

**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