Whether you are a new or returning student, we hope that you will enjoy being a member of our community! Residence living is an important and exciting part of the total college experience. Living in residence provides a unique environment where you will meet new people, develop new friendships, and discover ways to broaden your classroom experience.

The Guide is designed to be a resource for those of you who are new to residence hall living, as well as those of you who are returning residents. Since you are responsible for all of the information contained in these pages it is important that you take the time to read this publication carefully.

Good luck, and have a great year!
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WHAT IS RESIDENTIAL LIFE?

The Office of Residential Life is the department which oversees the residence halls. Our main goal is to promote an atmosphere where residents will interact and share new ideas and experiences which will open their minds to new horizons.

Residence Director (RD)

Each residence hall has a Residence Director. An RD is a live-in professional staff member who assists the Assistant Directors in the supervision and day-to-day operation of the residence halls. The RD has developmental, administrative, and educational responsibilities designed to complement and enhance the goals, policies and practices of the Office of Residential Life. The RD provides leadership through the direct supervision and support of the Resident Assistants.

Resident Assistant (RA)

The Resident Assistant is a student liaison between the Office of Residential Life and the residents. The Resident Assistant’s primary function is to uphold and enforce University policies and procedures, and to foster a sense of community within the hall. The RA is a student leader employed by the University who is concerned with the growth and welfare of each individual as well as with groups of individuals in the residence hall. The RA’s provide programming in the residence halls and work in conjunction with the Residence Hall Association.

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. For the past several years, RHA has sponsored and co-sponsored holiday gift giving celebrations for less fortunate children and a major Games Day event in the spring for children from local shelters. These events are staffed with the help of each building’s Hall Council.

Hall Council

Each residence hall has its own Hall Council comprised of officers and members from the hall. Hall Councils serve a number of purposes. First and foremost, they plan, organize, and deliver programs for the residents of their hall. These programs can include everything from a simple movie night to a large mixer or entertainment event. Hall Councils also serve to promote community within the residence hall and bring students together to have fun in a safe comfortable environment.
Staff Directory

Director of Residential Life................. Debbie A. Levesque

Debbie has been at Pace for more than 15 years. Prior to her current role as Director, she worked in Admissions, Student Affairs, and Student Life. Debbie attended both the University of Kentucky and Pace, where she earned an M.S. in Counseling. In addition to her work with Residential Life, she enjoys being a resource to a variety of student groups and a proponent of leadership and community involvement.

Associate Director ............................. Kevin Meaney

Kevin is originally from the Bronx and joined Pace in the summer of 2001. Previously he worked in Residential Life at the State University at Albany, where he earned a Masters degree in Educational Administration. Kevin is responsible for all room assignments and room changes at the University’s Pleasantville and Briarcliff campuses as well as the Housing webpage.

Assistant Director ............................ Sheila Taylor

Residence Director - Dow Hall ............... Leslie Fernichio

Residence Director - Hillside House.. Demetrios Stamoulakis

Residence Director - Martin Hall ............. Ross Charbonne

Originally from Trinidad, Ross is a former Resident Assistant who worked in Dow Hall. As an undergraduate Ross excelled at his R.A. position and was an active member of the Pace Tennis Team. He earned a Bachelor of Science, with Honors, in Information Systems and will be pursuing his MBA this fall.

Residence Director - New Dorm ............ Candace Hosang

Residence Director - North Hall............... Ann Strumpf

Ann earned her Bachelor of Science in Business Administration from SUNY Albany. She is also a member of Delta Sigma Pi, International Professional Business Fraternity. She will be pursuing her Masters degree in the Lubin School of Business.

Residence Director - Townhouses .......... Suzanne Reuter

Suzanne has completed her Bachelor’s degrees in Human Relations and Nursing. During her undergraduate studies, she worked as an RA for several years. She has served as the Townhouse Residence Director for several years.

Residence Director - Valley House ............. Felipe Figueira

Originally from Brazil, Felipe graduated from Pace University with his Bachelor of Science in Business. During his undergraduate years he was also a key member of the Pace University Men’s Basketball Team and the Orientation team. He is currently working on his Masters degree in Public Administration.
Check-In

At this point you have officially checked in.

You should have proceeded to your room along with a Resident Assistant or your Residence Director to assess the physical condition of the room in which you will be living. In addition, you should have reviewed a University Room Condition Report (RCR). The RCR is a detailed account of the condition of your room and its contents.

You are responsible for all University property in your room and are not permitted to alter, exchange or remove any of the room furnishings, walls, floors or ceilings. The Office of Residential Life strongly suggests that you take the time to review your RCR before you sign it, as it will be used to assess any damages which occur during your time in residence. You will be assessed a charge for room damage which is not noted on your check-in-RCR.

Check-Out

You must formally check out with an RA at the end of each semester and, if you are taking summer classes, at the end of each summer session.

Although the check-out procedure is a simple one, it comes at a very hectic time of year for everyone. Please be sure to follow all of the steps listed on the next page. Failure to complete even one may result in a $75.00 improper check-out fine.

Check-Out Process

• Each student must officially check-out no later than 24 hours after his/her last final exam. At the end of the spring semester, exceptions will be made only for graduating seniors participating in a predetermined number of paid Senior Week events.

• You must make an appointment with your Resident Assistant to check out and review the condition of your room, suite or house. Usually, sign up sheets are placed outside the door of each RA.

• Your room key and mailbox key must be returned to the RA or RD who is checking you out.

• Your room and/or house must be vacuumed or swept and all furniture must be arranged as it was when you checked-in. Failure to do so will result in a $50 per room cleaning fine in
addition to the $75 improper check-out fine.

- Townhouse residents will be fined a minimum of $50 for each section of their townhouse needing cleaning. Be certain that the kitchen, living room, bathrooms, hallways, stairways, bedrooms and closets are left in the same condition you found them when you checked in.

- When you check out of residence, remember to take all of your belongings with you. As the University does not store things over the summer. Anything you leave behind will be discarded.

**Early Withdrawal from Residence**

- If you withdraw from residence early, you must still officially check-out of residence. Please follow the directions on the previous page in addition to the steps listed below.

- Make an appointment with either your RA or your RD so that you can review your RCR and turn in your keys.

- Write a letter to the Director of Residential Life indicating the reason you are leaving. Include your name, U#, residence hall, room number and date you officially checked-out.

- If you would like to be considered for a partial refund of housing and/or meal plan charges, you should also include that request in your letter.

**Early Check-in to Residence**

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. Opening and closing dates are listed on your housing contract; please make sure to note them. Any request for exceptions must be made in writing, to the Office of Residential Life.

**POLICIES AND PROCEDURES**

**Eligibility for Housing**

**Fall/Spring**

In order to be eligible for housing in the Fall or the Spring, undergraduates MUST BE full-time, matriculated students registered for a minimum of 12 credit hours each semester.

**Exceptions**

- Final semester students who need less than 12 credits to complete graduation requirements. However, you must be registered for at least six (6) credit hours and have the permission of the Office of Residential Life. This includes those who are student teaching.

- With special written permission from the Office of Residential Life, students employed in a full time internship program with the Office of Cooperative Education may reside on campus without registering for classes during the semester of employment.
• Conditionally matriculated students who are registered for at least 10 credits and have received permission from the Office of Residential Life. Housing will be based on available space.

**Summer I & Summer II**

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

- Registered for at least three (3) credit hours per session that you wish 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 in writing and may be asked to vacate the residence halls.
- The University reserves the unconditional right to refuse or to renew a housing agreement or to terminate, with cause, the residency of any individual.
- _Other than live in professional residential life staff, full time staff and faculty may not live in residence._

**Room Assignments**

Each resident signs a Housing Agreement for a specific academic period which becomes binding when approved by the Office of Residential Life. Academic periods include fall, spring, and Summer Sessions I and II.

When the occupancy of a room falls below maximum capacity, the Office of Residential Life reserves the right to assign that space to a new student. 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.

Exceptions to this policy can be made when there are many vacancies throughout the residence community and the University does not anticipate a future need for these spaces. Under these circumstances, the University may allow the remaining resident(s) to keep the empty space, provided that said resident(s) pay an additional pro-rated housing fee.

**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 will follow the procedures described below:

**1 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 reserves the right to assign another student to that space at AT ANY TIME.

2 residents below capacity
The remaining residents of the house will be given a stated period of time to find two (2) replacement residents. If they are unable to find two replacements, the Office of Residential Life reserves the right to assign additional students to these spaces.

In the event that there are no other residents interested in living in the available spaces, the remaining residents in the house MUST consolidate to the remaining 3 rooms. The 4th room will be closed and locked and will not be accessible to the residents of the house. The Office of Residential Life reserves the right to assign additional students to these spaces AT ANY TIME.

3 or more residents below capacity
The remaining residents of the house MUST find enough replacements to bring the occupancy of the house back up to AT LEAST 6 residents. The Office of Residential Life will forward to these residents the names (if any) of residents that have expressed an interest in living in the Townhouses. If the remaining residents are successful in finding replacements, but are still below maximum capacity, the guidelines above will apply.

In the event that the capacity of the house cannot be brought back to at least six residents, the remaining residents will forfeit their Townhouse and be reassigned to other available spaces. These spaces MAY OR MAY NOT be in the Townhouse area.

Holidays and Semester Breaks

Thanksgiving and Spring Break
The University’s Residence Halls are open for Thanksgiving and Spring Break. Residents are required to sign-up with their RA PRIOR to the start of the break for security reasons. Residents who fail to sign-up may be denied access to the campus during the break.

Semester Break

♦ The University’s Residence Halls are CLOSED for the duration of the Semester Break.
♦ The Semester Break begins on the day after 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.
♦ The University may offer housing to those students who live outside a commutable distance to the University.
♦ The decision to offer housing will be at the discretion of the Office of Residential Life and will primarily be based on the distance from the University to the student address listed with the SARS office.
♦ If housing is offered, students WILL be consolidated to one building or one section of a building.
♦ The consolidated space may be on ANY of our campuses, including Pleasantville/Briarcliff, White Plains and New York City.
♦ The students will be provided with dates for moving and MUST be available to move on those days.
♦ Food service will not be available during this break and the transportation schedule will be
Room Changes

Whenever possible we encourage students to try to resolve roommate conflicts before they become unmanageable. If you have attempted to resolve a problematic situation, without success, you should consult with your RA and/or your RD immediately.

The Office of Residential Life reserves all rights concerning the assignment of room spaces and may, at its discretion, reassign or relocate any resident. Residents involved in unauthorized room changes will face fines and disciplinary action which may include dismissal from the residence hall community.

Room Furnishing

Residents are responsible for all University property in their rooms and are not permitted to alter exchange or remove any of their room furnishings.

Although you are permitted to decorate your room, within the limits of safety and good taste, you are prohibited from the following:

- Building any type of wooden structure.
- Painting, paneling, or wallpapering any walls or built-in structures (This includes borders) without the express written consent of the Office of Residential Life.
- Placing locks, nails, screws, thumb tacks or any other items in the furniture or walls. (Thumb tacks are allowed in walls.)
- Hanging any wooden or metal signs bigger than 2 ft. by 2 ft. without prior permission from your RD.
- Hanging any signs advertising any product, company, or organization without proof of ownership and permission of your RD. Signs advertising clubs, organizations, teams, etc. are also prohibited.
- Placing stickers of any kind (including glow in the dark stars) on walls, ceiling, furniture or built-in structures.

You may, with your roommate’s approval, bring your own incidental pieces of furniture; however, any items which can cause damage to University property or represent a fire hazard are not allowed.

The University prohibits possession of the following items:

- Bars
- Coffee pots
- Water beds
- Halogen lamps
- Combustible fluids
- Cooking appliances
- Fireworks or explosives
• Candles, open flames or incense
• Live holiday decorations such as trees, boughs, and wreaths

Waterbeds, lofts, or homemade bunk beds are not permitted. Due to limited space and safety, students are discouraged from bringing additional furnishings. University Housing staff reserves the right to have students remove personal furnishings from a unit if those furnishings are believed to pose a safety risk, impede movement within the unit or represent a fire hazard.

**Personal Furniture and Electronic Equipment**

No couches, chairs or futons are permitted unless a resident can provide manufacturers’ certification that furniture meets the national standard for fire retardency of upholstered furniture. (California Tech. Bulletin 117 is the accepted standard). Written documentation is required.

**Personal mattresses are not allowed except in cases of documented medical need.** Students wishing to bring their own mattress for medical reasons must have their request approved by the University Health Care office, prior to check-in.

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.

**Removal of University Furniture.**

University furniture may not be removed or relocated for any reason. The university does not store furniture due to non-use. Residents wishing to bring personal furniture may not have university furniture removed. Missing furniture will be billed for at the end of the year during the damage billing process.

**Room Cleaning**

While there is a contract cleaning team which takes care of the general cleanliness of the halls, lounges and community bathrooms, the rest is up to you!

The Office of Residential Life requires that you meet certain standards of cleanliness, especially if the health, safety and comfort of others in your community is affected. You are expected to pick up after yourself in your room and community areas. If you live in a townhouse or a suite, you are required to keep the common areas, including bathrooms, living rooms and kitchens clean at all times.

Storage of cans and bottles is not allowed; they may present a health hazard and must be discarded immediately. For those of you living in a residence hall, recycling rooms are located within each building. You may dump your trash and recyclables there. Please keep the recycling room clean.

**Lounge Furniture**

Lounge furniture is placed in public areas for the use, and convenience of all residents and is not to be removed. If lounge furniture is found in any student’s room, a $75.00 fine per item, per day, will be issued to the responsible party until the items are returned to their proper location.

**Keys**

When you check-in, you receive keys for your room and your mailbox. These keys are property of Pace University and may not be duplicated. Please report any lost keys to your RA.
immediately so that new ones can be ordered.

You are expected to carry your card/keys at all times. If you do not have your card/keys, members of the Residential Life Staff or Security will open your door as a courtesy. Please understand that, for your safety, Resident Assistants and Security have the right to ask for ID, and the right to refuse to open a door.

Residents who chronically abuse this courtesy risk being fined $2.00 each time they are locked out. Members of the Residential Life Staff and Security will not open a room for any person other than a resident of that room.

You must never loan your card/keys to anyone. Your card/keys are listed on your RCR and must be returned upon check-out. A fee is charged for the replacement of any lost keys. These charges are listed on your RCR. If required, you may also be billed for a new lock cylinder plus installation.

Pace One Card $20.00
Room Key $30.00
Mailbox Key $25.00
Change Lock $75.00

As stated in the “Room Furnishing” section of this book, you are not permitted to install your own personal locks or security chains; such fixtures will be removed by the maintenance staff.

**Building Access**

You will be issued a Resident Access Card when you check-in for the first time. This card will serve as your front door key for the duration of your stay in residence at Pace University. Should you lose your access card, you may get a new one by contacting the Security Office.

**Entering Student Rooms and Residence Halls**

The University reserves the unconditional right to enter any room occupied by a student pursuant to the Housing Agreement, to reassign and repossess said room for just cause, and to initiate any other steps necessary or advisable in the interest of the health and safety of residents, and conduct of its residence hall program.

The Residential Life Staff, and other authorized University personnel, may enter student rooms at any time for cleaning, inventory, maintenance, inspection, repairs or upon reasonable grounds in the belief that a crime, or violation of the University's rules and regulations, has been or is being committed.

Entering residence halls or rooms by students or their guests via windows, balconies, or fire doors is prohibited. Students must enter and exit through the designated exits. Any violation will result in fines and may result in loss of housing privileges. Any resident found providing access to a residence hall to someone without proper ID (i.e. allowing someone to enter the building when you enter, without a proper ID or pass) will risk losing guest privileges and may lose housing privileges.

**Guest Policy**

All individuals who enter the campus after 11:00 PM will be asked to present a valid Pace
University identification card. All individuals unable to do so are considered guests and are required to leave a picture ID with security at the entry gate.

Your guest’s ID can be picked up at the gate as your guest leaves campus. If there is not a guard at the Pleasantville gate, the ID may be picked up at the Security Office, located on the main floor of the Goldstein Center. There is a Security staff member at the Briarcliff gate 24 hours per day.

* All students must have the agreement of their roommate(s) before hosting any guest.

* Residents must register all guests who will be staying past 12:00 midnight on the sign up sheet outside your Resident Assistant’s door.

* Residents assume all responsibility for the actions of their guests and must accompany them at all times. This means your guests are not permitted to wander the residence halls or areas of your townhouse without you. Nor may they remain in your room, unaccompanied, when you are elsewhere.

* Children under sixteen years of age are not permitted in the residence halls between the hours of 9:00 PM and 9:00 AM the following morning. Exceptions may only be made by special permission from your Residence Director.

* You may have overnight guests no more than six nights in a calendar month.

* The same person may stay a maximum of four nights in any calendar month.

* Overnight guests may stay in the residence halls or in the Townhouses no more than two consecutive nights at a time.

* Neither guests nor residents are permitted to sleep in any public or semi-private areas. (i.e. - lounges, kitchens, hallways, walk-in closets)

* No guest may be in possession of your keys/cards at any time, for any reason.

* Any relatives and/or friends who may also live in Pace residence are considered guests when visiting you and must adhere to the guest policy stated.

* Guests must produce proper identification upon request. Proper identification includes a driver’s license, college ID, passport or military ID.

* Guests are not permitted during the examination period.

Guest privileges may be revoked for violation of University policies, and guests may be prohibited from University property indefinitely. In addition, the Residence Life Staff may, at any time, require a guest to vacate any residence hall.

**Noise/Quiet Hours**

Although the University provides members of the residence hall community with various social and educational services, our primary function is to ensure the residents the right to sleep and study in the residence halls. The Office of Residential Life has established hours of quiet and consideration which we hope will safeguard those rights. The hours between 11:30 PM and 9:00 AM Sunday through Thursday and 1:00 AM and 10:00 AM Friday and Saturday are designated as quiet hours.
It is the University’s expectation that:

- Stereos will be kept at a volume level which cannot be heard outside the room with the door closed, or outside the building. Failure to observe quiet hours and courtesy hours, due to the use of volume of certain equipment, may result in loudspeakers, televisions, radios, video games, etc., being stored by staff in a designated area until they can be taken home by the student.

- Even when quiet hours are not in effect, the noise level must not deter those students who want and need to study or sleep at any given time.

- Those wishing to listen to stereos at a louder volume should consider the use of headphones.

- Speakers should not be placed on or played from windows.

- Amplifiers of speakers should be appropriate to room size, and volume kept at a conversational level of sound.

- Talking or yelling from windows or balconies is prohibited.

- During exam periods, twenty-four hour quiet hours are enforced.

**Appropriate disciplinary action will be taken against students who violate quiet or consideration hours.**

**Pets**

You may have non-lethal, tropical aquarium fish with the consent of your building RD. However, for reasons of health, sanitation and the consideration of other members of the residence community, no other types of pets may be kept by the residents. Any residents in violation of this policy may face fine and/or disciplinary action, including loss of housing privileges.

*All aquariums must be 10 gallons or less.*

**Appliances and Cooking**

At times, you may feel like having a “home cooked meal,” but you may not be able to get home. However, due to the serious possibility of fire, or the activation of the fire alarm system, the *use of any other cooking appliances in student rooms or public areas is strictly prohibited.*

UL approved hot pots with an automatic shut-off are allowed, but must be registered with the Residential Life Staff at check-in. Hair dryers, irons, hot rollers, and curling irons are also permitted.

**Stand alone microwaves are not permitted** in the residence halls or individual rooms of the townhouses. The *ONLY* type of microwave permitted in the residence hall rooms are the *MicroFridge* combination microwave/refrigerator units. These units may be ordered through the Refrigerator Leasing Company at www.rentalcompanyone.com. Microfridge units must be 4.0 cubic feet or smaller. Residents are limited to one (1) Microfridge units per double room and two (2) per triple/quad room.
If a Microfridge is not your choice and you intend on purchasing a refrigerator, it must be 2.7 cubic feet or smaller. Larger sizes may not be brought into the residence hall rooms.

If you are uncertain about any item please see your Residence Director for approval of appliances. Any students found using or possessing a restricted appliance will be fined $75.00 and may face disciplinary action. The appliance will also be confiscated. The Office of Residential Life will determine whether or not an appliance is restricted.

Examples of prohibited items include, but are not limited to:

- Rice cooker
- Hot plate
- Blender
- Indoor grill
- Toaster
- Toaster oven
- George Foreman Grill

**Kitchen Area**

Each residence hall is equipped with a community kitchen so that you can do some “home cooking” here at school. Hours and availability of appliances are determined by the residence hall staff. They must be kept clean; any misuse may result in the closing of these facilities.

Any student found abusing the kitchen area (leaving dirty dishes in the sink, using the appliances improperly, discarding materials improperly, etc.) will be fined $50.00 and disciplinary action may be taken.

The kitchen areas in the Townhouses are the property of the University and must be kept clean. Appliances must be used in accordance with the guidelines set forth in this manual. Appliances are not permitted in individual rooms within the Townhouses. Misuse of the kitchen area in your Townhouse may result in serious maintenance charges, a minimum fine of $50.00, and possible removal from privileged housing.

**Bathrooms**

The type of bathroom you have depends on the building where you live. The bathroom areas in Dow Hall suites, New Dorm suites and the Townhouses, although semi-private, are still under the scrutiny of the Office of Residential Life. They must be cleaned regularly! Again, we remind you that semi-private baths are a privilege and abuse of the facilities may result in your removal from privileged housing.

Whether you use a community or a semi-private bathroom, please be courteous to those who share it with you.

- Clean up any mess when you leave the showers and stalls.
- Place only bathroom garbage in the bathroom trash cans.
- Wash your dishes in the kitchen sink. The fine for washing dishes in the bathroom sink starts at $25.00 and goes up in $25.00 increments for each additional offense.
- Food, debris, and oil clog the bathroom drains and result in unnecessary maintenance, including flooding. Therefore, there will be a $75.00 fine to the section, house, or suite if cooking debris is found in the bathroom pipes.

**Littering**
Receptacles are placed for convenient disposal of trash and students may face fine and/or disciplinary action for littering on University property. Any student found discharging items from a residence hall window or balcony will face immediate disciplinary action (including expulsion from residence), especially if the projectile endangers the safety and well being of other individuals. Trash left in hallways or outside of building, including townhouse will result in disciplinary action and/or cancellation of housing contract.

**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. Violators may be subject to fine and/or disciplinary action. Residents are responsible for keeping all items clear of windows. At the discretion of the Office of Residential Life, residents may be asked to remove inappropriate items visible outside any window. This includes, but is not limited to, affiliations with Greek letter organizations, beer/alcohol signs, sports team logos and restaurant/bar signs.

**Smoking**

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 has adopted the following smoking rule:

Smoking is prohibited in the “public areas” of all buildings including reception areas, hallways, residence hall common areas (i.e. lounges, kitchens, laundry rooms and recreation rooms), classrooms, conference/meeting rooms, University Health Care units and elevators. Designated smoking areas in one’s individual room, suite or Townhouse are left to the discretion of the occupants thereof, and must be by mutual consent.

**Alcohol/Controlled Substance Policy**

Pace University has a strong commitment to a healthy and safe environment for all members of the University community. Substance or alcohol abuse will not be accepted nor will it excuse faculty, staff or students from carrying out their academic or employment responsibilities.

It is the policy of Pace University that the use, sale, transfer, or possession of controlled substances by faculty, staff or students be prohibited as well as the unlawful possession, use or distribution of alcohol on University premises or as part of University activities.

This policy applies to all full-time and part-time students; and all full-time and part-time employees, including faculty and staff, and any student employees and interns. Anyone violating this policy will be subject to appropriate disciplinary action, consistent with local, state and federal law, which may include counseling, a reprimand and warning, disciplinary probation, suspension, dismissal, expulsion, and referral to the proper law enforcement authorities for prosecution.

It should be noted that the legal age for the purchase, possession and consumption of alcohol in New York State is **21 years of age**. It should further be noted that the use of Bides (Indian cigarettes) is prohibited on University property and is not a defense for charges of either use or possession of marijuana.
The following guidelines have been established for alcohol in the residence halls:

♦ No underage student may possess, consume or purchase alcohol in the residence halls, and no one may give alcohol to another person who is underage. This policy also applies to guests of residents who may be of legal drinking age.

♦ Alcohol which is possessed, purchased or dispensed illegally or in violation of any regulations will be confiscated and violators will face disciplinary action.

♦ No open containers of alcohol or alcoholic beverage will be permitted in any public areas (lounges, hallways, kitchenettes, patios, porches, outside of the Townhouses, etc.) of any residence hall.

♦ Students of legal drinking age may drink only in the privacy of their own rooms. The number of open containers with alcohol still inside must be equal to or less than the number of students of legal drinking age in the room at the time.

♦ Kegs, beer balls, and boxed wine are not permitted in the residence halls at anytime.

♦ No hard liquor is permitted in the residence halls, nor is it permitted at any social event.

♦ Drinking games, or any activity which promotes the mass consumption of alcohol, are strictly prohibited.

♦ Large quantities of alcohol, which could reasonably be judged as greater than the normal for personal consumption, may be confiscated. For students who are 21 years of age or older, the following are guidelines regarding the amount of alcohol considered appropriate for personal consumption:

- 144 ounces of beer or wine coolers (i.e., twelve 12 ounce bottles or equivalent), or 1.5 liter bottle of 12% wine (this includes fortified wine, Mad Dog, Thunderbird, etc.

**Hosting a Party**

Residents are permitted to have contracted parties in their rooms, suites, or Townhouses. The application process is a simple one involving you and your building RD. It is easier for you (and your RD) to have a contracted party, than it is to defend yourself in a disciplinary hearing if you are charged with hosting an unregistered party. Please contact your building RD to get a copy of a party contract and discuss rules and regulations specific to your building.

If you would like to have a public event in or around the residence hall, (i.e. lawns, and volleyball, or basketball courts) you must obtain the permission of that building’s RD before submitting your Event Registration Form.

♦ Signatures of the residents hosting the function are required on the party contract. One of these persons will be designated as the contact person who will coordinate the event. All signatories are considered the hosts for the event and must be in attendance at the event. Forged signatures will result in cancellation of the event and disciplinary action taken against the responsible parties.

♦ If you would like to serve alcohol (beer or wine only) at your event, you need to indicate that
on your party contract or Event Registration Form.

♦ A temporary beer and wine license must be obtained for a social event held anywhere other than the Kessler Campus Center or the Briarcliff Dining Hall when there is a charge to enter or beer and wine are being offered for sale.

Any person or group of people sponsoring a public event is responsible for adhering to the guidelines as outlined in the Student Development Club and Organization Manual. For your convenience, we have included regulations pertaining specifically to residence halls. Please be aware that the guidelines listed below are a general outline of expectations for events held in residence halls. For all campus events, you must take the time to consult the Student Development Clubs and Organizations Manual for specific regulations.

♦ Hosts are responsible for adhering to the starting and ending times on the party contract or Event Registration Form.

♦ The hosts for a social event will be held responsible for the behavior of all in attendance, and for the condition of the area being used.

♦ Cleaning should commence immediately following the end of the event and should be completed within a reasonable time. Cleaning charges will be assessed if the area is not adequately cleaned within a reasonable period.

♦ A copy of the approved party contract or Event Registration form must be at the event and visible.

♦ All social events taking place in the residence halls Sunday through Thursday must end by 11:30 PM, while those occurring on Friday or Saturday must end by 1:00 AM unless otherwise approved on the Event Registration form and by the RD.

♦ The capacity of residence hall student rooms and designated public areas is limited in accordance with fire code regulations and Residential Life guidelines. The maximum occupancy permitted in each residence room is as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>3</td>
</tr>
<tr>
<td>Double</td>
<td>6</td>
</tr>
<tr>
<td>Triple</td>
<td>9</td>
</tr>
<tr>
<td>Quad</td>
<td>12</td>
</tr>
</tbody>
</table>

Townhouses may not exceed 60 persons, including the residents of the unit. For occupancy greater than 16, an approved party contract must be filed, or written permission must be secured from the RD.

♦ While subject to revision, the occupancy for social events may not exceed the number of persons specified on the party contract or Event Registration Form.

♦ All parties held in townhouses must be confined to the lower living room/kitchen area.

♦ Possession and consumption of open containers of alcohol in public areas is prohibited.

♦ **Kegs of beer, beer balls and boxed wine are prohibited in student rooms, suites and Townhouses.**

♦ Liquor and grain alcohol, defined as pure grain alcohol (180 proof as defined by the Bureau of Alcohol, Tobacco and Fire Arms), are prohibited on University premises.

♦ Non-alcoholic beverages and food must be provided in sufficient quantities, as stipulated by the Office of Residential Life, any time alcoholic beverages are served.
If a club or organization wants to host an event in a residence hall, the organization must adhere to these regulations in addition to those set forth in the *Student Development Club and Organization Manual*. Clubs and Organizations may only hold events in common areas such as lounges or recreation rooms, with written permission from the Residence Director.

**Club and Organization events of any kind (including but not limited to meetings, parties and pledge activities) open to the public are prohibited, in individual rooms, suites or Townhouses!**

Please keep in mind that persons identified as hosts, ID checkers and bartenders on the Event Registration Form assume the responsibility to uphold University and Residential Life alcohol policies and guidelines. Furthermore, they may not consume alcohol during the event, and are obligated to confront and report violations of these policies and guidelines. It is their responsibility to familiarize themselves with these policies and guidelines and with New York State Law governing alcohol prior to approval of the Event Registration form.

Alcohol which is possessed, purchased or dispensed illegally, or in violation of these regulations will be confiscated by the Residential Life Staff. Additional disciplinary action may result. Resident Assistants, Residence Directors and other University Staff will check all approved social events for conformity to regulations. These staff members have the authority to terminate any social event where they observe or suspect violations of the above mentioned violations.

**Safety and Security**

**Personal Safety**

Every member of the residence community can do his/her part to help keep the residence halls safe. The Office of Residential Life would like to suggest the following:

- Report all lost or stolen items to the Residential Life Staff and Security **IMMEDIATELY**.
• Do not prop open entry or exit doors and do not use Fire Exit doors or windows as a way of entering or exiting a building. **Any student caught doing so will be fined $100.00 and disciplinary action will be taken.**

• Report the presence of any strangers or solicitors to a Residential Life Staff person or to Security.

• Since soliciting is not permitted on campus, do not admit strangers into the buildings. Remember, a stranger is anyone you do not know whether they look like a student or not. Violators will face disciplinary action.

• **Keep your room locked at all times.** Especially when it is unoccupied or when you are sleeping.

• Leave valuables (such as expensive jewelry) at home.

• Record the serial numbers of all electronic equipment.

Please be aware that your actions can affect the entire residence community. If you act in a way that may jeopardize the well being of others, (propping open doors, allowing strangers to enter the building) you will be held accountable for those actions and may face fines as well as disciplinary action.

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

**Fire Safety**

Several times each semester, the Office of Residential Life and the Buildings and Grounds Department conduct fire drills in each campus building. These drills are conducted in accordance with the towns of Pleasantville/Briarcliff Fire Regulations to assess the evacuation procedure and ensure proper operation of the fire alarm systems.

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. You are encouraged to ask questions at any time if any procedure seems unclear.

• You must exit the building **every time** the alarm sounds.
• You are not permitted to remain in the lobby.
• You are to stand at least 100 feet from the building.
• You must report to your pre-assigned meeting point.

When evacuating the townhouses, please close, but do not lock all bedroom and bathroom doors as you exit. **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.**
Evacuation of Residential Facilities

Know where the nearest exit (stairwell) and the alternate exit from your room: From your room count the number of doors to the stairs left and right of the room. This will assist you in locating the stairwells if and when you encounter a smoke condition as you crawl low in the corridor to the evacuation stairs.

After evacuating the building:

- Stand at least 100 feet away from the building
- Report any concerns to the RA on duty or Security
- Wait for instructions from Emergency personnel, Security or Residence Life.

Life Safety Survival Skills

Upon hearing a building fire alarm, the first life safety survival skill begins before opening your room door by following steps 1 and 2.

1. Feel the top of the door with the back of your 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 you 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 you encounter heavy smoke in the stairwell, use alternate stairs or go back to your 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.
   - Call 911; give exact location of 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 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.

Failure to leave the building immediately will result in disciplinary action, including fines up to $100.00.

TAMPERING WITH THE FIRE SAFETY EQUIPMENT IS A SERIOUS OFFENSE, AND MAY RESULT IN SUSPENSION OR EXPULSION FROM RESIDENCE OR PACE UNIVERSITY

The following are PROHIBITED in the residence halls and Townhouses:

- Blocking exits, doorways, hallways or stairwells with personal objects.
- Propping open fire exit doors.
Combustible fluids.
Candles and other open flames.
Incense.
Fireworks or explosives.
Live holiday decorations such as trees and wreaths.

**Security**
During the day, Pleasantville is an open campus Monday through Friday. At 11 PM Security locks entrance 1 and 2 and a Security Guard sits duty at entrance 3 until the following morning. Saturday and Sunday there is 24 hour coverage at entrance 3. Briarcliff is a closed campus, with a security guard at the gate 24 hours every day.

Security patrols the residence halls on a regular basis. Access to the residence halls is limited to those who have keys to the front door. Due to the fact that Dow Hall is also the location for the main office of the Buildings & Grounds Department, doors are left open during business hours. The front doors to other residence halls are locked 24 hours a day.

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

**Damages and Fines**
When you check-out of your residence, you will be held accountable for damage to anything listed on the RCR. **In addition, all members of the residence hall are responsible for the condition of all public areas. Although there is a good faith attempt to bill the individual(s) responsible; if the guilty 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 requests the cooperation of the residence community in identifying negligent parties.

- Bills for damages are sent out at the end of the semester and/or after a student has checked out (although occasionally students are billed during the semester).
- Residents have the right to appeal, *in writing* any fees that they feel are unreasonable.
- Written appeals must be received by the Office of Residential Life before the thirty day deadline. All fines become final after 30 days.
- Payment of all damage bills must be sent directly to the Office of Student Accounts and Registrar Services (SARS). Do not pay the residence hall staff.
- Residents who are not returning to residence may have damage charges deducted from their Security Deposits.
- Residents who are not returning must forfeit their pox card to the Office of Residential Life. Security deposits will not be available until the Office of Residential Life confirms that they have received your pox card.
- Those eligible for Security Deposit refunds should wait at least sixty days before contacting the SARS.

**List of Fines**

Abuse of Townhouse Kitchen and Appliances ...........................................$50
Appliances (prohibited) .................................................................$75
Cooking Debris Found in Clogged Pipes ...........................................$25
Dirty Kitchen ......................................................................................$50
Discharge of Fire Extinguisher (Not for fire) ........................................ $500
Garbage outside of Section (Townhouses) ................................................ $50
Entering or Exiting Building Improperly ................................................ $100
Failure to Exit Bldg. During Fire Drill$ ................................................... $100
Improper Check-out ................................................................. $75
Lock Out (excessive/per occurrence) .................................................. $2
Lounge Furniture (In-Room), per day .............................................. $75
Pet Violation, per day ................................................................. $25
Phone Replacement ................................................................ $175
Propping Doors ........................................................................ $100
Pulling of the Fire Alarm (Malicious) .............................................. $500
Room Cleaning .......................................................................... $50
Unauthorized Room Change ......................................................... $50
Washing Dishes in Bathroom sink .................................................. $25

*Please note that this list is not all inclusive.

Facilities and Services

Cable Television
The cost of cable television is included in the room rate. The channels include HBO, several sports channels and CNN. The channel package cannot be altered in any way. You must supply your own coaxial cable to link your cable ready TV to the cable jack.

Food Services
With the exception of members of the Townhouse community, all residents are required to purchase a meal plan. Your PaceOne card will serve as your meal card and must be activated online before it will work. You may use your meal card at any of the food service locations; Pleasantville Cafeteria, Miller Hall Kiosk, and the Briarcliff Cafeteria. Funds are deducted from your account whenever you use your meal card, but additional funds may be added at any time. If you have any questions about food services or your meal plan, you can visit the Food Services Office located in the Campus Center.

Laundry
Coin and auto–load One Card compatible operated washers and dryers are located in each residence hall, and at the end of each Townhouse set. To make use of the OneCard option you must set up your account at www.PaceUOne.com. Any problems with the machines should be directed to Service Direct (phone # located on the Washers/Dryers), or the Residential Life Staff in your area.

Mail
In Pleasantville, the student mailboxes are located on the second floor of the Kessel Campus Center, and in Briarcliff they are located in the basement of Dow Hall. Below are the correct mailing addresses. Please copy them correctly.

Mail which is addressed incorrectly, or is missing a box number may be misdirected or take
longer to reach its destination.

Pleasantville  Briarcliff

YOUR NAME  YOUR NAME
PACE UNIVERSITY  PACE UNIVERSITY
BOX #____  BOX #____
C/O CAMPUS CENTER  C/O DOW HALL
PLEASANTVILLE, NY 10570  BRIARCLIFF, NY 10510

You may pick up any packages which are too large to fit in your mailbox at your respective student mailroom. For your convenience, student mail room hours are posted at each location.

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

- Mail addressed to Pace University is picked up daily at the Main Post Office in Pleasantville and Briarcliff. Student mail is sorted and delivered to student mail rooms once each day.
- Mail is sorted into student boxes Monday through Friday.
- 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 mail room 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 tracing service. (UPS, Federal Express, Express Mail, DHL, etc.)
- Please keep in mind that the Pleasantville and Briarcliff mailrooms operate on a pre-determined schedule. Therefore, it is not always possible to obtain packages and mail. Check your campus schedule for hours of operation.

Prior to check out, be sure that BOTH the Office of Student Accounts and Registrar Services, 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.

Reminder: The mail is routed in the following order: The mail goes to the Pleasantville Post Office, then to Castleton Avenue, where Pace University Mail Services is located. There it is sorted and then delivered to each of the student mailrooms. From there, it is sorted and placed into student boxes. Due to the tremendous volume of Pace University mail, a delay may occur from time to time.

*If you receive a high volume of mail, or priority mail, you may want to consider renting a Post Office Box in town.

Maintenance

Maintenance concerns should be reported to your RA.

If there is damage to your room, do not attempt to repair it yourself. 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. You will however be charged for repairs which are necessary due to negligence or intentional damage on your part and could
result in the immediate cancellation of your 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 Staff will make every effort to notify you immediately.

**On-Line Service**

In each room each student has a data jack for your computer providing access to the Pace University network. All you need to do is install an Ethernet Card, plug it in and turn it on. You also need to supply your own data patch cable to connect your computer to the data link. If you would like assistance with Ethernet card installation, or if you have Internet questions, you may call 773-DoIT (3648). For your convenience, there are separate jacks provided for your phone and your computer. The University can also provide you with software for Internet access. Just stop by the Computer Lab, located in Wilcox and present them your ID card.

The Office of Residential Life and the Division of Information Technology also employ **Resident Information Technology Assistants (RITA)**. RITAs are students that live in a residence hall, and make themselves available to assist students with technology concerns.

**Appropriate Use Policy for Information Technology**

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

Information Technology (I.T.) at Pace University encompasses the use of all campus computing, telecommunications, document services, educational media, and management information systems technologies. These I.T. 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 I.T. (and making certain that your use complies); respecting the rights of other Pace Information Technology users; maintaining the integrity of the physical facilities, and all obeying all pertinent license and contractual agreements.

**Telephone Service**

As soon as you walk into your room, you will be able to make and receive phone calls. The phones we provide are digital phones which will not work anywhere but in a Pace jack. **Due to the digital service, cordless phones or phones that are bought from home will not work with our system.** In addition to last number re-dial and call forwarding, the digital phones are equipped with voice mail. There is also speed dial button that connects you to Security.

**All residents are required to set up the voicemail on their Pace provided phone number. In case an emergency message needs to be sent to all Pace residents, this is the number that will be used and the voicemail must be set up in order to receive such a message.**

Each resident may obtain a Personal Security Code (PSC) from PaeTec Communications. This code allows you to make long distance calls from your phone as well as any other digital phone on campus. PaeTec will issue you a bill for all the long distance charges incurred on your PSC.
All bills will include applicable taxes and surcharges. Your payment is due on, or before the due date identified on your bill. You may dial any university office by dialing 77 and then the five digit extension from your digital phone.

UNIVERSITY POLICIES AND DISCIPLINARY PROCEDURES

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.

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.

GUIDING PRINCIPLES OF CONDUCT
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, is also 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. 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.

Revise April, 2006

**Student Disciplinary Procedures and Hearings**

**Summary Action**

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 for the campus at which the student is enrolled, as soon as practicable.

B. the Dean for Students shall immediately 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 may terminate the summary action if the dean 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 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 Informal 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 decision regarding continuation or modification of the summary suspension. If the Dean 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 Informal 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 request regarding the choice of an Informal or Formal Hearing, the Dean 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.

Informal Resolution Attempt:
A good faith attempt will be made to resolve all problems informally, first, by the appropriate department. 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 Informal Resolution Attempt, the alleged violator shall be requested to designate whether he/she wishes to have the charge determined by an Informal 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 Informal or Formal Hearing will be implemented, as described below.

Procedures for a Disciplinary Hearing: The Hearing Officer
The Hearing Officer may be an Assistant Director, or a Director within Student Affairs, an Assistant Dean for Students, a Dean for Students, or the Judicial and Compliance Officer.

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).

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:
   a. To insure the procedural guidelines are followed.
   b. To maintain proper decorum at all times. The Hearing Officer reserves the right to remove anyone who disrupts the proceedings.
   c. The Hearing Officer, a party and/or the party’s adviser, may ask questions of the witnesses.
   d. 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:
   a. Each of the parties or his/her adviser shall be afforded an opportunity to present an opening and closing statement.
   b. The complaining party and his/her witnesses shall be heard first.
   c. 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.
   d. Each of the parties or his/her adviser shall have an opportunity to hear and question adverse witnesses.
   e. Each party, in addition to his/her adviser, may have three observers present during the hearing.
   f. 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.
   g. 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.
   h. A finding of the Hearing Officer shall be based on a fair preponderance of credible evidence.
   i. 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.
   j. 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.
   k. 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.
   l. 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.

m. 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.

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 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 University publications (i.e., Student Handbook online, or in print prior to 2005 with copies in the University Library; Guide to Residence 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. (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. 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 Director of Residential Life or higher authority in the case of expulsion from residence, or the Dean for Students or higher authority in the case of expulsion from the University.

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

When a student is separated from the University for disciplinary or academic reasons or violation of the Academic Integrity code, prior to the end of a semester, or officially withdraws from any course or courses, regardless of the method of instruction, by filing a written notice at the OSA office, or withdraws using the OSA Web site, cancellation of tuition, student activity, and special course fees only will be made. 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.

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 affect the student's status as enrolled; or sanctions applied as a result of informal 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, a Dean for Students 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 Student Handbook. If a staff member reports to the Dean that he/she observed a student violating a previously applied sanction, the Dean 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 guilty 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 an Assistant Director, a Director, or an Assistant Dean for Students within Student Affairs, the appeal shall be to the Dean for Students. 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.

The written request for appeal shall be sent to the Dean for Students or Vice President for Student Affairs and must 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 informal resolution as described in this Handbook 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 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 NOTIFICATION

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

**SAMPLE GUIDELINES FOR SANCTIONING:**

These examples are guidelines intended for the purpose of clarifying the level of severity and the types and ranges of sanctions that may be applied in instances of violations of University alcohol and other drug policies. The University reserves the right to modify and/or juxtapose these and any other sanctions based upon its review of the nature and severity of the violation, the impact on the community, and the student’s disciplinary history.

**ALCOHOL VIOLATIONS**

**LEVEL 1** Typically a first offense where there is no harm to self, others, or property.
Admonition probationary period; participation in Alcohol 101 (prevention program); fine of $100 (alternative voluntary AOD use assessment and compliance with recommendations would eliminate the fine); community service.

**LEVEL 2** Typically a second or repeat offense or a first offense where there is harm to self, others, or property. Mandatory AOD use assessment and compliance with recommendations; probationary period – separation from residence or the University; $200 fine; community service; PARENTAL NOTIFICATION.

**LEVEL 3** Typically a repeat violation indicative of a pattern of inappropriate behavior, disregard of previous warnings, or serious first or second offense involving harm to self, others or property. Separation from residence or the University resulting from suspension through expulsion; mandatory AOD use assessment and compliance with recommendations;

**PARENTAL NOTIFICATION DRUG VIOLATIONS**
All violations related to actual or intended purchase, possession, use, sale, or distribution of any illegal or controlled substance, and/or drug paraphernalia, including marijuana. Such violations, even if first offenses, are considered serious by the University, and may result in more severe disciplinary sanctions whether or not there is evidence of harm to self, others, or property. Sanctions may include a probationary period – separation from residence or the University by suspension up to expulsion; mandatory AOD use assessment and compliance with recommendations; $100 – 200 fine; PARENTAL NOTIFICATION.

* Note- The imposition of monetary fines is recommended as a deterrent to inappropriate behavior. Such fines would be earmarked solely for the development and support of AOD prevention and education programs.

*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., Workstudy.)

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 school official is: A person employed by the University in an administrative, supervisory, academic, research, legal or support staff position.

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.

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. 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 a 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 Student Accounts and Registrar Services Office.

Our 12 Step Laundry Program

1. Separate your laundry into different piles. If you are unsure of which pile to put it in look on the tag of the garment or consult with friend. MAKE SURE EVERYTHING IS SEPARATED PROPERLY. One pair of red socks can turn an entire load of whites turn a pretty pink.

   Sort by:
   - Bright Colors
   - Colors
   - Whites
• Delicates and Knits (This includes all undergarments, sweaters, etc.)

2. Place one of the sorted piles of dirty items in a washer.

3. Close the washer door. Insert the necessary amount of money into the machine ($1.00 in quarters, or use your PACE debit card).

4. At this point you need to select the washer cycle. The cycle will determine the temperature of the water. YOU DO NOT WANT TO HAVE BRIGHT COLORS WASHED IN WARM OR HOT WATER – THE COLORS MAY RUN.
   - Bright Colors = Bright Colors cycle
   - Colors = Colors cycle
   - Whites = Whites cycle
   - Delicates & Knits = Permanent Press cycle

   Press Start after selecting cycle.

5. Add the laundry detergent. Make sure you follow the directions on the container. Only add the recommended amount. Too much detergent will lead to soapy, wet clothes. Too little detergent will result in clothes that are not thoroughly clean.

6. Find something to do for 33 minutes (the length of time it takes for the washer to run its cycle).

7. It’s time to dry the clothes! Once the washer is finished remove the items and place them in a dryer. Don’t leave washed clothes in the washer for hours. After a while they will begin to take on an odor that will most likely prompt you to wash the entire load again. Also, people waiting get really mad!

8. Clean the lint screen in the front of the dryer. This makes the dryer work more efficiently, but it also prevents dryer fires. Place a dryer sheet in the dryer with the clothes if desired.

9. Once you insert the necessary amount of money into the machine, close the door.

10. You now need to choose a cycle for the dryer. The cycle will determine the temperature of the dryer heat.
   - Bright Colors, Colors, & Whites = Colors/Whites cycle (more heat)
   - Delicates & Knits = Permanent Press (less heat)

   Press the START button the dryer will turn on.

11. Find something to do for about an hour. You don’t want to leave the clothes in the dryer for hours after the dryer has finished. The clothes will cool down and will be extremely wrinkly. Again, people waiting get mad. If you aren’t a person who favors ironing, you will want to be there when the dryer stops.

12. Return to the laundry room to find your clothes fluffy, warm, and smelling good.