PACE UNIVERSITY
Elisabeth Haub School of Law

CHANGE PROGRAM REQUEST

DEADLINE FOR SUBMISSION -- PRIOR TO START DATE OF SEMESTER
Submit completed form to Registrar's Office

Transfer to the Full-time Program____ **Transfer to the Part-time Program____**

Semester Change is Effective: Fall 20____ Spring 20____

Print Name: _____U#: _____

Phone #: _____ Current Cumulative GPA: _____

CREDITS: Earned_____ Currently Registered for_____ Remaining_____

Expected Date of Graduation: _____

Reason for Request: _____

IMPORTANT NOTE: Your tuition charges will change so please be sure to contact the Financial Aid office to discuss how to update your aid. When you change program from Full-time to Part-time, please be aware that you will not have priority over DAY classes at registration.

*Student's Signature _____Date: _____

Full-time Students – Acknowledgement of Academic Policy

I understand the Haub Law Policy with reference to employment during the academic year by full-time students is such that employment should be restricted to twenty (20) hours per week.
I understand that it is the policy of the Academic Standing Committee of Haub Law to refuse to consider the fact that a student worked in excess of twenty hours a week as special circumstance in deciding petitions for readmission by students who have been dismissed for academic failure.

I, _____ (print name), have read the above statements and agree to comply with the standard.

_____
Student's Signature Date

DO NOT WRITE BELOW THIS LINE

Change of Program _____ Granted _____ Denied Comments: _____

_____
Signature of the Associate Dean for Academic Affairs Date