

Guide to Residential Living



Office of Residential Life and Housing

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Important Updated Guidelines and Procedures Amidst COVID-19

Social Distancing

Due to the COVID-19 Pandemic and the need for social distancing within the Residence Halls, the University will implement updated guidelines and procedures that must be adhered to while living in our on campus community. Please note that all guidelines and procedures are subject to change as the university receives guidance and direction from government and health authorities.

Social Distancing

Social distancing is a set of actions taken to stop or slow the spread of a highly contagious disease. The goal of social distancing is to limit face-to-face contact to decrease the spread of illness among people in community settings. For that purpose, you are required to wear a face covering as you travel within the residence hall outside of your room. This includes elevators, laundry rooms, communal spaces and entering in and out of all residence hall buildings.

Face Coverings

A face covering is any well-secured cloth that covers your nose and mouth. Examples of this would be a bandana or scarf. A face covering will be needed to access all residence halls, and to enter elevators, kitchens, laundry facilities and any other public spaces outside of your room.

Quarantine

A period of time students will spend in their room without any interaction outside of their room location after potentially being exposed. Students will be quarantined if they have been exposed to someone who has tested positive for COVID19 or have had exposure to someone who has demonstrated significant symptoms of having COVID19.

Isolation

Students assigned to a multi occupancy space (not to a single room), who have tested positive for COVID19 or demonstrate significant symptoms of being sick will be placed in an isolation room. This process will be outlined in more detail once students are on campus. The student will be expected to spend a period of time in the isolation room without interacting with anyone based on guidelines from University HealthCare.

Isolation Rooms

Students showing signs of COVID19 or may have had potential exposure to COVID 19 will be placed in an isolation room as part of the isolation protocol with further direction from our Health Care Unit and/or other Health Care Professionals. All isolation rooms will be located in Alumni Hall.

While living in residence, if a student thinks they have been exposed to COVID 19 or are experiencing symptoms, they must contact the Health Care Unit and the Residential Life and Housing Office to discuss the next steps. Information regarding contact free food deliveries will be provided during this process.

Exposure

Interaction and/or contact in close quarters (less than 6 feet distance) for greater than 15 minutes with a person outside your “family unit” without use of a mask.

On Campus Family Unit

The term "On Campus Family Unit" defines your specific room/suite/townhouse space, and the roommates/suitemates/housemates that reside in that space. Within your "on campus family unit's" shared space social distancing is not required. Because of the responsibility you have for maintaining the safety of the "on campus family unit", it is important that you make sure you are practicing social distancing and other reduced contact measures outside of this unit, whether in the hallway, common spaces, or off campus, to ensure that when re-entering your room/suite/townhouse you minimize potential risk of exposing COVID19 to your roommates/suitemates/housemates.

Guest Policy

Due to the need to practice social distancing in order to reduce the risk of potential exposure of COVID19 within the on campus community, we will not allow any guests in our Residence Halls for the Fall 2020 and Spring 2021 semesters. Anyone that resides outside your "On Campus Family Unit" will not be permitted into your room/suite/townhouse. The common space lounges within your building community should be used if you wish to meet with any other resident(s) in your specific residence hall. Please follow all social distancing procedures and room capacities as outlined when in the common space lounges and areas.

Our conduct point system has been updated to reflect the changes to any violations of our guest policy. Please make sure you review our updated conduct point system outlined in the Housing Agreement.

Violation of the guest policy will be applied as follows:

- **1st Violation** – Zoom meeting with hearing officer, **3 conduct points** and written warning
- **2nd Violation** - Zoom meeting with Assistant Director of Community Standards, **6 conduct points** and a written action plan outlining your plan of checking out within 24-48 hours of the 3rd violation of the guest policy (plan of action includes packing of all belongings, who will pick you up, how you will get home or find another place of housing)
- **3rd Violation - 8 conduct points, Termination of Housing Agreement without refund**

When conditions permit, the Guest Policy will be revisited. If and when we begin the process of permitting and allowing guests, we will send out a written notification letter.

Common Space Areas

Elevators

Capacity in all residence hall elevators is limited. In order to keep all of our community safe, please do not over crowd the elevator. Numbers of individuals in each elevator will vary by building (and size of elevator cars) and capacities will be posted. If you

encounter an elevator that already has more people than the posted limit, you must wait for the next car. This will increase wait time at periods of peak usage, so students should plan accordingly and allow for more time. Any time you are in the elevator a face covering must be worn. Please adhere to the maximum occupancy signs posted in each elevator car.

Common Space Lounges

All common space lounges will have a maximum occupancy sign on doors which will indicate the number of people allowed in the space. Please do not add any additional furniture for seating to these spaces as it will violate the social distancing guidelines. Violation of this guideline will result in strict sanctioning through the Student Conduct Hearing process.

Kitchen Facilities

While using any common kitchen facility you must have a face covering on at all times. Please do not leave any of your kitchen utensils or supplies in the common area. All food and cooking items left unattended in kitchens will be periodically discarded without notice and without restitution.

Laundry Facilities

A face covering is to be used at all times while using the Laundry facility. Due to the demand for laundry facilities please **DO NOT FOLD** your clothing in the Laundry Room. The laundry facility is to only load and unload your clothing.

Please adhere to the maximum occupancy signs posted for all Kitchens, Lounges and Laundry facilities. Any time you are in these spaces a face covering must be worn.

Process for Student Conduct Hearing:

Any student involved in a Student Conduct Hearing will receive a letter through email outlining the alleged violations and the instructions regarding the scheduled date and time of the hearing. There will be NO in-person meetings until further notice. All conduct hearings will be held via Zoom. If other arrangements are needed to conduct the meeting, a hearing officer will reach out to you via telephone. Please refer to the [Procedures and Guidelines](#).

Lockouts

When locked out of your room, please follow the appropriate procedures listed below. All keys and access fobs must be returned to the appropriate area within 1 hour of signing it out or the student will be charged for a lost key.

All lockouts during regular business hours: Monday-Friday 9am-5pm in Elm Hall, Residential Life and Housing office.

Lockouts between 5pm-6pm will be done by Safety and Security. A Security officer will unlock a student room/suite/townhouse after the student provides their Pace University ID Card or a Government Issued ID. Call Security at 914-773-3400.

Lockouts after 6pm: students will call the RA on Duty phone number listed on the RA Office door to gain access to the room/suite/townhouse.

**Pace University COVID-19 Community Standards:
Expectations for Community Health Related to the COVID-19 Pandemic
Effective: January 15, 2021**

All students have a responsibility to their campus community to fully commit to supporting the health of our campus in an effort to manage the spread of the COVID-19 virus. Due to the COVID-19 Pandemic the University has implemented a number of guidelines and procedures that must be adhered to while living and attending classes on campus. Students in violation of these polices will be subjected to the sanction guidelines listed below.

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Social Distancing Non-Compliance: (e.g. elevators, communal spaces, laundry, entering in and out of all Pace Residence Halls and buildings)	2 Conduct points	4 Conduct points	•6 Conduct points •A written Action Plan outlining your plan to check out within 24-48 hours if a 4 th violation occurs	•8 Conduct points •Termination of Housing Agreement without refund Commuter students: Access to campus will be removed
Face Coverings: Non-Compliance	2 Conduct points	2 Conduct points	2 Conduct points	2 Conduct points
Quarantine/Isolation: Non-Compliance	•3 Conduct points •Written warning •A written Action Plan outlining your plan to check out within 24-48 hours if a 2 nd violation occurs	•9 conduct points •Termination of Housing Agreement without refund Commuter students: Access to campus will be removed		
Guest Policy: Non- Compliance	3 Conduct points	•6 Conduct points •A written Action plan outlining your plan to check out within 24-48 hours if a 3 rd violation occurs	•8 Conduct points •Termination of Housing Agreement without refund Commuter students: Access to campus will be removed	
COVID -19 Testing: Non-Compliance	Written Warning	•6 Conduct points •A written Action Plan outlining your plan to check out within 24-48 hours if a 3 rd violation occurs	•9 Conduct points •Termination of Housing Agreement without refund Commuter students: Access to campus will be removed	

Pace Safe App Daily Completion: Non-Compliance (3 consecutive days in a 7 day period)	Written Warning	2 Conduct points	4 Conduct points	<ul style="list-style-type: none"> •6 Conduct points •Termination of Housing Agreement without refund.
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Students should also be aware that egregious or intentional violations of these policies may result in immediate removal from campus up to suspension or expulsion from the University.

If there is a reasonable basis to believe that a student’s conduct has intentionally posed a significant health or safety threat to one or more members of the community (i.e., hosting a large party, ignoring isolation or quarantine, intentionally coughing in another’s face, intentionally spitting on another person) the University will take immediate action to address the health or safety risk that the conduct has created. This immediate action may include, but is not limited to, the student’s removal from campus and/or the denial of access to all or specified activities on a temporary or permanent basis. If such immediate action is taken by the University, the student will be temporarily suspended, and their case will be reviewed following Pace University’s Student Conduct process.

Critical Housing Dates: 2020-2021

Fall 2020

<i>August 14th – 30th</i>	Check-in for Residential Students
<i>August 24th</i>	First Day of Classes
<i>November 1st</i>	Students who are not returning must cancel their spring housing assignment to avoid penalties
<i>November 25th</i>	Residence Halls Close at 8am
<i>November 25th - January 24th</i>	Residence Halls closed

Spring 2021

<i>January 19th</i>	Residence Halls Re-Open at 12pm (noon)
<i>January 25th</i>	First Day of Classes
<i>March 1st</i>	First day to submit Housing Deposits
<i>April 26th- May 1st</i>	Undergraduate Finals
<i>May 1st</i>	Residence Halls Close

Summer 2021

<i>June 1st</i>	Summer I Begins
<i>July 13th</i>	Summer I Ends
<i>July 14th</i>	Summer II Begins
<i>August 25nd</i>	Summer II Ends

Full Academic Calendar -

<https://www.pace.edu/sites/default/files/files/OSA/academic-scheduling/academic-calendar-2020-2021.pdf>

*All dates are subject to change based on New York State Guidelines

Introduction to Housing

Welcome to Residential Life at Pace University, Westchester!

This Guide to Residential Living is a resource outlining the services, guidelines, important information, community standards, policies, and procedures of our community. The policies contained in this document apply to all Pace University students living within Pace University residence halls, including all properties owned and leased by Pace University.

If residents have questions or concerns that are not covered in this document, please contact the Residential Life and Housing staff Monday to Friday, from 9:00am - 5:00pm at (914) 597-8777 or by emailing us at westchesterhousing@pace.edu.

Pace University Mission

To offer undergraduate and graduate education for a broad range of professions, while providing a strong foundation of liberal learning, thereby giving a highly diverse population of students the opportunity to lift their lives and prospects. Our objective is to create thinking professionals who are highly sought after as innovators and successful leaders, and who will positively impact twenty-first century society.

Office of Residential Life Mission

The Office of Residential Life and Housing creates a safe, vibrant community where students are encouraged and challenged academically and socially. Our team of qualified staff guides residential students in their experience to develop personal responsibility, live and learn with others, and gain a broader understanding of the world.

Although the University provides members of the Residence Hall community with various social and educational services, our primary function is to ensure that residents are in a comfortable and academically sound environment.

Student Leadership

Residence Hall Association (RHA)

The Residence Hall Association (RHA) is comprised of an Executive Board, as well as the Executive Boards from each respective Hall. The RHA serves as the governing organization for residence Hall Councils and represents resident student interests to the University at large. RHA sponsors several programs each semester for resident students, and has gained recognition for its charitable activities.

Hall Councils

Each residence hall has its own Hall Council comprised of officers and members from the hall. Hall Councils serve a number of purposes. They plan, organize, and deliver programs for the residents of their hall. Hall Councils also serve to promote community within the residence hall while offering residents the opportunity to grow in an informal setting and safe comfortable environment. Hall council facilitates programs for residents and they advocate for the needs of students. Each hall council is advised by the Residence Director of that building.

Other University Staff in the Building

Maintenance

Maintenance issues are resolved by Pace University Facilities staff. Residents should submit any and all requests through an online work order at <http://facilitiesrequest.pace.edu>. If a maintenance issue is not resolved in a timely manner contact the Residence Director. The RD will follow up with the appropriate people to ensure a proper resolution.

General preventive maintenance and routine repairs will be accomplished without charge to the resident. However, residents will be financially responsible if their negligence or actions (or those of their guests) cause the need for repair beyond normal wear and tear. Emergency maintenance situations, including major leaks and flooding, inoperative door locks, or other situations that endanger safety or property require an immediate response and should be reported to a Resident Assistant in their building immediately. If an RA cannot be found, please notify Security.

Custodial Service

In all residences, basic custodial service is provided for common areas, including corridors, lounges, and community bathrooms (excluding private bathrooms in all residence halls). Custodial service is not intended to alleviate residents from their responsibility to pick up after themselves and treat their environment with care. It is still the responsibility of each resident to dispose of waste appropriately. It is also the resident's responsibility to maintain his/her individual room and all shared areas. Custodial service is not available to clean personal space, and students are required to maintain hygienic conditions in their room (see Health and Safety Inspections below). If a common area needs cleaning or custodial service beyond the routine service provided, residents of a floor or building may share the expense of that additional cleaning.

Residential Life and Housing Administrative Policies

These policies govern the administrative and operational aspects of the Residential Life and Housing program at Pace University's Westchester campus. Violation of these policies may result in administrative fees or fines, or delays in processing administrative requests. Extreme or repeated violations of these policies may result in judicial action against the student.

Room Assignment Policy

The University reserves the right to determine and assign the housing space to be occupied by the student and to reassign alternative accommodations as circumstances warrant. Should the Office of Residential Life and Housing reassign the student to an alternative accommodation, a proportionate rate differential may be charged upon date of reassignment.

Dates of Occupancy

The room rate covers the cost of the academic semesters that the student has selected on the Housing Assignment application. The period covered in the Agreement for the fall semester is August 14, 2020, through November 25, 2020 at 8:00am. The room rate will again be applied to the spring semester residency from January 24, 2020, through 24 hours after the student's last final exam of the Pace Spring Semester or 12:00pm on May 15, 2020, whichever comes first.

Room Condition and Reporting Damages

All residents of a room are responsible for ensuring that damages occurring during the year are reported appropriately. General preventive maintenance and routine repairs will be accomplished without charge to the resident. However, the residents may be financially responsible if there was negligence or the resident's actions caused the need for repair beyond normal wear and tear. Charges for damages that cannot be specifically attributed to one or more individuals (via direct report to or investigation by the Residence Director) will be evenly applied to all residents of a room. The Room Condition Report (RCR - see below) serves to protect students from incurring charges for damages present upon move in. Residents are responsible for all the University property in the room and are not permitted to alter, exchange or remove any of the room furnishings, doors, walls, floors or ceilings. The Office of Residential Life and Housing strongly suggests that residents take the time to review the RCR before signing it, as it will be used to assess any damages at check out. Residents will be assessed a charge for room damage which is not noted on the check-in RCR.

Room Condition Report (RCR)

The RCR offers the resident the opportunity to thoroughly inspect their room and record its condition. Upon check-out, this report will be used to assist staff in assessing the room's condition and will result in the issuance of a damage charge. Within 2 weeks of checking in, students must report any discrepancies through their room condition report at MyHousing. Proper completion of the RCR will prevent the student from incurring charges for damages present upon move in. All residents of a room will be

held jointly accountable for damages found during or after check out. The RA is not responsible for the final and binding assessment of room damages as all RCR's will be reviewed by the RD and/or AD, and updated with charges from maintenance.

By approximately June 1st students will receive a letter from the Office of Residential Life and Housing with a total of damage charges for their room. The damages will be assessed to the student's University account. The letter will contain a breakdown of the charges, the reason why the student was charged, and detailed information on the process for challenging these charges. Students must appeal charges in writing within 14 days of receipt of billing notice. Those charges that are not challenged, or those that were unsuccessfully challenged will remain on the student's bill.

Damages and Fines

Although there is a good faith attempt to bill the individual(s) responsible; if the responsible person(s) cannot be identified, residents of a particular section, building, house or the entire campus (if appropriate) will be billed a proportionate share of the cost of repair or replacement. For this reason the Office of Residential Life and Housing requests the cooperation of the residence community in identifying negligent parties.

- If a damage is found during the semester, a student once identified as responsible for the damage will be billed for the charges. They will be notified by professional staff via their Pace University email.
- Payment of all damage bills must be sent directly to the Office of Student Assistance. The Office of Residential Life and Housing or any staff member cannot accept payment.
- Residents who are not returning to residence may have damage charges deducted from their Security Deposits.
- Those eligible for Security Deposit refunds should wait at least sixty days before contacting The Office of Student Assistance.
- For policies specific to End of the Year Damage Assessments and Billing, please see [Check-out procedures](#).

Check-in Procedures

Only full-time enrolled students with a \$0.00 balance on their University account and those that are in good judicial standing (all sanctions completed) may check-in. Under certain circumstances, students are permitted to move in with an outstanding or pending balance. In these cases, students accept full financial responsibility for the cost of the residence hall, and acknowledge that a housing refund will not be issued, even in the event that the student fails to become registered. If a resident cannot pay off their balance by a specific deadline, they will be asked to move out of the residence hall.

Administrative Room Transfer Freeze

For two weeks at the start of each semester, there is a hold on all room transfer requests. This period allows students an opportunity to become acclimated to their new environment, community, and roommate(s), while allowing the Office of Residential Life and Housing, Admissions, Office of Student Assistance, and Academic Departments to verify student status, accounts, and occupancy. This administrative room transfer

freeze will be lifted as soon as the housing staff can confirm occupancy of all residents. If, during this time, a resident believes they are in critical need of a room change, contact a Resident Assistant, Resident Director or the Office of Residential Life and Housing.

Emergency Room Changes

At various times, a student will request an emergency room change based on behavior of another student that has not been documented and/or addressed through the judicial process. It is the policy of The Office of Residential Life and Housing that in such cases, the student bringing the complaint shall be offered a temporary relocation until such time as the situation can be investigated. Students who feel threatened or in any kind of danger will be offered alternative housing for the short term. After the situation has been investigated and addressed, the appropriate long term solution will be determined (who, if anyone, will move out permanently). Students who genuinely believe they are in danger are expected to take advantage of temporary relocation to ensure their safety. Students who choose to not take the room provided by Residential Life and Housing during this time will have to find housing on their own off campus.

Improper Room Transfer

A resident who moves to another room without proper authorization from the Residential Life and Housing Professional Staff is considered to have conducted an Improper Room Transfer. The resident will be assessed an improper check-out fee of \$75 and may be subject to disciplinary action.

Empty Beds

The University reserves the right to fill any vacant bed at any time. As the Office of Residential Life and Housing is continually placing students, vacancies may be filled without notice. Students with one or more vacant beds in their room or suite can expect a new roommate or to be moved to a different room as the need for consolidation arises. Students must leave the vacant portion of their room or suite in a condition that will allow another person to move in easily. Students should not “spread out” their belongings into a vacant portion of the room or suite. While every effort is made to try to accommodate the needs and wishes of the original room occupant(s), students are prohibited from denying access to the incoming student.

Consolidation

When our records indicate that a resident does not have a roommate or is assigned to an area requiring consolidation, residents may be required to relocate into a new space. As stated in the Consolidation Policy of the Occupancy Agreement, **“The University reserves the right to determine and assign the housing space to be occupied by the student and to reassign alternative accommodations as circumstances warrant.”** Should the housing staff attempt to assign a student to a vacant space and find that the room cannot be moved in to (because the current resident has occupied the available space in the room), the current resident will be subject to an administrative fine of \$500, and required to prepare the room for a new resident within 24 hours. If the student does not fulfil these expectations they may be referred to conduct. Which student is required to change rooms is left to the discretion of the

Associate Director but preference is usually given to the resident with more cumulative credits.

Check-Out Procedures

Students leaving an assigned space for any reason (transfer, consolidation, contract termination, or end of year/session) must complete the Check-out procedure for their building. Any portion of the check-out procedure not completed could result in a charge/fine. Check out procedures are set by The Office of Residential Life and Housing and communicated to residents by email, and through posted information on floor bulletin boards/newsletters. Please be sure to follow all of the steps listed in the next section. Failure to complete even one may result in a \$75.00 improper check-out fine.

Students leaving the halls during the semester or at the end of fall semester must complete a Housing Cancellation Form at their [MyHousing](#) page. For detailed information, please review our website for [Closing and Check-Out Procedures](#) and [Housing Cancellation Information and Fees](#). Notifying an Advisor, the Office of Student Assistance or Financial Aid about cancelling housing, is NOT sufficient to cancel the housing assignment.

The Traditional Check-Out procedures generally includes:

- Making an appointment with an RA or RD 24 hours before departure to check-out and complete the check-out RCR which indicates any new damages to the assigned space.
- The room, suite and or townhouse must be vacuumed or swept and all furniture must be arranged as it was when the student checked in. Failure to do so will result in a \$50 per room cleaning fine per resident, in addition to the \$75 improper check-out fine. The entire room/suite/townhouse must be clean prior to the last assigned occupant's checkout.
- Townhouse residents will be fined a minimum of \$50 for each section of their Townhouse needing cleaning per resident. Be certain that the kitchen, living room, bathrooms, hallways, stairways, bedrooms and closets are left in the same condition the student found them upon check in.
- Any items left behind will be considered abandoned and will be discarded. The Office of Residential Life and Housing does not store or save any belongings left behind under any circumstances.
- Return the room key(s) to the RA or staff member doing the check-out.
- Sign the check-out RCR with an RA or staff member doing the check-out.

The Express Check-Out procedures generally include:

- When a student is ready to check out, they can complete an Express Check-Out Form located near the RA office in each residence hall. After the form is completed, the student can place the keys inside the envelope, remove a copy of the form for their own records and then drop the envelope with the keys into the dropbox.
- The room will then be inspected by an RA or RD within 24 hours of the check out and a Room Condition Report will be completed.

- The student will be held responsible for any damages to the room. Students choosing to utilize the express check-out process waive their right to appeal the damage and administrative fees associated with their room condition or check out process.

Room Deposits

Room deposits are applied to the respective semester room fees and are refundable based on the [room cancellation policies](#). Room deposits must be paid to the Office of Student Assistance and a receipt of the payment must be provided prior the selection of a room. Any resident who would like to participate in in the room selection for the following Fall must have a zero balance and a room deposit on file.

Release by the University:

The University reserves the right to:

- Terminate a student's Housing Agreement in the event the student fails to meet financial obligation to the University.
- Terminate a student's Housing Agreement in the event the students fails to maintain required academic standards.
- Terminate a student's Housing Agreement in the event the students fails to meet university immunization compliance requirements.
- Terminate a student's Housing Agreement in the event the students fails to abide by the policies and procedures of the Guide to Residential Living or those in the University Student Handbook.
- To reassign or repossess the room and to effect any other steps necessary, or advisable in the interest of health, safety, and conduct of the residence hall program.

Refunds

The student shall not be entitled to a refund upon student initiated or disciplinary termination of their Housing Agreement.

Keys and Lock-outs

- When a resident checks in, they will receive keys for their room from Residential Life and Housing staff.
- To insure safety within the halls, please report all lost keys to the RA or RD so the lock can be changed.
- Students' ID cards provide access to their residence hall.
- During business hours, (Monday – Friday, 9:00 am – 5:00 pm), students who are locked out of their room can go to the Office of Residential Life and Housing in Elm Hall to borrow a key to gain access.
- Between 5:00pm – 6:00pm, Monday to Friday, students can contact Safety and Security to be given access to their room/suite/townhouse.
- After 6:00pm to 8:00am, Monday to Friday, and all day, Saturday and Sunday, and University Holidays, residents should contact the RA on Duty to gain access to their room/suite/townhouse.

- Students must return any borrowed or assigned keys. A fee is charged for the replacement of any lost keys. If required, residents may also be billed for a new lock cylinder plus installation.
- Room Key: \$30.00 Change Lock: \$75.00

Reach of Policy and Notification of Changes

The Assistant Dean for Students/Director of Residential Life and Housing may, with proper notice to the resident student population, alter policies found in this guide during the course of the academic year. Proper notice will consist of email notification to each student's Pace University email account. Similarly, the Assistant Dean for Students/Director of Residence Life and Housing may waive certain policies as necessary or appropriate for certain individuals. Such waivers should be requested in writing (or email), and will be evaluated on a case-by-case basis.

Early Withdrawal from Residence

- If a student wants to move out of their housing assignment early, they must still officially check-out of residence. Please follow the directions on the previous page in addition to the steps listed below.
- Complete the 'Pleasantville Housing Cancellation Form' at the Student's [MyHousing](#) page on their Pace Portal.
- Make an appointment with either their RA or their RD so that the resident can review their RCR and turn in their keys.
- Refunds for housing cancellations will follow the [Housing Cancellations and Fees Schedule](#).

Early Check-in to Residence Hall

During Fall 2020, there will be no early check in to the residence halls. Students will be able to move in based on the check in process that will be emailed to the students Pace University email address.

For the Spring 2021 semester, like most Universities, all services are not available until the official start of classes. As such, early check-ins are not permitted unless an extreme hardship can be documented. A student may be subject to a \$50.00 per day fee for moving in earlier than the University move-in day. Opening and closing dates are listed on the housing contract; please make sure to note them. Any request for exceptions must be made in writing, to the Office of Residential Life and Housing, at least two weeks prior to the scheduled check-in dates. *NO request for early check-in will be considered after August 18th.* All early move in requests need to be submitted using the early arrival form that can be found at the student's [MyHousing](#) page.

Housing Accommodations

Students who would like to apply for a housing accommodation, must contact the Office of Student Accessibility Services. This office is part of the Counseling department. Students applying for a housing accommodation must have the medical paperwork to illustrate the need. To view the housing accommodations process, please go to

<http://www.pace.edu/counseling/office-of-disability-services/resources/westchester-disability-services-forms>.

Improper Room Transfer (reference University Guiding Principles 10 and 26)
Moving from one housing assignment to another without proper approval from the Residence Director or the Office of Residential Life and Housing is prohibited.

Housing Selection

Fall/Spring Semester Housing

In order to be eligible for housing in the Fall or the Spring semesters, undergraduate students MUST BE full-time, matriculated students registered for a minimum of 12 credit hours each semester. Graduate Students are considered full-time if they are registered for 9 credits a semester.

Exceptions to this are:

- Final semester students who need less than 12 credits to complete graduation requirements. However, residents must be registered for at least six (6) credit hours and have the permission of the Office of Residential Life and Housing. This includes those who are student teaching.
- Students employed in a full time internship via the Office of Cooperative Education may reside on campus without registering for classes during the semester of employment IF they receive written permission from Office of Residential Life and Housing prior to the start of the semester.
- Conditionally, matriculated students who are registered for at least 10 credits and have received permission from the Office of Residential Life and Housing can be housed based on available space.

Summer I & Summer II Housing

In order to be eligible for housing during Summer I or II, residents must meet one of the following requirements:

- Registered for at least three (3) credit hours per session that the resident wishes to be in residence.
- Involved in a full-time internship position through the Office of Cooperative Education.
- Employed by the University in an on-campus position and working a minimum of thirty hours per week.
- Please note that during the Summer Sessions there is limited space and priority is always given to registered students.

Termination or Refusal of Housing

- Any resident who falls below the minimum course load requirement or fails to meet all other eligibility conditions must immediately notify the Office of Residential Life and Housing in writing and may be asked to vacate the residence halls.
- The University reserves the unconditional right to refuse to renew a housing agreement or to terminate, with cause, the residency of any individual deemed to behave in a manner detrimental to themselves or others.
- Other than live-in professional Student Affairs Staff members, Full Time Staff and Faculty may not live in residence.

Townhouse Occupancy (after check-in)

A Townhouse is considered to be full when there are eight (8) residents living in the house. RA houses are considered full when there are seven (7) residents living in the house. When the occupancy of a house drops below full capacity, the Office of Residential Life and Housing will follow the procedures described below:

Resident below capacity

The remaining residents of the house will be given a stated period of time in which to find a replacement resident. If they are unable to do so the Office of Residential Life and Housing reserves the right to assign another student to that space at any time.

Holidays and Semester Breaks

Spring Break

The University's Residence Halls are open for Spring Break. During this break, Food Service will not be open.

Semester Break

- The University's Residence Halls are closed for the duration of the Winter and Summer Breaks unless residents have received permission from the Office of Residential Life and Housing.
- The Semester Break begins on the last day of finals in the Fall Semester and ends on the day before the first day of classes in the Spring Semester.
- Residents will not have access to their rooms during this time.
- The University is not required to provide housing to any student during the Semester Break.
- Dining Services will not be available during these breaks and, if available, the transportation schedule will be limited.

Residential Life Health, Safety and Security Policies

All behavioral policies in Pace University residence halls are based on the University Guiding Principles of Conduct (UGPC), but not all prohibited or required behaviors are specifically detailed in the UGPC. Students are expected to adhere to both the letter and the spirit of the UGPC.

The policies in this section help clarify how the UGPC impacts the behavior of resident students. Students are held accountable to all university policies and procedures, including those made available to them here and in other essential university documents.

Alcohol Policy (reference University Guiding Principles 14, 15, 24, and 26)

Pace University has a strong commitment to a healthy and safe environment for all members of the University Community. Substance or alcohol use will not be accepted as excuses for violating responsibilities as a member of our community.

Compliance with the University alcohol policy includes but is not limited to adhering to the following:

Alcohol

- Individuals under the age of 21 may not be in the presence of, possess, consume or purchase alcohol in the residence halls.
- Individuals 21 years of age or older may only possess amounts of alcohol consistent with personal consumption (specifically, 72 ounces of beer or beer product or 50 ounces of wine) and cannot be in the presence of, possess or consume alcohol in the presence of a minor.
- It is a violation to possess an open container of alcohol in the public or community areas, including outside. No open containers of alcoholic beverages will be permitted in any other public areas such as (lounges, hallways, kitchenettes, patios, porches, outside of the Townhouses, etc.) of any residence hall without the permission of the Assistant Dean for Students and Director of Residential Life or their designee.
- Individuals may not supply alcohol to another person who is underage.
- No hard liquor is permitted in the Residence Halls, nor is it permitted at any social event.
- Individuals may only possess amounts of alcohol consistent with personal consumption: Specifically, 72 ounces of beer or beer product or 50 ounces of wine per “of age” person.
- Alcohol which is possessed, purchased or dispensed illegally or in violation of any regulations will be required to be discarded in the presence of a Residential Life and Housing staff and/or Pace Security staff. Violators will face disciplinary action.
- Kegs, boxed wine, funnels or any other materials such as shot glasses that promote the mass consumption of alcohol are not permitted in the residence halls at any time.

- Mass consumption of alcohol, drinking games, or any activity which promotes the mass consumption of alcohol, are strictly prohibited.
- Examples of activities that promote that mass consumption of alcohol include but are not limited to:
 - Drinking Games
 - Water Pong
- Any table used for drinking games will be confiscated and discarded. It will not be returned at any point of the year.
- Decorative alcohol bottles of any kind are not permitted in the Residence Halls.

University Drug Policy (Referencing Guiding Principles 4, 24, 26)

Use, possession, distribution, or the sale of paraphernalia, illegal drugs, including marijuana, and the use of controlled substances without a valid prescription is prohibited. Even if a student has been prescribed medical marijuana in their home state, it is **still not permitted** in New York State, New York City or on the Pace University Campus at all. The presence of marijuana odor, trace elements of marijuana, marijuana paraphernalia, any item used to seal cracks beneath doors, or other circumstantial evidence may be used by student conduct officers as they determine whether the burden of proof (required by the student conduct process) has been met with regard to allegations of drug use and possession.

Drugs

Use, possession, distribution, or the sale of paraphernalia, illegal drugs, including marijuana, and the use of controlled substances without a valid prescription in your name is prohibited. Any illegal drugs or paraphernalia will be confiscated and discarded by University Staff.

The use of cloves, and hookahs are prohibited on University property and is not a defense for charges of either use or possession of marijuana. All of these items will be confiscated and discarded by university staff.

Knives (reference Guiding Principles 3, and 26)

In order to be permitted in the residence halls, knives must have a total unfolded length of 4.5” or less, only one blade side, and the blade cannot be gravity, spring or otherwise mechanically assisted. A few examples of knives that are prohibited: Swiss army knife, switchblade, box cutters etc.

Smoking (reference Guiding Principles 24 and 26)

In the interest of providing a safe and healthy environment for faculty, staff and students and in accordance with New York City Local Law 2 and Title 20 of Westchester County Sanitary Code, Pace University, Office of Residential Life has adopted the following smoking rule:

Residents, guests, and employees of the University are strictly prohibited from smoking in the residence halls, including student rooms, common areas, lobbies, lounges, activity rooms, stairways, doorways and elevators. The area immediately around the main

entrance to each residence hall is also considered a non-smoking area. The use of vapes, and E-cigarettes are also prohibited in these areas.

Smokers must remain 50 feet from any residence hall. Failure to do so may result in a fine and/or disciplinary action.

Facilities

Bathrooms

All showers on campus are for single occupancy only. Residents are responsible for cleaning up any mess when they leave the showers and stalls and must take steps to ensure that they do not clog the sink while using it.

In keeping with Pace University's policy of nondiscrimination on the basis of gender identity or actual or perceived sex, Pace University allows individuals to use a sex-specific restroom and/or locker room facility that corresponds to their gender identity and/or legal sex. Individuals that must be accompanied by a different gender attendant, guardian or adult may use a gender-specific facility if necessary.

Please trust that each individual knows which restroom is right for them.

Entry into Residents Rooms

The University reserves the unconditional right to enter any room occupied by students pursuant to this agreement in the interest of health, safety, and conduct of its residence hall program. Residential Life and Housing Staff and other authorized University personnel may enter the student's room at any time for cleaning, inventory, maintenance, all forms of inspection (including, but not limited to, Fire Safety, Health and Safety), repairs or upon reasonable grounds the belief that a crime or violation of the University's rules and regulations has been or is being committed.

External Fixtures

Any external antennas, aerials, connecting wires, posters, signs or banners affixed to buildings are prohibited. The University may remove said objects without notice.

Furnishings and University Property (reference University Guiding Principle 2)

- Students may not have furniture other than what is provided by the University. University furnishings may not be removed from rooms as they meet our safety standards.
- Residents are responsible for all furnishings provided in their room and cannot remove university provided furniture from their unit.
- Residential Life and Housing staff reserves the right to have students remove personal furnishings from a room/suite/house if those furnishings are believed to pose a safety risk, impede movement within the room/suite/house, or represent a fire hazard.

- No couches, chairs or futons are permitted unless a resident can provide manufacturers' certification that furniture meets the national standard for fire retardancy of upholstered furniture. (California Tech. Bulletin 117 is the accepted standard). Written documentation is required prior to bringing additional furniture into Residence Hall.
- Furnishings and any item brought into the room must be arranged in a manner that does not obstruct clear access to exits.
- Waterbeds, lofts, or homemade bunk beds are not permitted.
- Community and lounge furniture may not be removed or relocated.
- Exercise Equipment (weightlifting apparatus, pull-up bars, barbells/ free weights over 25lbs, etc.) is not permitted.
- Students are not allowed to alter University property and furnishings. Examples include painting, placing locks, command strips, stickers, nails, screws or any other items in or on the furniture or walls.
- Residents may, with roommate's approval, bring their own incidental pieces of non-upholstered furniture (shelves, bookcases, bins, etc.). Any items which can cause damage to University property or represent a fire hazard are not allowed.

Identification (referencing University Guiding Principle 21, 24 and 26)

A Pace University ID card must be presented to gain admittance into a residence hall and upon request of a staff member or Safety and Security. Presenting false identification or impersonating another person or a university official is prohibited. Allowing use of your ID card by another individual for any reason is prohibited. Unauthorized entry or attempt to gain entry into the residence hall through the failure to present a proper and/or acceptable form of ID, avoidance of Security, using a falsified/modified ID card, or another resident ID card is prohibited.

Residence Hall Access

- Keys are the property of Pace University and may not be duplicated.
- All residents are expected to carry their ID card at all times and cannot be duplicated or altered.
- Residents must never loan their card/keys to anyone.

Property Loss or Damage (reference University Guiding Principle 2)

The University assumes no responsibility of any kind for loss or damage to personal property caused by fire, water, theft, the actions of other students or guests, or any other cause whatsoever. Personal property stored in resident's rooms, during the period of the housing agreement, shall be stored at the owner's risk. The student may not store personal property in the residential facilities during the Summer Sessions.

The University is not responsible for any personal electronic equipment, including computers, brought onto the University premises. All students should connect their electrical/electronic equipment, including computers, to power surge protective devices to minimize potential damage to their personal property. The University is also not responsible for any personal items left in lounges, kitchens and laundry rooms. The University is not responsible for missing items left outside of your assigned room, suite

or townhouse. If a student would like to file a report for theft or damage, one can at Campus Security Office.

The University encourages all students to purchase renter's insurance, if your home owner's insurance doesn't cover your personal property here at Pace.

Posters/Pictures with Mounting Materials (reference Guiding Principle 26)

Students are not permitted to use any clay, sticky tac or adhesives to mount anything on the walls.

Students are permitted to use mounting materials that do not leave residue or otherwise mark the walls. At check out, students must remove all mounting materials from all walls. Students will be charged for wall damages or walls that need to be repainted after move out if any damage occurs.

Doors: items on room/suite/townhouse (referencing University Guiding Principle 2 and 26)

In order to reduce long-term damage to doors, residents may post only one dry erase board on the door entering their room/suite/townhouse. Any additional items must be mounted in such a way as to not incur further damage to the door. No stickers are permitted. Placing offensive materials on doors is prohibited. A staff member may request a student remove material off their door if it is determined to be offensive or creates a hostile environment.

Postings (reference University Guiding Principle 17,18,20, 26)

Posting notices, flyers, ads and other informational items must be approved by SDCA main office. All flyers must have an "approved for posting" stamp from the SDCA to be posted within the halls. Once approved by SDCA, bring copies to the Residential Life and Housing Office. This office will disseminate them accordingly into the Residence Halls. No postings advertising events with alcohol or offensive materials will be approved for posting.

Unauthorized posting of materials on bulletin boards or anywhere else on campus is prohibited and such materials will be removed. Persons posting material in violation of these rules will be subject to the disciplinary process outlined in 'postings' in the GTRL.

Tapestries (reference University Guiding Principle 24 and 26)

Some tapestries are permitted. However, they cannot be hung from or cover the ceiling, and cannot be hung as a bed canopy. Tapestries cannot cover windows, electrical outlets, any sprinkler or fire alarm and lights cannot be strung around or be touching the tapestry. Residential Life and Housing staff has the right to remove any tapestries that are deemed a fire safety concern.

Curtains (reference University Guiding Principle 26)

Personal curtains are permitted as per the NYS Division of Homeland Security and Emergency Services ONLY if they are fire retardant and proof can be provided at the

time of request of any fire authority or University staff member. Installation of curtains cannot damage existing hardware and all residents of the room must agree.

Windows (reference University Guiding Principles 2, 9 and 26)

Throwing objects from a window is strictly prohibited. The use of slingshots or other related items is not permitted. Tampering with or removal of window stops, screens, or other safety equipment is not permitted and will result in a fine.

- Entering residence halls or rooms by students or their guests via windows, or fire doors is prohibited.
- Speakers should not be placed on or played from windows.

Health and Safety Inspections (reference University Guiding Principles 5 and 9)

Student rooms will be inspected up to two times each semester to assure compliance with health and safety related aspects of the University Guiding Principles and Office of Residential Life and Housing policies. Roommates can be held jointly responsible for health and safety violations that exist in their room, apartment or suite. The Office of Residential Life and Housing staff members who observe other violations of University policy (not related to health or safety concerns) will separately document those violations and forward them to the disciplinary/judicial process.

Emergency Evacuation (reference University Guiding Principles 5, 9, 10, 24 and 26)

Because of the differences in the physical facilities and fire safety laws of each location, Resident Assistants will instruct residents on proper evacuation procedures at the first section meeting. Residents are encouraged to ask questions at any time if any procedure seems unclear.

Once a building wide/townhouse alarm has sounded, all occupants **MUST** exit the building every time the alarm sounds.

- Once a building wide/townhouse alarm has sounded, all occupants must evacuate the building. Evacuation of the facility is mandatory.
- Each occupant that does not evacuate will be subject to a fine of \$100.00
- All residents should evacuate the building to designated area (100 feet from building).
 - Alumni Hall and Elm Hall toward the Kessel Student Center
 - Martin Hall and North Hall toward the grassy area between both buildings
 - Townhouses* toward the upper parking lot
- Students are instructed to leave the building in an orderly manner by means of the closest safe stairway or exit immediately.
- Once outside the building, all individuals must remain at least 100 feet from the building.
- An individual cannot enter a building until a signal has been given by the Residential Life and Housing staff on site. At that time students are permitted to re-enter in an orderly fashion

- For emergency evacuation purposes it is expected that all residents notify any Residential Life and Housing Staff of any immobility, whether it is temporary or permanent.

Every resident needs to know where the nearest exit (stairwell) and the alternate exit from their room: From their room, residents should count the number of doors to the stairs left and right of the room. This will assist them in locating the stairwells if and when they encounter a smoke condition as they crawl low in the corridor to the evacuation stairs.

*When evacuating the Townhouses, please close, but do not lock all bedroom and bathroom doors when exiting. In the event of a real fire, if the stairwell and front door are unreachable, the back bedroom on the third floor (BEDROOM D) in every Townhouse has an escape ladder in front of the window.

[Pets/Emotional Support and Service Animals \(reference University Guiding Principle 26\)](#)

Fish (e.g. beta fish, goldfish) contained in a well maintained and cared for aquarium holding no more than ten gallons of water are permitted. The owner of any emotional support/service animal (must be approved by The Office of Student Accessibility Services) is ultimately responsible for the actions of the animal. Students must ensure proper noise control, hygiene and care of their approved emotional support/service animal so that it is not disruptive to the educational pursuits of the community.

[Filming \(reference University Guiding Principles 25 and 26\)](#)

In order to protect residents' right to privacy and undue disruption of their community, filming may not be done in any area of the residence halls or campus property without the written approval from the Office of Residential Life and Housing, Dean of Students or appropriate designee. This includes any social media outlets that allow filming such as: snapchat, Facebook, Instagram, etc.

[Student Behavior Online \(referencing University Guiding Principles 9, 11 and 26\)](#)

The Office of Residential Life and Housing staff members who choose to participate in non-University online communities do not use the forum as a formal mechanism for monitoring inappropriate student behavior, illegal activity, or issues of student safety. Notwithstanding the above, it is possible that a staff member may unintentionally encounter inappropriate student conduct, or such conduct may be brought to the staff member's attention by another. In general, a student's conduct in non-University affiliated online communities should not be subject to disciplinary action unless the information relates to documented incidents which occurred within University property or the conduct seriously affects the student's position as a member of the residential community.

[Kitchen Area](#)

- Kitchens must be kept clean.

- Misuse of kitchen area, such as leaving dirty dishes in the sink, using the appliances improperly, discarding materials improperly, etc. may result in disciplinary action or community fines.

Littering

- Trash left in hallways or outside of the building, including Townhouses, will result in disciplinary action.

Prohibited Items (reference University Guiding Principle 26)

Any students found using or possessing a restricted appliance may face disciplinary action. The appliance will also be confiscated. The Office of Residential Life will determine whether or not an appliance is restricted. Confiscated items will be held for 30 days. After 30 days Pace University reserves the right to discard any items that have been held for longer than that 30 day period. Any item that has been confiscated by University personnel and is deemed unfit will be removed from campus property within the 30 day limit.

The University specifically prohibits possession of the following items and for fire safety reasons the following items are restricted from the halls. This list is not comprehensive, and items deemed to be unsafe will be confiscated by University personnel.

- Firearms, Weapons and Combustibles.
 - Firearms, ammunition of any kind, included but not limited to, BB guns, stun guns, air guns, pellet guns, paint guns, firecrackers, bows and arrows, knives – excluding kitchen and steak, martial arts weapons, and gasoline (or other combustible items) are not permitted in University Housing.
- Hover boards, self-propelled scooters, or similar devices
- Live holiday decorations such as trees, branches or wreaths.
- Extension cords, outlet adapters and outlet splitter
 - Residents are permitted to use only extension cords with the following restrictions:
 - UL approved three-prong extension cords that are 14-gauge or heavier as indicated on the cord's tag (NOTE: The lower the gauge number the heavier/thicker the cord).
 - Cords cannot exceed 10 feet in length.
 - Cords cannot impede safe traffic in units.
 - Cords must not be pinched in doors.
 - Only UL approved multi-plug adapters with circuit breakers are permitted.
- Possession of candles (including candles where wicks are removed) and incense
- Wax melters
- Kitchen appliances are prohibited in a residential bedroom or suite, beyond a K cup coffee maker that has an automatic shutoff and blenders. Cooking appliances can only be stored and used in designated areas; (townhouse kitchens or shared community kitchens)
- Lamps with halogen lightbulbs and lava lamps
- Lightbulbs with a higher wattage than suggested by the manufacturer of a specific lamp.

- Stand-alone microwaves (with the exception in the kitchen of a Townhouse)
- No more than one (1) refrigerator unit per double room or two (2) per triple. This unit can be a Micro fridge (Refrigerator/Microwave combo), which must be no larger than 4.0 cubic feet, or a mini fridge which must be 3.2 cubic feet or smaller. If a room is tripled there can be one Micro fridge and mini fridge (using the same cubic feet as above)
- Coffee pots without automatic shut off.
- Combustible fluids
- Fireworks or explosives
- Fog and smoke machines
- Portable Air conditioners and heaters

Sports in the Halls (reference University Guiding Principles 5 and 9)

Activities such as Frisbee, football, roller blading, dribbling a ball, etc. are not permitted in the residence halls. Disruption or damage caused by any such activity will be billed to the residents responsible.

Discrimination (reference University Guiding Principles 11 and 12, Affirmative Action Statement Policy, Statement Regarding Sex Discrimination, and Policy Statement Regarding Hate/Bias-Related Crimes)

- No student shall violate the rights of or deny the privileges of the residential community to another person for reasons of race, color, sex, age, ethnicity, religion, national origin, sexual orientation, gender expression, disability, marital status, or military status.
- Placing material on doors is prohibited when it is determined to be offensive or that it creates a hostile environment.
- If item can be seen from outside, Residential Life and Housing staff can ask for it to be removed.

Cooperation and respect for University Staff (reference University Guiding Principles 1, 9, 10 and 26)

Inappropriate outbursts, disruptive behavior, threats and/or harassment directed at any housing or security staff member will not be tolerated.

- Compliance with the direction of authorized staff members, Office of Residential Life and Housing staff, and safety and security staff is required.
- Compliance with the final decision/sanction rendered by a disciplinary hearing officer is required. If not, further disciplinary action may be taken.

Stalking (reference University Guiding Principles 9 and 26)

No student shall perform acts that are intended to harass, annoy, threaten, or alarm another person. Examples include repeatedly following such person; repeatedly committing acts that alarm or seriously annoy such other person and that serve no legitimate purpose; and repeatedly communicating by mechanical or electronic means, or any form of written communication with such person in a manner likely to cause

annoyance or alarm. Incidents in which stalking is alleged may result in the summary relocation or suspension of the accused pending resolution of the matter.

Living in the Residence Halls

Guest Policy (reference University Guiding Principle 26)

- A guest is defined as anyone in a residence hall room that is not assigned to that specific space by the Office of Residential Life and Housing.
- Roommates must be courteous to one another when having visitors and be sensitive to their roommate(s)' primary rights to sleep, study and privacy. Having visitors is a privilege that requires the prior consent of roommate(s). Unresolved visitation issues among roommates may result in the loss of the privileges for all residents of a room. As such, guests should visit only with the approval of all roommates within the room.
- As long as all roommates agree, each resident is permitted to have as many as two overnight guests on any given night, but guests are not to remain longer than two days (consecutive or nonconsecutive) within a seven day period. Residents assume responsibility for the conduct and behavior of their guests, including informing guests of all pertinent residence hall policies and procedures. If a guest is in violation of any policy the resident will be forwarded to the disciplinary process.
- Additionally, guests will be held accountable for their behavior and may be asked to leave the residential buildings and/or campus.
- Individuals under thirteen years of age are not permitted in the residence halls between the hours of 9:00 PM and 9:00 AM. Exceptions may only be made by special permission from the Assistant Dean for Students and Director of Residential Life and Housing or their designee.
- Guest privileges may be revoked for violation of University policies, and guests may be prohibited from University property indefinitely. In addition, the Residential Life and Housing Staff may, at any time, require a guest to vacate any Residence Hall.

Escort Policy

If the guest policy allows for guest(s), the following must be abided by. Residents must meet guest(s) in the main lobby and then escort the guest(s) at all times (24 hours a day, 7 days a week). Thus, the resident hosting a guest(s) must be present in the room with their guest(s) at all times.

Visitation Policy

No guest(s) are permitted in the residence halls or on campus until otherwise stated by the Residential Life and Housing Office. Violations of visitation guidelines could result in the cancellation of visiting privileges, cancellation of the resident's housing contract and/or other disciplinary action. (See addendum in beginning of this document.)

If the guest policy allows for overnight guest(s), the following must be abided by. Guest(s) are not to abuse the visitation policy by residing in the residence halls. Thus, an individual who does not have a housing contract with the University is not permitted to exceed more than four nights in one month as an overnight guest (with the same resident or a variety of residents). The Office of Residential Life and Housing reserves

the right to distinguish between visitation and actual residence in a room. Flagrant violations of visitation guidelines could result in the cancellation of visiting privileges, cancellation of the resident's housing contract and/or other disciplinary action.

Reporting Violations

All students are responsible for reporting violations that occur in their room, suite, or townhouse. If a student is documented, even if they were not participating, they will go through the disciplinary process and could be found responsible. Residential Life and Housing encourages all violations to be reported to the proper staff as it occurs.

Noise/Quiet Hours

Residents are expected to adhere to courtesy and quiet hours.

- Courtesy hours are in effect 24 hours a day and stipulate that you comply to any request to control your noise level if asked by another person (fellow resident, faculty, staff, etc.).
- Quiet hours is a period of time where noise will be kept at a level which cannot be heard outside the room with the door closed, or outside the building. Quiet hours are in effect between 11:00 PM and 9:00 AM Sunday through Thursday and 1:00 AM and 10:00 AM Friday and Saturday.
- During exam periods, twenty-four hour quiet hours are enforced.

Searches and Confiscation

Authorized University personnel reserve the right to search a residential space when there is reasonable belief that a safety concern or a violation of University policy has or is taking place. Residents are expected to cooperate with all reasonable request during this process. University officials may confiscate any suspicious, unauthorized or illegal items found in the room or on an individual. The possession of prohibited items may result in disciplinary action, criminal prosecution, or both. Documentation indicating the removal of any items will be left in a resident's room whenever items are confiscated during a resident's absence. Some confiscated items may be returned upon the discretion of the hearing officer or RD.

Safety and Security

For the safety and convenience of the members of each residence hall, there is a Resident Assistant office located near the front door of each building. Resident Assistants have office hours every night and go on rounds through the building to ensure the safety and security of all residents.

Personal Safety

The Office of Residential Life and Housing encourages all resident to take responsibility for their personal safety by doing the following:

- A member of the Residential Life and Housing staff, along with a member of Safety and Security, is on-call and available to assist you 24 hours a day. Safety and Security will contact the Residential Life and Housing Staff member on-call

at your request. Thus, we recommend saving Safety and Security's number in your cell phone (914-773-3400).

- Keep the door to room, suite, or townhouse locked at all times.
- Leave valuables, such as expensive jewelry, at home.
- Record the serial numbers of all electronic equipment.
- Report all lost or stolen items to Safety and Security immediately.
- Familiarize yourself with campus recourses and policies related to personal safety, such as the Counseling Center, Sexual Misconduct Policy, and the Amnesty Policy.

Community Safety

Every member of the residential community should do their part to keep the Residence Halls safe. The Office of Residential Life and Housing suggests the following:

- As members of the residential community, we encourage you to support your peers by intervening yourself or calling a member of the Residential Life and Housing staff or Safety and Security.
- Do not prop entrance or exit doors to the building.
- Do not hold entrance doors open for individuals who do not live in the community.
- Report the presence of any suspicious activity to a Residential Life and Housing or Safety and Security staff member.
- Do not use Fire Exit doors or windows as a way of entering or exiting a building.

Fire Safety

Each semester, Residential Life and Housing, Campus Safety and Safety and the Buildings and Grounds Department conduct fire drills in each campus building. These drills are conducted in accordance with the town of Pleasantville Fire Regulations to assess the evacuation procedure and ensure proper operation of the fire alarm systems.

Residents are not permitted to cover lights, hang items from lights, windows, safety equipment, fire heads or fire sensors, or ceilings in any manner. Paper or other flammable decorations should be used with care as to not increase the "fire load" of the room and should not cover windows, or placed over or near lamps or light sources. Blocking exits, doorways, hallways or stairwells with personal objects or propping open fire exit door are not permitted.

Safety Equipment (reference University Guiding Principles 2 and 24)

The tampering of any fire safety equipment is unlawful and strictly prohibited. This includes, but is not limited to smoke detectors, locks, fire extinguishers, window stops, sprinklers, emergency panic bars, stairwell alarms, fire pull stations, and exit signs. Such behavior may result in a fine, disciplinary action and/or criminal prosecution. Non-compliance with this policy will be documented for a violation of University policy through the student conduct process, which may result in suspension or expulsion from the residence or Pace University.

If a resident(s) is found responsible for pulling a fire alarm under false pretenses, they will be fined \$250.00 and will be held accountable through the student conduct process. Additionally, one may be subject to criminal prosecution.

Life Safety Survival Skills

Upon hearing a building fire alarm:

1. Students should feel the top of the door using the back of their hand for heat and/or look through the door vision hole:
 - **If not hot**, open the door slowly by viewing onto the corridor at a level below the doorknob. This allows students not to breathe in any potential smoke that may be present.
 - **If smoke and heat are present**, crawl low to the exit and evacuate the building. Count the number of doors to the stairwell.
 - **If students encounter heavy smoke in the stairwell**, use alternate stairs or go back to their room and follow the steps below.
2. If after feeling heat at the top of the door, feel the doorknob, if doorknob is hot, do not open door:
 - Stuff towels or clothing under door and continue sealing around the door. If possible continually wet the cloths or use duct tape to seal door openings.
 - Students will then call 911 to give their exact location in the building, the floor level and room number as well as the number of people in the room.
 - Wave a white towel or sheet out of a window to signal attention.
 - If a smoke condition comes into the room open the double hung windows 6 inches from top and bottom and breathe air from the bottom of window. If a slide or crank out window, open a few inches.
 - Break glass only as a last resort, flame and smoke from a fire below may enter the room.

Security

Campus access will be limited to Pace Community members and authorized contractors and vendors. Entrance 3 will be open and a Security Officer will be assigned on a 24 hour basis 7 days a week. A temporary security booth will be installed inside Entrance 1 and the hours of operation will be Monday to Friday 8am to 10pm and Saturday 8am to 6pm, closed Sunday, times subject to changes as needs arise. Entrance 2 will remained secured until further notice.

Security patrols the Residence Halls on a regular basis. Access to the Residence Halls is limited to those who are assigned to the building. The front doors to Alumni and Elm Hall will be open from 8:00 AM – 10:00 PM to allow students access to the classrooms, offices and dining areas. Only residents who live in Alumni and Elm hall will be able to swipe their ID to enter into the residential areas.

Campus is equipped with the Emergency Blue Light system for student safety. Security also offers escort service for students who are traveling on campus alone late at night.

Facilities and Services

Cable Television

The cost of cable television is included in the room rate. The channels include HBO, several sports channels, CNN, and a range of High Definition channels. The channel package cannot be altered in any way. All residents must supply their own coaxial cable to link their cable ready TV to the cable jack.

Dining Services

All residents are required to purchase a meal plan. Rates vary by number of credits attained or housing assignment. The University ID card will serve as a student's meal card. Students may use their meal card at any of the food service locations on campus. Funds are deducted from a student's account whenever they use their meal card, but additional funds may be added at any time. If a student has any questions about dining services or their meal plan, they can visit the Dining Services Office located in the Kessel.

Laundry

Washers and dryers are located in each Residence Hall, and next to Townhouse 14 and 26. Any problems with the machines should be directed to the buildings Residential Life and Housing Staff or submit a help ticket. Information about help tickets is posted in each laundry room. All laundry is FREE!

Mail

All mail will get delivered to the Elm Hall student mailroom.

Mailing address:

RESIDENTS NAME
861 Bedford Road
Elm Hall mail room
Pleasantville, NY 10570

Here are some other things residents should know about our student mail rooms:

- Mail addressed to Pace University is picked up daily at the Main Post Office in Pleasantville. Student mail is sorted and delivered to the student mail room once each weekday.
- There is no mail pick-up or delivery on Saturday or Sunday; therefore, anything sent or delivered Federal Express, UPS, and Next Day Air etc. on Friday after 10 AM will not be delivered to the student mailroom until Monday.
- Packages may be sent and received through the mailroom but it is not recommended that residents send or receive cash.
- Any expensive or valuable packages should be insured or sent through a carrier with a tracking number. (UPS, Federal Express, Express Mail, DHL, etc.)
- Residents may pick up any packages which are too large to fit in the mailbox at the student mailroom

Prior to check out, be sure that both the Office of Student Assistance and the Student Mailroom, have an updated address for forwarding purposes. After the spring semester, only first class mail will be forwarded. All other mail will be discarded.

*Due to the tremendous volume of Pace University mail, a delay may occur from time to time. Report and problems to Auxiliary Services.

Maintenance

Maintenance concerns should be submitted as a work order online and reported to the resident's RA or RD.

If there is damage to a resident's room, do not attempt to repair it. Skilled University repair personnel will remedy the situation in a timely fashion. General preventative maintenance and routine repairs will be completed without charge to the resident. Residents will be charged for repairs which are necessary due to negligence or intentional damage on their part and could result in the immediate cancellation of their housing contract with no eligibility for a refund.

Occasionally, the University may experience problems affecting electricity, heat and hot water. Whenever these problems occur, the Residential Life and Housing Staff will make every effort to notify residents immediately.

Commercial Use

Residents are prohibited from conducting a business operation or other commercial activities from within any Pace residence hall. Residents are also prohibited from using a Pace mailbox, telephone, or Internet service for commercial purposes.

On-Line Service

In each room each student has a data jack for their computer providing access to the Pace University network. All a resident needs to do is install an Ethernet Cord, plug it in and turn it on. There is also a wireless option that is provided campus wide. All a resident needs is their PACE username and password to access this option. Personal network equipment (wireless access points, routers and hubs) is not permitted in the residence halls.

Appropriate Use Policy for Information Technology

The Pace University Appropriate Use Policy for Information Technology (I.T.) is posted on the Information Technology Services (ITS) web page and may be accessed from its Announcements page.

Information Technology Service (ITS) at Pace University encompasses the use of all campus computing, telecommunications, educational media, and management information systems technologies. These ITS resources support the instructional, research, and administrative activities of the University

Users of these services and facilities have access to valuable University resources, to sensitive data and to external networks. Consequently, it is important for all users to behave in a responsible, ethical and legal manner. In general, appropriate use means understanding the intended use for Pace ITS (and making certain that a resident's use complies); respecting the rights of other Pace Information Technology Services users; maintaining the integrity of the physical facilities, and all obeying all pertinent license and contractual agreements.

Prohibited Devices: These are devices that are not authorized for use on campus.

- Wireless routers or any third party networking device

Devices Not Recommended: There are some of devices that will not work on campus with our systems and/or infrastructure. The list includes but is not limited to:

- Wireless printers
- Wireless light blubs
- Non-WPA2 devices
- Smart TVs without Ethernet Port
- Streaming Media Network Devices (Examples: Google Chromecast, Roku Streaming Stick, and Amazon Fire TV Stick)

Recommended Computer Requirements:

- Information Technology Services (ITS) maintains a list of computer hardware configurations that meets academic and University line-of-business needs. When considering the purchase of a new desktop or laptop, find the most up-to-date information by referring to this online document. For more information see ITS for [Supported Hardware Information](#).

University Policies

General Statement of Policies

The University reserves the right, at its sole discretion and with or without prior notice, to promulgate new academic and nonacademic rules, policies and practices, as well as to amend or rescind existing academic and nonacademic rules, policies and practices. By applying for enrollment and by enrolling each applicant and enrolled student, respectively, agrees to be bound by all of the University's rules, policies, practices, including, without limitation, the Guiding Principles of Conduct. Applicants and enrolled students who fail to comply with the University's rules, policies and practices are subject to discipline that may include, but is not limited to, denial of admission, denial of academic credits or a degree, suspension and/or dismissal from the University.

University Non-Discrimination Statement

The University is strongly committed to maintaining working and learning atmosphere that is free from unlawful discrimination, harassment and retaliation. The University is also an equal opportunity employer that is strongly committed to making all personnel decisions without regard to actual or perceived sex, gender or gender identity; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation or affectional status; genetic predisposition or carrier status; military or veteran status; status as a victim of domestic violence, sex offenses or stalking; or any other characteristic protected by law federal, state or local law, rule or regulation.

All University employees, supervisors, administrators, officials, faculty members, students, and applicants, as well as everyone with whom the University does business (e.g., outside vendors, consultants, contractors) are prohibited from engaging in unlawful discrimination and/or harassment based on any of these protected characteristics. Inquiries concerning the application of Title IX and implementing regulations, as well as inquiries concerning the application of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and Title VI of the Civil Rights Act, may be referred to the Title IX Coordinator\Affirmative Action Officer, Lisa Miles, 212-346-1310, 163 William Street, 10th Floor, Rm. 107, New York, NY 10038 or Assistant Secretary for [Office for Civil Rights](#).

Academic Integrity

Students are required to be honest and ethical in satisfying their academic assignments and requirements. Academic integrity requires that, except as may be authorized by the instructor, a student must demonstrate independent intellectual and academic achievements. Therefore, when a student uses or relies upon an idea or material obtained from another source, proper credit or attribution must be given. A failure to give credit or attribution to ideas or material obtained from an outside source is plagiarism. Plagiarism is strictly forbidden. Every student is responsible for giving the proper credit or attribution for any quotation, idea, data, or other material obtained from another source that is presented (whether orally or in writing) in the student's papers, reports, submissions, examinations, presentations and the like.

Individual schools and programs may have adopted additional standards of academic integrity. Therefore, students are responsible for familiarizing themselves with the academic integrity policies of the University as well as of the individual schools and programs in which they are enrolled. A student who fails to comply with the standards of academic integrity is subject to disciplinary actions such as, but not limited to, a reduction in the grade for the assignment or the course, a failing grade in the assignment or the course, suspension and/or dismissal from the University. View the [Pace University Academic Integrity Code \(PDF\)](#).

Guiding Principles of Conduct

Revised: June 2007

The primary functions of an institution of higher learning are teaching, learning, scholarship and service. Each member of the University community is required to cooperate with the University in its endeavors to foster and maintain the freedom of expression and exchange of ideas necessary to achieve excellence in teaching, learning, scholarship and service. The University strives to protect the rights of its students and employees (including faculty members) to publicize opinions through written and oral communications; to organize and join political associations; to convene and conduct meetings; and to advocate, demonstrate and picket in an orderly fashion. Further, members of the University community are responsible for fostering and maintaining respect for the dignity and uniqueness of one another. In order to preserve an atmosphere in which a free exchange of ideas may flourish, and to ensure the dignity and safety of all members of the University community as well as the unimpeded operation of the University (and as required by federal, state and local laws including, without limitation, N.Y. Educ. Law § 6430), the University has adopted the Guiding Principles of Conduct. The Guiding Principles of Conduct applies to all members of the University community including, among others, employees, faculty members, students, applicants for academic admission and employment, visitors, guests, vendors, contractors, and other third parties while they are on University premises or at University-sponsored activities. References to “University premises” in these Guiding Principles of Conduct apply to premises either owned or leased by the University.

The Guiding Principles of Conduct are not exhaustive and include, but are not limited to, the following:

- 1.** Students and other persons participating in a class or activity related to a class (such as, for example, internships and field trips) must comply with a faculty member’s reasonable standards of behavior for the class and/or related activities.
- 2.** Theft, willful destruction or damage to or misuse of any University property or property owned by any member of the University community is prohibited.
- 3.** The sale, purchase, possession or use of incendiary devices, explosives or dangerous weapons (including any item or material which could be used to inflict injury or harm or to intimidate) on University premises or at University-sponsored events is prohibited.

- 4.** The unlawful use, possession, sale, distribution or manufacture of controlled substances and drug paraphernalia on University premises or at University sponsored events is prohibited. (Further information may be found in the University's Drug and Alcohol Policy.)
- 5.** Obstruction of or interference with the normal operations and processes essential to the University is prohibited.
- 6.** Interference with academic freedom (including speech in the classroom and by University-approved guest speakers) is prohibited.
- 7.** Strict compliance with the University's policies and procedures concerning demonstrations and rallies is required.
- 8.** Strict compliance with the University's policies and procedures concerning the appropriate use of information technology is required.
- 9.** Deliberate actions that cause, or might reasonably be expected to cause, injury, either physical or mental, to any member of the University community are prohibited. Such actions may include, for example, violence or threats of violence.
- 10.** Members of the University community are required to comply with the instructions of a University administrator, or other duly authorized agent of the University, to, for example, display or present identification. Members of the University community are also required to evacuate University premises and University sponsored events when directed to do so by authorized personnel or a mechanical device (such as a fire alarm).
- 11.** Any action or situation which recklessly or intentionally endangers the safety or mental or physical health of any member of the University community or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization is prohibited on University premises and at University-sponsored events. In addition, such conduct by students and employees (including faculty), whether on or off University premises or at University sponsored events, also is prohibited.
- 12.** Engaging in violence or intimidation against another person and destroying property because of bias or prejudice while on University premises or at University sponsored events violates the University's Hate/Bias-Related Policy and is prohibited. In addition, such conduct by students and employees (including faculty), whether on or off campus or at a University-sponsored event, is also prohibited.
- 13.** Members of the University community are required to timely satisfy their financial obligations to the University, including, but not limited to, amounts due to the Office of Student Assistance, the University bookstore, the University library, University housing, the Student Development Office, and Security.

- 14.** Consumption of alcohol by any member of the University community who is under the age of twenty-one is illegal and prohibited on University premises and at University-sponsored events. Supplying alcohol in any quantity to a member of the University community who is under the age of twenty-one is illegal and prohibited. (Further information may be found in the University's Drug and Alcohol Policy.)
- 15.** Even though its possession or consumption may otherwise be lawful, alcohol, except in limited circumstances, is not permitted on University premises or at University sponsored events. Members of the University community are not permitted to be intoxicated, or to become intoxicated, while on University premises or at a University-sponsored event.
- 16.** Gambling is not permitted on University premises or at any event sponsored by a student group or organization.
- 17.** Solicitation by students, student clubs and student organizations including, but not limited to, fund raising, on University premises or in connection with a University sponsored event is prohibited without the prior approval of the Director of Student Development and Campus Activities or the Dean for Students.
- 18.** "The solicitation of goods or services by one staff member to another during regularly scheduled work time is prohibited. Selling commercial goods and distributing promotional information and handbills in regular work areas is also prohibited." (A copy of the Solicitation and Distribution policy may be found in the Pace University Employee Handbook.)
- 19.** Other members of the University community, such as applicants for academic admission and employment, visitors, guests, vendors, contractors and other third parties, are prohibited from soliciting and distributing on University premises or in connection with University-sponsored events without prior approval from the Director of Security.
- 20.** Prior approval from the appropriate University administrator must be obtained before any materials or documents may be posted or distributed on University premises or at University-sponsored events.
- 21.** The falsification of University documents is prohibited.
- 22.** While on University premises or at University-sponsored events, members of the University community must not dress or conduct themselves in a manner that would be considered lewd or indecent by the University.
- 23.** Conduct on or off campus in a manner the University determines reflects adversely on the good name and reputation of the University is prohibited.
- 24.** Conduct by students and employees (including faculty) on or off campus that violates local, state or federal laws may also constitute a basis for disciplinary action by the University.

25. Without appropriate prior authorization, video recording devices, including, but not limited to, cell phones equipped with a camera, may not be used on University premises or at University-sponsored events, other than in an emergency, in any area or circumstances where the recording of images reasonably would be considered to be inappropriate.

26. Strict compliance with all rules, policies and practices promulgated and/or adopted by the University is required. Any member of the University community who violates the University's rules, policies or practices, including, among others, the Guiding Principles of Conduct, may be subject to disciplinary action (including without limitation immediate ejection from University premises and/or University-sponsored events) and/or to legal actions. Similarly, any recognized club or organization that violates its constitution and/or by-laws, or authorizes conduct prohibited by the University's rules, policies or practices may be subject to disciplinary action (including without limitation rescission of approval for that club or organization to operate on University premises or at University-sponsored events, whether on or off University premises).

As may be necessary, the University may request the assistance of law enforcement agencies to maintain order and/or may seek injunctive relief.

Student Conduct Procedures and Hearings

Students who are subject to the University's disciplinary procedure because of an alleged violation of the Guiding Principles Conduct or other practice or policy of the University may elect to resolve the charges by an Administrative Resolution, an Administrative Hearing, Non Admission Resolution, or a Formal Hearing. If the Administrative Resolution does not result in an agreement of the charges for which the student accepts responsibility and the sanction to be imposed, the student may elect to have the disciplinary charges resolved through an Informal Hearing or Formal Hearing.

Terms and Procedures for a Disciplinary Hearing:

The Hearing Officer

The Hearing Officer may be a member the Residential Life and Housing department and/or any other professional staff member within the Dean for Students area.

Notice of the Charge(s)

At least two (2) business days prior to the commencement of a Hearing, the alleged violator must receive from the complainant a written statement outlining the charge(s).

Administrative Resolution Attempt

A good faith attempt will be made to resolve all problems informally. This may include informal discussions with the alleged violator and faculty members, deans or staff members involved and where appropriate, with supervisors or administrators at sequentially higher levels. If the matter is not resolved through an Administrative Resolution Attempt, the alleged violator shall be requested to designate whether he/she wishes to have the charge determined by an Administrative or Formal Hearing pursuant to University's Procedures for a Disciplinary Hearing. Upon such designation, or upon the failure of the alleged violator to designate the type of Hearing, which he/she desires within ten (10) business days following the University's request for same, an Administrative or Formal Hearing will be implemented, as described below.

Non-Admission Resolution

Students against whom both University disciplinary charges and related criminal charges are pending have an additional option for resolving disciplinary charges. Such students may elect the "Non-Admission Resolution" option. The Non-Admission Resolution option permits a student to negotiate the charges for which a sanction will be imposed without admitting or denying the charges, as well as to negotiate the sanction to be imposed. Despite the lack of the student's admission of responsibility for any of the misconduct alleged, for purposes of a subsequent disciplinary proceeding the University will treat the student in the same manner as if he or she had accepted responsibility for the negotiated charges. The student may not appeal the results of the Non-Admission Resolution option. The University, in its sole discretion, may deny a student's election of the Non-Admission Resolution option.

Informal Hearing

If the alleged violator elects to proceed by an Informal Hearing, the Hearing Officer shall, based upon his/her investigation, determine whether there was a violation of the Guiding Principles of Conduct, and any applicable disciplinary action. Such investigation may include interviews of the alleged violator and witnesses, as well as a review of written statements, and the alleged violator's student file.

Formal Hearing

The Hearing Officer shall convene an adversarial proceeding (the "Hearing"). The Hearing is not intended as a trial before a court of law; therefore, adherence to rules of evidence is not required. Questions relating to the competency, relevancy or materiality of evidence and the latitude in the questioning of parties involved shall be based upon the determination of the Hearing Officer as to what is just, fair and reasonable under the circumstances.

1. Responsibilities of the Hearing Officer:

- To ensure the procedural guidelines are followed.
- To maintain proper decorum at all times. The Hearing Officer reserves the right to remove anyone who disrupts the proceedings.
- The Hearing Officer, a party and/or the party's adviser, may ask questions of the witnesses.
- Once the proceedings have begun, the Hearing Officer shall have no communication with a party or the party's adviser outside of the hearing except to schedule Hearing meetings.

2. Procedural Guidelines:

- Each of the parties or his/her adviser shall be afforded an opportunity to present an opening and closing statement.
- The complaining party and his/her witnesses shall be heard first.
- The alleged violator shall be given an opportunity to testify and present evidence and witnesses, but shall not be compelled to testify nor shall an inference be drawn from the failure to testify.
- Each of the parties or his/her adviser shall have an opportunity to hear and question adverse witnesses.
- Each party, in addition to his/her adviser, may have three observers present during the Hearing.
- If any party plans to have an attorney present to act as the party's adviser, the party must notify the Hearing Officer forty-eight (48) hours in advance of the session in order to allow for University Counsel to be present. If University Counsel cannot attend the prescheduled session, the Hearing Officer will set another date convenient for all parties.
- The decision by the Hearing Officer will be based solely upon the evidence presented at the session. The alleged violator's student file shall be deemed part of the record in evidence at the session.
- A finding of the Hearing Officer shall be based on a fair preponderance of credible evidence.

- It is the burden of the complainant to show that it is more likely than not that the alleged violator committed the violation(s) contained in the charge.
- If the alleged violator fails to appear at the Hearing, the Hearing Officer may, at his/her discretion, postpone to another date or, based on the record before the Hearing Officer, issue a decision as to whether there was a violation(s) as charged and, if so, impose an appropriate sanction.
- If the alleged violator appears, but walks out as a result of free choice, the session will continue in his/her absence. No negative inference will be made as a result of his/her departure.
- A tape recording of the hearing shall be made at the University's expense. The recording shall be maintained by the Hearing Officer for a period of one (1) year following the date of issuance of the finding. A party to the proceeding may obtain a written transcript or a copy of the tape recording at his/her expense.
- As soon as practicable following the conclusion of the Hearing, a written decision will be forwarded to all parties. The decision will be sent to the local Dean for Students for proper recording.

Summary Action

A student may be summarily suspended from the University's Residence Halls by the Dean for Students, the Assistant Dean for Students, or Residential Life and Housing Professional Staff without a hearing for violation of the University's rules and regulations, if in his/her judgment the continued presence of the resident in the halls poses a serious threat to him/herself, to other persons, or to University or private property. The resident will be required to vacate the residence hall immediately and may be notified that he/she will be treated as a trespasser if he/she returns without approval. Refer to the section on Student Disciplinary Procedures for details of this process.

Should the conduct of a student threaten or constitute a danger to personal safety or property, or substantially interfere with the essential tasks of the University, the student may be summarily suspended. A student may also be subject to summary suspension if, following a warning by a faculty, staff, or administrator of the University to desist, he/she continues to engage in conduct that violates the University's rules and regulations. In such cases, if necessary and appropriate, steps will be taken to eject the student from the University's premises.

If injunctions or civil authority are required, the President, or in the President's absence, the Provost, and in the absence of the President or the Provost, another designated officer of the University, shall authorize such action after consultation with faculty and student representatives to the maximum extent practicable.

In all cases involving summary action, the following procedure will be observed:

- A. The University officer taking summary action shall provide notice of the student's conduct and summary action taken to the Dean for Students (or their designee) for the campus at which the student is enrolled, as soon as practicable.

- B. The Dean for Students (or their designee) shall meet with the student to determine whether the summary suspension shall be continued or modified pending resolution of the matter. Summary suspension may be applied to a student's enrollment status and/or residence hall status. The Dean for Students (or their Designee) may terminate the summary action if the dean (or designee) determines at any time that the summary action was taken without sufficient evidence to support it.

- C. Notice of termination, continuation or modification of the summary action and the substance of the disciplinary charge against the student, if any, shall be reduced to writing and forwarded to the alleged violator by the Dean for Students (or their Designee) personally or by first class and certified mail, return receipt requested, within ten (10) business days following the occurrence of the event. Said notice shall include a request that the alleged violator designate (if the matter is not resolved by an Administrative Resolution Attempt), whether he/she wishes to have the charge resolved by an Informal or Formal Hearing pursuant to University's Procedures for a Disciplinary Hearing.

The alleged violator shall have ten (10) business days within which to contest in writing, the Dean's (or designee's) decision regarding continuation or modification of the summary suspension. If the Dean (or designee) does not terminate the summary suspension within three (3) business days following his/her receipt of the alleged violator's written response regarding the summary suspension and if the matter is not resolved pursuant to an Administrative Resolution Attempt, the student shall be entitled upon his/her demand, to an immediate Informal or Formal Hearing of the charge, as described below. If the alleged violator fails to respond to the Dean's (or designee) request regarding the choice of an Informal or Formal Hearing, the Dean (or designee) may convene a Formal Disciplinary Hearing upon the written notice sent at least ten (10) business days prior to the date of the Hearing. Such notice shall either be delivered personally or sent by first class mail and certified mail, return receipt requested.

[Pace University Medical Amnesty Policy](#)

In order to encourage students to summon medical attention for intoxicated individuals, whether themselves or others, students who call for medical attention may be eligible for amnesty and, if it is granted, the calling student will not be disciplined for violations of the Guiding Principles of Conduct as it pertains to the use, abuse and/or misuse of alcohol and other drugs. Similarly, the intoxicated individual for whom medical attention was summoned may be eligible for amnesty and, if it is granted, the intoxicated student will not be disciplined for violations of the Guiding Principles of Conduct as it pertains to the use, abuse and/or misuse of alcohol and other drugs. Amnesty will be granted by the Dean for Students (or the Dean's designee) only if the criteria identified below have been satisfied. Such amnesty will be granted to a student only once and repeat offenders will not be granted amnesty even if they would otherwise be eligible.

- The Drug and Alcohol Amnesty Policy applies to students who seek medical attention for intoxicated individuals (including themselves) and to the intoxicated individual for whom medical attention is summoned.
- A student seeking amnesty under this Drug and Alcohol Amnesty Policy is required to cooperate fully in any investigation of the incident.
- In order for the calling student to be eligible for amnesty, he or she must have (i) violated the Guiding Principles of Conduct as it pertains to the use, abuse and/or misuse of alcohol and other drugs, (ii) summoned medical assistance for himself or herself or another individual who reasonably seemed to require medical assistance due to intoxication from alcohol or other drugs, (iii) cooperated fully in any investigation of the incident, (iv) participated in the Student Disciplinary Procedures and Hearings process and taken responsibility for his or her violations of the Guiding Principles of Conduct as it pertains to the use, abuse and/or misuse of alcohol and other drugs, and (v) not been granted amnesty previously.
- In order for the student in need of medical assistance to be eligible for amnesty, he or she must have (i) violated the Guiding Principles of Conduct as it pertains to the use, abuse and/or misuse of alcohol and other drugs, (ii) been sufficiently intoxicated from alcohol or other drugs that it was reasonable for medical assistance to be summoned, (iii) cooperated fully in any investigation of the incident, (iv) participated in the Student Disciplinary Procedures and Hearings process and taken responsibility for his or her violations of the Guiding Principles of Conduct as it pertains to the use, abuse and/or misuse of alcohol and other drugs, and (v) not been granted amnesty previously.
- Medical attention is defined to include an assessment by Safety and Security, the residence hall staff, and emergency medical responders. Therefore, this Drug and Alcohol Amnesty Policy applies even if Safety and Security, the residence hall staff or emergency medical responders determines it is unnecessary for the intoxicated individual to be transported to a medical facility.
- Even if amnesty is granted to a student for his or her violations of the Guiding Principles of Conduct as it pertains to the use, abuse and/or misuse of alcohol and other drugs, the student is subject to sanctions pursuant to the Student Disciplinary Procedures and Hearings process for other violations of the Guiding Principles of Conduct arising out of the same incident, e.g., the sale and distribution of alcohol and other drugs, damage to University property, hazing.⁵
- Information concerning the intoxicated individual who received medical attention on site and/or was transported to a medical facility due to intoxication will be recorded by the University in accordance with the applicable University procedure. In other words, an incident involving the use, abuse and/or misuse of alcohol and other drugs that results in medical attention being summoned will never be entirely "off the record."

- If the Dean for Students (or the Dean's designee) decides to grant amnesty, information concerning the incident as it relates to the use, abuse and/or misuse of alcohol or other drugs will not be part of the calling or the intoxicated student's disciplinary file and normally will not be reported to prospective employers or noted on the student's transcript.⁶
- In determining whether to call the emergency contact person listed for an intoxicated student, the University will follow the applicable procedure.
- An intoxicated student may be summarily suspended and, in order to be considered for reinstatement, will be required to meet with the Dean for Students (or the Dean's designee) in accordance with the Student Disciplinary Procedures and Hearings process. A notation of a summary suspension is not included on a student's transcript.

Disciplinary Sanctions

If the Hearing Officer determines that the student has committed a violation(s), a sanction will be imposed. The sanctions that may be imposed include (but are not limited to) the following:

* **Admonition**

A verbal warning that a student's conduct is improper or violates University rules or regulations coupled with a direction to cease and desist.

* **Reprimand**

A formal written notice that the student has engaged in improper conduct and this is a warning that subsequent violations may result in more severe disciplinary action.

* **Restitution**

Reimbursement by transfer of property, money or services to the University or member of the University community in an amount not in excess of the damage or loss incurred. All financial transactions must be coordinated with appropriate Office of Student Accounts, and Finance and Administration officials.

* **Fine**

A monetary amount assessed as a penalty for improper conduct or violation of University rules and regulations. Fines for specific violations are enumerated in the Guide to Residential Living.

* **Educational Sanction**

Community service or required participation in a project or activity, either within or outside the University, during a period and in a manner consistent with the nature and severity of the violation(s) as determined by the Hearing officer in consultation with appropriate university personnel.

*** Restriction or Revocation of Privileges**

Alteration, limitation or revocation of certain privileges associated with membership or participation in the University community for a specified or indefinite period of time. Examples of such privileges include but are not limited to: entering University property or facilities; use of or participation in programs, activities, events, and services on or off campus; membership, election to or holding office in a club, organization or society; representing the University on a committee or in a program or activity; operation or parking of a motor vehicle on University premises; visitation by guests; participation in recreational, intramural or varsity athletic programs; use of University technology resources.

*** Probation**

Specified or indefinite period during which infraction-free conduct must be maintained coupled with a warning that subsequent improper conduct or violation of University rules or regulations may result in more severe disciplinary action including separation from residence and/or the University. (This may include restriction and or revocation of privileges as described above.)

*** Suspension**

A suspended student will be temporarily deprived of all rights and privileges normally accorded an enrolled student. Separation from a residence, class or classes and/or University facilities or premises and revocation of rights and privileges is for a specified period of time between one day and a full academic year. Conditions may be placed on the student's return. In the case of suspension from the University, the sanction may be recorded in the student's academic record. A student may be suspended from residence and not from the University.

*** Dismissal**

A dismissed student will be separated from residence or from the University community for a period of no less than one full academic year. A student may be dismissed from residence and not from the University. In the case of dismissal from the University, the sanction may be recorded in the student's academic record. Conditions may be applied, and reinstatement to residence or as an enrolled student must be in the form of a petition, in writing to the Dean for Students.

*** Expulsion**

The most severe form of disciplinary action is expulsion. An expelled student may not return to residence and/or the University. The student is permanently separated and loses all rights and privileges associated with membership in the University community. In the case of expulsion the sanction may be recorded in the student's academic record. The decision to expel a student may be made only by the Assistant Director for Student Conduct and Community Standards, Associate Director of Residence Life or the Director of Residential Life and Housing or higher authority in the case of expulsion from residence, or the Dean for Students (or designee) or higher authority in the case of expulsion from the University.

Decision Factors

Factors that may be considered when determining a disciplinary sanction(s):

- Nature, scope, and severity of violation(s)
- Impact on the individual(s) involved and/or on the residence or University community
- Aggravated, intentional, repeated or multiple violation(s)
- Disciplinary and civic history
- Acknowledgement of accountability / responsibility for improper conduct
- Remorse, cooperation

University Separation

When a student is separated from the University, prior to the end of the semester, only cancellation of tuition, student activity, and special course fees will be made for:

- disciplinary or academic reasons
- violation of the Academic Integrity code
- officially withdraws from any course or courses, regardless of the method of instruction, by filing a written notice at the Office of Student Assistance, or withdraws using the OSA Web site

Please note: Application, general institution, and installment fees are nonrefundable. Housing and meal plan fees are governed by the Housing Agreement. Cancellation will be made according to the Tuition Cancellation Policy Schedule shown in the respective term Class Schedule.

Disciplinary Actions

The University is under no obligation to delay or forego its disciplinary process or the imposition of any disciplinary sanction pending the investigation or proceedings involving criminal charges or a civil action. Disciplinary sanctions which do not restrict or revoke a student's rights or privileges or otherwise effect the student's status as enrolled; or sanctions applied as a result of administrative resolution as described in the Student Handbook may not be appealed. Nothing in the preceding guidelines should be construed as limiting or preventing in any way, the right or authority of other officials of the University to take necessary and appropriate action which effect students consistent with the officials' stated, published, or implied role or responsibility.

Furthermore, the Dean for Students (or their designee) may take disciplinary action in cases where he/she observes a student violating rules or regulations, or the terms of a previously applied disciplinary sanction, without following the disciplinary procedures described in the Guide to Residential Living and the Student Handbook. If a staff member reports to the Dean (or their designee) that he/she observed a student violating a previously applied sanction, the Dean (or designee) may impose additional sanctions without following the disciplinary procedures in the Student Handbook.

In the case of single, multiple or repeated violations the Hearing Officer may apply one or more sanctions of varying severity up to and including the level of his/her designated authority. A sanction may be instituted immediately or put in abeyance pending appeal.

Process for Appeal of a Disciplinary Action

A student, who is found responsible of violating a University regulation and subsequently disciplined, may request an appeal, providing this request is made in writing within five (5) regularly scheduled class days following the date the student receives notification of the Hearing Officer's decision. If the Hearing Officer was a Director, or an Assistant Dean for Students within Student Affairs, the appeal shall be to the Dean for Students (or their designee). If the Hearing Officer was a Dean for Students the appeal shall be to another Dean for Students or the Judicial and Compliance Officer. If the Hearing Officer was the Judicial and Compliance Officer, the appeal shall be to a Dean for Students or the Vice President of Student Affairs. For all other hearing officers the appeal shall be to the Assistant Dean for Students and Director of Residential Life and Housing, or their designee. The written request for appeal include the following:

1. Name and address of the student
2. Nature of violation including date and place
3. Disciplinary action taken and by whom
4. Reason for requesting an appeal

There are four (4) grounds upon which a student may appeal a decision as a result of a disciplinary hearing:

1. The original Hearing was not conducted in conformity with applicable procedures.
2. The record before the Hearing Officer did not establish that it was more likely than not that the student committed the violation(s).
3. The sanctions imposed were not appropriate for the violation(s), which the student was found to have committed.
4. New Information, not known previously to the student, is sufficient to require that the decision and/or sanction be modified or vacated.

Disciplinary sanctions applied as a result of administrative resolution as described in this guide may not be appealed.

If the Dean for Students is not the Appeal Officer, he or she shall forward the request for appeal to the University Judicial and Compliance Officer. Upon receiving the written request for an appeal with the above information, the officer considering the appeal shall obtain a copy of the Hearing Officer's decision and may review it along with the entire record presented at the Hearing. The officer considering the appeal reserves the right to modify the decision of the Hearing Officer. As soon as practicable, the decision on appeal will be made and forwarded to all parties and to the local Dean for Students (or designee) for proper recording. Releasing Disciplinary Information Details relating to the disciplinary proceeding, the decision and the names of the individuals involved will not be made available except as required for internal University purposes or as required by law, or when charges are made or proceedings instituted by or against the University or any member of the University community in courts or governmental agencies. The University shall notify both the accuser and the accused of the outcome

(final determination with respect to the alleged sex offense and any sanction that is imposed) of any campus disciplinary proceeding brought alleging a sex offense.

Time Limits

An alleged violator, who elects to have a charge resolved by an Informal Hearing, may waive the two (2) business day advance Notice of Charge requirement. All other time limits contained in the foregoing Disciplinary Procedure may be extended by mutual written consent of the complainant and the alleged violator, or by the Hearing Officer or the Officer considering an appeal.

Parental/Guardian Notifications

Pace University is committed to maintaining an educational environment that is healthy, safe and conducive to the personal and intellectual development and academic success of its students. To that end, the University has established and published guidelines and principles governing student conduct, violation of which constitutes unacceptable behavior. Prominent among these are violations related to excessive, abusive, illegal and/or repetitive involvement with alcohol and other controlled substances. It is generally recognized that such involvement is unhealthy; jeopardizes the well-being of persons and property; and significantly diminishes students' opportunities for academic success. This is especially evident when involvement with alcohol and/or other drugs is by students under the age of 21 years.

In recognition of such hazards, and the important benefits when institutions of Higher Education, parents and students partner in supporting and nurturing student development, the federal Family Rights and Privacy Act (1974) has been amended by the Higher Education Amendments (1998) to permit institutions of Higher Education to release information concerning alcohol and drug violations by students under 21 years of age to parents or guardians. Pace University has determined that establishing a policy to release such information is in the best interest of the student, the parent and the University.

Applicability

The Deans for Students, Appeals Officer or other authorized University Officials have the authority to determine when and by what means to notify parents or guardians when students under the age of 21 may have committed serious or repetitive violations of University policies related to the purchase, possession, use, sale, or distribution (transfer) of alcohol or other controlled substances.

The following guidelines will be used in determining whether to notify:

Notification of parents or guardians is indicated when:

1. The violation involved harm or threat of harm to self, other persons, or property.
2. The violation involved an arrest in which the student was taken into custody, presuming the University is aware of the arrest.

3. The violation resulted in, or could result in, the student being separated from University residence or enrollment.
4. The student has shown a pattern of violations even if they are minor. Two or more violations would be reasonable cause to notify.
5. The student who committed the violation became physically ill and required University staff and/or medical attention as a result of consumption of alcohol or drugs.

Qualifications

Nothing in these guidelines shall prevent University Officials from notifying parents, guardians, or other designated emergency contact persons of health or safety emergencies regardless of the age of the student, his/her status as a dependent or independent person, or the stage of the student's involvement in the disciplinary process. In the case of students over the age of 21, University Officials may contact appropriate persons in cases of emergency when and if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

Whenever possible, students will be informed that parental notification is planned in advance of the parent receiving the notice. Students are always encouraged to notify parents of any and all violations, voluntarily.

Acknowledgements to Marshall University, University of Delaware, Colgate University, and Wright State University whose policies and guidelines were used in the development of this statement.

Federal Regulation Student Access to Education Records/Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974, commonly referred to as the "Buckley Amendment," became effective November 19, 1974. This Act has the following purposes: (a) To protect the privacy of additional records by limiting the release of records maintained by the University and information contained therein, with written consent of the individual student, with some exceptions in special circumstances (e.g., parents of dependent students). (b) to establish the rights of students to inspect and review their educational records, and (c) to provide guidelines for the correction of inaccurate or misleading information contained in such records through formal and informal hearings. In compliance with the provisions of this law, the University grants access to students requesting an opportunity to review records as provided in this legislation.

The law covers many of the educational records of all present and former students of Pace University. This includes part-time as well as full-time students. The term "educational records" includes all records, files, data and other materials which contain information directly related to a student and (which) are maintained by Pace University

or by a person acting for Pace. Not included among the materials to which a student shall have access are the following:

1. Financial records of a student's parents.
2. Confidential letters and statements or recommendations placed in an individual's file prior to January 1, 1975.
3. Letters of recommendation in those circumstances specified by the Act in which a student may waive his/her right of access.
4. Records maintained solely for law enforcement purposes by Pace.
5. Records of instructional, supervisory, administrative and certain educational personnel which are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute, who performs on temporary basis (defined in the institution personnel policy) the duties of the individual who made the record.
6. Records relating to individuals, who are employed by the institution, which are made and maintained in the normal course of business, relating exclusively to individuals in their capacity as employees, and which are not available for use for any other purpose. (Records of individuals in attendance at an institution who are employed as a result of their status as students are education records—e.g., Work Study.)

Any student who wishes to review his/her official University records is asked to file a written request with the administrator responsible for the record in question. All legitimate requests will be honored within five working days. Valid identification will be requested at the time of review and a University official will be present throughout the period of inspection. Copies of the material will be available at the cost of \$.10 per page.

After viewing the records, a student who believes that the information or data contained therein are incorrect, misleading or otherwise in violation of privacy or any other of his/her rights may request a hearing. Such a hearing enables the student to challenge the accuracy or appropriateness of the information contained in the records. The Dean for Students is responsible for arranging a hearing according to the procedures established by the University for this purpose.

Pace University will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.
 - a) A school official is: A person employed by the University in an administrative, supervisory, academic, research, legal or support staff position.
 - b) A person elected to the Pace University Board of Trustees. A person employed by or under contract to the University to perform a special task, such as a consultant, attorney, auditor, or collection agent.

- c) A school official has a legitimate educational interest if the official is:
 - Performing a task that is specified in his or her position description or by as contract agreement.
 - d) Performing a task related to a student's education. Performing a task related to the discipline of a student. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- 2. To officials of another school, upon request, in which a student seeks or intends to enroll.
- 3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- 4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid or to enforce the terms and conditions of the aid.
- 5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
- 6. Organizations conducting certain studies for or on behalf of the University.
- 7. To accrediting organizations to carry out their functions.
- 8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
- 9. To comply with a judicial order or a lawfully served subpoena.
- 10. To appropriate parties in a health or safety emergency.
- 11. To the Attorney General of the United States or to his designee in compliance with section 507 of the USA PATRIOT Act 2001, in response to an expiate order in connection with the investigation or prosecution of terrorism crime.
- 12. Law Enforcement Unit records created, maintained and used for law enforcement purpose.
- 13. Certain disclosure to the Immigration and Naturalization Service (INS) regarding "nonimmigrant" status, from foreign students in certain Visa types who have signed an INS form I-20.

In addition to the forgoing, the law provides that "Directory Information" may be released to all parties seeking this information without prior consent of the student unless the student has specifically requested that prior consent be obtained in all cases.

At Pace University "Directory Information" is on file in the Registrar's Office and includes student's name, date of birth, major field of study, attendance dates, degrees and honors and awards received. In addition, participation in intercollegiate sports and the height and weight of athletes are considered "Directory Information." Student athletes who do not wish this information made public without their prior consent must so advise the Director of Athletics in writing.

Students who wish their prior consent to be sought before "Directory Information" is made available to third parties must file their written requests in the Student Accounts and Registrar Services Office.

Pace will honor any student's request to withhold any or all of the "Directory Information" applicable to said student but cannot assume responsibility to contact that student for subsequent permission to release such information, regardless of the effect upon that student. Pace assumes no liability for honoring that student's instructions that such information be withheld.

Students also have the right to file complaints with the Family Educational Right and Privacy Act Office (FERPA) concerning alleged failures by the University to comply with the Act.

A Pace University Policy Statement in connection with this Act may be obtained from the Dean for Students Office, or the Office of Student Assistance.