The Office of Housing & Residential Life and its residents commit to embodying and practicing the virtues of courage, patience, respectfulness and responsibility as they are the cornerstones of our strong and healthy community.
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Introduction

The Resident Community Guide has been developed to offer students living in Pace NYC University Housing a resource that outlines the services, guidelines, important information, policies, procedures, and community standards of our community. In the following sections you will become familiar with our staff and the community standards you are expected to uphold. Any violation of the policies listed herein, will result in disciplinary action. The Office of Housing & Residential Life, together with the residents of the University Housing Community, works towards ensuring a safe and educational environment that serves as a training ground for active student leaders and responsible citizens of our community. You can reach us Monday to Friday, from 9:00am - 5:00pm at (212) 346-1295 or nyhousing@pace.edu. During off hours, contact your RA or the RA on Duty.

Our Commitment

The Office of Housing & Residential Life and residents commit to embody and practice the virtues of courage, patience, respectfulness, and responsibility as they are the cornerstone of our strong and healthy community.

The Office of Housing & Residential Life Staff

Community living is a valuable experience that provides opportunities and rewards that will last a lifetime. Exposure to new people, ideas, cultures and ways of thinking create an environment ripe for growth and learning. At Pace, our residential life program is centered in the belief that community living is an integral part of the total educational experience. The staff is committed to providing facilities, programs, and services that complement your academic development and promote your personal and social development. Students are viewed as whole individuals working toward integration with others and enjoying the privileges of community membership, while accepting its inherent responsibilities. Our programming, rules and guidelines are designed with your safety and welfare in mind. Your involvement in the community as self-regulating adults practicing the virtues of courage, patience, respect, and responsibility is the key to making the residence halls places where students:

- Meet other students and establish relationships that will enhance your Pace experience
- Successfully live together through peer interaction and learning, complementing your academic program
- Assume responsibility and accountability for your own lives and living environments
- Develop friendships and relationships which are respectful, civil and mutually satisfying
- Participate in educational, social and cultural programs
- Develop skills through participation that will enhance your Pace experience and prepare you to contribute as members of outside communities

The Office of Housing & Residential Life is led by a team of dedicated individuals whose commitment is to support the academic endeavors of each of our residents while offering meaningful challenges that encourage their personal growth. Each Residence Hall staff member is trained in areas of student development and crisis management as well as the daily management of their facility. Please visit your Resident Advisor or your Residential Area Director should you need any assistance during your stay in Housing. Below is a brief description of who we are and what we do.

Office Assistant (OA)

The Office Assistant (OA) is responsible for aiding in the daily operations of the Office of Housing and Residential Life. Some basic functions of the position include filing, data-entry, copying, answering phones, customer service, delivering letters and running various errands, lock-outs, posting flyers, etc. The OA is also responsible for obtaining work orders and keeping the office tidy.

Desk Attendant (DA)

The chief duty of the Desk Attendant (DA) is to enforce and administer the guest policies and procedures established...
by the Office of Housing and Residential Life. In addition, the DA is also available to assist students with lock-outs, work orders, and answering the questions of (students or parents) about the university. The DA is also responsible for aiding other staff members during an emergency alarm.

Resident Advisor (RA)
An RA is specifically selected and trained to work with students to establish a residential community. The RA is here to help residents with the transition and on-going challenges students’ face when attending college. The RA can assist with maintenance problems, roommate conflicts, and other issues of concern. The RA is a great resource person who can help answer questions about the university and surrounding community. Throughout the course of the year the RA will plan various programs and activities with and for the residents. An RA is on duty every evening, weekends, and holidays when the Office of Housing & Residential Life is closed.

Community Resident Advisor (CRA)
In addition to all of the requirements of an RA, Community RAs assume a stronger leadership role within the staff and the hall community by performing essential assignments, serve as a mentor to first year staff, provide staff development opportunities, serve as staff liaisons, and perform at least 5 office hours per week.

Senior Resident Advisor (SRA)
In addition to all of the RA requirements, the Senior Resident Advisor is a critical “bridge” between the student and professional staff. One Senior RA is selected for each staff, to assist the Residential Area Director in the administration of the community as well as to develop the student staff. The Senior RA will perform at least 10 office hours per week, manage work orders, organize In-Services, develop incentives, and administer disciplinary conferences.

Residential Area Director (RAD)
Each residence hall is staffed with a professional live-in Residential Area Director (RAD). RADs have completed their baccalaureate degrees and are either pursuing their master’s degree or have already received it. The RAD supervises the RAs and coordinates the day to day operations of the hall, including room assignments, transfers, and consolidation. The RAD also advises the Hall Councils, supports the RAs in their programming efforts, handles disciplinary matters, and participates in the professional staff duty rotation.

Assistant Residential Area Director (A-RAD)
The Assistant Residential Area Director is a graduate-level staff member who assists the Residential Area Director in overseeing the student development, operations, and staffing of one of three residential areas (Maria’s Tower, Fulton Hall, or St. George Area) with a residential capacity of approximately 200-600 students.

Community Operations Coordinator (COC)
The Community Operations Coordinator is a graduate-level staff member who oversees the Community Desk and the Desk Attendant team. This position reports to the Assistant Director and shares responsibility for coordinating Housing Operations tasks for the Office of Housing & Residential Life. The Operations staff offers day-to-day support to you and the Residential Life team. This staff coordinates the maintenance request system, housing database, billing, room application placement process, mailings, and the online web site. The Operations staff coordinates housing tours, off campus housing resources, and can direct our residents to the appropriate staff to address additional needs.

Assistant Director
The Assistant Director for Residential Life (AD) is responsible for overseeing our operations and development initiatives. This includes supervision of the Operations team and the oversight of the student disciplinary system including the development of a Community Conduct Board. The AD also advises the Residence Hall Association, and coordinates staff recruitment, training and development. The AD acts in behalf of the Director in his/her absence.

Grievance Hearing Panel Selection
1a. The grievant and the respondent shall each select one panelist from the Pool. The third panel member shall be selected by the aforesaid two panelists, and shall serve as Chairperson of the Panel.
1b. In the event that either party does not select a panel member, the AAO shall fill the vacancy or vacancies from the Pool.
1c. In the event the first two panelists selected cannot agree upon a third panelist, the AAO shall make such selection from the Pool.
1d. The AAO shall be an ex-officio, non-voting member of the Panel.

Hearing Procedures: The hearing is not intended as a trial before a court of law and, therefore, adherence to the strict rules of evidence is not required. Questions relating to the competency, relevancy or materiality of evidence and the latitude in conducting cross examination shall be based upon the Panel’s determination of what is just, fair and reasonable under the circumstances.

Procedural Guidelines
1a. Each of the parties shall be afforded an opportunity to present an opening and closing statement.
1b. The grievant and his/her witnesses shall be heard first.
1c. The respondent shall be given an opportunity to testify and present evidence and witnesses, but shall not be compelled to testify against his/her will nor shall an inference be drawn from the failure to testify.
1d. Each of the parties or their advisors shall have an opportunity to hear and question adverse witnesses.
1e. The decision of the Panel shall be based solely upon evidence presented at the hearing.
1f. A finding of the Panel shall be based on a fair preponderance of credible evidence.
1g. The burden of proof shall rest with the grievant.
1h. A tape recording of the hearing shall be made at the University’s expense. Said recording shall be retained by the AAO for a period of one year. A party to the proceeding may obtain a written transcript or a copy of the tape recording at his/her own expense.
1i. The failure of a party to either respond to the complaint or to participate in a hearing shall not preclude the panel from proceeding and rendering its decision.
1j. Within thirty (30) days after the conclusion of the hearing, the Panel shall prepare a written opinion as to whether the charges alleged in the complaint have been substantiated, stating the findings relied upon for such conclusion. A minority opinion and recommendation regarding action to be taken may be included. When such opinion is completed, the Panel shall serve copies thereof upon the parties and shall submit the opinion to the President. The President's opinion and recommendations are advisory in nature and are not binding upon the President.

Decision and Notice of Decision: As soon as practicable after receipt of the Panel's opinion, the President shall render a written decision as to whether the charges have been substantiated. Such decision shall be communicated to the parties.

Remedial Action: If the President finds that the grievance’s charges have been substantiated, he/she shall confer with the grievant to determine appropriate corrective action. The University will implement corrective action upon receipt from the grievant of a signed statement releasing the University from all claims, which grievant might have arising out of the incidents or conditions upon which the grievance was based

Miscellaneous General Provisions
Time Limits: All time limits contained in the foregoing procedure may be extended by mutual written consent of the parties or by the AAO.

Confidentiality of Proceedings: The University shall take all reasonable steps to insure the confidentiality of all proceedings, and the records produced there from. However, should any matter developed during the course of the proceedings become public knowledge, the University reserves the right to issue appropriate statements.
PROCEDURES:
Informal
1a. Discuss the problem informally with the student, faculty member, dean or staff member involved and where appropriate, with supervisors or administrators at sequentially higher levels.
1b. A student may not proceed to formal review unless informal review with those persons cited above has been exhausted.

Formal
Claims regarding student programs, facilities, services and student relations:
1a. If for any reason the grievance is not resolved informally to the satisfaction of the student within a reasonable period of time, the student should contact the Dean.
1b. The student shall prepare and submit a formal written complaint on a form provided by the Dean, which shall serve as the basis for all further consideration.
1c. The Dean shall conduct an investigation of the facts upon which the complaint is based. As soon as practicable, the Dean shall notify the grievant of the results of the investigation.
1d. If for any reason the student is not satisfied with the results of the investigation conducted by the Dean, he/she may ask the Dean to submit the matter to the Student Services Officer.
1e. As soon as practicable, the Dean shall:

(i) Prepare a statement summarizing the actions taken.
(ii) Append such statement to the student's complaint form
(iii) Forward the complaint form to the Student Services Officer.

1f. Upon receipt of the formal complaint, the Student Services Officer shall consult with the University official having authority over the area or subject matter of the grievance. Within thirty (30) days following receipt of the complaint, the Student Services Officer shall render a decision and convey such decision to the student in writing.
1g. If the student is not satisfied by the decision obtained by the Student Services Officer, he/she may ask the Student Services Officer to appeal to the President of the University (President) on his/her behalf.
1h. As soon as practicable, the Student Services Officer shall apprise the President of the details of the grievance and serve the President with a copy of the written complaint.
1i. As soon as practicable after receipt of the written complaint, the President shall render a final decision which shall be conveyed in writing to the student.

Student programs, facilities, services and student relations procedure to be suspended if issue of discrimination arises on same grievance: If an issue of discrimination arises at any time during the course of the foregoing procedure, such procedure shall be suspended pending resolution of the discrimination issue pursuant to the Discrimination Claim Procedure, as follows: Discrimination Claims: if for any reason the complaint is not resolved informally, or if an issue of discrimination has arisen during the course of the foregoing procedure, within a reasonable period of time, the grievant should contact the AAO.

1a. The AAO shall discuss the problem or issue involved with the grievant and develop a plan to explore and resolve the grievance in keeping with the intent of University policy and practice.
1b. If for any reason a complaint is not resolved to the satisfaction of a student, he/she may ask the AAO to convene the Panel for a formal hearing.
1c. The AAO shall assist grievant in the preparation of a formal written complaint or amend the complaint drafted prior to the discovery of a discrimination issue.
1d. As soon as practicable after preparation of the formal complaint the AAO shall:

(i) Serve the complaint upon the respondent if applicable
(ii) Convene a Panel from the Pool.

Director
The Director oversees and coordinates administrative support services for the University Housing and Residential Life program, including budget planning, renovation, contracts, and assignments. The Director promotes collaborative programming efforts and participates on university wide committees. The Director oversees the functions of the professional Residential Life staff and the Housing Operations staff.

Facilities and Services

Maintenance
All maintenance concerns in any of our residence halls should be reported to your RA, RAD or the Office of Housing & Residential Life directly. If there is damage in your room do not attempt to repair it yourself. Skilled University repair personnel will remedy the situation in a timely fashion. General preventive maintenance and routine repairs will be accomplished without charge to the resident. However, you may be financially responsible if your negligence or actions caused the need for repair beyond normal wear and tear. Emergencies include major leaks and flooding, inoperative door locks, and other repair problems that endanger safety or property. Please report “after hours” emergency maintenance issues to the RA on duty.

Custodial Service
Custodial service is provided for common areas, such as corridors and lounges. It is the resident’s responsibility to maintain his/her individual room and all shared areas. Custodial services is not available to clean your personal space.

Computer Labs and Ethernet connections
Connections from resident rooms to the internet is available in all student rooms. To connect, each resident will require a personal computer with an installed Ethernet card containing a 10 base T connector. For more information, access the Pace web site at www.pace.edu or call the Client Support Office at ext 1388. Computer labs in St. George Area and Fulton are for the sole use of the residents in those respective facilities. Residents of Maria’s Tower may use the labs on the 2nd floor of 1 Pace Plaza. Some common areas throughout the university my also provide wireless access.

Laundry Facilities
All laundry facilities in Pace facilities are coin operated and will operate with a swipe of your Pace One card too! St. George and Clark Hall facilities are found in the basement, Fulton’s facilities are on the 3rd floor, and facilities in Maria’s tower can be found on floor 5, 6, 8, 10, 13, 15, and 17.

Telephone service
Residents may contract with Paetec Communications for long distance telephone service. For more information access the Paetec website at www.campuslink.pae tec.com.

Policies, Procedures, Guidelines and Regulations

Room Placement Policy
The University reserves the right to determine and assign the housing space to be occupied by the student and to reassigned alternative accommodations as circumstance warrant. Should the Office of Housing & Residential Life reassign the student to an alternative accommodation, a proportionate rate differential may be charged upon date of reassignment.
Dates of Occupancy
The right to occupy will commence one day prior to the start of the academic semester. Failure to take occupancy after the first full week of classes or to notify the Office of Housing & Residential Life in writing of a late arrival, may result in the cancellation of the Occupancy Agreement. All room assignments must be vacated no later than 24 hours after the last final exam each semester or by 6:00 p.m. of the last day of finals (whichever comes first).

Room Condition Reports (RCR)
The RCR offers the resident the opportunity to thoroughly inspect the room and record its condition. Upon check-out, this report will be used to assist staff in assessing the room’s condition and will result in the issuance of a damage charge. The process of properly completing the RCR will proactively assist the resident and the staff in determining whether charges for damage should be the responsibility of an individual or shared by the roommates.

Check-in Procedures
Only full-time enrolled students with a $0.00 balance on their University first installment may check-in. Upon arrival to your Check-in site you will be given 5 minutes to unload your vehicle and vacate the unloading zone. We request that you keep to the 5 minutes so that everyone moving in has a chance to unload in a timely manner. Remember, do not bring additional furnishings as they will not fit in your rooms. Also, university furnishings may not be removed from rooms as they meet our safety standards. Students checking into a room must always remember to sign and obtain their copy of the RCR for their records as they will be held accountable for the condition of the room upon departure.

Administrative Freeze
During this time no room transfers are approved. This period allows students an opportunity to become acclimated to their new environment, community, and roommate(s), while allowing the Office of Housing & Residential Life, Admissions, SARS, and Academic Departments to verify student status, accounts, and occupancy. The Freeze Period is in effect from Check-in through the second full week of classes.

Open Transfer and Request Procedure
The week following our Administrative Freeze, students interested in transferring into a different room may request a transfer with their RAD. If space is available to accommodate the request, RADs will approve the request. This week is referred to as “Open Transfer Week”. Any students requesting transfers after this period will be required to go through a mediation process to identify potential roommate conflicts and community standards violations. All transfer requests are subject to review and NOT guaranteed.

Improper Room Transfer
A resident who moves to another room/unit without proper authorization from the RAD is considered to have conducted an Improper Room Transfer. The resident will be subject to disciplinary action and will be assessed an improper check-out fee of $50.

Consolidation
When our records indicate that you do not have a roommate or are assigned to an area requiring consolidation you may be required to relocate into a new space. As stated in the Consolidation Policy of the Occupancy Agreement, “The University reserves the right to determine and assign the housing space to be occupied by the student and to realign alternative accommodations as circumstances warrant”. When you have been identified for consolidation you may have the following options: Pay the difference of the double occupancy room rate in order to retain your room as a single for the remainder of the semester or be re-assigned into a new location. An opportunity to review the names of students who have also been identified for consolidation is available to you. Should you be identified for consolidation with-in a few weeks of final exam period, you will need to keep your room half clean for the arrival of a new roommate at any time without notice. Should your room be unable to be occupied by a new roommate, at any time, you will be assessed the single room rate for the remainder of the semester.

providing for the investigation of a report of any missing student. These plans provide for the coordination of the investigation of such crimes and reports with local law enforcement agencies. Such plans include but are not limited to written agreements with appropriate local law enforcement agencies providing for the prompt investigation of such crimes and reports.

UNIVERSITY GRIEVANCE PROCEDURE STUDENT GRIEVANCES
The University views students as responsible citizens who are integral members of the academic community. Policies and practices pertaining to student relations and services should reflect this point of view. All University officers will make every effort to ensure that this philosophy is implemented.

It is recognized however, that regardless of how well intended people may be, complaints and misunderstandings are bound to arise. It is the purpose of the Student Grievance Procedures to ensure that these disagreements are expressed, explored and resolved promptly and confidentially.

Applicability of Procedures
The Student Grievance Procedures shall apply to student grievances relating to the following:

- Discrimination: Allegations of unlawful discrimination on the basis of race, creed, color, national or ethnic origin, religion, age, sex (including sexual harassment), marital status, sexual preference or disability in any educational or employment program, policy or practice of Pace University.

- Student Programs, Facilities and Services: Allegations of violations of University policies and procedures with respect to programs, services, activities or facilities.

- Student Relations: Allegations of unfair treatment from faculty, administration, staff or fellow students.

The following Student Grievance Procedures shall not apply to claims relating to academic standing, grading or discipline, except where discrimination is alleged. Such matters are within the jurisdiction of the Academic Standing Committee and the Dean of the school.

Definitions:
- Student Services Officer: Designated University official responsible for student life or services.
- Dean for Students (Dean): Administrator responsible for the coordination and implementation of University policy regarding student services on each campus (including the Law School).
- Affirmative Action Officer (MO): Administrator responsible for coordination of University personnel policy and procedure regarding discrimination claims (Telephone No. (212) 346-1310).
- University Grievance Reserve Pool (Pool): The group from which panelists will be drawn to hear grievances, shall be composed of faculty, staff and students to be selected by the University in Consultation with the AAO. Notwithstanding any provision to the contrary in this Procedure, pursuant to the Faculty Grievance Procedure adopted by the University, if a complaint is against a faculty member, the Hearing Panel shall be the appropriate Faculty Council Grievance Committee rather than a hearing panel selected from the Pool.

- Discrimination Hearing Panel (Panel): Three member panel formed to conduct a hearing with respect to a formal, written complaint alleging discrimination.

The Panel shall be selected from the Pool in the manner set forth on the following page.
University departments and student organizations. Students are also exposed to these issues through the curriculum of University 101, the required extended Orientation course, taken by all freshmen.

Counseling and Support: Victims and/or witnesses to hate/bias-related crimes may obtain counseling and support from the University Counseling Center; University Ombuds: Offices of Multi-Cultural Affairs or Diversity Programs; or the Dean for Students. Faculty and staff may seek counseling and support through the University Employee Assistance Program.

The above policy, information and procedures are in compliance with the New York State Hate Crimes Act of 2000 and New York State Education Law, Article 281-A, Section 6450 as amended, January 8, 2003.

Entry into Students Rooms
The University reserves the unconditional right to enter the room occupied by the students pursuant to the occupancy agreement in the interest of health, safety, and conduct of its residence hall program. The Office of Housing & Residential Life staff and other authorized University personnel may enter the student’s room at any time for cleaning, inventory, maintenance, inspection, repairs or upon reasonable grounds in the belief that a crime or violation of the University rules and regulations has been or is being committed. Authorized University personnel may enter a student’s room for any of these purposes whether or not the occupants are present.

Searches and Confiscation
Authorized University personnel may request resident’s cooperation in searching concealed areas. They may confiscate any suspicious, unauthorized or illegal items that they may find in the room or on their person. Residents will be asked to immediately dispose of items that are prohibited from the halls or pose a danger to the safety of the individual or community. If an item is removed from your room in your absence, the resident will be issued documentation indicating the removal. All confiscated items will be discarded. The possession of prohibited items may result in disciplinary action, criminal prosecution, or both. Illegal items will be turned over to the Office of Safety and Security.

Property Loss or Damage
The University assumes no responsibility of any kind for loss or damage to personal property caused by fire, water, theft or any other cause whatsoever. Personal property stored in resident rooms, during the period of this agreement, shall be stored at the owner’s risk. The student may not store personal property in the residential facilities during the Summer Sessions. In an effort to assist you in your efforts to protect your personal property, our office can provide you with information on Property Insurance Providers. We highly encourage you to take advantage of this option.

Posting
Notices, Flyers, ads and other informational items may be posted only on designated boards by the Office of Housing & Residential Life staff. Postings are not permitted on painted surfaces, glass windows, or doorknobs. All flyers must have an approval for posting stamp from the Office of Housing & Residential Life to be posted within the halls. For mass distribution, clubs should provide copies of the fliers for each hall staff to post. No postings advertising events with alcohol or offensive materials will be approved for posting. Unauthorized posting of materials on bulletin boards or anywhere else on campus is prohibited and such materials will be removed.

Room Selection and Re-application
Current residents may participate in “Room Selection Daze” and Re-application during the Spring semester for their Full assignment. All current residents will be invited to participate in RSD and assigned a day to participate. Scores are determined by class year, GPA and disciplinary status. Remember, upper class housing is limited.
Room Deposits
Room deposits are applied to the respective semester room fees and are non-refundable.

Agreement Release
By a student: Any student desiring to cancel this agreement during the academic year must do so in writing at least 10 work days prior to removing themselves from the premises. Any student wishing to cancel their Spring portion of this agreement must meet one of the following criteria in order for their cancellation request to be considered. The student must have: filed for December graduation; been accepted and approved for a Study Abroad program; enrolled in a partial term ELI program, transferred to a different university, called to active military duty, or be academically dismissed by the University.

Released by the University:
The University reserves the right to terminate this agreement in the event the student fails to meet financial obligation to the University, maintain required academic standards, or abide by the policies and procedures of the Resident Community Guide or those in the University Student Handbook; to reassign or reposess the room and to effect any other steps necessary, or advisable in the interest of health, safety, and conduct of the residence hall program.

A student may be summarily suspended from the University residence halls by the Dean and the Assistant Dean of Students and the Director and Assistant Director of the Office of Housing & Residential Life with a hearing for violation of the University rules and regulations if in his/her judgment the continued presence of the resident in the halls poses a serious threat to him/her, to other persons, or to University or private property. The resident will be required to vacate the residence hall immediately and may be notified that he/she will be treated as a trespasser if he/she returns without approval.

Refunds:
- The student shall not be entitled to a refund upon student initiated or disciplinary termination of this agreement.

Health, Safety, and Security

Antennas
External antennas of any type are prohibited, including satellites.

Candles, Open Flames, Incense, Appliances, or Open Heating elements
 Possession of candles (unless wicks are removed) and incense is prohibited. The use of microwaves (unless Microwaveable), hot plates, or other heating units with an open flame or heating element are not permitted in the residence halls. Cooking appliances must be used in designated areas. Halogen lamps are strictly prohibited.

Consent
An individual who CANNOT GIVE EFFECTIVE CONSENT is one who is under the age of 18, physically helpless, mentally incapacitated, severely impaired and/or incapacitated due to drugs or alcohol intoxication.

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

Extension Cords
Residents are permitted to use only extension cords with the following restrictions:
said procedures, and strive to foster an environment characterized by sensitivity and respect for the dignity of each individual.

If you are being harassed
Say “NO.” It should be said clearly and directly to the harasser. The situation will not go away if you ignore it. Explain what about his/her behavior makes you uncomfortable, and request that the offensive behavior be stopped.

Tell someone you trust about the situation, for example, a friend, a faculty member, an advisor, a counselor.

Write down the times, dates, places, witnesses and the types of incidents that have occurred. Be thorough and accurate. Write down your response. Bring this information to the Affirmative Action Officer at Pace University (212-346-1310) or the Director of Human Resources, the Counseling Staff, the Dean for Students, or the Directors within Student Services on your campus. Grievances can be lodged through the established informal and/or formal resolution procedures set forth in the University Grievance Procedure. The right of confidentiality of all members of the University community will be respected in both informal and formal resolution procedures, insofar as possible.

PACE UNIVERSITY POLICY STATEMENT REGARDING HATE/BIAS-RELATED CRIME

Policy Statement: The New York State Legislature found and determined that "criminal acts involving violence, intimidation, and destruction of property based upon bias and prejudice have become more prevalent in New York State in recent years. The intolerable truth is that in these crimes, commonly and justly referred to as “hate crimes”, victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation. Hate crimes do more than threaten the safety and welfare of all citizens. They inflict on victims, intractable, physical and emotional damage and tear out the very fabric of free society. Crimes motivated by invidious hatred toward particular groups not only harm individual victims, but send a powerful message of intolerance and discrimination to all members of the group to which the victims belongs. Hate crimes can and do intimidate and disrupt entire communities and vitiate the society that is essential to healthy democratic process. In a democratic society, citizens cannot be required to approve of the beliefs and practices of others, but must never commit criminal acts on account of them.

Pace University’s Guiding Principles of Conduct clearly and unequivocally states that “membership in the University community is accompanied by the responsibility to maintain and foster an environment characterized by freedom of expression, inquiry and exchange of ideas and respect for the dignity and uniqueness of each individual.” In addition, the University has established standards of behavior to ensure the safety of all members of the University Community.

The commission of a crime of violence, intimidation, or destruction of property by a member of the Pace Community is unacceptable. The commission of such a crime out of bias or prejudice is repugnant and will not be tolerated. The University, through its disciplinary, grievance or employment practices and procedures and/or by referral to local law enforcement officials, will seek appropriate redress including criminal prosecution against any student, staff or faculty member who violates this policy. The University will also refer to local law enforcement officials, violations of this policy by contractor and vendor personnel, licensees, invitees and visitors, and reserves the right to eject and/or bar those visitors from University premises and activities.

Definition-A person commits a hate/bias related crime when he or she commits a specified offense and either: a) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or

- UL approved three-pronged extension cords that are 14 gauge or heavier (NOTE: The lower the gauge number the heavier/thicker the cord).
- Cords cannot exceed 10 feet in length.
- Cords cannot impede safe traffic in units.
- Cords must not be pinched in doors.
- Only UL approved multi-plug adapters with circuit breakers are permitted.
- Under no circumstances are residents permitted to overload the electrical system.

Emergency Evacuation

All alarms are taken seriously. The signal to evacuate a building for a fire, fire drill or other emergency is a series of alarms. Evacuation of the facility is mandatory until the signal to re-enter ("all-clear") has been given by the Residential Life staff on site. Anyone found in their room, who had not evacuated during the sounding of the fire alarm will be fined $75. Therefore the following procedures are to be adhered to any time an alarm sounds:

- Once the fire alarm has sounded, you must evacuate the building, closing all windows before leaving the room. While an RA may be present to help vacate the building, you should assist by knocking on your neighbor’s door to the left and right of you.
- Students are instructed to wear their shoes, jackets, and umbrellas (when appropriate), and to leave the building in an orderly manner by means of the closest safe stairway or exit. DO NOT USE THE ELEVATORS.
- Once outside the building, you must remain clear of doorways and at least 300 feet from the building.
- Remain clear of roadways, as well.
- Report to your assigned evacuation area as outlined to you by your RA. This is where our staff will perform “head counts” to ensure that all students have safely evacuated from the building.

Pre-planning is of the utmost importance to ensure that persons with physical disabilities are provided with the assistance and knowledge to evacuate a building. It is expected that you notify your RA of your immobility, whether it is temporary or permanent. In case of alarm, persons with physical disabilities must remain in their room. Contact the Community Desk and notify them of your location. Emergency personnel will assist you at that time. Prior to an emergency situation of any kind, it is advised that each person needing assistance meet with the Residential Life staff and the Safety and Security Department to discuss a plan of action. Follow the instructions given to you at that time.

Furnishings

Residents are responsible for all furnishings provided in their units. Residents may rearrange furniture within the unit but may not exchange it with other unit furnishings. Unit furnishings may not be removed from assigned locations. Alterations or damages to furnishings will result in charges for replacement or restoration to original condition. If unit furniture is missing the resident will be charged for the replacement furniture. 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. Community and lounge furniture may not be removed or relocated. Appropriate lounge furniture is provided and other furnishings will not be permitted in community/lounge areas. If community/lounge furniture is found within a resident’s unit, a charge will be assessed to the resident(s) and the resident will be subject to Housing disciplinary action. Residents are permitted to bring personal items, such as rugs, throw pillows, and bedspreads. Residents are not permitted to use personal items that are fire retardant. Furnishings and any item brought into the room must be arranged in a manner that does not obstruct clear access to exits, including windows. Residents are not permitted to cover lights or drapes or hang items from lights, windows, safety equipment or ceilings in any manner. Paper or other flammable decorations should be used with care as not increase the “fire load” of the unit and should not cover windows. Students wishing to bunk their beds may submit a work order so that the beds may be bunked according to safety standards. Beds may not be lofted in any way.
STATEMENT REGARDING SEX DISCRIMINATION IN THE FORM OF SEXUAL HARASSMENT AND SEXUAL ASSAULT

Pace University reaffirms the principle that its students, faculty and staff shall be free from sex discrimination. Sexual offenses such as rape, sexual abuse or discrimination in the form of sexual harassment will not be tolerated. Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational or personal cost for dependence and trust between individuals with different levels of authority. When the authority and power inherent in such relationships, whether overtly, implicitly or mistakenly, are abused, there is potentially great damage to the individual, to the alleged offender and to the educational and professional climate of the University.

Sexual harassment is defined under University policy, as an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply or to create a sexually intimidating, hostile or offensive working or educational environment. Sexual harassment includes a wide range of behaviors, from the actual coercing of sexual relations to the unwelcome emphasizing of sexual identity, verbal harassment or abuse, unwelcome sexual advances and unnecessary touching. This definition will be interpreted and applied consistent with accepted standards of mature behavior, academic freedom and freedom of expression.

Members of the University community who believe they have been sexually assaulted or harassed may obtain redress through the established informal and/or formal resolution procedures set forth in the University Grievance Procedure. Students may seek immediate assistance from the Affirmative Action Officer, Security, Director of Human Resources, Counseling staff, Deans for Students, or Directors within Student Affairs on their campuses. The Counseling Centers provide confidential counseling services. The aforementioned individuals have been trained to identify resources for support, to discuss rights and options available and to informally resolve the grievance under the University Grievance Procedure.

Complaints will be addressed promptly and equitably. The right to confidentiality of all members of the University community will be respected in both informal and formal resolution procedures, insofar as reasonably possible.

Whenever the University is notified that any criminal sexual offense has been committed, the case will be turned over to the local police, once the complainant has given consent.

University policy explicitly prohibits retaliation against individuals for complaining of sexual assault or harassment.

The University shall make appropriate academic and housing (for on-campus resident students) accommodations after an alleged sexual offense, if they are requested by the victim, and are reasonably available.

The Affirmative Action Officer (212) 346-1310, who has overall institutional responsibility to deal with sexual assault and harassment and for monitoring compliance with state and federal laws, should be consulted to imitate the formal University Grievance Procedure for discrimination as found in or referred to in all University faculty, staff and student handbooks.

Copies of current policies and procedures, federal, state and local laws, ordinances and regulations concerning sexual offenses, the penalties for commission of sexual offenses and sexual harassment are available in the offices of Security, the Affirmative Action Officer, the Dean for Students, Student Affairs, Human Resources and the Counseling Center on each campus. These offices offer brochures, workshops and seminars to educate the campus community. From time to time, special notices and articles are also posted, distributed or appear in student newspapers and other University publications.

The University, working with concerned students, faculty and staff, will continue to evaluate its current policies.
times and may not give their room key to anyone. Residents should report lost or stolen keys immediately to their
Residential Area Director so the lock can be changed and a new key issued at the student’s expense. A $10 room key
replacement fee is assessed for each lost key and a $30 fee to change the key core. A $100 fee for each replacement
mailbox key issued by Auxiliary Services. Keys are the property of Pace University Office of Housing & Residential
life or its partners and cannot be duplicated outside the University. Residents will incur the cost of replacement keys
and core changes should they duplicate their room key.

**Lock-Outs**
A student who locks their keys in their room may request the use of a “tag” key for up to one half hour. The cost for
replacement keys and core will be applied if the key is not returned within that time as we must insure that extra keys
are unaccounted for. If a resident continually misplaces or loses their keys (4 or more times), an automatic lock change
will occur and be assessed to the resident. Any lock-outs occurring after midnight will be at a cost of $5.00 to each
resident.

**Safety Equipment**
It is unlawful and prohibited to tamper with the operation of any safety equipment. This includes, but not limited to;
smoke detectors, locks, fire extinguishers, window stops, sprinklers, emergency panic bars, stairwell alarms, fire pull
stations, and exit signs. Such behavior may result in a monetary summons, disciplinary action, criminal prosecution,
or any combination. All violators of this policy will be referred to the Environmental Health & Safety Officer.

**Littering, Garbage, and Recycling**
Students are required to dispose of all garbage and refuse in appropriate areas and receptacles. Students may not
dispose of litter in any form on the University grounds or facilities. This includes, but not limited to, cigarette butts,
flyers, cans, bottles, etc. It is also prohibited to collect containers (i.e., bottles, cans, boxes etc) that may attract pests or
cause other safety hazards. In accordance with NYC Law, recyclable materials are to be placed in designated bins.
RA’s will identify these locations at your floor meetings.

**Maximum Occupancy**
For fire safety and safe evacuation, occupancy limits for all spaces (including you and other residents of the room or
stairwells, and elevators. Residents of St. George, Clark Hall and María’s Tower 5—16th floors are smoke-free
rooms with the consent of their roommate and only with the door closed and the room window open for ventilation.

**Smoking** (see University Student Handbook)
In accordance with the NYC Clean Indoor Air Act (NYC Local Law 2), residents, guests, and employees of the
University are strictly prohibited from smoking in common areas, lobbies, dining halls, lounges, activity rooms,
roof access is limited to Buildings and Grounds personnel. All student access is strictly prohibited.

**Roof Access**
Roof access is limited to Buildings and Grounds personnel. All student access is strictly prohibited.

**Noxious Odors**
Cauising noxious odors (i.e., incense, smoking, trash build up, dirty laundry, etc.) is not permitted.

**Pets**
Residents are not allowed to have pets in the residence halls. Fish, except piranhas or turtles, contained in a cared for
aquarium holding no more than ten gallons of water is permitted.

**AFFIRMATIVE ACTION POLICY STATEMENT**
The Affirmative Action Policy of Pace University is adopted pursuant to its commitment to the principles of equal
opportunity for all minorities and women, which specifically pledges the University to a policy of non-
discrimination toward any person in employment or in any of its programs because of race, color, religion,
disability, national or ethnic origin, sexual orientation, age, sex or marital status. Pace University admits, and will
continue to admit, qualified students of any race, color, religion, disability, national or ethnic origin, sexual
orientation, age, sex or marital status, to all rights, privileges, programs and activities generally accorded or made
available to students at the school. It does not, and will not discriminate on the basis of race, color, religion,
disability, national or ethnic origin, sexual orientation, age, sex or marital status, in administration of its
educational policies, admissions policies, scholarship and loan programs, and athletic and other
school-administered programs.

Persons who believe that their rights or privileges have not been respected or violated under the policy may
address their concerns or claims by contacting Pace University’s Affirmative Action Officer, Ms. Arletta Miles at
(914) 773-3856 or (212) 346-1310.

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

Residential Life Guiding Principles of Conduct

Alcohol Policy (see University Guiding Principles)
Pace University has a strong commitment to a healthy and safe environment for all members of the University Community. Substance or alcohol use will not be accepted as excuses for violating your responsibilities as a member of our community. University officials have the right to request appropriate ID when questioning a resident for appropriate age. Violators of this policy will be subject to disposal of the alcohol and disciplinary action.

Compliance with the following policy is required.

• It is a violation to be in the residence halls in a state of intoxication. Residents and their guests who display intoxicated behavior, or who require assistance due to consumption of alcohol are denied entry into the residence halls and are subject to disciplinary action.

• Students in violation of the alcohol policy will be required to dispose of the alcohol in the presence of staff.

• Maria’s Tower is a “DRY” residence hall. No alcohol is allowed in the hall regardless of age or location, or guest status.

• It is a violation to possess an open container of alcohol in the public or community areas.

• Students in Fulton Hall, Clark Hall or St. George, who are 21 years of age, may consume beer or wine in the privacy of their room, but not in the presence of anyone below the legal drinking age.

• Students 21 years of age may only possess amounts of alcohol consistent with personal consumption. Specifically one (1) six-pack or one bottle of wine.

• Possession of alcohol beyond amounts consistent with personal consumption is prohibited.

• Beer kegs, party balls, hard liquors, or any excessive consumption devise is not permitted in any residence hall.

Drugs/Controlled Substances (see University Guiding Principles)
Use, possession, distribution, or the sale of paraphernalia, illegal drugs, including marijuana, and the use of controlled substances without a valid prescription is prohibited.

Discrimination
No student shall violate the rights of or deny the privileges of the residential community to another person for reasons of race, color, sex, age, ethnicity, religion, national origin, sexual orientation, disability, marital status, or military status.

Failure to Comply (see University Guiding Principles)
Compliance with the final decision/sanction rendered by a disciplinary hearing officer or conduct board is required. Failure to comply will result in additional disciplinary action and a disciplinary hold may be placed on your records.

Filming
In order to protect residents right to privacy and undue disruption of their community, filming may not be done in any area of the residence halls without the written approval of the Office of Housing & Residential Life and Public Affairs.

Noise
New York City noise ordinances prohibit excessive noise after 11:00pm nightly. In addition, residents must observe 24-hour quiet hours during midterm and final exam periods. At no time should residents noise level interfere with the academic community. Loud talking, music, and sounds are prohibited on 24-hour quiet floors designated in Maria’s Tower. Neighbors on these floors should, not hear stereos, voices, television, etc. All floors, other than our 24-hour materials which contain information directly related to a student and (which) are maintained by Pace University or by a person acting for Pace. Not included among the materials to which a student shall have access are the following:

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

Any student who wishes to review his/her official University records is asked to file a written request with the administrator responsible for the record in question. All legitimate requests will be honored within forty-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 for a fee.

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:

• 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 contract as 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.
• To officials of another school, upon request, in which a student seeks or intends to enroll.
• 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.
• In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount, or continuation of the financial aid or to enforce the terms and conditions of the aid.
• If required by a state law requiring disclosure that was adopted before November 19, 1974.
• Organizations conducting certain studies for or on behalf of the University.
• To accrediting organizations to carry out their functions.
• To parents of an eligible student who claim the student as a dependent for income tax purposes.
quiet floors, are considered 24-hour courtesy floors. On these floors residents are responsible for discontinuing noisy activity if requested to do so by another resident or staff member at any time. Sound carries easily throughout the residence halls. Voices, stereos, televisions, and sound amplification equipment can often be heard in other rooms on a floor and floors above and below, and in neighboring buildings. Playing drums and amplified instruments is prohibited. Students playing non-amplified instruments in their rooms and/or in common areas may be asked to stop playing if it disturbs others. Sub-woofers are not permitted. Students who own a stereo with sub-woofers should disconnect them from the stereo while in use.

**Sports in the Halls**

Horseplay is not permitted anywhere in the residence halls. Such activities include but are not limited to Frisbee, football, roller blading, dribbling a ball, etc. Disruption or damage caused by any such activity will be billed to the residents responsible.

**Stalking**

No student shall perform acts that are intended to harass, annoy, threaten, or alarm another person. Examples include repeatedly following such person; repeatedly committing acts that alarm or seriously annoy such other person and that include: Alcoholics Anonymous 212-870-3400 Al-Anon and Ala-Teen 800-356-9966; 212-254-7230 Children of Alcoholics 914-773-4168; 212-932-7787; 212-932-7788 National Council on Drug Abuse 212-794-7739 The Counseling Center 212-346-1523 (New York); 914-773-3710 (Westchester) Ombuds 212-346-1590 (New York); 914-773-3767 (Westchester) Retouched photographs of any student upon appropriate adjustment of tuition charges; to change its established schedule of tuition and other fees or charges; for cause to withhold the award to or on behalf of any student of a degree, certificate or statement of work completed; and to cancel or postpone any announced course upon full refund of tuition received.

**Applications for registration** are accepted only on the basis of registration for a full semester or other period in accordance with the program selected. Each applicant must agree that full payment will be made to Pace University of the scheduled tuition and other fees and charges for the entire semester or other period for which enrollment has been made, in accordance with the rates and conditions stated in the University Catalog.

Each student agrees to be governed by the rules and regulations described in this Handbook and the current catalog and by all other rules and regulations of the University. The continuation of enrollment for each student, his or her receipt of academic credits, and the conferring upon him/her of any degree, are subject to the disciplinary procedures of the University, which is free to cancel a student's registration at any time on any grounds, which it deems proper.
New York State Education Law - Chapter 597, Article 129-A as amended, September 30, 2003), it is necessary that

Pace University seeks resolution of all issues through the processes of reason and expects all members of the University community to be governed by this principle. However, should a student, faculty member, staff member, visitor, invitee or licensee, individually or collectively while on Pace University property, violate these Guiding Principles of Conduct or otherwise engage in violence, destruction of property, an act that disrupts or interferes with the functioning of the University, or disturbs the academic process or decorum of the classroom or ignores or refuses to comply with an official directive to desist, the University may eject said violator(s) from a class, the campus or other University property or activity, and in addition, the University may seek to impose such penalties as provided by law. Where circumstances require, the University will seek an injunction or call civil authority to maintain order.

In general, any student who engages in unacceptable behavior may be subject to immediate ejection from the premises, if deemed necessary, and, in addition, may face other penalties, disciplinary action or legal action. Similarly, any recognized and approved club or organization which violates its Constitution, or bylaws, or whose members, either individually or collectively, engage in conduct that violates these Guiding Principles of Conduct and/or other University rules and regulations, may face penalties, disciplinary action or legal action as determined by the Office of Student Development and Campus Activities. Any organization that authorizes conduct prohibited by these Guiding Principles or other University policies or conduct prohibited by law shall be subject to recission of permission for that organization to operate on Pace University property or at any Pace sponsored activities or events on or off premises.

All University imposed penalties shall be in addition to any remedy or penalty, authorized by any law to which a violator or organization may be subject. Pace University students, faculty or staff members who engage in the conduct described below may be liable for immediate suspension and subsequent hearing, which may lead to further disciplinary action in accordance with the procedures hereafter set forth with respect to students, and in Faculty Handbooks and Employee Handbooks with respect to faculty and staff.

While the examples below are not all-inclusive, engaging in any of the following conduct constitutes a violation of University rules and regulations and shall be considered sufficiently serious to warrant disciplinary action:

A. Failure by a student to comply with a faculty member’s established reasonable standards of behavior in the classroom or in class related activities (such as internships and field trips) consistent with these Guiding Principles of Conduct.

B. Theft, willful destruction, damage or misuse of any University property or property owned by students, faculty, staff, administrators, community members or guests.

C. Sale, purchase, possession or use on University property of any of the following: incendiary devices, explosives, dangerous weapons (including any item(s) or material(s) which could be used to inflict injury, harm, or to intimidate) habit-forming barbiturates, amphetaamines, hallucinogenic or other addictive or illegal drugs or paraphernalia that may be used for illegal purposes.

D. Obstruction of the normal processes and activities essential to the function of the University community. Interference with academic freedom of speech (including not only disruption of a class but also interference with the freedom of speakers who are on campus in compliance with University procedures, to express their views in such places and in such manner that does not violate these Guiding Principles of Conduct).

E. Failure to comply with the University’s policies and procedures relating to Demonstrations and Rallies.

F. Failure to comply with the University’s policies and procedures relating to the Appropriate Use of Information Technology.

G. Any deliberate action that causes or might cause injury to oneself or another person or persons including actions University Sanctions

Any violation of the University’s Drug and Alcohol Policy may be disciplined in accordance with the University’s disciplinary procedures for students and for employees. Further, the University may refer the student or employee for criminal prosecution. Any sanction imposed by the University is independent of, and is in addition to, any penalty imposed in connection with a criminal conviction.

The sanctions that may be imposed on a student include, but are not limited to, probation, and suspension, dismissal and expulsion from University housing and/or the University. The sanctions imposed on an employee may include the termination of his or her employment.

The sanctions described below are illustrative of the range and severity of sanctions that may be imposed on a student, but they do not constitute a complete list of the possible sanctions. In determining a sanction, the University will consider the nature and severity of the violation, the impact of the transaction on the Pace community as well as on the community at large, and the student’s disciplinary history.

Controlled Substances. Violations of the University’s Drug and Alcohol Policy relating to the unlawful possession, use, or distribution of controlled substances, even if a first offense, are considered to be extremely serious. Such violations may result in more severe disciplinary sanctions, even if there is no harm to the student, others, or property, than if the violation related to the use of alcohol. In addition to probation, suspension, dismissal or expulsion, the student may be fined up to $200, and referred to a drug use assessment and required to comply with any recommendations.

Alcohol. There are 3 levels of alcohol violations. Greater sanctions may be imposed for each successively higher level of violation:

Level 1. Generally, a first violation and there is no harm to the student, others, or property. Sanctions include, but are not limited to, an admonition; a probationary period; participation in an alcohol prevention program (e.g., Alcohol 101); a fine of $100 or, in lieu of a fine, submitting to an alcohol use assessment and complying with any recommendations; and, community service.

Level 2. Generally, a repeat violation or a first violation that caused harm to the student, others, or property. Sanctions include, but are not limited to, submitting to an alcohol use assessment and complying with any recommendations; a probationary period; suspension, dismissal or expulsion from the University and/or University housing; a $200 fine; and, community service.

Level 3. Generally, a repeat violation indicative of a pattern of inappropriate behavior including disregarding previous admonitions, or a serious first or second violation involving harm to the student, others, or property. Sanctions include, but are not limited to, suspension, dismissal or expulsion from the University and/or University housing; a probationary period; a $300 fine; community service; and, submitting to an alcohol use assessment and complying with any recommendations.

Reporting Requirements

Any employee, including a student employee, who works in any capacity under a federal grant or contract must notify his or her immediate supervisor of his or her conviction for a violation of any criminal drug statute (including misdemeanors) occurring in the workplace no later than 5 calendar days after such conviction. This applies to direct charge employees and to indirect charge employees who perform any support or overhead functions related to the grant. The supervisor must then promptly report the conviction to the Vice President for Human Resources. Under the Drug-Free Workplace Act, the University is required by law to report the conviction to the federal funding agency within 10 days of receiving notice of the conviction from the employee or from any other source.

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been obtained pursuant to a valid prescription. The penalties for the conviction of the unlawful simple possession of a controlled substance, sometimes referred to as personal use amounts, are severe. The penalty for the first conviction is up to one year imprisonment, a fine of at least $1000, or both. The penalty for the second conviction is imprisonment for not less than 15 days but not more than 2 years and a fine of not less than $2,500. If there have been two or more prior convictions, the penalty is a period of imprisonment between 90 days and 3 years and a minimum fine of $5,000.

A conviction for the possession of a mixture or substance which contains a cocaine base (such as crack cocaine) is subject to even more severe penalties. The penalty for the conviction of possession of a cocaine based controlled substance is imprisonment for 5 to 20 years and a fine of no less than $1,000, provided the amount exceeds 5 grams for the first conviction, 3 grams for the second conviction, and 1 gram for each subsequent conviction.

Trafficking In Controlled Substances. It is a violation of federal law to knowingly or intentionally manufacture, distribute, or dispense, or possess with the intent to manufacture, distribute, or dispense a controlled substance. As shown in Appendix B of the Student Handbook, penalties for trafficking in controlled substances are considerably more severe than those for the possession of a personal use amount of a controlled substance. Moreover, if a person 18 years of age or older distributes a controlled substance which contains a controlled substance which contains a cocaine base (defined as subjecting a person to treatment intended to put him/her in a humiliating or disconcerting position); the forced consumption of liquor, drugs or other liquid or solid substance for the purpose of initiation into or affiliation with any organization; or other conduct that recklessly or intentionally endangers or threatens the health, safety or welfare of any person regardless of whether or not the behavior occurs on or off University premises, or University operated property or at University sponsored activities.

K. Engaging in violence, intimidation, or destruction of property out of bias or prejudice, in violation of Pace University’s Policy Statement Regarding Hate/Bias-Related Crime.

L. Continual financial irresponsibility including failure to meet financial obligations incurred in dealing with the Office of Student Accounts and Registrar Services, the Bookstore, Library, Residential Life Office, the Student Development Office, or any other Office or Department of the University.

M. Intoxication while on campus or at a University sponsored event off campus.

N. Forgery or falsification of any University document.

O. Providing or passing an alcoholic beverage to anyone under the legal age.

P. Gambling anywhere on the University premises or at any affair sponsored by a student group or organization.

Q. Solicitation on University premises or in connection with University related activities, including but not limited to the raising of funds without the approval of an appropriate University administrator. Students should seek permission from the Director of Student Development and Campus Activities or the Dean for Students. Faculty should seek permission from the Provost in consultation with the Vice President for Human Resources. Non-faculty staff should seek permission from the Vice President for Human Resources. Contractors, Vendors, licensees, invitees and visitors should seek permission from the Director of Security.

R. Authorized posting or distribution of materials.

S. Fabrication of University documents.

T. Dressing or conducting oneself in a manner that would be considered lewd or indecent by members of the University community.

U. Conducting oneself off campus in a manner that reflects adversely on the good name and reputation of the University.

V. Conduct which violates local, state, or federal law and/or other conduct that the University deems, in its discretion, to reflect adversely on the good name and reputation of the University, or that leads the University to believe that the individual should no longer be a part of the Pace Community.

W. Failure to report to Security Staff or other appropriate University Administrator a crime occurring on campus.

X. Unauthorized use of video-enabled cell phones or other video recording devices, for other than emergencies, in any area where recording of images, intentional or in-advertent, is inappropriate.

Y. Violation of any policies, rules or regulations promulgated by the University and listed in other publications or on the University Internet Web site other than those specifically referred to in these Guiding Principles.

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.
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:

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.

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.

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 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. Disciplinary sanctions applied as a result of informal resolution as described in this Handbook may not be appealed. 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. Responsibilities of the Hearing Officer:
• To insure the procedural guidelines are followed.

There are two exceptions to the prohibition against the possession and consumption of alcohol on University property and at University sponsored programs and activities. One exception to this Policy is for the moderate possession and consumption of alcohol at University sponsored programs and activities by individuals legally permitted to possess and consume alcohol, provided prior written approval from the appropriate University representative has been granted. The second exception permits students, except for those who reside in Maria's Tower, who are at least 21 years of age to possess and consume a moderate amount of beer or wine (not hard liquor) in their residential housing room.

This Policy applies to each member of the University community -- students, faculty, and staff -- as well as to contractors, vendors, licensees, invitees and visitors.

This Policy is in compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, and it is distributed to every student and faculty and staff member.

Health Risks Of Controlled Substances And Alcohol
The illegal use of controlled substances and alcohol and the abuse of alcohol and prescription drugs may lead to permanent health conditions including, but not limited to, disorders of the central nervous system, reproductive functioning, cardiovascular and pulmonary systems, and endocrine functioning. In addition, there may be both short-term and long-term effects on cognition, memory, retention, information processing, coordination, athletic performance, academic performance, and the exercise of judgment.

Controlled Substances. All drugs, whether illegal or prescribed, alter the chemical balance of the body. The misuse of drugs may lead to addiction and even death. Drug addiction and abuse can cause serious damage to the brain, stomach, lungs, liver, kidneys, heart, and the immune and reproductive systems. The sharing of needles is a significant factor in the spread of HIV.

Alcohol. Inappropriate use and abuse of alcohol is often associated with lower academic performance and failures, sexually transmitted diseases and unplanned pregnancies, vandalism, aggressive behaviors including sexual assault and rape, injuries, death, and prosecution for crimes related to the consumption of alcohol. Even small amounts of alcohol may impair the ability to concentrate, as well as the judgment and coordination required to drive a car safely thus increasing the likelihood that the driver will be involved in an accident. Small to moderate amounts of alcohol may also increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol can cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may result in respiratory depression and even death. When used in conjunction with other depressants of the nervous system, even a small amount of alcohol can result in these effects.

Repeated use of alcohol may lead to dependence or addiction. The sudden cessation of alcohol consumption produces withdrawal symptoms such as severe anxiety, tremors, hallucinations and convulsions, and can be life threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition, may also lead to permanent damage to vital organs such as the brain and liver. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Infants with fetal alcohol syndrome have irreversible physical abnormalities and mental retardation. Further, research shows that children of alcoholic parents are at greater risk than other children of becoming alcoholics themselves.

The possible effects of various controlled substances and alcohol, including the effects of an overdose and withdrawal, are identified in Appendix A of the Student Handbook.

Legal Sanctions
Possession Of A Controlled Substance. It is a crime under federal law to knowingly or intentionally possess a controlled substance unless the possession is otherwise permitted by law, e.g., the controlled substance has...
The written request for appeal shall be sent to the Dean for Students or Vice President for Student Affairs and must include the following:

- Name and address of the student
- Nature of violation including date and place
- Disciplinary action taken and by whom
- 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.

UNIVERSITY DRUG AND ALCOHOL POLICY
Policy Statement
Pace University has a strong commitment to a healthy and safe environment for all members of the University community. Any use of alcohol and drugs that is illegal or violates this Policy will not be tolerated.

It is the policy of the University that the unlawful use, possession, sale, distribution, or manufacture of controlled substances and alcohol on University property or at University sponsored programs and activities is prohibited. Even though its possession or consumption may otherwise be lawful, alcohol, except in limited circumstances, is not permitted on University property or at University sponsored programs and activities.

To maintain proper decorum at all times. The Hearing Officer reserves the right to remove anyone who disrupts the proceedings.

The Hearing Officer, a party and/or the party’s advisor, may ask questions of the witnesses. Once the proceedings have begun, the Hearing Officer shall have no communication with a party or the party’s advisor outside of the hearing except to schedule Hearing meetings.

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.

Procedural Guidelines:
- Each of the parties or his/her advisor shall be afforded an opportunity to present an opening and closing statement.
- The complaining party and his/her witnesses shall be heard first.
- The alleged violator shall be given an opportunity to testify and present evidence and witnesses, but shall not be compelled to testify nor shall an inference be drawn from the failure to testify.
- Each of the parties or his/her advisor shall have an opportunity to hear and question adverse witnesses.
- Each party, in addition to his/her advisor, may have three observers present during the Hearing.
- If any party plans to have an attorney present to act as the party’s advisor, 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 pre-scheduled session, the Hearing Officer will set another date convenient for all parties.
- The decision by the Hearing Officer will be based solely upon the evidence presented at the session. The alleged violator’s student file shall be deemed part of the record in evidence at the session.
- A finding of the Hearing Officer shall be based on a fair preponderance of credible evidence.
- It is the burden of the complainant to show that it is more likely than not that the alleged violator committed the violation(s) contained in the charge.
- If the alleged violator fails to appear at the Hearing, the Hearing Officer may, at his/her discretion, postpone to another date or, based on the record before the Hearing Officer, issue a decision as to whether there was a violation(s) as charged and, if so, impose an appropriate sanction.
- If the alleged violator appears, but walks out as a result of free choice, the session will continue in his/her absence.
- No negative inference will be made as a result of his/her departure.
- A tape recording of the hearing shall be made at the University’s expense. The recording shall be maintained by the Hearing Officer for a period of one (1) year following the date of issuance of the finding. A party to the proceeding may obtain a written transcript or a copy of the tape recording at his/her expense.
- As soon as practicable following the conclusion of the Hearing, a written decision will be forwarded to all parties. The decision will be sent to the local Dean for Students for proper recording.
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 Student Accounts and Registrar Services and Finance and Administration officials.

Fines: 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. Catalog, Student Handbook, Guide to Residence Living).

Educational Sanction: Community restitution 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 in 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 infractions-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 SARS office, by accessing Pace University’s Voice Response System, or withdrawals using the SARS website, cancellation of tuition, student activity and special course fees only will be made. Please note: Application, general institution, and installment fees are non-refundable. 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 Booklet.

The University is under no obligation to delay or forego its disciplinary process or the imposition of any disciplinary sanction pending the investigation or proceedings involving criminal charges or a civil action.

Disciplinary sanctions which do not restrict or revoke a student's rights or privileges or otherwise effect the student's status as enrolled, or sanctions applied as a result of 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 responsible of violating a University regulation and subsequently disciplined, may request an appeal, providing this request is made in writing within five (5) regularly scheduled class days following the date the student receives notification of the Hearing Officer's decision. If the Hearing Officer was 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.