



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