

**OFFICE OF STUDENT ASSISTANCE  
APPLICATION FOR DOUBLE LINE**

**DOUBLE LINE POLICY** – University policy allows former matriculated students not enrolled at Pace for a period of three years, with a cumulative QPA below a 2.0, and who have not attempted more than a total of Sixty (60) credit hours, to change college/school or degree programs within the University and to request from the advisor or dean of the new college/school involved that this change be clearly indicated on his or her transcript. 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:** According to Pace University's 'Residency Requirement' all students must complete a minimum of 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