDENT ASSISTANCE