Dear Pace University Student:

Welcome to Pace University. You are arriving here at a very special time. You will be with us when we celebrate our 100th anniversary in 2006— ushering in our second century of leadership and academic excellence. In our first 100 years, Pace has educated the sons and daughters of New York as well as those from around the country and the world. Pace has produced responsible and responsive professional and community leaders. We look forward to you joining their ranks.

While at Pace you will be taught by an outstanding faculty and you will have the opportunity to interact with a diverse student body. You will find a learning environment which fosters academic success as well as intellectual enrichment. You will be in an atmosphere that we are committed to keeping free of discrimination or hostility based on race, religion, sex, sexual orientation, or disability. We believe an environment of respect and understanding must exist to support and enhance the ability of any student to achieve his or her greatest potential.

Being a student means having responsibilities and opportunities. Your goal as a student should be to take advantage of the opportunities that Pace offers both inside and outside the classroom to enhance your learning, through its wide variety of programs, activities, and events. Whether it be volunteer work, cooperative learning, intramural or intercollegiate sports, internships, or taking advantage of the rich cultural heritage of New York City, you will be able to expand your learning experiences. Remember, too, that our tuition guarantee program and Pace Promise, which ensures graduation in four years provided you meet the necessary requirements, mean that you can pursue your interests without worrying about an additional financial burden.

Your task will be to balance the academic demands along with everything else you must do—from financial decisions to the many social decisions you will have to make. Whatever you do, do not lose sight of your primary responsibility and greatest opportunity— learning!

During your time here, you will see me at many campus events and I hope you will stop by to say hello. If you encounter any difficulties or have any concerns, I hope you will seek assistance from our talented staff and faculty. You can also reach me directly by e-mail at president@pace.edu. We will get you the help you need to resolve any difficulty.

Pace is your university and I hope that you will take advantage of all it has to offer. Best wishes for a successful learning experience in what promises to be a very fulfilling and challenging opportunity for you.

Sincerely,

David A. Caputo
President
Welcome to Pace University!

You have joined a vibrant, engaging academic community in which intellectual, personal, and interpersonal goals for students are fostered and maintained in formal study, campus life, and community service.

At Pace, you will have many opportunities for personal growth in nonacademic workshops and discussions with faculty and staff members about how to manage your own obligations and needs. If personal problems occur, counselors are available to help.

Your goals may include building leadership skills and becoming more self-confident, assertive, resourceful, creative, and understanding about opinions and values of others. You will be supported in reaching these goals by a vast campus network that includes various student-run organizations and activities, public-service opportunities, fraternities and sororities, as well as athletics, recreational, and residential life programs.

Because Pace's admirable student body is socially, ethnically, and racially more diverse than the student population at many other universities, you can participate in a broad range of multicultural experiences that will help you learn to live and work with people whose backgrounds are different from yours.

I am delighted that you have chosen to attend Pace University. Our Student Affairs staff and I look forward to getting to know you.

With a warm welcome,

Darnita R. Killian, EdD
Vice President for Student Affairs

A BRIEF HISTORY OF PACE UNIVERSITY

Pace is a University whose resources have played an essential role in the realization of individual dreams of achievement, its mission is voiced in its motto: Opportunitas.

Founded in 1906 by two Pace brothers, Pace Institute was a business school for men and women who aspired to a better life. Homer and Charles Pace borrowed $600 to rent a classroom and office in the old Tribune building in lower Manhattan to teach ten men and three women the principles of accounting and business law. That building stood where the Pace Plaza building stands today.

Two years later, because of the overwhelming success of the Pace School of Accountancy, the brothers relocated their classes to the nearby Hudson Terminal complex. Another move to the Transportation Building at 225 Broadway, took place in 1927 in response to continued growth.
Under the leadership of Homer St. Clair Pace, the school flourished. Shortly after his death in 1942, his son, Robert S. Pace, was appointed president. His presidency was immediately interrupted, however, by service in the armed forces. The war also caused the number of students at Pace to drop sharply, requiring the school to redefine its programs and mission, but not to reduce its aspirations.

The postwar result was that in 1948, the New York State Board of Regents approved Pace Institute for college status, and at long last the Bachelor of Business Administration degree could be awarded. Academic expansion forced yet another move, to 41 Park Row, in 1951, and two years later Pace College received authorization to grant the Bachelor of Arts degree. During this time, a dynamic young assistant dean named Edward J. Mortola was beginning to influence the development of Pace. In 1960, after serving as dean, provost, and vice president, he became the college's third president.

Under President Mortola's leadership, Pace built on the foundation laid down by the Pace brothers, adding campuses and programs, increasing services, and growing in recognition and prestige.

Classes began on the Westchester campus in 1963. The year before, the Marks Hall building was signed over to the College by Pace Trustee Wayne Marks, chairman of General Foods, and his wife, Helen. Soon after, Dyson Hall was constructed, named in honor of alumnus, trustee, and benefactor, Charles Dyson. Willcox Hall was named for trustee and benefactor Byron Willcox.

In 1965, the Undergraduate School of Business Administration, the School of Arts and Sciences, and the School of Education were established. The year following, the School of Nursing was founded (later named after alumnus, trustee, and benefactor Gustav Lienhard). In December 1966, at the groundbreaking ceremony for the downtown building at New York City's Civic Center, the Vice President of the United States, Hubert Humphrey, promised to teach at Pace. He later conducted a Scholar-in-Residence seminar at the New York City campus.

In 1973, the State Education Department approved Pace College's petition for university status. Two years later, the College of White Plains consolidated with the new Pace University; the School of Law was established in White Plains in 1976. The assets of Briarcliff College were acquired in 1977. In 1983, the Ivan G. Seidenberg School of Computer Science and Information Systems was established.

In 1984, Edward J. Mortola became chancellor and chief executive officer, and William G. Sharwell, chairman of Pace's Board of Trustees, was elected the University's fourth president. A distinguished AT&T executive, Sharwell used his business experience to stabilize enrollments and finances during his six years in office.

Few eras in the history of Pace were as dramatic as the 1990s. Early in the decade, Pace began to reexamine itself in the face of the changing needs and expectations of a generation of learners who were at the forefront of the information age.

On July 1, 1990, Patricia O'Donnell Ewers became the fifth president of Pace. Over the next 10 years she led the University through a series of transformations that repositioned the institution to recognize the challenges of globalization, technology, shifting public priorities, and learner demographics. By the start of the new century the result was a strong University, with a diverse student body, a rich and innovative curriculum that included online courses and international programs, a renewed commitment to adult and continuous learning, new and enhanced facilities
on all campuses, a streamlined organizational structure, technologically mature academic and administrative programs, and an endowment of nearly $100 million—more than four times what it had been when Dr. Ewers assumed the leadership of Pace a decade earlier.

David A. Caputo became the sixth president of Pace on July 17, 2000, taking charge of a comprehensive university serving more than 14,000 students in undergraduate, graduate, professional, and specialized programs on three campuses in New York City, Westchester County, and the School of Law. During his tenure, President Caputo has underscored Pace's commitment to being a national education leader in business, law, education, nursing, computer science, and liberal arts and sciences.

Leading the University with compassion and vision through the events of September 11, 2001, Caputo created the Center for Downtown New York, which has catalyzed ideas about revitalizing the area. Renewing the University's commitment to *Opportunitas*, the Pforzheimer Honors College was founded and a new guaranteed tuition program was launched. Supporting a faculty initiative, the University embraced a new cross-disciplinary core curriculum that emphasizes civic engagement.

In 2003, the University completed a strategic plan for the next five years. *Reaching New Heights: Pace University Second Century Strategic Plan 2003-2008* sets ambitious and reachable goals for Pace, including commemorating the University's 100th anniversary and a major capital campaign to support improvements to the infrastructure and endowment.

For almost 100 years, bright and motivated men and women have passed through Pace's many doors and have ventured into the world prepared for the new challenges of each passing decade. As Pace implements its plan for the next five years, the University will continue to build upon its legacy of providing the best teaching and learning to ambitious and talented students, acting as an engine of opportunity for those seeking to change their lives and to change the world.

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Pace Law School at White Plains

Academic Calendars for
2005-2006
2006-2007

The Graduate and Undergraduate Schools of Pace University
Undergraduate Schools
  Dyson College of Arts and Sciences
  Ivan G. Seidenberg School of Computer Science and Information Systems
  Lienhard School of Nursing
  Lubin School of Business
  School of Education

Academic Information Specific to Graduate Programs
  Dyson College of Arts and Sciences
  Ivan G. Seidenberg School of Computer Science and Information Systems
  Lienhard School of Nursing
  Lubin School of Business
  School of Education

Grade Appeal Process

Academic and Related Support Services
  Division of Information Technology (DoIT)
  Pace Libraries

Student Affairs and Related Services
  Athletics
  Intramurals
  Student Development and Campus Activities
  Student Gathering Places
  Clubs and Organizations
  A Cult
  The Counseling Center
  Dean for Students
  Office of Multicultural Affairs
  Office of Diversity Programs
  Office of Judicial and Compliance Affairs
  Residential Life Office
  Student Auxiliary Services

General Services and Facilities
  Safety and Security

University Policies, Disciplinary and Grievance Procedures
  Guiding Principles of Conduct
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Pace University Officers of Administration
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  Appendix A: Drugs of Abuse/Uses and Effects
KEEPING RECORDS
In order to help you plan and manage your education, you should assemble and keep an up-to-date academic portfolio containing the following information:

- a list of courses you have taken so you can follow your progress toward your objective
- your program requirements worksheet
- transcripts from all schools you have attended
- all letters and forms you have received from the Pace University Office of Admission
- all Pace University grade reports
- test results from all exams
- all course outlines and syllabi
- copies of important communications to and from the University such as change of major and academic petition forms, official waivers and course substitution approvals, and your graduation evaluation
- receipts for all financial transactions
- names and addresses of advisers, faculty references, and other people on campus with whom you have frequent contact.

UNIVERSITY MEDIA TO KEEP YOU INFORMED

Student Publications/Media

Pace has two active student newspapers and two radio stations. For descriptions of these and to find out how to join these media outlets, refer to the Student Development and Campus Activities section.

Opportunitas
Opportunitas is the online newsletter for Pace staff and faculty members. Produced seven-to-eight times a year by the Office of University Relations, Opportunitas covers stories of general interest to the Pace community and features scholarly activities of faculty and staff members, a list of Pace’s mentions in national media, and an events calendar that complements the online calendar. If you would like to suggest a story idea for Opportunitas, volunteer as a beat reporter and/or photographer, write to opportunitas@pace.edu.

Pace Magazine
Pace Magazine is the University’s semiannual, general-interest alumni magazine and is produced by the Office of University Relations. Copies of the magazine may be found in central public spaces around campus and in the Office of Alumni Relations as well as the offices of the Dean for Students and the deans of each college and school. If you would like to suggest a story idea for the magazine, volunteer as a beat reporter and/or photographer, or request copies of back issues, write to magazine@pace.edu.

Pace University Home Page
Pace University's home page, www.pace.edu, offers information and links to virtually all aspects of university life including admission, academics, about Pace, student life, alumni, and a link to MyPace portal. Virtual tours, news, events, and an A-Z index will transport you more information about the opportunities that Pace offers its students, faculty, staff, and the community.

MyPace portal is a personalized gateway for Pace students, faculty, and staff. Log in to the portal from the Pace home page by selecting MyPace Portal from the menu. You may directly access MyPace portal at portal.pace.edu. Log in instructions and help desk information are immediately available. Once in your portal page, you may customize the page with links important to you and make it your home page at Pace.

The Pace Pulse e-newsletter is the official source for online news and announcements for current students, faculty, and staff. Pace Pulse is e-mailed to the Pace community once a week, on Thursday nights, and displayed on the Pace home page. It is available to the entire Pace community as a channel in the MyPace Portal.

The Office of International Programs and Services Web page, at www.pace.edu/international, provides links to information about study abroad programs and services for international students and scholars. The Web page contains information on how to subscribe to listservs that provide a means of exchanging information on issues, activities, and opportunities that pertain to visiting students and scholars, or students who wish to study abroad.

Pace Student E-mail Address and E-mail Directory
All students who are registered and have paid their tuition are automatically assigned a Pace e-mail address. New and continuing students who have not used or been issued an e-mail address at Pace may contact any of the Computer Resource Centers to obtain one and instructions on its use. Your Pace e-mail address will be listed on the Internet, on a special Pace e-mail directory accessible through a link on the Pace home page. To access the directory go to www.pace.edu/doit/studentit/ and select the link for student e-mail look-up. Some students have a commercial e-mail address; however, only the Pace assigned e-mail address will be listed.

Students may have their e-mail address removed and/or reinstated at any time. To do this, contact the Computer Resources Center or the Office of Student Assistance (OSA). Questions about your Pace e-mail address, Pace Internet services, or the e-mail directory may be directed to the Computer Resources Center at these locations and telephone numbers.

New York City Campus One Pace Plaza, Room W202 (212) 346–1698
Pleasantville Willcox Hall, 2nd floor (914) 773–3642
White Plains Graduate Center Room 432 (914) 422–4167

MTV-U
Based on the New York City, campus MTV-U is a nationally distributed entertainment and information television network produced specifically for the collegiate audience. MTV-U's primary goal is to provide enlightening news and entertainment, the latest music videos, artist interviews, career segments, academic stories, political vignettes, lifestyle features, and on-air promotions.

MTV-U produces customized news and sports segments with CNN and has a customized messaging system accessible via the Internet. Also, watch MTV-U for the latest Pace news, activities, and events schedules. MTV-U broadcasts 24-hours a day, seven days a week in the Spotlight, Café 101, Eddie Layton Student Union, and in the physical fitness room on the New York City campus.
Pace University Information Channel
The Office of University Advancement, in partnership with the Division of Information Technology and the Office of Enrollment Management and Student Life, has launched the Pace Information Channel (PIC), a text-only format of information about the University and its activities. It is accessible on television sets in common spaces and in dormitory rooms on the New York City and Westchester campuses. The system can only be accessed on campus and display units are located in the Setter’s Overlook Café in Pleasantville and in the Spotlight Café in New York City.

EMERGENCY CLOSING AND INFORMATION
Occasionally, the University is confronted by the need to close because of inclement weather or for other reasons beyond the University’s control. Such closings are normally announced through the major radio stations in New York City and Westchester County. You can also call the Pace Events Phone (PEP) for school closing information.

Although classes are planned to commence and conclude on the dates indicated in the academic calendar, unforeseen circumstances may necessitate adjustment to class schedules and extension of time for completion of class assignments. Examples of such circumstances may include faculty illness, malfunction of University equipment (including computers and or networks), unavailability of particular University facilities occasioned by damage to the premises, repairs or other causes, and school closings because of inclement weather. The University shall not be responsible for refund of any tuition or fees in the event of any such occurrence or for failure of a class to conclude on the date originally scheduled, nor shall the University be liable for any consequential damages as a result of such a change in schedule. Special announcements regarding closures for any reason may be found through the Pace Web site www.pace.edu and MyPace portal. You can also call the Pace Events Phone (PEP) for school closing information.

New York:  (212) 346–1953    Westchester:  (914) 773–3398

Emergency Contact Information

If, for reasons of extended illness or family emergency, you must miss classes, you may contact the Office of Academic Advisement in your school to notify professors and for assistance in obtaining missed assignments. A parent or relative may, in extreme emergency, need to contact you at the University. In such cases, your relative may contact the Dean for Students Office during the regular work day or the Evening Administrator, after 4:00 p.m. See sections Dean for Students Office and Evening Administrator/Information Centers for contact numbers.

Security Telephone Numbers

New York City Campus  (212) 346–1800    Pleasantville  (914) 773–3400
White Plains  (914) 422–4300    Briarcliff  (914) 923–2700

DIRECTIONS: HOW TO REACH THE CAMPUSES OF PACE UNIVERSITY

Directions to all Pace locations may be obtained by telephone using the voice directions prompt at (914) 923–2695, selecting option one on your touchtone phone. Directions to all locations are also available from the Pace University Web site, www.pace.edu. Directions for transportation by auto, train, and bus are included, and general maps of each location are also found here in PDF form.
**CAMPUS DIRECTORIES**

**New York City Campus**

**DOWNTOWN**

**One Pace Plaza**

Tower—East Wing

Level C: Maintenance shops, dining services, mailroom/receiving

Level B: Security, lost and found, ID Room, Michael Schimmel Theater, Spotlight Cafe, commuter lockers, student auxiliary services, resident mailboxes, Multipurpose Room, vending machines, ATM

1st floor: Cafeteria 101, faculty/staff dining room, electronic classroom, library, Dining Services Office

2nd floor: Library, archives, Pforzheimer Honors College, Center for Instructional Technology, Writing Center

3rd floor: Classrooms, educational media, video conference room, faculty lounge, vending machines

4th floor: Transfer lobby to Maria's Tower Residence Hall

5th-17th floors: Maria's Tower Residence Hall

18th floor: Pace Executive Offices

**One Pace Plaza**

West Wing

Level C: Gymnasium, fitness center, vending machines

Level B: Eddie Layton Student Union, art gallery, meditation room, vending machines, reading room

1st floor: Admission, Adult and Continuing Education, credit union, Office of Student Assistance, Information Center, English Language Institute, beverage and snack kiosk, copy center

2nd floor: Computer Resource Center, lecture halls, DoIT, International Programs and Services, vending machines

3rd floor: Biology and chemistry labs, Forensic Lab and Darkroom, vending machines

4th floor: Lubin School of Business faculty and administration, Chase Computer Lab, classrooms, Booth Ferris Lab

5th floor: Classrooms, vending machines

6th floor: Classrooms, Language Lab, vending machines

**156 William Street**

5th floor: University Counsel, Human Resources, Special Events, Alumni Offices, Philanthropy, Psychology Clinic, DoIT, vending machines

12th floor: Counseling Center, Disability Services

**163 William Street**

1st floor: Downtown Conference Center

2nd floor: Ivan G. Seidenberg School of Computer Science and Information Systems

3rd floor: Center for Downtown New York (CDNY), Office of Sponsored Research and Economic Development, Pace Polling Unit, Second Century Innovation and Ideas Corp. (SCI²)

4th floor: Marketing and Communications, Buildings and Grounds, Project Re-Birth

12th-15th floors: Classrooms

16th floor: Executive MBA program, Small Business Development Center (SBDC), School of Education, doctoral programs
17th floor: Enrollment Marketing
18th floor: Dining
21st floor: Offices
22nd floor: Executive conference room

**Student Housing** (leased off campus)
Educational Housing Inc., St. George Hotel, Brooklyn Heights, Clark Street Residence, Brooklyn Heights

**106 Fulton Street**
2nd floor: Residential Life Office
3rd floor: Vending machines, laundry, fitness, computer center
4-15th floors: Residence hall

**41 Park Row**
Basement: Maintenance shop, locksmith, faculty lounge, copy center, vending machines
1st floor: Security, Pace Bookstore, ATM
2nd floor: Center for Academic Excellence (CAE)/Challenge to Achievement (CAP)
3rd floor: Newly enrolled students, Lienhard School of Nursing faculty and administration, Department of Philosophy and Religion, University Health Care
4th floor: School of Education faculty and administration, Center for Urban Education
5th floor: Speech Communications (Dyson College)
6th floor: Haskins Lab
7th floor: Mathematics, University/Media Relations
8th floor: Student Development and Campus Activities, student organization offices, vending machines
9th floor: Dean for Students, student government and organization offices, WPUB Radio/Pace Press, Academic Scheduling, Multicultural Affairs, vending machines
10th floor: Schaeberle Hall
11th floor: Modern Languages, Social Sciences, History
12th floor: Theatre and Fine Arts
13th floor: Psychology
14th floor: Career Services, Co-op Education
15th floor: English
16th floor: Dyson College of Arts and Sciences, administration, University Ombuds Office

**MIDTOWN CENTER**

French Building, 551 Fifth Avenue, at 45th Street
8th floor: Adult and Continuing Education, classrooms, video conference, vending machines
9th floor: Computer labs
10th floor: Classrooms, Project Pericles offices

**Westchester Campus**

**Pleasantville**

**Entrance 1**
**Costello House**
Human Resources, Affirmative Action Office (AAO), University Counsel, University Relations, Alumni
Dyson Hall
Science classrooms, laboratories

Willcox Hall
Classrooms, Computer Resource Center, gym/auditorium, newspaper office: PACE Paw Print, WRPW radio station, Security (ID office), TV lab, English Language Institute, locksmith, Buildings and Grounds, Communications classrooms, vending machines, Legend Yearbook, Residence Halls Association (RHA)

Marks Hall, Campus Welcome Center
Biology, Chemistry, Mathematics, Physical Sciences, Psychology

Entrance 2
Mortola Library
Library, Center for Academic Excellence (CAE)/Challenge to Achievement (CAP), Tutoring Services, conference room, electronic classroom, newly enrolled students, Pforzheimer Honors College, Center for Instructional Technology, Writing Center

Goldstein Academic Center
Ivan G. Seidenberg School of Computer Science and Information Systems faculty and administration, Lubin School of Business faculty and administration, Security Office, conference rooms, computer lab

Miller Hall
Evening Administrator, classrooms, educational media center, lecture hall, video conference room, commuter lockers, vending machines, beverage, and snack kiosk

Lienhard Hall
Classrooms, lecture hall, Lienhard School of Nursing faculty and administration, graduate nursing, commuter lockers, vending machines

Field House
Locker rooms, classrooms, athletic fields, Athletic Department offices, Special Events offices

Entrance 3
Wright House
School of Education, administration

Buchsbaum House
School of Education, faculty

Art Barn
Art Department classroom, Ceramic and Pottery Studio

Environmental Center
Environmental classes, Equine Center, Small Animal Life

Goldstein Health, Fitness, and Recreation Center
Athletics administration, gym, pool, fitness training, Sports Medicine, University Health Care, Hall of Fame, vending machines
Residence Halls
*Martin Hall, North Hall, Townhouses 1, 2, 3*

**Gannett Center**
Career Services, Cooperative Education

**Security Administration Building**
Security

**Fine Arts Building**
Art Department offices, classrooms

**Administrative Center**
Admissions, Office of Student Assistance, Counseling, Disability Services, Scheduling, Veteran Affairs Office, Graduation Office, Adult and Continuing Education, vending machines

**Kessel Campus Center**
ATM, Adult and Continuing Education, Pace bookstore, commuter lounge, Butcher Suite and Dining Services, Dean for Students, Gottesman Room and Setters' Overlook Cafe, International Programs and Services, student conference rooms, Student Auxiliary Services, Student Association, Judicial and Compliance office, Student Development and Campus Activities, Office of Diversity Programs, student mailroom, Vice President of Student Affairs, Associate Provost for International Programs, Associate Provost for Student Success

**Choate House**
Art gallery, Criminal Justice, Dyson College of Arts and Sciences, faculty and administration, Economics, faculty dining room, English/Communications, Modern Languages, Center for Community Outreach, Social Sciences, executive office, Pace Academy for the Environment

**Westchester Campus**
BRIARCLIFF

**Dow Hall**
Facilities Management Administration, security, student mailroom, Academy of Management, Human Resources, University Ombudsman office, Training and Development, ATM, vending machines

**Dow Hall, South Wing**
Phone-a-thon center; Pace OneCard Office; Office of Planning, Research and Assessment; Internal Audit; Office of Environmental Health and Safety

**Residence Halls**
*Dow Hall, Hillside House, Howard Johnson Hall, New Dorm, Valley House*

**West Hall**
Classrooms, Division of Information Technology (DoIT) offices, telecommunications, vending machines

**Woodward Hall**
Conference center, Nano Crystal, Special Events, Credit Union, Payroll Department, vending machines

**Dining Hall**  
Dining services, Pace Perk, conference room, computer lab

**Tead House**  

**Howard Johnson Hall**  
Residence, athletics, locker rooms, Student Auxiliary Services, Residential Life offices

**LUBIN GRADUATE CENTER**  
One Martine Avenue, White Plains, New York

Lobby: Reception Desk, Security

2nd floor: Admissions, Evening Administration, Special Events, auditorium (General Foods), Cooperative Education and Career Services, educational media, Office of Student Assistance (OSA), reception room

3rd floor: Dyson College of Arts and Sciences, Public Administration, Center for Health Care Education, Policy and Research, Michaelian Institute for Public Policy and Management, Michaelian Municipal Law Resource Center, cafeteria/dining services, bookstore (satellite), vending machines

4th floor: Computer Science and Technology Systems, CLC/NACTEL, Computer Resource Center, DoIT, PepsiCo Learning Center classroom, Computer Learning Center classroom, Graduate Center Library, Personal Computer Lab

5th floor: Lubin School of Business faculty and administration, Graduate Programs, International Business/International Management, Center for International Business Development, Lubin faculty and staff, Center for Applied Research, Center for Professional Education, Business Communications, CLOUT Program, Pace Video Conferencing Network Lab

**PACE LAW SCHOOL**  
78 North Broadway  
White Plains, New York

**Aloysia Hall**  
Bookstore, library archives, educational media, executive offices, Government and Community Relations, documents services, Office of Student Assistance, Law School computer services, Law Review, Career Development, video conference room, ID and Traffic Office

**Preston Hall**
Law School administration and faculty, cafeteria, classrooms, Dining Services, Environmental Legal Studies, Security, student lounge, DoIT and Telecommunications, Tudor Room, Admissions, ATM, Building and Grounds, vending machines

**Classroom Building**
Classrooms

**Gerber Glass Law Center**
Computer lab, library, Law Clinics, Moot Court, Jury Room, vending machines

**Education House**
English Language Institute, School of Literacy, Counseling, International Commercial Law

**E House**
Energy Project, Environmental Litigation Clinic

**Dannat Hall**
Residence hall, vending machines

**27 Crane Avenue**
Women's Justice Center

**31 Crane Avenue**
Land Use Law Center

**33 Crane Avenue**
Law School Continuing Legal Education, Law School Alumni Association, Law School Communications and Marketing

Student Life Building
Mail services, student organizations, Student Life office, vending machines

New York State Judicial Training Institute Building

**APPROVED ACADEMIC CALENDAR**

**Undergraduate and Graduate**
**New York and Westchester**
**2005-2006**

**Fall 2005**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>9/5 University Closed</td>
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<tr>
<td>Fall Begins</td>
<td>Wednesday</td>
<td>9/7</td>
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<tr>
<td>Rosh Hashanah (Eve)</td>
<td>Monday</td>
<td>10/3 No Evening Classes Scheduled</td>
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<tr>
<td>Rosh Hashanah (First Day)</td>
<td>Tuesday</td>
<td>10/4 No Day or Evening Classes Scheduled</td>
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<tr>
<td>Yom Kippur (Eve)</td>
<td>Wednesday</td>
<td>10/12 No Evening Classes Scheduled</td>
</tr>
<tr>
<td>Yom Kippur</td>
<td>Thursday</td>
<td>10/13 No Day or Evening Classes Scheduled</td>
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<tr>
<td>Columbus Day</td>
<td>Monday</td>
<td>10/10 Classes Scheduled</td>
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<tr>
<td>Election Day</td>
<td>Tuesday</td>
<td>11/1 Classes Scheduled</td>
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<tr>
<td>Veterans Day</td>
<td>Friday</td>
<td>11/11 Classes Scheduled</td>
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<tr>
<td>Event</td>
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<td>Details</td>
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<td>--------------------------------------------</td>
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<tr>
<td>Thanksgiving Break</td>
<td>Wednesday 11/23-Sunday 11/27</td>
<td>No Day or Evening Classes Scheduled</td>
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<tr>
<td>DAY Study Days</td>
<td>Monday 12/12</td>
<td>No Day Undergraduate</td>
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<tr>
<td>Evening Finals Begin</td>
<td>Friday 12/16</td>
<td>Classes Scheduled</td>
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<tr>
<td>DAY Finals Begin</td>
<td>Friday 12/16</td>
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<td>Finals End</td>
<td>Friday 12/23</td>
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<td>Fall Term Ends</td>
<td>Friday 12/23</td>
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<tr>
<td>Holiday Break and Intersession</td>
<td>Saturday 12/24/05–Sunday 1/22/06</td>
<td></td>
</tr>
<tr>
<td><strong>Spring 2006</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Monday 1/16</td>
<td>University Closed</td>
</tr>
<tr>
<td>Spring Begins</td>
<td>Monday 1/23</td>
<td></td>
</tr>
<tr>
<td>Presidents' Day</td>
<td>Monday 2/20</td>
<td>University Closed</td>
</tr>
<tr>
<td>Semester Break</td>
<td>Sunday 3/19–Sunday 3/26</td>
<td>No Day or Evening Classes Scheduled</td>
</tr>
<tr>
<td>Passover (Eve)</td>
<td>Wednesday 4/12</td>
<td>No Evening Classes Scheduled</td>
</tr>
<tr>
<td>First Day of Passover</td>
<td>Thursday 4/13</td>
<td>No Day or Evening Classes Scheduled</td>
</tr>
<tr>
<td>Good Friday/Easter</td>
<td>Friday 4/13</td>
<td>No Day or Evening Classes Scheduled</td>
</tr>
<tr>
<td>DAY Study Days</td>
<td>Tuesday 5/2</td>
<td>No Day Undergraduate</td>
</tr>
<tr>
<td>Evening Finals Begin</td>
<td>Tuesday 5/2</td>
<td>Classes Scheduled</td>
</tr>
<tr>
<td>DAY Finals Begin</td>
<td>Monday 5/8</td>
<td></td>
</tr>
<tr>
<td>Finals End</td>
<td>Monday 5/15</td>
<td></td>
</tr>
<tr>
<td>Spring Term Ends</td>
<td>Monday 5/15</td>
<td></td>
</tr>
<tr>
<td><strong>Summer 2006</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday 5/29</td>
<td>University Closed</td>
</tr>
<tr>
<td>Summer I Begins</td>
<td>Wednesday 5/31</td>
<td></td>
</tr>
<tr>
<td>Independence Day</td>
<td>Monday 7/3</td>
<td>No Day or Evening Classes (pre-holiday observance) Scheduled</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Tuesday 7/4</td>
<td>University Closed</td>
</tr>
<tr>
<td>Make-up Day for July 3</td>
<td>Friday 7/7</td>
<td></td>
</tr>
<tr>
<td>Summer I Ends</td>
<td>Tuesday 7/11</td>
<td></td>
</tr>
<tr>
<td>Make-up Day for July 4</td>
<td>Friday 7/12</td>
<td></td>
</tr>
<tr>
<td>Summer II Begins</td>
<td>Thursday 7/13</td>
<td></td>
</tr>
<tr>
<td>Summer II Ends</td>
<td>Wednesday 8/23</td>
<td></td>
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</tbody>
</table>

**APPROVED ACADEMIC CALENDAR**

**Undergraduate and Graduate**

**New York and Westchester**

**2006-2007**

**Fall 2006**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Monday 9/4</td>
<td>University Closed</td>
</tr>
<tr>
<td>Fall Begins</td>
<td>Wednesday 9/6</td>
<td></td>
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<tr>
<td>Rosh Hashanah (Eve)</td>
<td>Friday 9/22</td>
<td>No Evening Classes Scheduled</td>
</tr>
<tr>
<td>First Day of Rosh Hashanah</td>
<td>Saturday 9/23</td>
<td>No Day or Evening Classes Scheduled</td>
</tr>
<tr>
<td>Scheduled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yom Kippur (Eve)</td>
<td>Sunday 10/1</td>
<td>No Day or Evening Classes</td>
</tr>
</tbody>
</table>
Yom Kippur    Monday  10/2  No Day or Evening Classes
Scheduled
Columbus Day    Monday  10/9  Classes Scheduled
Election Day    Tuesday  11/7  Classes Scheduled
Veterans Day    Friday  11/10 Classes Scheduled
Thanksgiving Break  Wednesday 11/22–Sunday 11/26 No Day or Evening Classes
Scheduled
DAY Study Day    Tuesday  12/12  No Day Undergraduate Classes
Scheduled
Evening Finals Begin  Tuesday  12/12
DAY Finals Begin    Wednesday  12/13
Finals End        Wednesday  12/20
Fall Term Ends    Wednesday  12/20

Holiday Break and Intersession 12/22/06–1/21/07

Spring 2007
Martin Luther King Day  Monday  1/15  University Closed
Spring Begins        Monday  1/22
Presidents' Day       Monday  2/19  University Closed
Semester Break        Sunday 3/18–Sunday 3/25 No Day or Evening Classes
Scheduled
Passover (Eve)        Monday  4/2  No Evening Classes Scheduled
First Day of Passover  Tuesday  4/3  No Day or Evening Classes
Scheduled
Good Friday/Easter    Friday 4/6–Sunday 4/8 No Day or Evening Classes
Scheduled
DAY Study Days        Wednesday 5/2 and Thursday 5/3  No Day Undergraduate Classes
Scheduled
Evening Finals Begin  Tuesday  5/8
DAY Finals Begin      Monday  5/7
Finals End            Monday  5/14
Spring Term Ends      Monday  5/14

THE GRADUATE AND UNDERGRADUATE SCHOOLS OF PACE UNIVERSITY

Dyson College of Arts and Sciences
The Dyson College of Arts and Sciences is responsible for the general education of all Pace undergraduate students, as well as for the specialized preparation of students who concentrate in one of the more than 30 major programs the college offers.

Through study of the arts, humanities, sciences, and social sciences, Dyson College encourages applied liberal learning which demonstrates to students the relationship between traditional subjects and real-world career opportunities. Dyson College helps students master the core skills of perception, analysis, and expression through a teaching philosophy that embraces standard classroom learning, technology, practical experience, and service to the community. A hallmark of a Dyson College education is the opportunity students have to learn in small, intimate classes taught in a global context and from multidisciplinary perspectives by more than 500 scholars and practitioners.
Students are encouraged to involve themselves in the community through service-learning courses, developed by faculty and Dyson College's Center for Community Outreach (CCO), which result in valuable practical knowledge coupled with an awareness of community needs. CCO also offers students volunteer experiences of varying kinds, including one-time group service projects on and off campus and referrals for on-going service opportunities at more than 100 social service agencies, hospitals, and nonprofit organizations in New York City and Westchester County.

A Dyson College education is rooted in realizing each student's potential, both as an individual and as a contributing member of society. The result of the college's learning philosophy is a graduate who can think creatively, understand ideas and issues contextually, act responsibly, and offer the technical expertise needed in today's workplace.

Academic Advisement: The dean's office and the academic departments advise students on such issues as course selection, University policies, changes of major, transfer credit evaluation, and degree requirements. All new and continuing full-time students are assigned academic advisers from their respective departments, and part-time students are advised by the dean's office.

New York City Campus  41 Park Row, 16th floor  (212) 346–1518
Westchester Campus  Choate House, 2nd floor  (914) 773–3924

Ivan G. Seidenberg School of Computer Science and Information Systems
The Ivan G. Seidenberg School of Computer Science and Information Systems was established in 1983. The school, with approximately 1,180 undergraduate students and 1,050 graduate students, offers degree programs, minors, and certificates in computer science, information systems, and technology systems. The school participates in the University's mission by integrating theory and practice as well as the faculty's research into its course offerings. The school also shares responsibility for the core curriculum with the Dyson College of Arts and Sciences by offering general education in computing to the University community.

Undergraduate Programs

*Bachelor of Science (BS)*
Majors: Computer Science, Information Systems, Technology Systems, Professional Computer Studies, Professional Technology Studies

*Bachelor of Arts (BA)*
Major: Computer Science

*Associate in Science (AS)*
Majors: Applied Information Technology for the PC, Applied Information Technology for Telecommunications (NACTEL)

*Certificates*

Graduate Programs

*Master of Science (MS)*
Majors: Computer Science, Information Systems, Internet Technology for e-Commerce, Telecommunications, Software Design and Development

Doctor of Professional Studies (DPS) in Computing
For IT professionals who have demonstrated career achievement; have five or more years of professional IT experience, and possess a MS in computing or a related discipline

Combined Degree Programs

BA in Computer Science/MS in Information Systems, BA in Computer Science/MS in Telecommunications, BS in Technology Systems/MS in Information Systems, BS in Chemistry/MS in Computer Science, BS in Chemistry/MS in Information Systems

Advanced Certificates


The Pace Computer Learning Center
Established in 1984 to meet the technical training needs of businesses in the tristate area, the Pace Computer Learning Center offers public and private training classes including:
* Project management
* Advanced Technical Training, including A+, Microsoft server, .NET, Linux, Java, and object-oriented programming
* Information security
* Desktop application
* Internet and multimedia technologies
* Customized corporate training programs
* Training for nonprofit agencies
* Professional development for teachers

Academic Advisement
Students who are interested in majoring, minoring, or simply learning more about the Seidenberg School and its programs should contact the Office of the Dean as follows:

New York City Campus 163 William Street, 2nd floor  (212) 346-1687
Pleasantville Goldstein Academic Center, 3rd floor  (914) 773-3527
White Plains Graduate Center One Martine Avenue  (914) 422-4191

Computing Help Center
This center offers tutorial assistance for computing courses including CIS 101 Introduction to Computing

New York City Campus 41 Park Row, CAE 2nd floor  (212) 346-1386
Pleasantville Goldstein Center, 3rd floor  (914) 773-3319

C++ and Java Tutoring
Assistance is available for C++ and Java tutoring and for help with computer science courses through the Department of Computer Science.
The Bachelor of Science in Computer Science and the Bachelor of Science in Information Systems programs are accredited by the Computing Accreditation Commission (CAC) of the Accreditation Board for Engineering and Technology (ABET).

Lienhard School of Nursing

The Lienhard Approach to Nursing Education
The vision of the Lienhard School of Nursing is to be the leading school of nursing for innovation and excellence in education, research, and practice in primary health care. The school considers teaching and learning its highest priorities, and is committed to the integration of scholarship and service. Three essential qualities characterize nursing education in the Lienhard School of Nursing: the centrality of the liberal arts and sciences, the balance of theory with practice, and the development of moral and ethical values as a basis for critical thinking and accountability. Further, the school has a rich history of clinical affiliations and partnerships that are integral to the teaching/learning experience. Also paramount is our focus on continuing education. Approximately 2,500 students annually enroll in continuing education courses, including preparation courses for licensure and certification, a course on transition from acute to home care, an annual Institute for Nursing Leaders, certificate programs for first line managers and educators, and online courses in home care and ethics.

Flexibility of program delivery enables us to address the needs of a changing population of students and to accommodate adult learners whose lives are complex and demanding. This includes flexibility in admission and registration processes (with a conditional matriculation option for instant admits), innovative ways to deliver the learning experience (distance alternatives that may include a limited number of face-to-face classes, varied clinical placements, and alternative scheduling). We have expanded the scope of continuing education programs to include work retraining in a number of forms, through noncredit and certificate programs, in response to a New York State Department of Health grant in collaboration with the Northern Metropolitan Hospital Association. We offer a noncredit Legal Nurse Consultant certificate program that can be applied as credit toward the BS Completion Program for Registered Nurses (RN/BS).

Lienhard School of Nursing programs consist of the following: four-year BS, RN/BS, Combined Degree Program (CDP) for "career change" college graduates; accelerated BS/MS program for RNs; MS/Family Nurse Practitioner (FNP), MS/Women's Health Care Nurse Practitioner, and MS with a specialty in Collaborative Nursing Informatics. Master's program specialties (except Women's Health Care NP) have the option of a Certificate of Advanced Graduate Studies (CAGS). The undergraduate curriculum is community-based and focuses on assessment, relationship-centered care (communication), care management, and critical thinking. The graduate curriculum focuses on primary health care and the community as client. A new master's program is being planned with alternative options in administration and teaching. Geographically, the school resides on the Westchester campus in Pleasantville, and on the New York City campus of Pace University, although not all degree programs are offered on each campus. Nearly all of the full-time faculty have doctoral degrees.

The school has three centers of excellence: the Center for Nursing Research, Clinical Practice, and International Affairs; the Center for Continuing Education in Nursing and Health Care; and the Learning Resource Center. Each of these centers strengthens the school and supports its vision and mission. The Center for Nursing Research, Clinical Practice, and International Affairs provides...
support for program and research grant development, acquisition and monitoring of student scholarships, and international student/faculty exchanges and research partnerships. University Health Care (UHC) is part of this center and is the first nurse-managed health facility on a college campus in the United States. The Center for Continuing Education in Nursing and Health Care offers a broad array of programs to practicing nurses at all levels and specialties. Continuing education courses are held at most Pace locations, including the Hudson Valley Center in Newburgh, New York, and off-site at health care facilities. The Learning Resource Center, located on both the Westchester campus in Pleasantville, and the New York City campus, provides multiple opportunities for nursing students to learn theory and methods and to develop clinical practice skills, by using audio-visual and computer programs and simulations, as well as hands-on experiences in most aspects of patient care.

The school began preparing FNPs in 1972, one of the first master's programs to do so in New York State and nationally. In 1984 we initiated the CDP, and are still recognized as a leader in educating second-career individuals. In 1998, the FNP program was rated among the top 20 in US News and World Report. Continuing our tradition of innovation, in 2000 we added a master's degree in Collaborative Nursing Informatics in cooperation with the Seidenberg School of Computer Science and Information Systems, and in fall 2001, a Women's Health Care Nurse Practitioner Program.

Our history, strong faculty, students, and alumni, and our dedication to excellence and innovation make the Lienhard School of Nursing eminently qualified to build and offer the kinds of programs that keep us on the cutting edge of nursing education, research, and practice.

For further information about nursing at Pace, please call (914) 773–3552.

Lubin School of Business
There are approximately 3,950 undergraduate students in the Lubin School of Business: 2,800 at the New York City campus and 1,150 on the Westchester campus at Pleasantville/Briarcliff. There are about 1,800 graduate students in the Lubin School of Business, with 1,400 at the New York City campus and 400 at the Graduate Center in White Plains. The school is committed to student achievement through faithful adherence to the traditions and values of Pace University, beginning with its founding as a school of accounting.

The mission of the Lubin School is to educate students in a personalized academic environment for success in business by applying contemporary theory to professional practice. It strives to accomplish this goal by providing students with the knowledge, skills, and experiences needed to meet the challenges and opportunities of a global business environment characterized by complexity, uncertainty, and diversity. The school's undergraduate bachelor's degree programs include majors in accounting, international management, finance, management, marketing, information systems, business studies, and management science. In addition, for students with excellent records, there is a combined program in public accounting leading to BBA and MBA degrees.

Graduate programs in the Lubin School of Business lead to the MBA, MS, and DPS (Doctor of Professional Studies) degrees. Students who already have a master's degree may earn an Advanced Graduate Program Certificate. In the MBA program, career concentrations are available in accounting, international economics, financial management, information systems, international business, management, management science, marketing management, and taxation. In addition, some of the concentrations have specialization tracks such as strategic management and investment management.
Academic Advisement: Students who wish to learn more about the school and its programs and policies should talk to their faculty adviser or call the Office of Academic Advisement on either campus. Lubin School students will be assigned an academic adviser and are required to see their adviser prior to registering for each semester.

Undergraduate Advisement Offices
New York City Campus One Pace Plaza, 4th floor, West (212) 346-1986
Westchester Campus Goldstein Center, 1st floor, Pleasantville (914) 773-3531

Graduate Advisement Offices
New York City Campus One Pace Plaza, 4th floor, West (212) 346-1984
White Plains Graduate Center One Martine Avenue, 5th floor (914) 422-4188

SCHOOL OF EDUCATION

We Teach Excellence and We Practice What We Teach

Conceptual Framework

The School of Education believes that a fundamental aim in education is to create opportunities for individuals to realize their potential within a democratic community. Therefore, we prepare graduates of our programs to be:

- reflective practitioners who
- promote justice,
- create caring classroom and school communities and
- enable all students to be successful learners.

These themes form the conceptual framework for the outcomes of the School of Education programs. They guide every aspect of our role in preparing educators for K-12 settings. We incorporate them through curricular planning, instruction, assessment, and the evaluation of both our candidates and programs.

At the School of Education, we teach what we believe in, and we practice what we teach. We believe that educators can and must make a difference: make a difference in schools, and make a difference in children and adolescents. Because of these beliefs we have created challenging and innovative programs that prepare teacher education candidates to take key leadership roles in making a difference. In all of our degree programs teacher education candidates have the opportunity and the responsibility to practice what they are learning in public school classroom through field experience opportunities and service-based learning.

Graduate Studies
The Pace University School of Education is committed to the development of outstanding leaders for the urban public school system. Consistent with this commitment, the graduate programs have been designed for educators interested in effective leadership for the classroom, school and school district.

The Pace University School of Education offers a comprehensive array of graduate education programs for current teachers seeking expanded opportunities and professional development or career changers seeking initial teacher certification. All of the programs provide students with the New York State required master’s degree for Initial/Professional Certification. All of the programs are offered on both our NYC and Westchester campuses (except Educational Leadership, which is only available in NYC).

- **M.S. Ed. in Educational Technology**: Prepares teachers to integrate technology with effective instruction for all learners
- **M.S. Ed. in Literacy**: Leads to certification as a school literacy specialist focused on childhood or adolescent education
- **M.S. Ed. in Special Education**: Prepares school specialists in working effectively with students with disabilities
- **M.S. Ed. in Educational Leadership**: Leads to NY State School Building Leader Certification
- **Master of Science for Teachers (M.S.T.)**: Leads to the Initial Teaching Certificate in Childhood Education (grades 1-6) or Adolescent Education (grades 7-12)

Individuals interested in any of these programs should contact the Office of Student Support Services in Westchester at 914-773-3829 or in NYC at 212-346-1512, for further information; or visit our website at www.pace.edu/education.

At Pace, theoretical knowledge and leadership techniques are fused and applied to actual problems and opportunities. The programs are guided by an understanding of the competencies that enable students to demonstrate their knowledge.

Graduate students have opportunity to participate in the Graduate Teaching Internship Program. Through this program, selected students are placed in full-time internships in partnership schools. Students gain extensive school based experience in an innovative program and setting, they are considered by the faculty and administration of the partnership schools as fellow professionals. Students receive an internship scholarship and stipend for their work. For additional information about this program contact Anthony Alfonso at 914-773-3651 or email aalfonso@pace.edu.

For graduate (and undergraduate students) who are eligible for work-study, the America Reads/Counts program provides the opportunity to tutor PreK-8 grade students in schools and other educational settings. Pace students work with school children to improve their literacy and mathematics and/or computing skills through one on one or small group tutorials. Based on the work-study award amount, students can work up to 20 hours per week when Pace is in session, and 35 hours per week during university breaks. For information about this program please contact Dr. St. John Delany at (212) 346-1343 or email kdelany@pace.edu. For information about general work-study eligibility, please contact the Financial Aid Office.
Undergraduate Studies

The School of Education offers many innovative choices for individuals seeking to become teachers. Highly qualified students who choose the accelerated Combined Degree (B.A./M.S.Ed.) program graduate with both a bachelors and a masters degree, and are eligible for the New York State Professional Teaching Certificate in less time than is normally required.

COMBINED DEGREE PROGRAM (B.A. and M.S.Ed. are earned concurrently)
In our combined degree programs students complete an additional year of study, taking courses during the summer between their fourth and fifth years, and complete the Program at the end of their fifth year. Upon completion of the Program, students will earn a bachelor’s and master’s degree, and be eligible for teaching certificates in at least two areas.

Combined Degree Programs with Initial Certificate in Childhood Education:
Childhood Education (Grades 1-6)

Second Certification (at the graduate level) may be selected from the following areas:
Literacy
Teaching Students with Disabilities

Educational Technology

Combined Degree Programs with Initial Certificate in Adolescent Education (Effective Fall 2006, the adolescent program is available on the Westchester campus only):
Adolescent Education for Grades 7-12 in:
Biology, Chemistry, Earth Science, English, Italian, Mathematics, Spanish, and Social Studies

Second Certification (at the graduate level) may be selected from the following areas:
Teaching Students with Disabilities
Educational Technology

Literacy

Students may also opt for the Transitional program in which they complete a bachelor’s degree and qualify for a New York State Initial Teaching Certificate. Then, as they begin their teaching career, they enter the graduate program leading to a master’s degree and become eligible for the Professional Teaching Certificate. Students can also choose a Single Degree program, in which they earn a bachelors degree and become eligible for a New York State Initial Teaching Certificate. The first two options are the most flexible and efficient, offering opportunities for students to earn the Professional Certificate and to become certified in two different teaching fields. All three
options are designed so that students can make their final decision on program selection in their senior year. All programs also meet most requirements to teach in other states.

All Pace School of Education teacher preparation programs are designed to make teaching and learning the highest priority and to provide students with extensive opportunities to excel in their careers. Our programs feature:

- a focus on integrated and active learning
- innovative use of technology for learning and teaching
- substantive field-based experiences in schools with diverse populations
- extensive involvement with community-based programs
- an emphasis on service-based learning
- a systematic approach to providing school-related work linked with learning
- strong linkages with the arts and sciences for all undergraduate programs

Beginning in their first year of undergraduate teacher education candidates engage in various field experiences and service learning activities. These field experiences will often have accompanying seminars through which students explore professional issues that are critical to their future success. Throughout their program at Pace, teacher education candidates are in the community and in the schools actively learning and making a difference.

During the fall semester of freshman year, all freshmen who enter Pace indicating an interest in teaching will be assigned to a designated education section of University 101, taught by School of Education faculty. Beginning in the spring semester of freshman year, students will enroll in a Professional Teaching Seminar that meets weekly for one hour. Students will continue to take this seminar every semester throughout their first two years in the program. As part of the seminar, students will receive group advisement, information about careers in teaching, and assistance with the New York State teacher examination and certification process.

Upon formal admission to the School of Education in the junior year, students will be assigned a faculty advisor who will provide academic and professional advisement and mentoring throughout their program. Students meet with their faculty advisor at least once each semester to review their academic progress, plan course schedules, and discuss their professional plans.

As teacher education candidates progress through their program, the types of field experiences will vary. While all courses have linked field experiences, other experiences like American Reads and Counts and the Teacher Opportunity Core (TOC) are associated with work-study or grant funded programs and include stipends.

In all cases teacher education candidates’ involvement in the schools is extensive. The programs include a three-year placement in a school starting with half day observations and ultimately increasing to one or two full days for an entire semester or year. In their final semesters of all programs teacher education candidates participate in student teaching full-time for one or two semesters. During student teaching, teacher education candidates work directly with their mentor teachers and practice all aspects of their professional career. In addition to structured, supervised
field experiences linked to courses and seminars, other field experience opportunities for students include:

- America Reads / America Counts
- AmeriCorps
- Henry Street Intergenerational Literacy Program
- Junior Achievement Instruction
- Liberty Partnerships Program
- P.S. 126 Parent Literacy Program
- Pace Hispanic Outreach Program
- Teacher Opportunity Core (TOC)
- Summer in the City Internships
- Upward Bound

**Advisement**

The Office of Student Support Services assists undergraduate and graduate teacher education candidates in achieving their educational and professional goals by providing group and individualized academic advisement. Students seeking information and advice about program and degree options, course schedules, transfer credits, teacher certification requirements, or academic concerns are encouraged to contact the Office of Student Support Services on their campus at:

**New York City Campus**

163 William Street, 11th floor
212-346-1338
Sonaly Rivera
srivera@pace.edu

**Pleasantville Campus**

Buchsbaum House
212-346-1338
Joe Rackley
jrackley@pace.edu

**Academic Information Specific to Graduate Programs**

Refer to the Graduate Catalog of Your Academic School

Academic information and policies for graduate students are not generic and depend upon the program and school in which the student is enrolled. Please refer directly to the Graduate School Viewbook (Dyson College of Arts and Sciences, Ivan G. Seidenberg School of Computer Science and Information Systems, Lienhard School of Nursing, Lubin School of Business, and School of Education) for complete information that pertains to you.

**Academic Review—Department or School**

A student with serious academic deficiency will be dismissed from the program. A student who is dismissed for academic reasons may appeal the dismissal within 30 calendar days from the date of the dismissal letter. A student may not register for or attend classes while an appeal is pending. The Academic Standards Committee of the department or school is responsible for deciding the merits of an appeal. The appeal must be in writing and addressed to the chair of the Academic
Standards Committee. The appeal should indicate in sufficient detail that (1) the student's poor academic performance is due to unusual or nonrecurring events; (2) there will be no recurrence of these events; and (3) the student has taken or will take appropriate action to ensure that his or her cumulative grade point average will reach the minimum 3.00 in no more than two semesters. A student may submit additional written evidence or include any other information, which may be helpful to the committee in reaching its determination.

The Academic Standards Committee of the department or school will consider the letter of appeal, any supporting evidence supplied by the student, and the student's past academic record in reaching its decision. If the appeal is accepted by the committee, the student will be placed on probation. All committee decisions are final.

Graduate Academic Standards

Every matriculated graduate student is required to maintain a cumulative scholastic average of B (3.00). A student whose academic performance causes his/her average to fall below this average is subject to academic review. Depending on the degree of the academic deficiency, a student may be placed on probation or dismissed from the program. A student with a cumulative grade point average below 3.00 is considered academically deficient whether or not he or she receives written notification of this status. Programs within schools may have additional criteria for determining academic deficiency.

Graduate Advisement

Academic advisement concerning programs of study, courses, and relationship of graduate work to career goals is available to all matriculated students. It is strongly recommended that students meet with their advisers prior to registration. Doctoral students should consult with the director of their doctoral program for academic advisement.

Graduate Degree Programs

Graduate programs at Pace are offered through our five schools and college.

**Dyson College of Arts and Sciences**

**Majors**
- Doctor of Psychology in School-Clinical Child Psychology
- Master of Science in Education in School Psychology
- Master of Science in Education in Bilingual School Psychology
- Master of Arts in Psychology
- Master of Science in Counseling
- Master of Science in Environmental Science
- Master of Public Administration
- Juris Doctor/Master of Public Administration
- Master of Science in Publishing
- Forensic Science

Note: all programs can be completed at night.

**Graduate Certificate Programs**

Certificate programs can help you enhance your academic credentials and advance your career by gaining valuable graduate-level instruction without making an immediate commitment to a graduate program.
Each of the Dyson graduate certificate programs can be completed in about one year and the credits will count toward the completion of the corresponding graduate degree. All can be taken at night.

Mathematics
  Financial Mathematics

Public Administration
  Health Care Policy and Management
  Long Term Care Management and Practice
  Nonprofit Management

Publishing
  Online Publishing Certificate Program for Professionals—New
  Book Publishing
  Magazine Publishing

Combined Undergraduate/Graduate Degree Programs
In the following combined degree programs, the bachelor's degree is awarded after you have completed a total of 128 credits: 97 undergraduate credits and 31 graduate credits. The graduate degree is awarded at the completion of the graduate component of the program. In most cases, a combined program can save a year of the typical completion time.

Bachelor of Arts/Master of Public Administration
Students may combine a BA degree in one of several undergraduate programs and a Master of Public Administration (MPA). For more information on eligible undergraduate degrees, contact a Dyson academic adviser.

Bachelor of Arts/Master of Science in Publishing
Undergraduate English majors may pursue a dual degree in English and a master's in publishing. Students must apply in their junior year and must have an overall average of 3.0 with an average of 3.2 in the major. See the major's charts for undergraduate degree requirements. For more information, contact the chair of the English department.

Bachelor of Arts/Master of Business Administration
The following undergraduate (BA) disciplines may be paired with a Master of Business Administration (MBA): economics, English, history, literature, communication, political science, psychology, sociology/anthropology, social science, and mathematics. For more information regarding the graduate portion of the combined BA/MBA program, please consult the Lubin School of Business graduate catalog.

Bachelor of Science/Master of Business Administration
An undergraduate degree in mathematics may be combined with a Master of Business Administration (MBA). For information regarding the graduate portion of the combined BA/MBA program, please consult the Lubin School of Business graduate catalog.

Bachelor of Arts or Bachelor of Science/Juris Doctor
Students may pair a BA or BS degree in one of several undergraduate programs with a law degree. For more information on eligible undergraduate degrees, contact a Dyson academic adviser. Students who are admitted as Pace undergraduates apply separately to the School of
Law during their sophomore year and must meet the established criteria for admission, including an appropriate score on the LSAT. Students may be required to complete an admissions interview at the School of Law.

Ivan G. Seidenberg School of Computer Science and Information Systems
Master of Science (MS)
* Computer Science
* Information Systems
* Telecommunications

Certificate Programs
* Graduate Certificate in Object-Oriented Programming
* Graduate Certificate in Telecommunications
* Certificate in Computer Science for Teachers
* Certificate in Computer Communications and Networks

Doctor of Professional Studies in Computing

Lienhard School of Nursing
Combined Degree Program
Bachelor of Science in Nursing
Baccalaureate Completion Program for RNs
Accelerated BS/MS Program for RNs
Family Nurse Practitioner (MS/CAGS)
Psychiatric Nurse Practitioner (MS/CAGS)
Nursing Informatics (MS/CAGS)
The Women's Health Care Nurse Practitioner (MS/CAGS)

Lubin School of Business
Master of Business Administration (MBA)
* Accounting
* Business Economics
* Financial Management
* Health Systems Management
* Information Systems
* International Business Management
* Management Science
* Marketing Management
* Taxation

Executive Master of Business Administration (EMBA)

Master of Science (MS)
* Accounting
* Investment Management
* Management Science Taxation

Advanced Professional Certificate in Business

Doctor of Professional Studies in Business (DPS)
* Accounting
* Economics
* Finance
* Information Systems
* International Business Management
* Management Science Marketing

Joint Programs
* Bachelor of Arts/Master of Business Administration (BA/MBA)
* Bachelor of Arts/Master of Public Administration (BA/MPA)
* Bachelor of Business Administration/Master of Business Administration (BBA/MBA)
* Master of Business Administration/Juris Doctor (MBA/JD)

**School of Education**
Master of Science for Teachers (MST)
* Teachers
  * Elementary certification: nursery-grade 6
  * High school certification: grades 7-12

Master of Science in Education (MS Ed)
Educational administration and supervision curriculum and instruction:
* Computers and education
* Reading
* Special education

Certificate programs
* School business management
* Advanced certificate in teaching (grades 7-12 only)

**Grade Appeal Process**
As a general principle, the instructor has sole authority to establish standards of performance and to exercise judgments on the quality of student performance, but in a manner that reflects reasonable and generally acceptable academic requirements. Grades assigned in this fashion are final except as the instructor may wish to review them. No faculty member, administrator, or other individual may substitute his or her judgment of the student's performance for the reasonable judgment of the instructor.

Students who believe that a final grade received in a course was not determined in a manner consistent with the principle described above may challenge that grade by first arranging, within a reasonable period of time (approximately 10 school days from the time that the student knew or should have known of the final course grade), to meet informally with the instructor to establish a clear understanding of the method by which the grade was determined. Every effort should be made to resolve the matter at the level of the instructor and the student. Students who have difficulty arranging a meeting with the instructor should consult the department chair.

If, after the meeting with the instructor, the student wishes to continue the grade challenge, the student may appeal in writing (with copies to the instructors and the dean of the school) within a reasonable period of time to the chair of the department that offers the course in question. The statement should clearly state the basis for questioning the grade received in the course. It should be noted that if the chair is the instructor, the appeal is to the dean of the school.
The chair’s decision to have a grade reviewed or not is final. If the chair decides that the method by which the student's grade was determined was not proper, the chair will apprise the instructor of the basis for questioning the grade and request that the instructor review the grade. If the instructor, for any reason, does not review that grade, the chair will request that at least one other faculty member qualified to teach the course in question review the grade. In the process of such a review, the faculty member(s) is (are) authorized to assign a grade change and may, if necessary, require additional examination of the student's performance as a basis for the grade change.

The student may, at any point in this appeal process, solicit the advice and assistance of an individual faculty or staff member. This individual's authority in these matters is limited to mediating the relationships between the student and the instructor and/or chair.

ACADEMIC AND RELATED SUPPORT SERVICES

Adult and Continuing Education
Pace University’s commitment to its motto *Opportunitas* is exemplified by its mission, which is to provide working men and women the opportunity to realize their dreams of success. That distinguished tradition is evident today, as more than one half of Pace's 14,000 students are adults. The Office of Undergraduate Admission and the Office of Adult and Continuing Education are staffed with full-time advisers who work only with students who seek ways to enhance or complete their education at Pace University.

The advisers will assist students with the following:
* Admission and registration processes
* Academic advisement including:
  * Tentative evaluation of transfer credits for educational planning
  * Review of degree programs best suited to meet the needs of the student
  * Referral to appropriate resources for counseling and career services
  * Assessment of prior learning for college credit
  * Administration of special degree programs designed for adult students who have accumulated a large number of transfer credits or are planning to use prior learning assessment to complete their degree
  * Orientation to the academic world for mature men and women who are adding the roles of student to their other roles

Experiential Learning Assessment (ELA)
Pace University recognizes that adults often come to school with a great deal of experience and knowledge gained outside of a formal academic setting. Students interested in exploring the possibility of earning college credit for that knowledge should meet with an Adult and Continuing Education adviser to explore the options available. When an adviser determines that a student may be eligible for experiential credit, the student will be encouraged to enroll in prior learning assessment course (INT 196B). This course will guide the student through the process of writing a portfolio that will be submitted for evaluation to the appropriate academic departments. A faculty evaluator reviews the portfolio and, if college-level learning is demonstrated, approves the granting of credits. Credits earned through portfolio assessment are entered on a student's transcripts as transfer credit. Students must be enrolled in a degree program; up to 36 credits may be applied to the following degrees: Bachelor of Science in Professional Studies, Bachelor of Arts in Liberal Studies, Bachelor of Science in Professional Computer Studies, and Bachelor of Business Administration in Business Studies. Students may also apply up to 15 prior learning assessment credits to the other bachelor's degrees with permission of the advisers of the school in which the
degree is offered. The portfolio process may not be completed once the student has obtained 96 credits toward a degree. Pace University also accepts selected CLEP exam credits and Military Guide to Educational Credits, Directory of the National Program on Noncollegiate Sponsored Instruction, and Guide to the Evaluation of Educational Experiences in the Armed Services.

**CLEP Exams**

Adult students may also demonstrate their knowledge and accelerate completion of their degree by taking advantage of CLEP (College Level Examination Program) exams. These exams were created by the College Board and Educational Testing Service to allow students the opportunity to earn college credit in general and subject areas. Pace accepts selected CLEP exam credits. Information and applications are available in the Office of Adult and Continuing Education.

**Continuing Education**

Continuing Education offers a stimulating array of noncredit certificates, courses, workshops, and seminars designed to address the lifelong learning needs of residents and working adults in the University's surrounding communities. Programs provide opportunities for personal enrichment and professional development and include computer training, human resource management, financial planning, continuing education for accountants (CPE), The Pace Resource Center (PARC), real estate, communication skills, recreation and wellness, career development, and English language programs for nonnative speakers (ESL).

Test preparation courses (such as GMAT, GRE, and LSAT) are offered both to the public and current undergraduates or alumni who are applying to graduate school.

Continuing Education also delivers its programs on site for corporations, government agencies, and nonprofit organizations. Customized training can be designed to meet the needs of the organization.

Admission to Continuing Education courses does not constitute admission to Pace University and access to University facilities may be limited.

For more information, call (212) 346-1244, ace@pace.edu, or visit www.pace.edu/adult/ace.

**International Programs and Services**

The Office of International Programs and Services is available to assist international students during their initial transition to Pace and in the years to come. The office acts as a resource center for students, faculty, and administrators by encouraging and supporting the enrollment of international students within Pace University, and providing advising on study abroad opportunities to all Pace students. The office collaborates with faculty and administrators to develop new programs in other countries and improve existing linkages and services. The staff is committed to international education and to working with the community to achieve the goal of internationalizing Pace.

International Student and Scholar Services

The Office of International Programs and Services provides a variety of services for international students enrolled or planning to enroll at Pace University, and to visiting scholars and professors coming to Pace from overseas to lecture, teach, or engage in research. It also provides information to international students and scholars before their arrival on campus, works with other offices across campus to present a variety of programs and activities throughout the year, and strives to be the primary resource and advocate for international students on campus.
At the start of each semester, the Office of International Programs and Services organizes an international orientation for new international students on each Pace campus. The program focuses on issues particular to international students and information is provided to aid students in their adjustment to Pace, New York, and the United States. On an ongoing basis, the staff provides comprehensive advising services to students on immigration and employment regulations, legal rights and responsibilities, health insurance, financial matters, academic issues, and all kinds of personal concerns.

The Office of International Programs and Services is responsible for handling matters concerning nonimmigrant visas and Department of Homeland Security (DHS) and Department of State (DOS) regulations. Students and visiting scholars should always consult with this office before contacting the DHS or an immigration attorney. For detailed information on immigration, employment, and tax regulations relevant to nonimmigrant visa status, students and scholars should refer to the appropriate section of the *Handbook* for International Students and Scholars, available on the office’s Web page www.pace.edu/international.

Study Abroad

Pace offers many opportunities to travel and learn abroad. Programs include Pace-sponsored semester and academic year programs, international field study courses, and other short-term programs as well as consortium and independent programs administered by other institutions.

The Office of International Programs and Services provides support and advisement to students planning overseas studies. Students have opportunities to study for an academic year, a semester, a few weeks in the summer, or during the winter or spring break through Pace-sponsored or Pace-affiliated study abroad programs. With proper approval, credits earned abroad can be applied to the Pace degree. Any student wanting to know more about study abroad may schedule an individual appointment with a study abroad adviser and/or attend an information session. A Study Abroad Fair is held on the Westchester and New York City campuses each fall, and predeparture workshops are conducted every semester to prepare students for their study abroad experience during the following semester.

In addition to the University's own exchange and affiliated programs, Pace is a member of the following consortia, which conduct educational programs in more than 40 countries: American Institute for Foreign Study (AIFS), College Consortium of International Studies (CCIS), Council on International Educational Exchange (CIEE), and Denmark's International Study Program (DIS).

In the interest of promoting international education, Pace University is a member of NAFSA, Association of International Educators, Institute of International Education (IIE), and Metro International.

For additional information contact:

New York City
International Programs and Services
One Pace Plaza, Suite W-207
(212) 346–1368
Fax: (212) 346–1948
International students: intlnyc@pace.edu
Study abroad: studyabroad@pace.edu
Pleasantville  International Programs and Services
Kessel Campus Center, 2nd floor
(914) 773–3477
Fax: (914) 773–3783
International students: intlplv@pace.edu
Study abroad: studyabroad@pace.edu

White Plains  International Programs and Services
Graduate Center, Room 331
(914) 422–4432
Fax: (914) 773–3783
International students: intlwp@pace.edu
Study abroad: studyabroad@pace.edu

Evening Administration
An evening administrator is available after 5:00 p.m., Monday through Thursday, in the following locations.

New York, One Pace Plaza:  Admissions Lobby, Room W-100
Adult and Continuing Education
(212) 346–1943
Monday and Thursday, 9:00 a.m.–6:00 p.m.
Tuesday and Wednesday, 9:00 a.m.–7:00 p.m.
Friday, 9:00 a.m.–5:00 p.m.

New York, Midtown:  Adult and Continuing Education
551 Fifth Avenue, 8th floor
(at the northwest corner of 45th Street)
(212) 346–1700
Monday–Friday, 9:00 a.m.–6:00 p.m.

Pleasantville:  861 Bedford Road, Room 20A, Miller Hall
(914) 773–3663
Monday–Thursday, 3:00–8:00 p.m.

Information Centers
The information centers provide a broad base of information services for all Pace students, including class and room schedules, canceled and closed class lists, informational brochures, and general information concerning campus activities. If your questions or concerns cannot be resolved at the center, you will be referred to the appropriate individual or department for assistance in solving your problem.

Location and Hours
New York:  Main Lobby, One Pace Plaza
(212) 346–1344
Monday—Friday, 9:00 a.m.–5:00 p.m.

Pleasantville:  Kessel Campus Center, Upper Level
Adult and Continuing Education
(914) 773–3568
Monday—Thursday, 9:00 a.m.–6:00 p.m.
Friday, 9:00 a.m.–5:00 p.m.

Hudson Valley Center: 33 Airport Drive, Suite 104, New Windsor, NY
(845) 567–9284
Monday—Friday, 9:00 a.m.–5:00 p.m.

White Plains Graduate Center: Room 211
(914) 422–4114
Monday—Thursday, 4:00–7:30 p.m.
Saturday, 8:00 a.m.–noon

Extended hours are observed during orientations, registration, and other peak periods.

**Westchester Campus Welcome Center at Pleasantville**
Opened in the fall of 2001, the Welcome Center serves as the point of first contact for the Westchester campuses’ Pleasantville and Briarcliff locations. Located off the main entry lobby of Marks Hall at Entrance #1, it is a showpiece of comfort, information, and technology. In addition to providing a wide range of bulletins, brochures, publications, promotional materials, and campus maps/directions, the staff welcomes prospective students, schedules campus tours, and conducts academic program information sessions.

Welcome Center hours:
Monday—Thursday, 9:00 a.m.–6:00 p.m.; Friday 9:00 a.m.–5:00 p.m., (914) 773–3640

**The Center for Academic Excellence (CAE)**
The Center for Academic Excellence provides programs and resources that encourage students to develop their potential and become active participants in the University community. The center serves as a source of academic information by coordinating the academic advising at all new student orientations, directing students to appropriate academic advisers, and making referrals to other services and offices in the University in response to individual student needs. Through promoting an increased awareness of civic responsibility to the larger world, the center plays a vital role in the process of preparing students for the 21st century. In all that it does, the center serves as a model demonstrating the interconnectedness of students and disciplines, life and learning, and Pace University and the world.

For additional information contact the Center for Academic Excellence:

New York City Campus    41 Park Row, 2nd floor    (212) 346–1386
Pleasantville          Mortola Library, Mezzanine Level    (914) 773–3434

Specific programs and services included within the center are described below.

**Academic Resources**
The CAE is the one place to find information about University requirements, majors and minors, placement testing, and programs available to augment the academic experience. Not only will students find important forms and answers to frequently asked questions, but also counselors who are ready to discuss the challenges and many learning opportunities awaiting students at Pace. Among its many services, the center:
* offers academic advice to newly enrolled first-year and transfer students, particularly those who are undecided or seek guidance on declaring or changing a major
* provides opportunities for academic exploration, decision making, and planning
* administers any necessary placement tests
* assists students in charting paths to major selection and graduation
* coordinates UNV 101, a required seminar for first-year students to help them succeed at Pace
* introduces students to the life of the mind through lectures, presentations, and programs in UNV 101; these programs are also open to the larger university community
* directs students to the appropriate academic support
* connects students to academic advisers within the appropriate college or school.

**Challenge to Achievement at Pace (CAP)**
Challenge to Achievement at Pace (CAP) is a first-year academic support program designed to assist students who would benefit from a more structured first year. Students newly enrolled in the CAP program are assigned full-time academic advisers who provide academic, personal, and career-related support and also instruct students in the UNV 101 courses. The CAP program:
* provides small classes that allow professors to develop a close rapport with their students
* works closely with faculty and academic advisors to ensure that students receive academic support and personal guidance
* provides support in all subject areas through workshops, seminars, and tutoring led by both faculty and peer tutors.

In order to complete the CAP program and continue at the University, students must achieve a 2.0 GPA (cumulative average), accumulate 24 credits, earn a grade of C or better in ENG 120, and complete the CAP UNV 101 course. In addition, students must satisfy specific matriculation requirements for their intended majors.

**Tutoring Services**
The Tutoring Center offers assistance in many subject areas by providing both professional and peer tutors who help students improve their proficiencies. Through drop-in or faculty-referred tutoring, individual tutoring sessions, online tutoring, and special discussion groups connected to specific courses, the Tutoring Center develops independent learners who can effectively collaborate with their fellow students to achieve high levels of academic performance. These services are free to all University students. Students are encouraged to visit the CAE to make use of the following services:

**Math Lab**
* Provides tutoring support for mathematics courses
* Helps students use mathematical concepts in applications for business, science, economics, and other courses
* Encourages students to develop their mathematical reasoning skills
* Maintains reference materials for students to review for graduate and professional examinations

**Accounting Lab (New York City)**
* Provides tutoring support in foundation accounting courses
* Helps students develop effective study strategies
* Prepares students for course exams

**General Tutoring**
* Provides tutoring in various courses; students should check local centers for tutor availability in specific courses
* Helps students develop various test-taking strategies
* Helps students organize course material to improve learning strategies
Special Discussion Groups
* Enhance and support selected courses
* Help students develop mastery in the course
* Meet weekly with peer leader to discuss lecture and readings to acquire the analytical and student strategies necessary for success in the discipline (these meetings are in addition to the regularly scheduled classes with the professor).

The Tutoring Center is available to all students, but students are expected to act in a reasonable manner and not interfere with others' enjoyment of the center. The center reserves the right to prohibit access, on a temporary or permanent basis, to any student whose behavior unreasonably disrupts the operation of the center or violates the Guiding Principles of Conduct outlined in the Student Handbook. Such behavior will be reported to the Dean for Students, who may take action consistent with the disciplinary process outlined in the Student Handbook.

Cooperative Education and Career Services
Co-op and Career Services assists students with all aspects of career development and job search. Students in every major are encouraged to meet with a counselor early in their academic program to develop a career plan. Offices are located at:
New York City  41 Park Row, 14th floor
Pleasantville   Gannett House
White Plains   Lubin Graduate Center, One Martine Avenue, Suite 218

Cooperative Education Program
Pace's Cooperative Education Program is one of the nation's leading programs and the largest in the metropolitan area among colleges and universities. Approximately 800 students work in paid study-related internships with more than 500 cooperating employers each year.

Students have the opportunity to apply classroom knowledge, gain hands-on work experience, earn a competitive salary, develop professional contacts, and explore career paths. For more information about cooperative education please call:
New York City Campus  (212) 346–1950
Pleasantville   (914) 773–3415
White Plains   (914) 422–4016

Career Services
Career Services provides students the opportunity to research occupations, define their interests, select majors, and prepare themselves for a job search campaign. Various programs allow students to connect with employers for full-time jobs after graduation. Online databases and resources are available to students through the Career Services homepage, www.pace.edu/coopcs. The following services are available to all undergraduate and graduate students:
* career counseling and assessment
* job search assistance
* career fairs and seminars
* alumni mentors
* campus interview program and online resume referral
* job postings in the Career Resource Center
* industry and employer research.
For more information about Career Services contact us on the New York City campus at (212) 346–1610, and the Westchester campus, Pleasantville at (914) 773–3361, or White Plains at (914) 422–4187.

**Academic and Cocurricular Services**

**Pforzheimer Honors College**

The Pforzheimer Honors College was created to foster the development of outstanding students by enabling them to exercise greater responsibility and initiative in their academic work. The Honors College gives its students the opportunity to participate in a scholarly community of students and faculty. Most students take their required honors courses as freshmen and sophomores; juniors and seniors are also actively involved in courses, activities, and honors projects. The Honors College offers interdisciplinary seminars and a variety of activities providing cocurricular enrichment and exposure to the cultural life of the New York City area.

Pace University has a long tradition of student-faculty collaboration in research projects. Upper-division honors students engage in independent research projects carried out in the junior and/or senior years under the direction of a faculty adviser. Results of this research are presented at the Spring Honors Conference and may be published in the scholarly journal *Transactions*.

Honors courses are noted on the student's transcript, and an honors certificate and medallion are awarded at graduation.

New York City Campus, 41 Park Row, Room 301
Contact: William Offutt, (212) 346–1697

Westchester Campus, Mortola Library, 3rd floor, Pleasantville
Contact: Janetta Rebold Benton, (914) 773–3848

**Honor Societies: An Invitation to All Pace Undergraduate Students**

In keeping with its motto *Opportunitas*, the mission of Pace University is to provide its students with the opportunity to discover and fulfill their potential. At Pace, supportive and challenging programs prepare graduates for meaningful lives and successful careers in a rapidly changing world. The University's commitments combine respect for traditional academic values with readiness to meet the challenges of the future with energy and innovation.

Pace University strives to foster intellectual growth, ethical maturity, civic responsibility, and professionalism in specific disciplines; national honor societies at Pace play a vital role in advancing these goals. All national honor societies recognize academic excellence, promote scholarship, and enrich the undergraduate educational experience. Members benefit from fellowship among students, faculty, and active professionals. Honor societies are keys that open doors to graduate school, career opportunities, and professional development. Membership in an honor society bestows honor, recognition, and lifetime distinction. Honor societies keep members informed of changing developments in their field through meetings and publications. Finally, members may be eligible for scholarships offered by national honor societies that support undergraduate education, special activities, and graduate school education.

Students are encouraged to strive to meet the eligibility requirements of the appropriate honor societies listed in this booklet. For further information, please contact the faculty adviser of the society you wish to join.
Alpha Chi—The National College Honor Scholarship Society
Mission: *Alpha Chi* is a general honor society that admits students from all academic disciplines. The purpose of this honor society is to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. Membership in *Alpha Chi* recognizes previous accomplishments and provides opportunity for continued growth and service.

Some 300 chapters, located in almost every state and in Puerto Rico, induct more than 11,000 members annually. *Alpha Chi* is distinctive in that it involves members in all aspects of its operation: chapter officer leadership, student representation on the national council, local chapter event planning, and presenting scholarly programs at regional and national conventions.

Requirements: *Alpha Chi* membership is limited to the top 10 percent of juniors and seniors. Students must have 60 credits (at least 34 credits must be from Pace University) and a 3.5 QPA to be invited to join.

Advisers: Carl Malinowski (Pleasantville), (914) 773–3996, cmalinowski@pace.edu
Michael Rosenfeld (New York City), (212) 346–1285, mrosenfeld@pace.edu
Web site: [www.harding.edu/alphachi/](http://www.harding.edu/alphachi/)

Alpha Delta Sigma—The National Marketing Honor Society
Mission: *Alpha Delta Sigma* is the national honor society sponsored by the American Advertising Federation.

Requirements: *Alpha Delta Sigma*, for seniors who are majoring in marketing (advertising and promotion concentration) or communications and hold a 3.25 QPA are invited to join the society.

Advisers: Kathy Winsted (Pleasantville), (914) 773–3905, kwinsted@pace.edu
Pradeep Gopalakrishna (New York City), (212) 346–1955, pgopalakrisna@pace.edu
Web site: None

Alpha Iota Delta—The National Honor Society in the Decision Sciences
Mission: *Alpha Iota Delta* is dedicated to the ideal of solving the problems of mankind with humanity and rationality. Humanity is recognized in the decision sciences by understanding that there is a human component to every decision. Rationality is recognized by understanding that there is a need in every decision for order, sensitivity, and relativity. *Alpha Iota Delta* was formed to foster the growth of these ideals within future generations of the decision sciences by conferring distinction upon a very select group of current students who have distinguished themselves in decision science curricula and who hold high promise in their careers.

Requirements: *Alpha Iota Delta* recognizes juniors and seniors in all majors who have excelled in quantitative courses and who are currently in the top 10 percent of their university class. To qualify for membership, undergraduate students must complete MGT 355 with a grade of B+ or better and three other decision science courses, and have a QPA of 3.50. A statement of support from a full-time faculty member is also required.

Adviser: Chu-Hua Kuei (New York City and Pleasantville), (212) 346–1873, ckuei@pace.edu
Web site: None

Alpha Phi Sigma—The National Criminal Justice Honor Society
Mission: *Alpha Phi Sigma* is the nationally recognized honor society for students in the criminal justice sciences. The society recognizes academic excellence of undergraduates as well as graduate students of criminal justice.

Requirements: *Alpha Phi Sigma* members must have completed one-third of their total hours required for graduation at Pace University. Students must be recommended by the chapter adviser and must have a minimum of a 3.0 QPA, with a 3.2 QPA in criminal justice courses. Students must also rank in the top 35 percent of their class and have completed a minimum of four courses within the criminal justice curriculum.

Adviser: Margaret Fitzgerald (Pleasantville and New York City), (212) 773–3950, mfitzgerald@pace.edu
Web site: www.fiu.edu/~aps_natl/

*Alpha Sigma Lambda*—The National Honor Society for Nontraditional Adult Students
Mission: *Alpha Sigma Lambda* recognizes the special achievements of adult students who accomplish academic excellence while facing competing interests at home and at work. This honor society is dedicated to the advancement of scholarship and recognizes high scholastic achievement in an adult student's career.

Requirements: *Alpha Sigma Lambda* requires students to have a minimum grade point of 3.2 QPA, while being in the top 10 percent of their class and must be 21 years of age or older.

Advisers: Cathy Pagano (Pleasantville), (914) 773–3714, cpagano@pace.edu
Nickie Foster (New York City), (212) 346–1943, nfoster@pace.edu
Web site: www.alphasigmalambda.org

*Beta Alpha Psi*—The National Honor Society for Accounting, Finance, and Information Systems
Mission: *Beta Alpha Psi* is the national honorary and professional fraternity for students of accounting, finance, and information systems. As the premier professional accounting and business information fraternity, *Beta Alpha Psi* recognizes academic excellence and complements members' formal education by providing interaction among students, faculty, and professionals, and by encouraging ethical conduct, and public service. *Beta Alpha Psi* brings excellent students and business professionals together and fosters professional and social development by sponsoring activities that enhance the educational experience and broadens the perspective of each member. The Pace chapter has earned "Superior Chapter" status nationally each year since its inception.

Requirements: *Beta Alpha Psi* requires students to complete the first course in Intermediate Accounting (ACC 301) with a grade of B or better and have a 3.00, B cumulative QPA.

Adviser: Susanne O' Callaghan (New York City and Pleasantville), (212) 346–1909, socallaghan@pace.edu
Web site: www.bap.org

*Beta Beta Beta*—The National Biology Honor Society
Mission: *Beta Beta Beta* (TriBeta) is a society for students dedicated to improving the understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research. Since its founding in 1922, more than 175,000 persons have been accepted into lifetime membership, and more than 430 chapters have been established throughout the United States and Puerto Rico.
Beta Beta Beta membership is limited to students with upper sophomore status, juniors, and seniors. Students must be in good academic standing and have completed at least three courses in biological science, of which at least one is not an introductory course, and have an average grade of B in those biology courses.

Advisers: William Ventura (Pleasantville), (914) 773–3343, wventura@pace.edu
Milton Schiffenbauer (New York City), (212) 346–1968, mschiffenbauer@pace.edu
Web site: www.tri-beta.org

Beta Gamma Sigma—The National Honor Society in Business
Mission: Beta Gamma Sigma is the preeminent national honor society in business. Membership in Beta Gamma Sigma is the highest national scholastic recognition that a student in business can receive in an undergraduate or graduate program at a school accredited by the AACSB International—the Association to Advance Collegiate Schools of Business. The first national honor society in business, Beta Gamma Sigma, was the result of a merger of three separate societies established to honor academic achievement in business at the University of Wisconsin, University of Illinois, and the University of California.

Requirements: Beta Gamma Sigma membership requires students to rank in the upper 7 percent of their junior class, the upper 10 percent of their senior class, or the upper 20 percent of students graduating from a master's degree program. In addition, Lubin undergraduates must have a minimum cumulative QPA of 3.50.

Advisers: Kathy Winsted (Pleasantville), (914) 773–3905, kwinsted@pace.edu
Eric Kessler (New York City), (212) 346–1885, ekessler@pace.edu
Web site: www.betagammasigma.org

Gamma Kappa Alpha—The National Italian Honor Society
Mission: Gamma Kappa Alpha is a society formed to acknowledge superior scholastic performance in the field of Italian language, literature, and culture. The society encourages college students to acquire a greater interest in, and a deeper understanding of, Italian culture, art, and history.

Requirements: Gamma Kappa Alpha accepts students who have at least a B average in Italian and who rank in the top 35 percent of their class. Students must have taken at least two courses in Italian at the college level, one of which must be at the advanced level, and must have received at least two As in Italian.

Adviser: Aldo Belardo (Pleasantville and New York City), (914) 773–3818, abelardo@pace.edu
Web site: None

Golden Key International Honour Society
Mission: Golden Key International Honour Society recognizes and encourages scholastic achievement and excellence in all undergraduate fields of study, unites with faculty and administrators in developing and maintaining high standards of education, provides economic assistance to outstanding members by means of both undergraduate and graduate scholarships, and promotes altruistic conduct through voluntary service.

Requirements: The Golden Key International Honour Society requires a 3.6 QPA or better.
Kappa Delta Pi—The International Honor Society in Education
Mission: Kappa Delta Pi is dedicated to scholarship and excellence in education. The society is a community of scholars pledged to recognizing scholarship and excellence in education, promoting the development and dissemination of worthy educational ideas and practices, enhancing the continuous growth and leadership of its diverse membership, fostering inquiry and reflection on significant educational issues, and maintaining a high degree of professional fellowship. Those students interested in the International Honor Society in Education for the Westchester campus, please refer to Pi Lambda Theta.

Requirements: Kappa Delta Pi requires students to have upper sophomore status, a 3.0 QPA, and to have completed at least four education courses.

Advisers: Kathryn De Lawter (New York City), (212) 345-1887, kdelawter@pace.edu
Sharon Medow (New York City), (212) 346-1473, smedow@pace.edu
Web site: www.kdp.org

Kappa Mu Epsilon—The National Mathematics Honor Society
Mission: Kappa Mu Epsilon is a specialized honor society in mathematics, founded in 1931, to promote interest in mathematics among undergraduate students. The chapters’ members are selected from students of mathematics and other closely related fields who have maintained high standards of scholarship, have professional merit, and have attained academic distinction.

Requirements: Kappa Mu Epsilon requires students to complete at least three courses beyond Math 132, have at minimum a 3.0 QPA, and a 3.4 mathematics QPA.

Advisers: Lisa Fastenberg (Pleasantville), (914) 773-3657, lfastenberg@pace.edu
Dina Taiani (New York City), (212) 346-1786, dtaiani@pace.edu
Web site: www.kme.eku.edu/

Lambda Pi Eta—The National Communications Honor Society
Mission: Lambda Pi Eta is an honor society that seeks to recognize, foster, and reward outstanding scholastic achievement, to stimulate interest in the field of communication, to provide an opportunity to discuss and exchange ideas in the field, and to establish and maintain close relationships and understanding between faculty and students.

Requirements: Lambda Pi Eta requires students to have completed at least 60 credits, have a QPA of at least 3.0 in all college courses, have completed the equivalent of at least 12 credits in communication courses, have a minimum QPA of 3.25 in all communications courses, and be in the top 35 percent of their graduating class.

Advisers: Michelle Pulaski (Pleasantville), (914) 773-3529, mpulaski@pace.edu
Barry Morris (New York City), (212) 346-1442, bmorris@pace.edu
Web site: www.natcom.org

Omicron Delta Epsilon—The International Honor Society in Economics
Mission: Omicron Delta Epsilon is one of the world’s largest academic honor societies. The objectives of Omicron Delta Epsilon are and the honoring of outstanding achievements in
economics, and the establishment of closer ties between students and faculty in economics within colleges and universities, and among colleges and universities.

Requirements: *Omicron Delta Epsilon* membership is open to juniors and seniors who have completed 12 credits in economics and who have achieved a 3.00 QPA overall and a 3.00 QPA in economics, and to graduate students who have a minimum QPA of 3.60.

Advisers: Andrew Kliman (Pleasantville), (914) 773-3968, akliman@pace.edu
Michael Szenberg (New York City), (212) 346-1921, mszenberg@pace.edu
Web site: www.cba.ua.edu/~ode/

*Phi Alpha Theta*—The National History Honor Society
Mission: *Phi Alpha Theta* is a professional society whose mission is to promote the study of history through the encouragement of research, good teaching, publication, and the exchange of learning and ideas among historians. This honor society seeks to bring students, teachers, and writers of history together for intellectual and social exchanges.

Requirements: *Phi Alpha Theta* requires students to complete at least 12 credits in history, with a QPA of at least 3.1 in history, have a QPA of 3.0 overall, and be in the top 35 percent of their class.

Adviser: Ellen Skinner (Pleasantville and New York City), (914) 773–3672, eskinner@pace.edu
Web site: www.phialphatheta.org/

*Phi Sigma Iota*—The International Foreign Language Honor Society
Mission: *Phi Sigma Iota* recognizes outstanding ability and high standards of students and faculty of foreign languages, literatures, and cultures (including classics, linguistics, philology, comparative literature, ESL, bilingual education, and second language acquisition). It is the highest academic honor in the field of foreign languages. *Phi Sigma Iota* has initiated over 50,000 members since its founding in 1917, and has created and supported numerous scholarship programs.

Requirements: *Phi Sigma Iota* recognizes students who major or minor in a foreign language, have a 3.0 QPA or higher, and have junior or senior status.
Advisers: Andres Villagra (Pleasantville), (914) 773–3483, avillagra@pace.edu
Iride Lamartina-Lens (New York City), (212) 346–1433, ilamartinalens@pace.edu
Web site: www.phisigmaiota.org

Pi Delta Phi—The National French Honor Society
Mission: *Pi Delta Phi* recognizes outstanding scholarship in the French language and its literatures, increases the knowledge and appreciation of Americans for the cultural contributions of the French-speaking world, and stimulates and encourages French and francophone cultural activities.

Requirements: *Pi Delta Phi* recognizes students who are nominated in recognition of their academic achievement in at least one semester of upper French, with a minimum QPA of 3.00 in French.

Advisers: Adelia Williams (Pleasantville), (914) 773–3306, awilliams@pace.edu
Anthony Sallustio (New York City), (212) 346–1230, asallustio@pace.edu
Web site: www.pideltaphi.org
Pi Gamma Mu—The International Honor Society in Social Sciences
Mission: Pi Gamma Mu recognizes undergraduate and graduate students who have distinguished themselves as scholars of the social sciences. Academic disciplines concerned principally with human behavior. Pi Gamma Mu considers the following fields to be included among the social sciences: anthropology, criminal justice, economics, geography, history, international relations, political science, psychology, and sociology.

Requirements: Pi Gamma Mu recognizes undergraduates who have completed 60 credits (at least 20 of which must have been earned at Pace University), at least 24 credits in the social sciences, and at least 12 upper-division credits in social science. A QPA of 3.0 and a QPA of 3.2 in the social sciences are minimum requirements. The student must not have obtained an F or WF in any course in the social sciences.

Adviser: Greg Julian (Pleasantville), (914) 773–3959, gjulian@pace.edu
Linda Quest (New York City), (212) 346–1455, lquest@pace.edu
Web site: www.pigammamu.org

Pi Lambda Theta—The International Education Honor Society
Mission: Pi Lambda Theta is an international honor society and professional association in education that honors excellence and fosters leadership skills and intellectual values. Membership is open to students and professionals who have met specific academic requirements or who have achieved certification by the National Board for Professional Teaching Standards. Members can draw on a network of colleagues for professional support and friendship—before graduation, throughout their career, and after retirement. Those students interested in the International Honor Society in Education for the New York City campus, please refer to Kappa Delta Pi.

Requirements: Pi Lambda Theta requires students to have sophomore status and a 3.5 QPA.
Adviser: Carol Corbin (Pleasantville), (914) 773-3884, ccorbin@pace.edu
Web site: www.pilambda.org

Psi Chi—The National Honor Society in Psychology
Mission: Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology.

Requirements: Psi Chi requires students to have a 3.0 QPA, while ranking in the top 35 percent of their class. Students need to have upper sophomore status, and to have completed nine credits in psychology.

Advisers: Christopher Walther (Pleasantville), (914) 773–3848, cwalther@pace.edu
Harold Ford (Pleasantville), (914) 773–3329, hford@pace.edu
Janice Jackson (New York City), (212) 346–1284, jjackson@pace.edu
Web site: www.psichi.org

Sigma Iota Epsilon—The National Management Honor Society
Mission: Sigma Iota Epsilon is the premier honorary and professional fraternity organization in management. Sigma Iota Epsilon recognizes superior scholarship and offers members opportunities to engage in professional programs and other activities intended to bridge the gap between management theory and management practices.
Requirements: *Sigma Iota Epsilon* is open to undergraduate students majoring in Management, International Management, and Management Science. To be eligible for membership, undergraduate students must have a minimum QPA of 3.00, a grade of B or better in at least one management course, and at least 30 credits completed at Pace University toward their BBA degree. Graduate students who have achieved a 3.25 QPA, a grade of B or better in at least one management course, and have completed at least nine credits at Pace toward their degree are also eligible.

Adviser: Alan Eisner (New York City and Pleasantville), (914) 422–4194, aeisner@pace.edu

Web site: www.sienational.colostate.edu

*Sigma Tau Delta—The International English Honor Society*

Mission: *Sigma Tau Delta*’s central purpose is to confer distinction upon students of the English language and literature in undergraduate, graduate, and professional studies. *Sigma Tau Delta* also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature. One of the largest members of the Association of College Honor Societies, *Sigma Tau Delta* has more than 600 active chapters, 900 faculty sponsors, and inducts approximately 7,000 members annually.

Requirements: *Sigma Tau Delta* is open to students majoring or minoring in literature, with a QPA of 3.50, and have taken at least two literature courses above the freshmen level, and have a 3.5 average in English and literature courses.

Adviser: Rebecca Martin (Pleasantville and New York City), (914) 773–3304, rmartin@pace.edu

Web site: www.english.org

*Sigma Theta Tau—The International Honor Society of Nursing*

Mission: *Sigma Theta Tau* International honors those who demonstrate a personal commitment to nursing excellence. *Sigma Theta Tau* is committed to fostering excellence, scholarship, and leadership in nursing to improve health care worldwide. The society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest knowledge in nursing care. Members are committed to providing the latest research, information, and technology in nursing science, and are instrumental in the profession’s scientific journey toward improved patient care.

Requirements: *Sigma Theta Tau* International is for undergraduate and graduate nursing students. Undergraduate students must complete one half of the nursing curriculum, have at least a QPA of 3.0, and rank in the upper 35 percent of their class. RN students must complete 12 credits at Pace University, complete one half of the nursing curriculum, have a minimum GPA of 3.0, and rank in the upper 35 percent of their class. Graduate students must complete one quarter of the nursing curriculum and have a minimum QPA of 3.0.

Adviser: Shirlee Stokes (Pleasantville), (914) 773–3534, sstokes@pace.edu

Web site: www.nursingsociety.org

*Sigma Xi—The International Honor Society of Science and Engineering*

Mission: *Sigma Xi* is a scientific research society. One of the oldest and largest scientific organizations in the country, *Sigma Xi* has promoted a variety of science-oriented programs since its founding in 1886. Its goals are to foster worldwide interactions involving science, technology, and society; to encourage appreciation and support of original work in science and technology;
and to honor scientific achievements. *Sigma Xi* is a society of more than 80,000 scientists throughout the world. More than 175 members of the society have received the Nobel Prize.

Requirements: *Sigma Xi* membership is by nomination only. Those who have shown potential as researchers are invited to join as associate members. Full membership is conferred upon those who have demonstrated noteworthy achievements in research.

Adviser: Charlene Hoegler (Pleasantville and New York City), (914) 773–3698, choegler@pace.edu
Web site: www.sigmaxi.org

*Upsilon Pi Epsilon*—The International Honor Society for the Computing Sciences

Mission: *Upsilon Pi Epsilon* is the first and only international honor society for the Computing Sciences. It was founded in 1967 to recognize scholarship and professionalism. Membership in *Upsilon Pi Epsilon* is limited to candidates who can effectively achieve the goals of recognizing outstanding talent in the computing sciences, promoting high scholarship in the computing sciences, establishing and maintaining high standards, representing the computing sciences in interdisciplinary communications, and encouraging individual contributions to society through the computing sciences.

Requirements: *Upsilon Pi Epsilon* accepts students with at least 80 credits and a QPA of 3.5 or better in the following majors: BA/CSC, BS/CS, BS/ISC, BS/TS can apply.

Adviser: Bernice Houle (Pleasantville and New York City), (914) 773–3592, bhoule@pace.edu
Web site: www.acm.org/upe/

*Division of Information Technology (DoIT)*
(Computing, Data, Voice and Video Communications, Educational Media, Document Services)

In support of students, faculty, and staff, DoIT serves as the focal point on all University matters pertaining to Information Technology (IT). Its mission is to plan, program, operate, and maintain effective, efficient, and innovative common-user IT policies, procedures, and systems.

DoIT provides accounts for student, faculty, and staff e-mail; online storage accounts; Blackboard access; Web space; and server access. It also maintains general purpose computer laboratories and electronic classrooms.

DoIT Web Page
The DoIT home Page, www.pace.edu/DoIT, contains information about available services such as obtaining e-mail codes, dialing into the Pace network, copying documents, contacting the DoIT service desk, and using the student Computer Resource Center facilities. It is also the site where users can find important policies and procedures such as the Pace University Appropriate Use Policy for Information Technology, IT Requirements Disclaimer, Wireless Network Policy and Procedure, and Pace University Standards for Information Technology. All Pace computing users are expected to read and abide by these policies.

Customer Service Center (Help Desk)
For help or inquiries, the centralized Customer Service Center can be contacted at (914) 773–3648 or by accessing the self-service Web site dothelpdesk.pace.edu. The center is operational Monday through Friday from 9:00 a.m. to 5:00 p.m. The staff logs all calls into an online system for action, and follows up on calls to ensure customer problems are resolved.
University Network Services
Pace's converged network supports data (e.g., Internet, Internet II, Web-based messaging, Pace's administrative systems), voice (campus-based telephone system-analog, digital, and voice-over-IP) and video (video conferencing and video-over-IP communications). It allows computing users access to internal resources such as library databases, and server applications in support of academic studies.

In addition, the University provides wired and wireless connectivity for network access in public areas (e.g., classrooms, libraries) as well as in University-owned residence halls. Leased residence halls may require individual telephone or cable modem contracts by students. Classes are occasionally conducted in videoconferencing facilities (instructors may not be physically in the same location as all of the students) located in Pleasantville, the Law School, the Graduate Center, and Pace's New York City campus.

IT Resources in Residence Hall Rooms
Each Pace-owned residence hall room has data, cable TV, and voice connectivity. Residence hall students have direct computing access to the University data network, cable television, and telephone service including voicemail.

Student Computer Resource Centers
Computer Resource Centers (CRCs), located on the New York City and Westchester campuses, are general-use labs equipped with networked PCs and peripherals such as laser printers and scanners. The CRCs support the software suite Microsoft Office Professional (Word, Excel, Access, PowerPoint), Internet Explorer to access the Internet and e-mail, and software required to support the curriculum. Locations and regular CRC hours of operation during the semester are:

New York City Campus  One Pace Plaza, Room W202, (212) 346–1698
Monday–Friday, 8:00 a.m.–10:00 p.m.
Saturday–Sunday, 9:00 a.m.–6:00 p.m.

Westchester Campus  Pleasantville, Willcox Hall, (914) 773–3642
White Plains, Lubin Graduate Center, Room 432, (914) 422–4167
Monday–Thursday, 8:00 a.m.–10:00 p.m.
Friday, 8:00 a.m.–6:00 p.m.; Saturday, 9:00 a.m.–6:00 p.m.
Sunday, noon–6:00 p.m.

Educational Media Department
The Educational Media department provides media and technical support for in-class presentations and other academic events.
Note: All arrangements for Educational Media services must be made at least 24 hours in advance. Special or complex orders require more advance notice. For further information, contact the Educational Media department or stop by an Educational Media office.

Locations and contact numbers:
New York City  One Pace Plaza, 3rd floor (212) 346–1583
Pleasantville  Miller Hall, Room 31 (914) 773–3338
Pace School of Law  Aloysia Hall, Room 404, 78 North Broadway (914) 422–4059
White Plains  Graduate Center, Room 216 (914) 422–4052
          Monday–Thursday, 4:00–10:00 p.m.
Document Services

Document Services provides support to students, faculty, and staff for all their copy needs. The Document Services staff is available to assist in the creation of presentations, reports, posters, and all professional materials needed to support courses, clubs, organizations, and Pace offices. Color copies are available upon request. There is a nominal fee for a number of these services.

Locations and contact numbers:

New York    One Pace Plaza, 1st floor    (212) 346–1328 fax extension 1252
New York    41 Park Row, B-Level    (212) 346–1251 fax extension 1424
Pleasantville    Willcox Hall    (914) 773–3748 fax extension 3541
Pleasantville    Castleton Street    (914) 773–3982 fax extension 3981
White Plains    Graduate Center, 5th floor    (914) 422–4313 fax extension 4311
Pace School of Law    Aloysia Hall, Room 404 78 North Broadway    (914) 422–4055 extension 4101

IT Disclaimer Summary

In order to fully participate in course instruction, Pace University students may be required to be familiar with and use information technology resources. While Pace does not currently require students to own Windows compatible personal or notebook computers, it is strongly encouraged. Pace provides its students with Computer Resource Centers (CRCs)—available on a first-come, first-served basis—equipped with the necessary hardware and software for online or PC-required course assignments. In addition, the University provides network connectivity in public areas (e.g., classrooms) as well as in University-owned residence halls. Leased residence halls may require individual telephone or cable modem contracts by students.

Classes are occasionally conducted in videoconferencing facilities located at Pleasantville, the Law School in White Plains, the Graduate Center, and the New York City campus. The instructor may not be physically in the same location as all of the students.

All users of Pace information technology are required to abide by Pace University's Appropriate Use Policy for Information Technology (see the DoIT Web site).

Pace University, through its internal Division of Information Technology (DoIT) and relationships with hardware, software, and communications service providers, makes every effort to maintain uninterrupted availability of information technology resources, including a secure and stable environment on the World Wide Web for distance learning courses, communications with professors, and access to University departments. However, information technology resources, communications (including e-mail), intranet, and the Internet may occasionally be interrupted or made unavailable by causes beyond the University's reasonable control. The University is not responsible for refund of any tuition or fees in the event of any such occurrence; neither shall the University be liable for any consequential damages as a result thereof. Instruction and/or course work that are interrupted, delayed, or lost as a result of such occurrences shall be completed by arrangement acceptable to the professor and/or chair of an affected course.

The University is not responsible for any personal electronic equipment, including computers, brought onto the University premises. All students should connect their electrical/electronic equipment, including computers, to power surge protective devices to minimize potential damage to their personal property.

Pace University Public Access Computer Resources
New York City Campus, One Pace Plaza
Computer Resource Center, W202, shared printers
  Main Lab-49 PCs
  PC Room A-23 PCs
  PC Room B-30 PCs
  Annex (Y-24)-19 PCs
Computer Equipped Classrooms
  W200A-24 student PCs, 1 faculty PC, 1 printer
  W200B-28 student PCs, 1 faculty PC, 1 printer
  W205-21 student PCs, 1 faculty PC, 1 printer
  W206-20 student PCs, 1 Faculty PC, 1 printer
  Birnbaum (Library) classroom-28 student PCs, 1 faculty PC
Lubin Labs
The Seidenberg School Labs
163 William Street
106 Fulton Street (dorm), 3rd floor study room, 14 PCs, 2 printers

Midtown Center, 551 Fifth Avenue, 8th floor
  Faculty Room-3 PCs, printer
  Digital Library-7 PCs, printer
9th floor
  Pace Computer Learning Center Rooms (The Seidenberg School)
10th floor

Pleasantville, Willcox Hall
Computer Resource Center (shared printers)
  85 PCs
Computer Equipped Classrooms
  Willcox 21-22 student PCs, 1 faculty PC, printer
  Willcox 34-29 student PCs, 1 faculty PC, printer
  Mortola (Library) classroom, 28 student PCs, 1 faculty PC

Briarcliff, Briarcliff Commons Lab
  6 PCs, 1 printer

White Plains
Lubin Graduate Center, One Martine Avenue
  Computer Resource Center: Room 432, 36 PCs, 1 printer
  Computer Equipped Classroom: Rooms 430A, 430B-31 PCs, 1 faculty PC, printer

School of Law
School of Law computer classrooms

Hudson Valley Center
Pace Computer Learning Center

English Language Institute
The English Language Institute (ELI) of Pace University offers noncredit English language instruction and academic support to students whose first language is not English. Courses are offered at the New York City and Westchester (Pleasantville and White Plains) campuses. New
students (undergraduate and graduate) may be placed in ELI courses in their first semester depending on the results of the University's English placement tests. The placement results determine which ELI courses and how many credit-bearing courses, if any, the student may take. Matriculated students placed in ELI must pass the ELI courses in order to continue in their degree program the following semester.

ELI courses are open to students who wish to continue improving their English skills and to nonmatriculated students. Students select courses according to their goals and interests and then are placed in an appropriate level. Intensive English courses are offered at five levels and emphasize mastery of basic English skills in the context of American culture. Course materials are drawn from a wide variety of sources including the popular media. Students may wish to take one or more of the following core courses: Grammar and Writing, Reading and Vocabulary, Conversation and Listening, or Pronunciation. Additional courses are offered as electives including TOEFL Preparation, GMAT Preparation, and American Business Culture.

At the advanced level, students may choose among three tracks: the Intensive English Program, the Pre-Undergraduate Program, or the Pre-Graduate Program. The Pre-Undergraduate Program and the Pre-Graduate Program are designed for students who are about to enter a degree program or who plan to apply to a degree program at Pace or other American universities. Students increase their fluency in English by studying various academic topics using authentic academic material and videotaped lectures. They learn research skills, write academic papers, practice taking notes, learn test-taking strategies, and make oral presentations.

For more information about ELI courses, dates, and fees, visit www.pace.edu/eli or contact the English Language Institute:

New York City Campus One Pace Plaza (212) 346–1562 eli@pace.edu
Pleasantville Willcox Hall (914) 773–3820 eliwc@pace.edu

Writing Center
In support of the core curriculum and the Writing Enhanced Course Program, Writing Centers are available for all students and faculty on the Westchester and New York City campuses. In addition to tutorial services in writing, the Writing Center provides teachers of writing-enhanced courses (and teachers of all courses that require any amount of writing) with assistance and resources on using writing to foster students' communication and critical thinking skills. The Writing Centers are staffed with instructors and Pace student tutors who participate in ongoing training in order to assist students with any aspect of their writing. Students and faculty are encouraged to make use of the following free resources:

* writing tutoring for students, available on a "drop-in," appointment, or referral basis
* reference materials, including dictionaries, thesauri, handbooks, and interactive Web-based writing exercises
* citation guides, for information on formatting and using sources in MLA, APA, and a variety of other citation styles
* writing workshops, through which Writing Center staff will instruct students on various aspects of the writing process and inform students of the resources available to them at the Writing Center.

Pleasantville Writing Center, (914) 773–3942
New York City Writing Center, (212) 346–1085

Pace Library
The Pace Library serves as both depository and gateway to global print and electronic resources in support of the University's broad and diversified curriculum, scholarly research, and
independent study, and provides ubiquitous and seamless connectivity to digitized networks and information through a user-cordial interface. The aggregate holdings of the Pace Library are supplemented by reciprocal borrowing and access accords, traditional interlibrary loan services, and commercial document suppliers, with expanded options for user-initiated and controlled services.

With comprehensive service operations in lower Manhattan and Westchester, the Pace Library promotes coordinated collection development and resource sharing and facilitates access to electronic information in a distributed networking environment. The Pace Library encompasses an estimated 800,000 circulating volumes, videos, and a broad assortment of specialized reference works, and maintains print and electronic subscriptions to thousands of serial publications with microfilm back files to meet the programmatic and accreditation requirements of Dyson College of Arts and Sciences, Lubin School of Business, Ivan G. Seidenberg School of Computer Science and Information Systems, School of Education, and Lienhard School of Nursing. A majority of the Pace Library’s electronic resources, including online catalog, full text databases, electronic reserves, interlibrary loan request forms, Internet resources, online tutorial (Apollo), and, reference guides are accessible remotely from home or office.

As an OCLC Interlibrary Loan System user, the Pace Library connects to Worldcat, a global online database consisting of 57,000,000 machine-readable bibliographic records with numerous holdings locations. The Pace Library is a member of METRO, a regional reference and resources system for New York City’s five boroughs and Westchester County. METRO provides regularly scheduled pick-up and delivery of library materials, free interchange of photocopies, direct access interlibrary loans, and the METRO referral card which enables researchers to directly access collections normally closed to the public. In addition, the Pace Library is affiliated with WALDO, a Westchester-based consortium of academic and other libraries, which promotes resource-sharing, a variety of database services, and off-site storage options.

The Pace Library has a knowledgeable, skilled, and diverse staff whose members are client-focused, team-oriented, and committed to excellence and their own professional growth and development. The Pace Library offers a comprehensive and flexible range of reference services to meet the multifaceted needs of a culturally diverse and geographically dispersed user community, including in-person assistance, telephone consultation, e-mail, Blackboard Library Research Forums, and online interactive chat sessions. Functioning as research consultants and navigation experts, librarians instruct students and faculty in computer operation, database selection, search-strategy formulation, and output analysis.

With a highly trained cohort of Instructional Services Librarians, provision of sophisticated computing resources and digitally enhanced classroom facilities, and the immersion of librarians in information literacy instruction, Web content creation, and distance learning programs, the Pace Library has become the focal point of technology-based learning within the University. The emerging Information Commons, which combines flexible instructional settings and collaborative learning spaces with integrated library, technical, multimedia production, and learner support services, will promote a student-centered learning environment that is closely aligned with the University’s new core curriculum and strategic agenda. Students will be able to conduct research, obtain a wide range of academic support services, write papers, tabulate and interpret data, design Web pages, develop e-portfolios, and collaborate in small groups on multimedia projects in a one-stop mode.

The Pace Library home page, library.pace.edu, provides more complete descriptions of library resources and services plus general information on library policies and procedures.
Pace Library Code of Conduct
The Pace Library seeks to provide a safe, clean, pleasant, and productive learning environment conducive to scholarly research, quiet study, and mutually respectful social interaction as may be appropriate in the library.

The Pace Library strictly adheres to University policies guiding personal conduct, disciplinary remedies, and grievance procedures for dangerous, disruptive, prohibited or otherwise unacceptable behavior.

All library users are expected to respect the rights and property of others without discrimination and to treat library resources and facilities with appropriate care and respect.

Certain activities are prohibited and constitute offenses which, depending upon the nature and severity of the infraction, can initiate a variety of responses, up to and including suspension or dismissal. Responses to offenses include, but are not limited to:
* a verbal warning to promptly cease and desist
* a request to leave the library premises for a specified period of time
* a written report to the Provost and Executive Vice President for Academic Affairs and the Dean for Students
* suspension of library borrowing and access privileges for a specified period of time

In addition to the foregoing, offenders may be subject to penalties under the University's Disciplinary Policy, Discrimination Grievance Procedure, and other policies and procedures set forth or referred to in the *Pace Student Handbook*, University and school catalogs, and the University's Web site. Depending on the nature and extent of the offending conduct, violators may be subject to civil and criminal penalties.

Prohibited activities include, but are not limited to, the following:
* Refusing to properly identify oneself, if asked by library or security personnel. Note: All members of the Pace community are required to display a valid University ID card on their person at all times.
* Refusing to present attaché cases, handbags, backpacks, etc., to the Access Services Desk attendant for inspection if the detection alarm is activated when exiting the library
* Removing library materials or property that have not been properly checked out or authorized for removal from the library facility
* Concealing library materials in the library for the exclusive use of an individual or group
* Mutilating or defacing library materials, tampering with electronic security tags, and scrawling or etching graffiti or hate messages on library property
* Failing to properly discharge financial obligations to the library with respect to the payment of fines and applicable service fees, or replacement of lost or damaged library materials
* Violating copyright or digital licensing agreements or using the library's computing facilities, including e-mail, for purposes that are in violation of guidelines outlined in the Pace University Appropriate Use Policy for Information Technology
* Creating a disturbance or behaving in a manner that interferes with the normal use of the library (including such things as rowdiness, noise, prolonged boisterous conversation, and rude or abusive behavior)

* Bringing in and consuming food and beverages (except from spill-proof containers, where permitted) in the Library

* Using cellular phones for nonemergency purposes in other than specifically designated areas of the library

* Smoking, drinking alcoholic beverages, and using, selling, transferring, distributing, or possessing illegal drugs

* Tampering with or removing the property of others while in the library

* Verbally abusing, physically assaulting, or harassing (based on such things as sex, race, religion, age, national origin, ethnicity, color, disability, or sexual orientation) library users, library staff, or others who may be in the library

* Being in unauthorized areas of the library, or remaining in the library after closing or when requested to leave during emergency situations or fire drills

* Soliciting or loitering on library property

* Bringing animals into the library, except those that are trained to assist persons with disabilities

* Posting signs, banners, or flyers inside or outside the library facility without the express permission of library management, specifically, the associate university librarians in the Birnbaum Library, New York City, and the Mortola Library, Pleasantville.

The Center for Community Outreach  
The Center for Community Outreach is a Dyson College of Arts and Sciences program designed to help you become actively involved in the community. The center coordinates volunteer placements, service learning, and civic education opportunities for Pace students, staff, and faculty. It works to connect the Pace community to the communities in which it exists. The center is active on both the Westchester and New York City campuses and works with more than 50 community agencies that include but are not limited to: daycare centers, shelters, soup kitchens, nursing homes and hospitals, and after-school centers for disadvantaged children.

Regardless of a student's major, everyone is welcome to become involved with the Center for Community Outreach. The center connects students from across the University with a wide range of short-term and long-term volunteer opportunities. Civic engagement benefits students now and after graduation.

Campus Compact  
Pace University is proud to be one of the 900 members of Campus Compact, a national coalition of college and university presidents, committed to promoting activities that develop civic and social responsibility among college students. Campus Compact was formed in 1985 by the presidents of Brown, Georgetown, and Stanford universities, and the president of the national Education Commission. Former Pace President Patricia O. Ewers and current President David A. Caputo
were among the original signers of the "Presidents' Fourth of July Declaration on the Civic Responsibility of Higher Education" developed by the national member presidents in 1999.

In 1999 Pace and representatives from 11 other New York colleges and universities formed a state task force geared toward developing a New York state network office, which culminated in the formation of the New York Campus Compact (NYCC) in 2001. Its goal is to gain increased accessibility to grants for programming that promotes civic and social responsibility, and greater networking and development opportunities for service-learning faculty and practitioners. The Dyson College of Arts and Sciences' Center for Community Outreach program represents Pace University on the task force, which it also helped form.

STUDENT AFFAIRS AND RELATED SERVICES

Athletics
Pace University has an outstanding athletics tradition. Several Setters teams have excelled and risen to regional and national prominence. In addition to athletic excellence, Pace student-athletes succeed in the classroom, serve as leaders on campus, and volunteer their time in community service activities. The academic progress of Pace's 270 student-athletes is closely monitored. Study halls and special tutorial sessions are scheduled as a way to enhance the learning process.

Through dedicated recruiting efforts and University scholarships, the Pace Athletics Department contributes to the University by attracting motivated, academically proven, and athletically skilled undergraduate students. Along with University support services, Pace Athletics prepares its student-athletes to graduate with the educational and social background needed to meet the challenges of today and the future.

The Pace University Equity in Athletics Disclosure Report is available for review in the University's libraries and offices of admission, Deans for Students, and student assistance.

Varsity Sports
The Pace University varsity athletics program is recognized as a leader in NCAA Division II Athletics in the Northeast. The University fields 19 varsity teams and is a member of the National Collegiate Athletic Association (NCAA), the Eastern College Athletic Conference (ECAC), and the Northeast-10 Conference (NE-10). All Pace University teams compete on the NCAA's Division II level.

Women’s Varsity Sports
Home Court: Goldstein Fitness Center, Pleasantville
The Pace basketball team has established itself as a highly successful Division II program. Led by an experienced, full-time coaching staff, the team has competed as one of the top teams in the Northeast, averaging more than 20 wins a season over the past 15 years; advancing to the NCAA Elite Eight in 2001. The team plays a challenging NE-10 schedule as well as games with the top teams in the nation.

Training Runs: Rockefeller Estate Park, Pocantico Hills, New York
The Pace women's cross-country, indoor track, and outdoor track teams have a schedule that is highlighted by the ECAC championships, the Collegiate Track Congress championships, and the Northeast-10 Conference Championships.

Home Field: Briarcliff
The Pace women's soccer team, founded in 1998, has experienced exceptional growth and is quickly becoming a campus favorite. As a member of the Northeast-10 Conference, the team competes with some of the top teams in the country. Led by a head coach known as an excellent recruiter, the team earned a trip to the post-season in 2001, for the first time in the program's history.

Home Diamond: Briarcliff
The Pace softball team plays a 40-game schedule each spring that focuses on the NE-10 schedule and the annual spring training trip to the Southeast United States. The team's new field and locker rooms at Briarcliff make it one of the most impressive programs in the East. The softball program is led by a head coach with more than 20 years of head coaching experience at the college level and with more wins than any other coach in Pace history.

Home Advantage: Briarcliff
The University tennis team consistently appears in the national tennis rankings and has received numerous invitations to the NCAA Division II championship tournament. The team won their conference championship in 11 of the last 14 seasons. Led by a very successful coach, the team plays a 22-week schedule through the fall and spring semesters that includes competition matches with Northeast-10 Conference schools as well as other Division II schools.

Home Courts: Goldstein Fitness Center, Pleasantville
The volleyball team plays a rigorous Northeast-10 schedule which includes away matches in New England, New York, and Pennsylvania against formidable Division II opponents. The Setters have completed five 30-win seasons and made five appearances at the NCAA Division II Championship. The team's head coach leads a program that has advanced to two NCAA Elite Eight Tournaments in 1998 and 2000.

Home Course: Waccabuc Country Club
In the development stages, the women's golf team is led by an experienced PGA and LPGA card-holding coach. Playing and practicing at beautiful Waccabuc Country Club in Northern Westchester, the team competes throughout the region in Division I and II tournaments.

**Men's Varsity Sports**

Home Diamond: Finnerty Baseball Field, Pleasantville
The Pace University baseball team will play for the first time as a member of the Northeast-10 Conference in 2005. The program has produced numerous All-Americans and major league draftees. The program is led by a Pace alumnus who played AAA ball with the Chicago White Sox.

Home Court: Goldstein Fitness Center, Pleasantville
The men's basketball team, led by a coaching staff comprised of a full-time head coach, a full-time assistant coach, and a graduate assistant, competes as a member of the Northeast-10 Conference against some of the top teams in the region. The Setters have recently made post-season play a formality, competing in the conference, ECAC, and NCAA tournaments.

Training Runs: Rockefeller Estate Park, Pocantico Hills, New York
The Pace men's cross-country and indoor and outdoor track teams are led by a head coach with professional experience. In recent years, team members have come from Somalia, Ireland, and Canada. The team's schedule includes selected invitational meets, as well as the ICAA, ECAC, Collegiate Track Congress championships and the Northeast-10 Conference championships.
Home Field: Finnerty Football Field, Pleasantville
The Pace football team, led by a full-time head coach and five assistant coaches, competes in the Northeast-10 Football Conference. The schedule features such Division II powers as American International, C.W. Post, and Bentley. The teams’ Saturday home games, including University Fest, are major campus events throughout the fall football season.

Home Course: Waccabuc Country Club
The men's golf team, founded in 1999, is led by an experienced PGA and LPGA card-holding coach and an assistant. Playing and practicing at beautiful Waccabuc Country Club in Northern Westchester, the team competes across the region in Division I and II tournaments. They finished the fall 2001 season with an undefeated record in dual matches. The squad has made the NCAA Regionals in each of the last three seasons.

Home Field: Finnerty Field, Pleasantville
The lacrosse team competes as a member of the Northeast-10 and plays a tough nonconference schedule that includes the top-ranked teams in the nation. Always a contender for post-season play, the team has averaged 10 victories a year over the past six seasons. The head coach has extensive experience as a coach at the high school, club, and college varsity levels, and is assisted by three part-time assistant coaches.

Home Advantage: Briarcliff
The men's tennis team plays a 14-match schedule, highlighted by the NE-10 tournament. The team is coached by a professional tennis instructor and continually challenges for the NE-10 and MCTC titles.

Coed Varsity Teams
The equestrian team joined the Pace University roster of NCAA Division II teams in 1999 and has enjoyed success each year. The team, led by an experienced staff, practices at the Sleepy Hollow Country Club riding facility and is a perennial contender for zone and regional competitions. In the past two years, the team has competed in the National Varsity Equestrian Championships.

The coed cheerleading team, a varsity sport at Pace, can be seen at most intercollegiate home games. A source of pride for the campus and the teams, they entertain and enliven the crowds. The team annually travels to regional and national competitions. All students are encouraged to participate.

The Pace University men’s and women’s swimming and diving teams are the newest teams to the Pace Athletics arsenal. The teams, under the direction of an enthusiastic coach, have increased their competitive standing in their first two seasons of competition. The women's swimming team captured first place at three meets in 2004–2005 in addition to numerous individual victories. The 2005–2006 campaign will feature a competitive schedule that includes a number of home swim meets in the Goldstein Health, Fitness, and Recreation Center and the Northeast-10 Conference Championships.

If you would like information about athletic scholarships or more information about the Pace Athletics Program, please call the Athletics Department.

New York City Campus        (212) 346–1670
Westchester Campus          (914) 773–3412
"We need your support!"

Setters home games are exciting campus events, where you can share a good time with friends, while supporting your fellow students! Team schedules can be found on the University Web page at pace.edu/em/athletics as well as throughout the campus and in the Athletics Facilities. Show your support by joining the Pace Pound, a student fan club and win free t-shirts, bookstore certificates, and more....

GO SETTERS!

Intramurals and Recreation

The Intramurals and Recreation Department offers you a full program of organized competition in a number of events throughout the year. Intramural sports include volleyball, basketball, football, soccer, and tennis. Intramural activities emphasize group spirit and the enjoyment of sports in a less competitive context. Club teams may be formed under the joint auspices of the Athletics Department and the Student Development Office.

New York City Campus  (212) 346–1052
Pleasantville  (914) 773–3275

Physical Recreation and Athletic Facilities

New York City Campus

On campus Gymnasium, C-level, West Wing: basketball, volleyball, badminton, and aerobic dance. Showers and lockers are available. Fitness Center, C-level, West Wing: free weights, exercise bikes, rowing and cross-country ski machines, and stair climbers. Showers and lockers are available.

Off campus East River Park (day-time use), located approximately one mile from the New York City campus between the East River and FDR Drive: walking and jogging paths, tennis courts, handball courts, athletic fields suitable for football, rugby, soccer, lacrosse, softball, and Frisbee.

Westchester Campus

On campus Goldstein Health, Fitness, and Recreation Center

The $17 million, 75,000-square foot fitness center is home to the Pace University men's and women's basketball, volleyball, and swimming and diving teams. The facility was completed in 2002 and includes a state-of-the-art arena with 2,400-seat capacity, aerobics and dance room, an eight-lane swimming pool, an elevated indoor track, and a weight training and fitness center.

Pace students can enjoy the many amenities the facility has to offer by participating in intramurals and recreation, physical education classes, and Pace athletics contests.

The Goldstein Health, Fitness, and Recreation Center is home to the offices of the Athletics Department and the University’s Health Care unit. Showers and lockers are available.

Athletics fields, adjacent to the Athletics Field House: football, lacrosse, softball, baseball, and Frisbee

Walking-jogging track, around baseball field: a crushed-stone track, just shy of one quarter of a mile long
Tennis courts, adjacent to Willcox Hall (three)

Outdoor volleyball and basketball courts, adjacent to Martin and North Halls and in the Townhouse area.

Off campus Rockefeller State Park (day-time use): Preserve entrance off Route 117 east, approximately one and a half miles west of Pleasantville on Route 117. Lakes, woodlands, meadows, shady river lanes, and panoramic vistas are ideal for strolling, jogging, and cross-country skiing in this 750-acre park.

**Briarcliff**

On Westchester campus Dow Hall, dance studio next to fitness center: dance classes, jazz, aerobics, and yoga

Tennis courts, southeast corner of campus: eight medium-fast, competition quality tennis courts

Athletics fields, southwest corner of campus: suitable for football, softball, soccer, Frisbee, and lacrosse

Outdoor basketball court, Howard Johnson Hall and Valley House

Off campus Briarcliff High School track, Pleasantville Road, Briarcliff: this quarter-mile track, suitable for walking, jogging, and competitive running, is available to the community and is subject to school board regulations.

**Pace Law School**

On campus, 78 North Broadway: all recreational facilities and intramural programs are open to graduate students enrolled for classes at the Lubin Graduate Center. Facilities include tennis court, basketball court, volleyball, fitness center (Dannat Residence Hall), and playing field. Kearney Gymnasium on the campus of Good Counsel Academy is the facility used for indoor intramural activities including basketball and volleyball. For more information on facilities and programs, contact Student Life at (914) 422–4149.

**The Center for Student Development and Campus Activities**

While much of the college experience takes place inside a classroom, an integral part does occur outside the classroom through cocurricular activities. It is these activities that Student Development and Campus Activities strives to encourage and support.

This office is responsible for assisting, coordinating, and guiding the operation of student organizations. In addition, this office organizes the summer, fall, and spring orientation programs for new students, and provides a leadership training program for student leaders.

You are invited and encouraged to visit the Student Development and Campus Activities Center on your campus with questions concerning student organizations and events.

The Student Development and Campus Activities Center is responsible for:
* advising student government, the yearbook and the school paper
* managing the Eddie Layton Student Union, Spotlight, Kessel Campus Center, and Briarcliff Commons
* administering the financial obligations of clubs, organizations, newspapers, literary magazines, yearbooks, and radio stations
* all campus student organization postings
* approval of all student events and activities
* programs and services for commuting students
* leadership opportunities and training
* student development transcript
* college ring orders

Student Clubs, Organizations, and Media
If you wish to expand your academic activities by participating in curriculum-related programs, you may join groups that feature speakers, films, and lectures related to individual fields of study. Special interest organizations are not associated with the curriculum; groups with common interests such as politics, religion, and social concerns are included. Should you wish to form a new group or wish to join an established organization, you should contact the Student Development and Campus Activities Center on your campus. Minimum requirements for new groups include a list of potential members and a designated faculty or staff adviser.

Greek Life
Greek Councils serve as the voice for all fraternities and sororities at Pace University. They function as governing bodies to settle disputes, create policy, and oversee many Greek organizations at Pace. The Greek Councils also sponsor events throughout the year.

Student Governance
Student Association (SA) is active on both campuses and elects members to govern for one year following annual elections. The SA provides students with the opportunity to practice self-government by providing a forum for free expression and a structure for communication between the student body and the administration. The SA includes the Senate, Cabinet, and the Budget Allocation Council. The SA appoints students to various campus or University ad hoc committees and task forces, and to the Student Affairs and Academic Affairs Committees of the Pace Board of Trustees. The SA, in collaboration with the Budget Allocation Council, allocates funds to all student organizations under its jurisdiction. Students are encouraged to attend SA meetings to share ideas and suggestions.

Committees of the Student Government Association (SGA), New York City Campus
* The Student Affairs Committee addresses the concerns of the undergraduate student population and primarily focuses on student services, academic programs, and student affairs.

* The Public Relations Committee keeps the student population informed of SGA's activities.

* The Constitution Committee reviews and approves student organization charters and constitutions.

* The Elections Committee oversees fair and responsible annual elections.

* The University Affairs Committee discusses topical issues of concern like library hours of operation and food services.

Student Advisory Councils
Representatives from a wide range of student constituencies in New York and Westchester meet periodically with the Deans for Students and Vice President of Student Affairs to discuss, prioritize, and resolve campus-specific and University issues of student concern.
Programming and Campus Entertainment (PACE) Board
The PACE Board, on the New York City campus, arranges social, cultural, educational, and informational programs that can be enjoyed by the entire Pace community.

Student Media
New York City Campus
* The *Pace Press* is the campus student newspaper responsible for covering news and events of interest to the entire University.

* WPUB is the student-operated radio station, broadcasting weekdays on the Web at www.wpub.org.

Pleasantville
* *PACE Paw Print* is the campus student newspaper responsible for covering news and events of interest to the entire University.

* WRPW is the student-operated radio station which broadcasts to the campus center and residence halls. It provides campus news, special events, and music to suit a variety of tastes. If you are interested, you are welcome to stop by WRPW which is located on the 3rd floor of Willcox Hall.

Publications
* *The Legend* in New York City and Pleasantville, is the University’s yearbook. If you are interested in photography, copy writing/editing, desktop publishing, marketing, or accounting, call the yearbook office on your campus to volunteer.

* VOX, in Pleasantville, is a student literary magazine that includes poetry, short stories, fiction, photography, and art. Students are welcome to submit work or participate in publishing the magazine and its related publications.

* Aphros Magazine, on the New York City campus, is the art and literary journal published by undergraduate students. Students are invited to submit artwork, black and white photography, short fiction, nonfiction, and poetry for publication.

Theater
Plays, concerts, and performances by professionals and amateurs are an important part of the cultural life at Pace University and each campus has its own facility.

* Located in lower Manhattan, Pace's highly regarded Michael Schimmel Center for the Arts theater features the award-winning "Inside the Actors Studio," presentations by Pace students and by nationally known dance, musical, and drama groups. The Schimmel Center is also the site of lectures by prominent figures in the arts, government, and business, and houses an art gallery that features exhibitions by established and emerging artists. Smaller performances are frequently performed at the Schaeberle Studio Theater, a 72-seat lab theater located at 41 Park Row.

* In Pleasantville, the Willcox Hall auditorium/gymnasium is used for staging concerts, dances, lectures, and plays.

* In Briarcliff, the auditorium in Woodward Hall is used by the theater department and theater clubs for stage productions and movie nights.
Inside the Actors Studio, BRAVO Network
Beginning fall 2005, the BRAVO Network will begin broadcasting the award-winning series "Inside the Actors Studio" from Pace’s Michael Schimmel Center for the Arts. Theater majors will have the opportunity to attend tapings and participate in question and answer sessions with guests.

Generally, students may sign up to be notified about all cultural tickets at www.pace.edu/culture. At the bottom of the page you may register TO RECEIVE INFORMATION BY E-MAIL ON all Cultural Events and Public Lectures, "which includes free and ticketed events as well as all featured events at Pace, including the taping of the 2005-2006 Inside the Actors Studio Program."

Student Gathering Places

New York City Campus
* Café 101
* The Spotlight Café
* The newly renovated Eddie Layton Student Union is a great place to meet with friends. Special functions that take place at the student union include ethnic and cultural festivals, café nights, award dinners, luncheons, and various annual events.

The following facilities make up the Eddie Layton Student Union and may be reserved through Student Development and Campus Activities:
* The Peter Fingesten Art Gallery is the site of art exhibits by students throughout the academic year.
* Meditation Room is available for quiet, peaceful thought, meditation, contemplation, or prayer
* Meeting Room A is available for use by student organizations.
* Philip A. Fulvi Reading Room is a 24-hour quiet place for you to study.
* New media and film theater
* A newly renovated Multipurpose Room on B-Level, campus east provides students with space to study and schedule events.

The Film Committee of the Programming and Campus Entertainment Board selects a series of films to be shown during the year in the student union. In addition, documentaries, slide presentations, and films sponsored by departments and student organizations are shown here throughout the year.

Westchester Campus
Pleasantville
Jeanette and Morris Kessel Campus Center is more than just another building on the Westchester campus in Pleasantville. It is the core of student life. The multilevel structure houses dining facilities, lounges, student conference rooms, student government, and student organization offices. The building is also home to the bookstore, student mailboxes, the Information Center, and administrative offices for Student Development and Campus Activities, the Dean for students, International Programs and Services, Adult Services, Vice Provost, and Vice President for Student Affairs.

The Setters' Overlook Café is a popular spot for jazz-at-noon concerts and other entertainment. A wide terrace with a lawn sloping to Choate Pond is the setting for barbecues, rallies, receptions, and other special events.

Briarcliff
Briarcliff has five residence halls, playing fields, outdoor volleyball, basketball, and tennis courts. The cafeteria building has a full dining facility and the Commons. At night the Commons is
transformed into Pace Perk, a coffeehouse run by Student Development and Campus Activities. The coffeehouse serves as an entertainment venue, as well as a late-night relaxation spot.

Clubs and Organizations at a Glance

New York City

**Programming and Campus Entertainment Board**
* Concerts
* Film Series
* Novelty and Variety
* Comedy Series

**Student Government**
* Greek Council
* Residence Hall Association
* Student Government Association (SGA)

**Student Media and Publications**
* WPUB radio station
* *Pace Press* newspaper
* *Aphros Magazine*
* *The Legend Yearbook*

**Fraternities**
* Alpha Chi Epsilon
* Sigma Beta Rho
* Sigma Lambda Beta
* Tau Kappa Epsilon

**Sororities**
* Alpha Kappa Alpha
* Eta Omega Tau
* Iota Sigma Epsilon
* Sigma Lambda Gamma

**Special Interest Organizations**
* Alianza Latina
* Ambitious Actors
* Amnesty International
* Arab Alliance
* Asian Cultural Society
* Association of Latin Professionals in Finance and Accounting
* Badminton Club
* Campaign for Labor and Economic Justice
* Caribbean Students Association
* Chinese Studies and Scholar Association
* Chinese Studies Committee at Pace
* Collegiate Italian American Organization
* CUE Club
* Debate Team
* Eastern European Law Society
* Economics Society
* Education Alliance
* Finance Club
* Five Pawn Chess Club
* Forensic Science Student Organization
* Gemeinschaft
* Physician Assistant Student Society
* Pre-Dental Student Association
* Psychology Club
* Roller Hockey Club
* Russian Union of Students
* Senior Class Committee
* Soccer Club
* South Asian Multi-Culture Oriented
* Stonewall Coalition
* SUROOR (Dance Club)

University Committees: student, staff, and faculty collaborative groups
* Asian Heritage Month Committee
* Black History Month Committee
* Coalition for Diversity
* Collaborative Programming Group
* University Fest Committee
* La Herencia Latina Theme Month Committee
* Lesbian and Gay History Month Committee
* President's Committee on Campus Security
* Wellness Task Force
* Women's History Month Committee

Other Campus Involvement Opportunities
* CAP Peers
* Orientation Leaders
* Pace Choir
* Pace PALs
* Resident Assistants
* Resident Information Technology Assistants (RITA's)
* University 101 Peer Advisers

Pleasantville/Briarcliff

Student Association (SA)
* Commuter Network
* Greek Council
* Residence Hall Association
* Pace BEAT (Blazin' Entertainment and Activities Team)

Student Publications
* Legend Yearbook
* PACE Paw Print a biweekly newspaper
* VOX Publications of art and literature
* WRPW radio station

Fraternities
* Alpha Chi Epsilon (L)
* Alpha Phi Alpha (N)
* Alpha Phi Delta (N)
* Delta Kappa Epsilon (N)
* Delta Upsilon (N)
* Phi Kappa Tau (N)
* Tau Kappa Epsilon (N)
* Phi Beta Sigma (N)

Sororities
* Alpha Kappa Alpha (N)
* Alpha Lambda Sigma (L)
* Delta Phi Epsilon (N)
* Delta Phi Omega (N-colony)
* Delta Sigma Theta (N)
* Nu Zeta Phi (L)
* Psi Delta (L)
* Phi Sigma Sigma (N)
* Sigma Iota Chi (L)
* Zeta Phi Beta (N)
(L = local    N = national)

Special Interest Organizations
* Asian Student Association
* Black Student Union
* Booster Club
* Campus Crusade for Christ
* Chemical Society
* CIRCUIT (Computer Club)
* Criminal Justice Society
* Finance Society
* Future Educators Association (FEA)
* Indian Student Association (ISA)
* Management Society
* Model United Nations (Model UN)
* NAACP
* NATURE (Environmental Club)
* Organization of Latin-American Students (OLAS)
* Pace Hip Hop and Athletic Team (PHAT)
* Pace International Club
* Pace Inspirational Praise Ensemble (Gospel Choir)
* Pace Outdoor Recreation Club (PORC)
* Pace University Marketing Association
* Psychology Club
* Robert S. Pace Accounting Society
* Students of Caribbean Awareness (SOCA)
* Student Nurses at Pace Association
* Grown and Sexy Urban Divas
* Haitian Students Association
* Help to Overcome
* Hillel at Pace University
* International Management Organization
* Jewish Publishing Association
* Korean Graduate Students Association
* Korean Students Association
* Law Society
* Model United Nations
* Muslim Students Association
* National Association for the Advancement of Colored People
* National Association for Black Accountants
* National Students Speech Lang. Hearing Association
* OMEGA
* Pace CARES
* Pace Christian Fellowship
* Pace Computer Society
* Pace Kendo Club
* Pace University Marketing Association
* The Healthy, Independent, Natural, Knowledge Environment
* The Art and Art History Club
* Turkish Students Association
* Undergraduate Business Society
* United Chinese Students Association
* Very Intense Performers
* Voice Out
* Volleyball Club
* Women in Corporate America

University Committees: student, staff, and faculty collaborative groups
* Alcohol and Other Drug Task Force
* Diversity Team
* University Fest Planning Committee
* Honor Societies
* President’s Committee on Campus Security

Other Campus Involvement Opportunities
* Orientation Leaders
* Pace Reps
* Resident Assistants
* Resident Information Technology Assistants (RITA’s)
* University 101 Peer Advisors

New York City Campus 41 Park Row  (212) 346–1590
Pleasantville Kessel Campus Center (914) 773–3767
White Plains 78 North Broadway  (914) 422–4149

Note: the actions and opinions of members of student organizations do not necessarily reflect the views of the University, its administration, staff, faculty, student body, or any individual member of these constituencies.
“A Cult”—Not Just Another Campus Organization
Tips on Identifying Deceptive or Coercive Groups

While you are a student at Pace University, many internal organizations may ask you to join them. The great majority of these organizations, whether they are academic, religious, cultural, professional, service oriented, social, or political in nature, are well meaning and constructive. They should also be officially sanctioned by Pace University.

There are, too, individuals and groups who operate in and around Pace who would like to share their ideas with you. Often, these "ideas" include values and beliefs they hold about the world around us. They may approach you in a residence hall, library, cafeteria, classroom building, or elsewhere. In addition to sharing with you the answers they have found to life's questions, they may ask you to enlist your time, energy, and resources in endeavors they believe to be worthwhile. In short, they may ask you to join their groups and make substantial contributions of time and money to their causes.

Although it is healthy for groups to further their causes and recruit new members, some groups use recruiting tactics that are intrusive, deceitful, manipulative, and coercive.

Such individuals and groups may at first take a personal interest in you, which may be gradually combined with increased demands on your time and commitment to their groups. Through the use of subtle manipulation, they can make the group seem so important that it will then make sense to substantially reduce your study time and class attendance, even to the point where you consider dropping out of school. They may convince you to reject previously held values, abandon friends and family, and virtually change your identity. Of course, such groups do not announce their intention to undermine your ability to think independently. Their tactics can be sophisticated and subtle. Be alert and informed.

It is our hope that you will have many positive associations at Pace. We strive to foster an environment that encourages the development of independent and critical thinking, and a community of people who respect each other's right to question and confront. To preserve this environment each member of the Pace community must take responsibility for ensuring that all honor the free exchange of ideas.

But, it is up to you to investigate the goals of those who would ask you for your personal commitment and to say "No" if needed.

This section is intended to alert you to the existence of deceptive or coercive groups and to equip you with questions that will help you identify them. Pace wants you to be able to make your own decisions about your association, your education, and your life without undue pressure from others.

If you are having difficulty deciding if a certain group is right for you, discuss the matter with someone whose judgment you trust. Friends, parents, professors, counselors, coaches, campus ministries, and student services staff could offer good advice.

The following questions are designed to help you assess a group that seeks your commitment. The questions could apply not only when you are being recruited, but also after you have been involved for some time.

* What commitment of time, money, and other resources are expected from you?
* Would I be assigned recruiting or financial quotas?
* Is associating with family and friends discouraged?
* What benefits would I gain from being a member of this group? How do these benefits fit with my own goals and ideas and values?

Does the group...
* Encourage you to continue your studies, succeed academically, and to graduate, or does it say that its activities are more important than school?
* Answer the questions that you ask, or are you told repeatedly that the answer will come later?
* Discourage discussion of its beliefs, either with other members or with your family and friends?
* Want its members to give up traditions and beliefs?
* Require absolute obedience and devotion to its leader(s)?
* Allow members quiet time alone, other interests, or time with other friends outside the groups?
* Predict tragedy will befall anyone who leaves the group?

After you have answered these questions, you may decide that the group is not for you. In that case you have the right to separate yourself from the group and to be free from pressure by the group.

If your instincts tell you there is a problem or you are being harassed, please contact the Office of the Dean for Students, Counseling Center, Center for Student Development and Campus Activities, or the Office of Residential Life. (See Appendix E: Problem Solving Directory).

Note: Pace University wishes to gratefully acknowledge the Human Relations Committee and the Office of Student Life at New York University for developing the brochure "A CULT" originally published in 1997, which provides the text of the section above. This text is modified only to apply to Pace University.

The Counseling Center

What Is Counseling?
Counseling is a process which helps people resolve personal, academic, social, or vocational problems. Counseling is an active, collaborative effort of student and counselor. To this end, the student and counselor work together to clarify issues and concerns, to set goals, and to explore possible courses of action. The purposes of counseling are to help students make the best decisions possible and to provide support to carry out these decisions. Through this process, students often become more aware of themselves, more independent, and more effective in the pursuit of their personal goals.

Counseling services are strictly confidential. The records kept by our office are not part of official University records. Our services are free of charge to currently enrolled Pace University students. While we cannot guarantee the results or outcomes of counseling, we do guarantee that our staff psychologists and counselors will behave in accordance with all applicable state laws and ethical standards established for our profession.

Personal Counseling
Many students have personal concerns that may interfere with their academic and/or social lives. Some of the many issues that counselors and clients discuss are:
* Adjustment to college life
* Romantic relationships
* Feeling down or anxious
* Use and abuse of alcohol and drugs
* Eating concerns and body image
* Childhood and/or adult physical, sexual, and emotional abuse
* Family conflicts
* Academic concerns

Staff members at the center are prepared to help students deal with difficult life situations and crises such as rape, loss of a loved one, traumatic experiences, thoughts of death, and sexual harassment. In addition, staff members are available for consultation and referral to outside providers of psychological services.

Group Counseling
Students in groups have the opportunity to share experiences and to help each other work out solutions to problems. There are different kinds of groups offered at the Counseling Center. Information about groups can be obtained from the Counseling Center.

Consultation, Outreach, and Wellness Services
Consultation and outreach are services provided to the University community around a variety of issues and include numerous programs aimed at enhancing the learning environment of the institution. These range from individual conferences with faculty, students, and staff to large group programs including parent orientation, school orientations, and Residence Life training programs.

Wellness services are designed to help students become more aware of healthy choices before problems have a chance to start. Wellness programs are presented throughout the academic year.

Services for Students with Disabilities
A member of the Counseling Center staff is designated as the coordinator of Services for Students with Disabilities. Students with disabling conditions can receive specialized assistance to better cope with their adjustment to the University. To receive reasonable accommodation, students with disabilities must contact the coordinator before classes begin. The Admission Office has a brochure that describes how students may access these services. For more specific information, contact the Counseling Center.

Workshop Programs
During the academic year, the Counseling Center offers many workshops that focus on a variety of specific issues. Information about workshops can be obtained from the Counseling Center.

Career Counseling
Career choice can be a long and complex decision making process. Counseling can help students to explore interests, abilities, needs, values, and goals in ways that can assist in the process of choosing a career. Students involved in career counseling are frequently referred to the excellent resources available at the Cooperative Education and Career Services Department. Their resources include information regarding companies, the current job market, and occupational trends that can aid students in making informed choices about their careers.

Educational Counseling
The Counseling Center provides assistance to students who have concerns about their educational plans and progress. Students who are indecisive about an academic major or are considering graduate study may find a counselor a good source of information and assistance in the decision-making process. Students who feel they are not reaching their academic potential can evaluate their concerns with the help of a counselor.
Testing Services
Psychological, educational, and vocational testing is available to students in conjunction with counseling services. The information provided through testing data can be a valuable source of information about your career-related interests, your learning style, and the influence of your personality on how you learn.

Locations:
New York City Campus 156 William Street, 12th floor (212) 346–1526
Westchester Campus Administrative Center, Pleasantville (914) 773–3710

Dean for Students Office
The Dean for Students facilitates the development of community within the University. The dean directly supervises programs and services in the offices of Student Development and Campus Activities, Residential Life, Commuter Affairs, Counseling and Personal Development, Diversity Awareness, and Substance Awareness programs.

The dean is also an advocate, articulating student needs and concerns and clarifying the rights, privileges and responsibilities that accompany community membership. The dean collaborates with faculty and support personnel to support the academic mission, with particular emphasis on out-of-class activities. The dean also facilitates student involvement in the life of the community, encouraging participation in clubs, organizations, and governance.

In addition to frequent informal interaction, the dean is available by appointment to discuss any issue relevant to your Pace experience.

New York City Campus 41 Park Row, 9th floor (212) 346–1306
Pleasantville Kessel Campus Center (914) 773–3351

Office of Multicultural Affairs

Mission Statement
The Office of Multicultural Affairs (OMA) seeks to develop a pluralistic campus climate by working in concert with faculty, students, staff, as well as off-campus constituents, in implementing and promoting transcultural programming for the Pace University community and beyond.

To that end, OMA is committed to developing symposia, panels, and faculty and staff development initiatives that encompass the domains of race and ethnicity, poverty, violence, class, gender, sexual orientation, and popular culture.

New York City Campus 41 Park Row, 9th floor (212) 346–1546

Office of Diversity Programs

Mission Statement
The Pace University Pleasantville Office of Diversity Programs (ODP) aims to promote a productive educational and work environment that fosters and values equality, respect, human understanding, fairness, and diversity. To this end, the ODP seeks to provide services and programs that will instill University-wide appreciation for diverse perspectives and backgrounds regardless of race, gender, class, sexual orientation, religion, age, or ability. www.pace.edu/odp.

Pleasantville, Kessel Campus Center, (914) 773–3775, Shanelle Henry, director
Office of Judicial and Compliance Affairs
This office recognizes students as active participants in the educational process and actively promotes student accountability for ethical and moral behavior, effectively processing redress for inappropriate behavior. University and divisional compliance with federal and state statutes that effect students, and developing policies that protect and enhance student and institutional entitlement; scrutiny and implementation of Pace safety and quality standards; review of internal policies and procedures; records maintenance; and actively engaging students as responsible citizens of their University and in service to their chosen communities beyond Pace, are also major priorities of this office.

Pleasantville, Kessel Campus Center, Student Affairs Suite, upper floor  (914) 773–3717

Residential Life Office
Philosophy
Community living is a valuable experience which 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 programs, rules, and guidelines are designed with your safety and welfare in mind. Your involvement in the community, as self-regulating adults, is the key to making the residence halls places where students:
* live together successfully and meet others through peer interaction and learning opportunities complementing their academic program
* assume responsibility and accountability for their 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 in extra and cocurricular activities that will enhance their Pace experience and prepare them to contribute as members of outside communities.

Campus Housing
A growing number of Pace students are choosing to reside on or near the Pace campuses. The University offers a wide variety of residential living options for both graduate and undergraduate students:

New York City
Undergraduate resident students live in Maria's Tower located in our main academic building or Fulton Hall, about three blocks from campus. Pace also leases residence accommodations for graduate and undergraduate students at the St. George Hotel in Brooklyn Heights and at the Educational Housing Facility at Clark Street in Brooklyn. All facilities offer a range of occupancy types from doubles (two persons) to quints (five persons) with only a limited number of singles.

Westchester
Graduate students enrolled for classes at the Lubin Graduate Center in the city of White Plains and students enrolled in the School of Law live in Dannat Hall, located at the 78 North Broadway. There are nine on-campus residence halls in Westchester.

Undergraduate students are housed primarily in the eight residence halls on the Westchester campus in a variety of occupancy styles ranging from single rooms to apartment style, in the Townhouses and new dorm.

Graduate students enrolled at the Westchester campus are housed in Howard Johnson Hall at Briarcliff.

An annual room selection process allows returning residents to select rooms using a point system which includes, but is not limited to, consideration for community involvement, QPA, and seniority, while new students are assigned to remaining vacancies. Priority is given to students enrolled for 12 credits or more. When available, on-campus housing is allocated to matriculated new students who are taking at least nine-credits per semester.

Housing information is forwarded to accepted students who have paid their tuition deposit. On-campus housing is not a condition of acceptance, and is not guaranteed to any student. Meal plan participation is a condition of most on-campus residence placements. Please refer to the Dining Services section for more information. There is a live-in professional staff member in each on-campus and off-campus building which is augmented by Resident Assistants who are students selected for their maturity, responsibility, and commitment to enhancing student life. These RAs live in each section or floor and in addition to helping with hall governance; they advise and assist their fellow students with a variety of issues.

For more information on campus housing, conditions of residence, cost, meal plan, terms, and periods of occupancy, contact your campus Residential Life Office at:

- **New York City**: Fulton Hall, 2nd floor, One Pace Plaza (212) 346–1295
- **White Plains**: Student Life Building, 78 North Broadway (914) 422–4149
- **Pleasantville/Briarcliff**: 235 Elm Road, Briarcliff Manor (914) 923–2791

**Student Auxiliary Services**

The role of Auxiliary Services is to insure the availability and quality of housing and dining services, and to develop new venues toward enhancing the quality of student life and sense of community.

Student surveys, focus groups, and secret shoppers are designed to assist in maintaining adherence to quality and be proactive to the changing needs of the Pace community.

Auxiliary Services is responsible for Pace dining service, washer/dryers, beverage and food vending machines, micro-fridge rentals, storage locker rental, and student mailrooms. Offices are located in Howard Johnson Hall at Briarcliff, (914) 923–2817/2659; Kessel Campus Center, 2nd floor at Pleasantville, (914) 773–3606; and on the New York City campus in Room B-1-E, One Pace Plaza, (212) 346–1015.

SGA and the food advisory committee are working proactively to meet students' needs.

**GENERAL SERVICES AND FACILITIES**
Office of Philanthropy/Alumni Relations

The Pace University alumni family works to continue the quality, values, and standards of excellence that are the hallmarks of a Pace education. As a graduate of Pace, your relationship with the University does not end; instead, it takes on new dimensions and grows stronger over the years as you participate in the many opportunities available at your alma mater. The Pace University Alumni Association provides a unique foundation of support, counsel, and leadership essential to assisting the progress of the University. The Office of Alumni Relations, in cooperation with the individual school alumni associations, plans events such as Reunion and University Weekend (a combination of Homecoming, Seminar Day, and Family Weekend), as well as the Pace Alumni Cultural Events (P.A.C.E.) Series, which includes theater, athletic, academic, social, family, and travel activities.

The Alumni Relations Office recognizes the necessity to provide a bridge between the University and alumni around the world. One way we are developing a lifelong connection is through our Pace Alumni Network (PANet) program. We have traveled with the president and Deans Across the United States hosting receptions where our alumni live and work. We have successfully connected with alumni in Arizona, California, Connecticut, Florida, Illinois, Texas, Washington, D.C., Westchester County, and the Boroughs of New York. We have extended our alumni reach internationally to Hong Kong and Taiwan, and in the coming year to Holland and China.

The Alumni Online Community (OLC), a free alumni service available via the alumni home page, helps us to keep these connections strong and enables alumni to share information with each other using the Internet. It offers permanent e-mail addresses, an online alumni directory, message boards, class notes and career/recruitment services. Visit the alumni home page at www.pace.edu/alumni.

In addition, alumni participate in student programs and are actively involved in career networking and mentoring activities. The Career Services Office provides job contacts and advice to students and alumni. Many alumni help Pace students obtain intern and cooperative education positions at their companies. You are encouraged to participate on committees and attend events that are planned to link you with alumni.

The University's Annual Fund Drive helps provide resources for financial aid, scholarships, enhanced computers, and library and laboratory facilities. An important component of this drive is a telemarketing effort conducted by paid student callers. Students telephone Pace alumni to inform them of what is new at the University, promote alumni cultural events, and request alumni support of the annual fund.

The Class Gift Program is a two-part effort that permits students to actively participate in the annual fund and to invest in their University. Committees on the New York City and Westchester campuses work together to raise funds from students in freshman through junior year classes for scholarship assistance. The program culminates in the senior year with a Senior Class Gift to the University. Both programs provide students with the opportunity to become more involved and gain a better understanding of the University's Alumni Relations and fund-raising programs. It also promotes class spirit, campus unity, and an awareness of the importance of investing in the future of Pace both as students and as alumni. You can support the Class Gift Program by making a gift online at www.pace.edu/givetopace and include a comment of Class Gift Program.

The recent Alumni Committee is another vehicle for participation by alumni immediately after graduation. This committee was formed to voice the ideas and opinions of recent graduates. The
committee schedules events and activities that address the special needs and interests of recent Pace graduates.

The Office of Alumni Relations provides information, programs, and support for more than 100,000 alumni worldwide and encourages the student/alumni relationship, as today’s hard working students become tomorrow’s prominent alumni. Please call the Director of Alumni Relations, Sheri Gibson, at (212) 346–1764 for more information or e-mail us at pacealum@pace.edu.

Pace Campus Bookstores
The campus bookstores are managed by Barnes and Nobles and sell new and used textbooks, school supplies, art supplies, paperbacks, stationery, college-imprinted clothing and souvenir items, personal items, and snacks. Extended hours are posted during rush periods at the beginning of each semester.

Barnes & Noble Gift Card, Visa, MasterCard, and personal checks are accepted, with proper identification.

Returns of unmarked and unopened shrink wrapped textbooks are accepted within the first week of the semester and must be accompanied by a receipt for a full refund. Books purchased after the first week of the semester may be returned with a cash register receipt within two days for a full refund. After the second day of purchase, receive a 75 percent refund. No refunds given on textbooks after 30 days from the start of class. No refunds without a receipt. Summer session refunds accepted for only one week after start of class.

Textbooks, supplies, and personal items can now be ordered online by visiting our Web site www.pace.edu/bookstore.

We are conveniently located:
New York City Campus 41 Park Row, 1st floor (212) 346–1605
Pleasantville Kessel Campus Center (914) 773–3761
White Plains Aloysia Hall (914) 422–4057

Bulletin Boards
Bulletin boards provide an important source of information about courses, class changes, schedules, social events, lectures, and meetings. Policies for the display of posters, flyers, and other materials are governed by the Student Development and Campus Activities Office, and or Student Association must have prior approval of SDCA. Unauthorized posting of materials on bulletin boards or anywhere else on campus is prohibited and such materials will be removed.

Campus Dining Services
Pace Dining Services is administered by Lackmann Culinary Services of Woodbury, New York. Dining facilities are located on the New York City and Westchester (Pleasantville, Briarcliff, and White Plains) campuses, where you will enjoy an enhanced dining experience, as well as quality and selection at reduced prices. Check out the latest developments at pace.edu/dining.

While all resident and full-time undergraduate students are required to participate in a meal plan, undergraduates assigned to Maria’s Tower, North Hall, Martin Hall, Dow Hall, New Dorm, Hillside, and Valley House residences who have earned 0-63 credits are assigned the $1,260/semester Setter meal plan. Students with 64 or more credits are assigned the $535/semester Limited meal plan. Undergraduate residents in Fulton Hall, St. George, and Clark residence facilities,
Townhouses, and all full-time commuters are only required to participate in the minimum plan, which has a base value of $35 per semester. The minimum fee for this declining balance plan will appear on your Office of Student Assistance (OSA) bill, but you will be able to voluntarily add more value to your meal plan in increments of $50 at any time during the semester.

Part-time undergraduate students may voluntarily purchase a meal plan by choosing from any of the resident meal plans—excluding the minimum meal plan of $35. Optional Pace Bucks are available in $50 or $100 increments.

An added benefit applies when you choose to add to your account in $100 increments—you will receive 10 percent in bonus dollars. This plan will also help you save money because each time you purchase food on campus using your meal plan, you will be exempt from sales tax. You will save money with every purchase. The meal plan table is available at your campus dining service office.

Please note that unspent Meal Plan Membership balances carry forward from the fall semester into the spring semester; however, when meal plans expire at the end of spring semester, unused balances are forfeited. Your Meal Plan Memberships values are not refundable.

If you have special dietary requirements, the Dining Services’ professional staff is ready and able to help you. They thrive on meeting your needs. So whether you have a food allergy, a medically prescribed diet, adhere to religious food laws, or are vegan inspired, the Pace Dining Services team is eager to work with you. Please contact Dining Services at least two weeks before your arrival on campus or immediately following an unforeseen event which alters your diet so they can adequately plan your menu.

Dining Services is available to discuss dietary issues, menu suggestions or to receive your comments. Stop by one of these locations or give them a call.
New York City Campus: One Pace Plaza, 1st floor, (212) 346–1283
Westchester Campus
Pleasantville: Kessel Campus Center, (914) 773–3763
Briarcliff: Dow Hall, (914) 923–2612
White Plains: Preston Hall, (914) 422–4119

Note: Abusive behavior or language, physical gestures towards dining services employees, and/or failure to pay for food or other items consumed or removed from the dining area will not be tolerated. Persons found responsible will be subject to disciplinary action, which may include restitution and a fine of up to $50.00 per occurrence.

Pace Academy for the Environment
The newly formed Pace Academy for the Environment (PAE) will mobilize the diverse resources of Pace University and the region into an integrated program of public service and learning that will help fulfill the University's special responsibility to the human place in the local and global environment.

PAE is a freestanding University institute with headquarters, staff, and physical resources located in Choate House at Pleasantville and a liaison office at Pace Law School provided by the Center for Environmental Legal Studies. A multidisciplinary program council composed of faculty, staff, and administrative representatives will assist PAE internally. An advisory council of outside experts will assist PAE in its external program and development.
The Environmental Center
Environmental Division
The Environmental Center is an academic component of the Department of Biological Sciences of Dyson College of Arts and Sciences, and serves as an educational resource to the Pace community and to the regional area. The center also provides support for the Environmental Studies program and School of Education.

The center is located between the Mortola Library and the Kessel Campus Center on the Westchester campus, in Pleasantville. Several historic buildings left from the Choate estate, and several newer animal holding pens, make up the facility. The center serves as a meeting place for the environmental club (N.A.T.U.R.E.), and supports efforts to "green up" the campus.

In the academic areas, the center's staff is involved with the Environmental Studies Program as adjunct faculty, providing support for interns, and on the advisory committee. The staff from the center is also involved in teaching credit in-service programs for teachers, and undergraduate courses in environmental education through the School of Education. School groups come for class visits to learn about wildlife and ecology. Annual events such as the Harvest Day Festival, and Earth Month activities provide unique experiences for students and the outside community.

Office of Student Assistance (Financial Aid)
Trained financial aid professionals are available to provide information and advice, answer questions, and develop payment options for parents and students. We can discuss academic achievement scholarships, need-based grants, and all federal and state financial aid programs with you, and provide you with assistance in completing the proper forms.

We are also here to help you find additional sources of funding and we have significant information on outside scholarship and alternative loan options.

Call for an appointment or just drop by with a quick question. We are always happy to serve you.

New York City Campus One Pace Plaza, Admissions Lobby (212) 346–1300/fax 1750
Pleasantville Administrative Center (914) 773–3751/fax 3315
White Plains Aloysia Hall, 78 North Broadway (914) 422–4050/fax 4175

University Health Care
University Health Care offices are staffed by nationally certified nurse practitioners (registered nurses with advanced training who are certified to prescribe medications). Consulting physicians are available on site at scheduled times. Services available to students, faculty, staff, alumni, and their families include health education, health assessment with complete physical examinations, women's health care, diagnosis and treatment of illnesses such as sore throat, cough or other infections, first aid for minor injuries, and management of chronic health problems such as high blood pressure.

The Personal Health Management Program offers an individualized approach toward optimal lifetime health with emphasis on the areas of physical fitness, nutrition, and stress management.

New York City Campus 41 Park Row, 3rd floor (212) 346–1600
Pleasantville Goldstein Health, Fitness, and Recreation Center (914) 773–3760

Health/Accident Insurance
Pace is pleased to announce the continuation of a program that underscores the University’s commitment to health and wellness and reaffirms its desire to enable students to complete their education at Pace without worry of extreme financial hardship brought on by illness or injury. The University, in cooperation with Combined Life Insurance Company of New York, has designed a mandatory Student Accident/Sickness Insurance Plan, at a very reasonable rate, for domestic students attending Pace University. International students are already covered under a similar required plan.

The current and up-coming academic year Student Accident and Sickness Insurance Plan for Domestic Students Attending Pace University brochure, which describes the policy terms, coverages, exclusions, and premiums may be found on the Pace University Web site in an Adobe Acrobat PDF format at www.pace.edu/HealthInsurance, and may be downloaded to your PC printer in its entirety. A limited supply of brochures is available at the offices of the Deans for Students and University Health Care (UHC).

Please note that the Accident/Sickness Insurance fee will automatically be included on your student statement, if you are a full-time undergraduate student enrolled for 12 credits or more, or a graduate student enrolled for nine credits or more and must be paid, based on the corresponding terms of enrollment, with your tuition.

Students who have existing coverage under another policy (self, parent, spouse, etc.) may apply to waive the Pace plan. Instructions for waving out of the plan are contained on the Pace Health Insurance Web page and must be accomplished by completing a waiver online using the student account login procedure using the MyPace portal from the Pace home page. Please note that there are deadlines each term, beyond which, waiver applicants will not be accepted. It is important to note that the Office of Student Assistance will not activate your registration unless the insurance fee is paid or you have successfully waived-out of the plan online.

Any part-time student registered for six credits or more may voluntarily choose to enroll in the Pace Insurance plan. All students who have the Pace Insurance plan may also enroll his/her spouse, domestic partner, and/or dependents.

By instituting this policy, the University reaffirms its commitment to enabling students to complete their education protected from the potential devastating financial effects of injury or illness. Please feel free to contact the University Health Care Center in New York, (212) 346-1600 or Westchester, (914) 773-3760, if you have questions.

The only method of "waiving out" is online at www.pace.edu/HealthInsurance

Immunization Policy

Since August 1, 1990, students attending New York State colleges and universities have been required by law to show proof of immunity against measles, mumps and rubella. Persons born before January 1, 1957 are exempt from this requirement.

Immunity to measles is demonstrated by evidence that you have had either 1) two doses of measles vaccine on or after the first birthday and the second dose received at or after 15 months of age and at least 30 days apart, 2) physician documented history of disease, or 3) serologic evidence of immunization.
Rubella immunity is demonstrated by evidence that you have had either 1) one dose of rubella vaccine on or after the first birthday, or 2) serologic evidence of immunization.

Mumps immunity is demonstrated by evidence that you have had either 1) one dose of mumps vaccine on or after the first birthday, 2) a physician documented history of disease, or 3) serologic evidence of immunization.

Pace University Health Care can provide these immunizations for a nominal fee; you need only call for an appointment. Submit documentation of immunity to your local University Health Care office.

**Important Note:** If you have not been immunized yet, make an appointment today. Your registration will be voided and you cannot attend class without proof of immunity.

**Meningitis**

Since August 15, 2003, New York State Department of Health requires that all college students be educated about meningococcal meningitis and the benefits of pre-exposure vaccination. In addition, effective Fall 2005 semester, Pace University requires freshmen students living in University residence halls to provide proof of vaccination against meningitis.

For more information or to make arrangements for vaccination, you may contact University Health Care and/or consult with your health care provider.

**Important Note:** Your Meningitis Response Form must be completed and returned to the Immunization Compliance Office or your registration will be voided and you will be unable to attend class.

**Safety and Security**

The primary responsibility of this department is to ensure the safety and security of the students, faculty, staff, and visitors to the University.

Pace University security provides a 24-hour day-patrol presence on campus. All security personnel receive mandatory pre-employment training in accordance with federal and state laws. They also receive additional in-service training on a monthly basis. Security officers respond to an array of situations during their tour of duty. These requests for service may include medical emergencies or response to a fire or intrusion alarm. Security officers prepare incident and accident reports, and refer matters to other Pace departments and to outside agencies, as necessary.

The Safety and Security Department also provides the following services to the University community:

- cuts and issues keys for doors and furniture and maintains electronic security systems throughout the university
- provides an escort service between any two points on campus between dusk and dawn
- administers the University parking program, including issuing parking decals and enforcing regulations
- jump starts vehicles with dead batteries and provides general assistance to those who are locked out of their cars
- maintains a central station where fire and intrusion alarms, emergency telephone systems, and closed circuit TV cameras are monitored
Crime Reporting
Consistent with legal requirements, members of the Pace community will be advised on a timely basis regarding the occurrences of crimes on campus.

Special security notices are prepared and distributed in the event that a crime is committed on campus; they are distributed throughout the University. These notices provide the facts related to the incident and alert members of our community to promote awareness and to help prevent future incidents from occurring. Incidents can be reported to campus security 24-hours a day. The Safety and Security Department also maintains statistics on campus crime and disciplinary referrals relating to violations of the University drug, alcohol, and weapons policy. Statistics are published on the Safety and Security Web site at securityoncampus.org, and on the Department of Education Web site.

Lost and Found
Pace assumes no responsibility for personal property missing from or lost on University premises. You should exercise care for all personal property including apparel, handbags, wallets, briefcases, office articles, books, pictures, and equipment. Missing property should be reported to the Safety and Security Department, which makes every reasonable effort to help recover it. Anyone finding unidentified property should bring it to the campus Security Office immediately.

Parking
All vehicles driven and residing on campus must be registered with the Safety and Security Department. Vehicles must be reregistered at the beginning of each academic year. The Safety and Security Department also issues temporary parking permits. Special permits are available for students with unique needs or disabilities.

Parking is permitted in designated areas only and prohibited in crosswalks, fire lanes (all campus roadways are considered fire lanes), bus stops, unpaved areas, spaces reserved for the disabled, and any other areas designated as "restricted parking." Students will receive a Parking and Traffic Guide at the time of registration.

*Vehicles parked in violation will be ticketed and in some cases towed at the owner's expense. Unauthorized parking in handicap spaces will result in an immediate tow. Chronic violators will be referred to the Dean for Students for appropriate disciplinary action. *With the exception of designated parking spaces, all parking is on a first come, first served basis. Possession of a parking permit or pass authorizes parking but does not guarantee a parking space. *Pace University assumes no responsibility for theft or damage to any vehicle. Complete parking and traffic regulations are available in Campus Security offices. *Parking is not available on the New York City Campus. Limited meter parking and private parking lots are located nearby for a fee.

Fire Safety
Fire/evacuation drills are conducted each semester in all academic, administrative, and residence buildings in accordance with New York State Education Law and New York Dormitory Authority regulations. Drills are conducted to educate occupants on the quickest and safest means for evacuating in the event of an alarm, fire, or other hazardous condition. For your safety, Pace University expects all occupants of buildings in which drills are being conducted at the time, to participate; to comply with instructions to evacuate; and to evacuate in the event of an alarm or hazardous condition. (See also Guiding Principles of Conduct)
If you suspect or see a fire, sound the alarm and evacuate the building by way of the nearest stairwell. Close doors behind you and never use the elevator unless directed to do so by emergency personnel.

*If thick smoke is encountered, crawl low to the floor; this will increase your visibility and help avoid inhalation of toxic chemicals from smoke, which can be deadly.
*Check doors and metal knobs to see if they are hot before you touch them. If they are, do not open the door. If possible, use a wet shirt or towel to cover the crack at the base of the door to prevent smoke penetration.
*If you are trapped, go to the window to signal for help. If there is a phone, call security at 777, and 911 to report your location.
*Once you are out of the building, report the location of individuals with disabilities or others needing assistance to emergency personnel. Assemble at least 100 feet from the effected building.
*Individuals with disabilities should look for areas of refuge like stairwells with fire doors or safe areas in classroom buildings.
*Take fire alarms seriously; do not ignore them. Don't worry about taking property with you, time is of the essence.
*Take responsibility for prevention; follow all rules relating to fire safety.

Tampering with smoke alarms, pulling false alarms, or misusing fire protection equipment is a criminal act and will be prosecuted. University disciplinary proceedings will also take place, these are dangerous pranks and should be reported immediately.

In case of an emergency dial 777

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<tr>
<th>Location</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Hours</th>
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<tbody>
<tr>
<td>New York City Campus Security</td>
<td>One Pace Plaza, B Level</td>
<td>(212) 346–1800</td>
<td>Monday—Thursday, 10:00 a.m.—6:00 p.m.</td>
</tr>
<tr>
<td>White Plains Security</td>
<td>Preston Hall</td>
<td>(914) 422–4300</td>
<td>Monday—Thursday, 10:00 a.m.—6:00 p.m.</td>
</tr>
<tr>
<td>Pleasantville Security</td>
<td>Goldstein Center</td>
<td>(914) 773–3400</td>
<td>Monday—Thursday, 10:00 a.m.—6:00 p.m.</td>
</tr>
<tr>
<td>Briarcliff Security</td>
<td>Dow Hall</td>
<td>(914) 923–2700</td>
<td>Monday—Thursday, 10:00 a.m.—6:00 p.m.</td>
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Pace University Photo ID Cards

Pace University policy requires that a valid University identification card be worn on the outer most garment of employees, faculty, students, and visitors on all campuses, at all times. (Visitors will be issued temporary passes.) A special "resident ID" is required for admission to the residence halls. At the New York City Campus and the Lubin Graduate Center, ID cards must be displayed to enter. Identification cards must be presented for access to Pleasantville and Briarcliff between 11:00 p.m. and 7:00 a.m., Monday through Friday, and throughout the weekend. This card is also required for Pace Library services, admission to the Academic Computing Labs, and at all Westchester on-campus events.

Administrative ID Office Locations

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<tr>
<th>Location</th>
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<th>Phone Numbers</th>
<th>Hours</th>
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<tbody>
<tr>
<td>New York City Campus</td>
<td>One Pace Plaza, B Level</td>
<td>(212) 346–1812</td>
<td>Monday—Thursday, 10:00 a.m.—6:00 p.m.</td>
</tr>
<tr>
<td>White Plains (Pace Law School)</td>
<td>Alloysia Hall</td>
<td>(914) 422–4138</td>
<td>Monday—Thursday, 10:00 a.m.—6:00 p.m.</td>
</tr>
<tr>
<td>Pleasantville/Briarcliff</td>
<td>Wilcox Hall</td>
<td>(914) 773–3830</td>
<td>Monday—Thursday, 10:00 a.m.—6:00 p.m.</td>
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</table>
Operation hours will be expanded at the beginning of each academic year. Arrangements will also be made for the issuance of ID cards at the Lubin Graduate Center and the Midtown Center. Notices regarding times and dates will be posted.

You will need to keep the same ID card for your entire Pace career. The Office of Student Assistance (OSA) will issue a new validation sticker each semester upon receipt of payment for tuition. A $20.00 fee is charged for replacement cards; this fee is subject to change at anytime without notice. The ID office will accept payment for this fee by check or money order, payable to Pace University. Cash payment must be made directly to the OSA office.

**The Pace OneCard—Your Official Pace University ID Card**

The Pace OneCard signifies your status as an active member of the Pace University community, serving as your official Pace University Identification Card and much more. You are expected to wear your Pace OneCard at all times on campus. It is also used for accessing campus buildings, dining accounts, laundry and vending, and other campus functions. Benefits of the Pace OneCard and the One Account include:

* Receive University refunds faster
* Pace Meal Plan for on campus dining
* Campus account for laundry, vending etc.
* FDIC insured banking with a no-fee and no-minimum balance account
* Earn OneRewards for purchases
* Support Pace University

For more information, go to: www.PaceUone.com

OneCard office locations

New York City Campus One Pace Plaza, B Level Security Office (212) 346–1812
Monday—Thursday, 10:00 a.m.–6:00 p.m. Lisa Johnson

White Plains Aloysia Hall, 1st floor (913) 422–4138
Monday—Thursday, 9:00 a.m.–5:00 p.m. Katie Chase

Pleasantville/Briarcliff Willcox Hall (914) 773–3830
Monday—Thursday, 9:00 a.m.–5:00 p.m. Pat Milo

Executive Director, Mary Lieto, (914) 923–2706

**Office of Student Assistance (Student Accounts)**

The Office of Student Assistance (OSA) is a combined office responsible for all procedures related to your financial and academic record.

Services include: billing and receipt of payments for semester charges such as tuition, fees, dorm, meal plans, and other expenses; check cashing for resident students of personal checks up to $50 per week; issuance of semester validation stickers for your ID; meal plan additions; as well as submission of New York State Tap award notifications.
OSA handles all functions related to your registration for classes (Web, and in-person); course adds and drops; program changes; address and name changes; verification of enrollment; evaluation and certification for graduation; and the issuance of academic transcripts and diplomas.

New York City Campus  One Pace Plaza, 1st floor  (212) 346–1578, (212) 346–1315
Pleasantville  Administrative Center  (914) 773–3741, (914) 773–3431
White Plains Graduate Center  One Martine Avenue  (914) 422–4044
White Plains  North Broadway (student accounts)  (914) 422–4032

Student Employment Office
Student employment offices are located on the New York City and Westchester campuses in the Human Resources Services Department to help students take advantage of on campus student employment opportunities.

At Pace, on-campus jobs provide an opportunity to enhance and develop job and time management skills, learn to work as a member of a team, make friends and earn a competitive hourly wage. Visit your campus student employment coordinator to discuss available opportunities and to complete an online application. To apply online visit testdrive.pace.edu/HR/student/HRStudent/JobsAtPace.html.

The Co-op and Career Services Department is also available to assist and coach you in preparation for your interview. Regularly scheduled workshops have been designed to enhance interview and job skills. Most on-campus jobs have flexible hours to accommodate class and study schedules.

Human Resources Services Department locations
New York City Campus  156 William Street, 5th floor  (212) 346–1630
Westchester Campus  Costello House, Pleasantville  (914) 773–3813

Transportation (Intercampus)
The Intercampus Transportation System schedule is located in the current class schedule and is available at student information desks. The schedule is posted at www.pace.edu/transportation, and copies are also posted at all bus stop locations. For more information or to ask a question about transportation, please call the Transportation Office at (914) 923–2695.

Veterans’ Information
The Veterans' Administration has given approval for the University to conduct college level educational programs and to maintain an Office of Veterans' Affairs. If you are a veteran, you should check out the status of your enrollment certification twice a year in September and February. For additional information, please contact the Office of Veterans’ Affairs.
New York City Campus  One Pace Plaza  (212) 346–1321
Westchester Campus  One Martine Avenue  (914) 422–4044

UNIVERSITY POLICIES, DISCIPLINARY AND GRIEVANCE PROCEDURES

Ombuds Office-A Problem Solving Resource
The Ombuds Office is a safe, confidential, and neutral place where students can turn when seeking solutions to problems. The Ombuds can help you think through problems and direct you to the appropriate internal resources for solving them.
Some of the issues you can bring to the University Ombuds include:
* harassment
* discrimination
* conflicts with peers, faculty, or staff
* confusion over policies or procedures
* ethics issues
* violations of the law
* ideas for change in the University

Confidential
The Ombuds Office is a confidential place to share concerns. No formal or permanent records of individual cases are kept except for anonymous aggregate statistical data on the types of issues shared. The University Ombuds will not report or reveal names of those who use the office or the specific content of the concern except in the rare case that there is reasonable cause to believe that the safety of the caller or others maybe endangered. Even then, reporting would only occur after all reasonable steps had been taken to protect confidentiality. Because of the informal, confidential nature of the office, sharing a concern does not constitute notifying the University about an issue.

Except in emergencies, the University Ombuds does not take action or research an issue without permission of the person who introduced the problem to the office. The Ombuds will listen, offer information about Pace University policies and procedures, present a range of options for resolving a problem, or help find ways to pass information along while maintaining confidentiality of the source.

Neutral and Independent
The University Ombuds serves as an internal consultant. The Ombuds has no power to establish change or set aside any University rules or policies. However, the Ombuds can surface issues to the appropriate decision makers. The Ombuds is independent of existing administrative structures and reports directly to the President of the University.

Some ways that the Ombuds can assist you include:
* identifying alternatives
* helping to untangle a complicated situation
* providing information or clarification about policies or procedures
* researching the facts regarding a concern or complaint
* mediating a dispute
* serving as a "go between" for two parties
* finding the right place for your concern to be handled
* communicating issues to appropriate decision makers

There are various ways to contact the Ombuds Office, select the one that suits you.
All campuses phone extension: 1111   External calls: (212) 346–1111
Dedicated fax: (914) 923–2755   E-mail: ombuds@pace.edu
Web: www.pace.edu/ombuds

Note: As with all electronic mail, confidentiality cannot be guaranteed, please use discretion when using e-mail.

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

ACADEMIC INTEGRITY

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

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

GUIDING PRINCIPLES OF CONDUCT

The primary functions of an institution of higher learning are teaching, learning, scholarship and service. Each member of the University community is required to cooperate with the University in its endeavors to foster and maintain the freedom of expression and exchange of ideas necessary to achieve excellence in teaching, learning, scholarship and service. The University strives to protect the rights of its students and employees (including faculty members) to publicize opinions through written and oral communications; to organize and join political associations; to convene and conduct meetings; and to advocate, demonstrate and picket in an orderly fashion. Further, members of the University community are responsible for fostering and maintaining respect for the dignity and uniqueness of one another.

In order to preserve an atmosphere in which a free exchange of ideas may flourish, and to ensure the dignity and safety of all members of the University community as well as the unimpeded operation of the University (and as required by federal, state and local laws including, without limitation, N.Y. Educ. Law § 6430), the University has adopted the Guiding Principles of Conduct.
The Guiding Principles of Conduct applies to all members of the University community including, among others, employees, faculty members, students, applicants for academic admission and employment, visitors, guests, vendors, contractors, and other third parties while they are on University premises or at University-sponsored activities. References to “University premises” in these Guiding Principles of Conduct apply to premises either owned or leased by the University.

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

1. Students and other persons participating in a class or activity related to a class (such as, for example, internships and field trips) must comply with a faculty member’s reasonable standards of behavior for the class and/or related activities.

2. Theft, willful destruction or damage to or misuse of any University property or property owned by any member of the University community is prohibited.

3. The sale, purchase, possession or use of incendiary devices, explosives or dangerous weapons (including any item or material which could be used to inflict injury or harm or to intimidate) on University premises or at University-sponsored events is prohibited. (Further information may be found in the University’s Drug and Alcohol Policy.)

4. The unlawful use, possession, sale, distribution or manufacture of controlled substances and drug paraphernalia on University premises or at University-sponsored events is prohibited.

5. Obstruction of or interference with the normal operations and processes essential to the University is prohibited.

6. Interference with academic freedom (including speech in the classroom and by University-approved guest speakers) is prohibited.

7. Strict compliance with the University’s policies and procedures concerning demonstrations and rallies is required.

8. Strict compliance with the University’s policies and procedures concerning the appropriate use of information technology is required.

9. Deliberate actions that cause, or might reasonably be expected to cause, injury, either physical or mental, to any member of the University community are prohibited. Such actions may include, for example, violence or threats of violence.

10. Members of the University community are required to comply with the instructions of a University administrator, or other duly authorized agent of the University, to, for example, display or present identification. Members of the University community are also required to evacuate University premises and University-
sponsored events when directed to do so by authorized personnel or a mechanical
device (such as a fire alarm).

11. Any action or situation which recklessly or intentionally endangers the safety or
mental or physical health of any member of the University community or involves
the forced consumption of alcohol or drugs for the purpose of initiation into or
affiliation with any organization is prohibited on University premises and at
University-sponsored events. In addition, such conduct by students and employees
(including faculty), whether on or off University premises or at University-
sponsored events, also is prohibited.

12. Engaging in violence or intimidation against another person and destroying property
because of bias or prejudice while on University premises or at University-
sponsored events violates the University’s Hate/Bias-Related Policy and is
prohibited. Such conduct by students and employees (including faculty), whether on
or off campus or at a University-sponsored event, is also prohibited.

13. Members of the University community are required to timely satisfy their financial
obligations to the University, including, but not limited to, amounts due to the Office
of Student Assistance, the University bookstore, the University library, University
housing, the Student Development Office, and Security.

14. Consumption of alcohol by any member of the University community who is under
the age of twenty-one is illegal and prohibited on University premises and at
University-sponsored events. Supplying alcohol in any quantity to a member of the
University community who is under the age of twenty-one is illegal and prohibited.
(Further information may be found in the University’s Drug and Alcohol Policy.)

15. Even though its possession or consumption may otherwise be lawful, alcohol, except
in limited circumstances, is not permitted on University premises or at University-
sponsored events. Members of the University community are not permitted to be
intoxicated, or to become intoxicated, while on University premises or at a
University-sponsored event.

16. Gambling is not permitted on University premises or at any event sponsored by a
student group or organization.

17. Solicitation by students, student clubs and student organizations including, but not
limited to, fund raising, on University premises or in connection with a University-
sponsored event is prohibited without the prior approval of the Director of Student
Development and Campus Activities or the Dean for Students.

18. “The solicitation of goods or services by one staff member to another during
regularly scheduled work time is prohibited. Selling commercial goods and
distributing promotional information and handbills in regular work areas is also
19. Other members of the University community, such as applicants for academic admission and employment, visitors, guests, vendors, contractors and other third parties, are prohibited from soliciting and distributing on University premises or in connection with University-sponsored events without prior approval from the Director of Security.

20. Prior approval from the appropriate University administrator must be obtained before any materials or documents may be posted or distributed on University premises or at University-sponsored events.

21. The falsification of University documents is prohibited.

22. While on University premises or at University-sponsored events, members of the University community must not dress or conduct themselves in a manner that would be considered lewd or indecent by the University.

23. Conduct on or off campus in a manner the University determines reflects adversely on the good name and reputation of the University is prohibited.

24. Conduct by students and employees (including faculty) on or off campus that violates local, state or federal laws may also constitute a basis for disciplinary action by the University.

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

26. Strict compliance with all rules, policies and practices promulgated and/or adopted by the University is required.

Any member of the University community who violates the University’s rules, policies or practices, including, among others, the Guiding Principles of Conduct, may be subject to disciplinary action (including without limitation immediate ejection from University premises and/or University-sponsored events) and/or to legal actions. Similarly, any recognized club or organization that violates its constitution and/or by-laws, or authorizes conduct prohibited by the University’s rules, policies or practices may be subject to disciplinary action (including without limitation rescission of approval for that club or organization to operate on University premises or at University-sponsored events, whether on or off University premises). As may be necessary, the University may request the assistance of law enforcement agencies to maintain order and/or may seek injunctive relief.
Student Disciplinary Procedures and Hearings

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

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

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

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

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

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

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

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

Procedures for a Disciplinary Hearing: The Hearing Officer

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

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

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

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

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

2. Procedural Guidelines:
   a. Each of the parties or his/her adviser shall be afforded an opportunity to present an opening and closing statement.
   b. The complaining party and his/her witnesses shall be heard first.
   c. The alleged violator shall be given an opportunity to testify and present evidence and witnesses, but shall not be compelled to testify nor shall an inference be drawn from the failure to testify.
d. Each of the parties or his/her adviser shall have an opportunity to hear and question adverse witnesses.
e. Each party, in addition to his/her adviser, may have three observers present during the Hearing.
f. If any party plans to have an attorney present to act as the party's adviser, the party must notify the Hearing Officer forty-eight (48) hours in advance of the session in order to allow for University Counsel to be present. If University Counsel cannot attend the prescheduled session, the Hearing Officer will set another date convenient for all parties.
g. The decision by the Hearing Officer will be based solely upon the evidence presented at the session. The alleged violator's student file shall be deemed part of the record in evidence at the session.
h. A finding of the Hearing Officer shall be based on a fair preponderance of credible evidence.
i. It is the burden of the complainant to show that it is more likely than not that the alleged violator committed the violation(s) contained in the charge.
j. If the alleged violator fails to appear at the Hearing, the Hearing Officer may, at his/her discretion, postpone to another date or, based on the record before the Hearing Officer, issue a decision as to whether there was a violation(s) as charged and, if so, impose an appropriate sanction.
k. If the alleged violator appears, but walks out as a result of free choice, the session will continue in his/her absence. No negative inference will be made as a result of his/her departure.
l. A tape recording of the hearing shall be made at the University's expense. The recording shall be maintained by the Hearing Officer for a period of one (1) year following the date of issuance of the finding. A party to the proceeding may obtain a written transcript or a copy of the tape recording at his/her expense.
m. As soon as practicable following the conclusion of the Hearing, a written decision will be forwarded to all parties. The decision will be sent to the local Dean for Students for proper recording.

**Disciplinary Sanctions**

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

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

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

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

* **Fine**
  A monetary amount assessed as a penalty for improper conduct or violation of University rules and regulations. Fines for specific violations are enumerated in University publications (i.e., *Student*
* Educational Sanction
Community service or required participation in a project or activity, either within or outside the University, during a period and in a manner consistent with the nature and severity of the violation(s) as determined by the Hearing officer in consultation with appropriate university personnel.

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

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

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

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

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

Factors that may be considered when determining a disciplinary sanction(s):
* Nature, scope, and severity of violation(s)
When a student is separated from the University for disciplinary or academic reasons or violation of the Academic Integrity code, prior to the end of a semester, or officially withdraws from any course or courses, regardless of the method of instruction, by filing a written notice at the OSA office, or withdraws using the OSA Web site, cancellation of tuition, student activity, and special course fees only will be made. Please note: Application, general institution, and installment fees are nonrefundable. Housing and meal plan fees are governed by the Housing Agreement. Cancellation will be made according to the Tuition Cancellation Policy Schedule shown in the respective term Class Schedule.

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

Disciplinary sanctions which do not restrict or revoke a student's rights or privileges or otherwise 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 guilty of violating a University regulation and subsequently disciplined, may request an appeal, providing this request is made in writing within five (5) regularly scheduled class days following the date the student receives notification of the Hearing Officer's decision. If the Hearing Officer was an Assistant Director, a Director, or an Assistant Dean for Students within Student Affairs, the appeal shall be to the Dean for Students. If the Hearing Officer was a Dean for Students the appeal shall be to another Dean for Students or the Judicial and Compliance Officer. If the Hearing Officer was the Judicial and Compliance Officer, the appeal shall be to a Dean for Students or the Vice President of Student Affairs.
The written request for appeal shall be sent to the Dean for Students or Vice President for Student Affairs and must include the following:

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

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

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

If the Dean for Students is not the Appeal Officer, he or she shall forward the request for appeal to the University Judicial and Compliance Officer. Upon receiving the written request for an appeal with the above information, the officer considering the appeal shall obtain a copy of the Hearing Officer's decision and may review it along with the entire record presented at the Hearing. The officer considering the appeal reserves the right to modify the decision of the Hearing Officer. As soon as practicable, the decision on appeal will be made and forwarded to all parties and to the local Dean for Students for proper recording.

Releasing Disciplinary Information
Details relating to the disciplinary proceeding, the decision and the names of the individuals involved will not be made available except as required for internal University purposes or as required by law, or when charges are made or proceedings instituted by or against the University or any member of the University community in courts or governmental agencies. The University shall notify both the accuser and the accused of the outcome (final determination with respect to the alleged sex offense and any sanction that is imposed) of any campus disciplinary proceeding brought alleging a sex offense.

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

DRUG AND ALCOHOL POLICY

Dear Student:
At Pace University, our interest is in promoting individual wellness in as many ways as possible. We understand wellness is multidimensional and includes physical, emotional, social, intellectual, spiritual, cultural, academic, and occupational components. Our efforts to promote wellness in the Pace community includes providing information and programs to its members, and the adoption and enforcement of certain policies. This Drug and Alcohol Policy is intended to further the safety and health of all members of the Pace community by providing information concerning the health risks of alcohol and other drugs, as well as the legal penalties and University imposed sanctions for violating the law or the Drug and Alcohol Policy.

Problems with alcohol and drug abuse are addressed most effectively through the coordinated efforts of peers, family members, counselors, and the University. Accordingly, a highly trained staff is employed by the University to assist students and employees with their concerns about abuse of alcohol and other drugs. These services are provided at no cost to students, faculty, and staff.

We invite your committed and active involvement in the effort to promote wellness by preventing and eliminating the abuse of alcohol and other drugs.

Sincerely,

David A. Caputo  
President, Pace University

**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 are 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.

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, 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.

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 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 $1,000, or both. The penalty for the second conviction is imprisonment for not less than 15 days but not more than two 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 three 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 a period of 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, 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 or older distributes a controlled substance to a person under 21 years of age, the penalties will be doubled for a first conviction and tripled for subsequent convictions. Similarly, penalties will be doubled for a first conviction and tripled for subsequent convictions of distributing, possessing with intent to distribute, or manufacturing a controlled substance in or within 1,000 feet of an elementary or secondary school, college or university, playground, or public housing facility, or within 100 feet of a youth center, public swimming pool, or video arcade facility.


**Alcohol** It is a misdemeanor to sell or give, or cause to be sold or given, any alcoholic beverage to any person under the age of 21. A person convicted of selling or giving any alcoholic beverages to someone under age may be imprisoned for up to one year and fined up to $1,000. Further, no person under the age of 21 may possess an alcoholic beverage with the intent to consume it. The penalties for possession of an alcoholic beverage with the intent to consume it include a fine not exceeding $50, completion of an alcohol awareness program, and/or community service not to exceed thirty hours.

It is a violation of New York law for a person under 21 years of age to present written evidence of age which is false, fraudulent or not his or her own, for the purpose of purchasing or attempting to purchase any alcoholic beverage. Such conduct is subject to payment of a fine of, depending on the number of prior violations, between $50 and $700, community service, or both, and completion of an alcohol awareness program or evaluation to determine whether the person suffers from alcoholism or alcohol abuse. Using a false or fraudulent written instrument officially issued or created by a public office or governmental instrumentality (e.g., a driver’s license) to procure alcohol is also a crime. The penalties include imprisonment of up to seven years and a monetary fine.

It is unlawful to drive while intoxicated, i.e., blood alcohol content of .08 and higher, or “in an intoxicated condition.” It is also a criminal offense for anyone to operate a motor vehicle if the person’s ability to operate the vehicle is impaired by alcohol or other drugs.

A person under 21 years of age who drives a motor vehicle and whose blood alcohol content is between .02 and .07, is subject to civil sanctions of monetary penalties and fees, and revocation or suspension of his or her driver’s license.

The penalties for driving while intoxicated and driving while impaired, and the penalties for drivers who are under 21 and whose blood alcohol content is between .02 and .07, may be found in Appendix C.
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 three 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 five
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.

**Parental Notification**

If the University determines that a student under the age of 21 violated the Drug and Alcohol Policy, the University may disclose to a parent or legal guardian of the student, information regarding any violation of any federal, state, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or controlled substances. If practicable, the student will be informed in advance that his or her parents or legal guardian are going to be given notice of the student’s violation of the University’s Drug and Alcohol Policy.

**Counseling and Treatment**

Students and employees who have concerns about their use of alcohol or other drugs are urged to seek assistance. Faculty and staff may obtain counseling or referrals from Human Resources, (212) 346–1630 in New York; (914) 773–3810 in Westchester; the Pace University Employee Assistance Program, 1 (866) 248–4096; and through the Internet at www.liveandworkwell.com (access code 61530). Resources for students who are seeking counseling or referrals include the Dean for Students, (212) 346–1306 in New York and (914) 773–3351 in Westchester; Office of Residential Life (212) 346–1295 in New York and (914) 923–2790 in Westchester; and the Center for Student Development and Campus Activities (212) 346–1590 in New York and (914) 773–3767 in Westchester. Other resources available to all members of the University community include the Counseling Center (212) 346–1523 in New York and (914) 773–3710 in Westchester; University Health Care (212) 346–1600 in New York and (914) 773–3760 in Westchester; and the University Ombuds, (212) 346–1111 for all locations.

Organizations that provide support and assistance to individuals with substance abuse problems and to their families include:

* Alcoholics Anonymous (212) 870–3400
* Al-Anon and Ala-Teen (800) 356–9966; (212) 254–7230
* Children of Alcoholics (212) 757–2100 extension 6370
* Cocaine Anonymous (800) 347–8998
* Covenant House Nineline (800) 766–6779
* Marijuana Anonymous (800) 984–0066 extension 516
* Maranon (800) 984–0066; (516) 582–6465
* Narcotics Anonymous (212) 939–6262
* Nicotine Anonymous (415) 750–0328
* LIFENET Crisis Referral Hotline (800) 543–3638

A list of substance abuse treatment facilities can be found in Appendix D. Additional substance abuse treatment facilities are available at www.findtreatment.samhsa.gov/facilitylocatordoc.htm.

Revised:  April 22, 2005
SMOKE FREE LEARNING AND WORK ENVIRONMENT

An increase number of studies document the health hazards of environmental tobacco smoke on both the smoker and nonsmoker. In order to minimize health risks, improve the quality of air, and enhance the campus environment, Pace University has adopted a smoke-free policy.

The smoke-free policy applies to all university facilities on all campuses. This includes all meeting rooms, computer operations rooms, classrooms, offices, hallways, elevators, public or reception area, restrooms, gymnasiums and corridors, and other common-access areas. Common-access areas of all residence halls are smoking–prohibited areas. Smoking is allowed in a dormitory room by mutual consent of its residents.

* Smoking is prohibited within 50 feet of all building main entrances.
* Smoking is prohibited in the eating facilities on all campuses.
* Smoking is prohibited in all areas where a safety hazard exists, such as storage and hazardous materials handling areas.
* Smoking is prohibited in all Pace University vehicles used for transporting employees and/or students, supplies or any other use.
* Smoking is prohibited in the security guard booths.

Speakers Policy Statement

As an educational institution, the University community feels that a platform should be extended to outside guests invited by student organizations. The speaker will, in some instances, express philosophies that could be controversial in nature and not necessarily conforming to the views of a majority of our student body.

As an educational institution, we are also responsible to our students and to the community at large to maintain our reputation and good name. In those relatively few instances when a speaker's appearance on campus could reflect disadvantageously upon the University, an ad hoc all-University committee will be formed to weigh the effect upon the University. This will be done before the actual invitation is extended. The committee will consist of members representing, and selected by the administration, faculty and student body.

The decision rendered by the committee will be considered as representing the judgment of the academic community.

Policy on Demonstrations and Rallies

Pace University believes that members or groups within the Pace community have the right to express their views on a particular issue or cause. Since one of the missions of the University is the search for truth, demonstrations and rallies have legitimate place. Demonstration and rallies, however, should not interfere with the operation of the institution. The University has an obligation to protect the safety and welfare of its students, faculty, and staff, and to insure that its academic mission is not compromised. Therefore, demonstrations and rallies must be nonviolent and considerate of the rights of all members of the Pace community. Demonstrations, rallies, and distribution of materials are permissible in properly designated areas.

Procedure
1. Members of the Pace community (students, faculty, and staff) must seek approval to use University-designated property and/or facilities for staging a demonstration or rally.

2. Advance notice of a demonstration or rally must be submitted in writing to the Dean for Students Office. A Demonstration/Rally Authorization form is available through the Dean for Students Office. Demonstration/Rally Authorization forms will be reviewed on a first come, first serve basis.

3. Once approval is granted for a demonstration/rally, individuals organizing the event are responsible for insuring that it is conducted in a responsible manner.

4. In order to preserve an atmosphere in which a free exchange of ideas may flourish, it is necessary that standards of behavior be maintained to ensure the safety of all members of the Pace community and the unimpeded operation of the institution. Hence, the University reserves the right to take steps to address inappropriate conduct.

5. The location of a demonstration/rally will be clearly defined by the Dean for Students. Participants of a demonstration/rally may not block access to the University facilities. The University reserves the right to cordon off these specific sites.

6. The University reserves the right to notify the local police in advance of a demonstration/rally. The police may be on call to prevent any infraction of local laws.

**Note:** Failure to comply with the above guidelines constitutes a breach of agreement and may lead to the cancellation of any demonstration/rally.

**Policy Governing Occasional Drivers of University Vehicles**

This policy has been adopted to ensure that occasional drivers of University vehicles (refers to all vehicles that are owned, rented, leased, or borrowed for use by the University) are adequately qualified and trained, and follow proper procedures. The policy is designed with the ultimate goal of adequately protecting the safety of drivers and passengers of University vehicles. All University employees and students who occasionally drive University vehicles for University business, events or activities are subject to this policy. This policy does not apply to University employees or contract employees that drive University vehicles as a major function of their job responsibilities, such as those employees working for the Pace Transportation Department.

All students seeking to drive University vehicles must apply through and be accepted by the Pace Transportation Department. The application and approval process requires that the student sign a statement that they have read, understood and agree to abide by all of the terms and conditions set forth in this policy, including: minimum eligibility requirements for driver authorization; administration of policy; rules and regulations for vehicle use; and accident/moving violations reporting and investigation. Students who violate this policy subject themselves to withdrawal of privileges under the policy and possible disciplinary action. The full text of this policy can be found on the Pace University Intranet Web site at www.pace.edu/transportation.

**Trips Policy Statement**

Any organization that is planning to sponsor a trip must reserve at least one complimentary ticket for the Student Development Office. Depending on the nature and destination of the trip, the Student Development Office reserves the option of utilizing the ticket for either a staff member from the office or someone designated by the office to represent the University.

All special arrangements, such as complimentary tickets the organization may receive from a travel agency or an individual acting on his/her own behalf, between the sponsoring organization...
and the agent must be approved by the Director of Student Development. Personal liability waivers may be required depending upon the nature of the trip.

Credit Card Marketing Policy

Pace University prohibits the advertising, marketing, and merchandising of credit cards to any person on premises owned or leased by the University and at University sponsored events by any company or person including, without limitation, employees, faculty members, students, visitors, guests, vendors, contractors, clubs, and organizations.

October 14, 2005

University Event Policy Statement

The University will not sponsor or permit its facilities to be used for events which would jeopardize its good name and reputation.

The Environment and Recycling

Pace University is committed to facilitating the pursuit of knowledge in a context of social responsibility. An awareness of our responsibility to protect the environment prompted the development of the GreenPACE Recycling Program, which was implemented on each campus during the 1991 academic year. The GreenPACE Recycling Program was initiated by the president and developed by the University-wide Task Force on Re-cycling in cooperation with the Pace Initiatives Committee on Health, Law, and the Environment. The program designates and provides for the collection and disposal of the following materials:

* New York City: corrugated cardboard, office paper, metal food cans, glass, deposit, aluminum cans, and bulk waste
* Pleasantville/Briarcliff: deposit aluminum cans, glass, newspaper, and office paper
* White Plains: office paper and deposit aluminum cans

Information about the GreenPACE Recycling Program may be obtained from the Director of the Environmental Center on each campus.


The Family Educational Rights and Privacy Act of 1974, commonly referred to as the Buckley Amendment, became effective November 19, 1974. This act has the following purposes: (a) to protect the privacy of educational records by limiting the release of records maintained by the University and information contained therein, without written consent of the individual student, with some exceptions in special circumstances (e.g., parents of dependent students), (b) to establish the rights of students to inspect and review their educational records, and (c) to provide guidelines for the correction of inaccurate or misleading information contained in such records through formal and informal hearings. In compliance with the provisions of this law, the University grants access to students requesting an opportunity to review records as provided in this legislation.

The law covers many of the educational records of all present and former students of Pace University. This includes part-time as well as full-time students. The term "educational records" includes all records, files, data, and other materials which contain information directly related to a
student and (which) are maintained by Pace University or by a person acting for Pace. Not
included among the materials to which a student shall have access are the following:

1. Financial records of a student's parents.

2. Confidential letters and statements or recommendations placed in an individual's file prior to
January 1, 1975.

3. Letters of recommendation in those circumstances specified by the Act in which a student may
waive his/her right of access.

4. Records maintained solely for law enforcement purposes by Pace.

5. Records of instructional, supervisory, administrative, and certain educational personnel which
are in the sole possession of the maker thereof, and are not accessible or revealed to any other
individual except a substitute, who performs on a 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 45 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:

1. To school officials who have a legitimate educational interest in the records.

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

   * A person elected to the Pace University Board of Trustees. A person employed by or under
      contract to the University to perform a special task, such as a consultant, attorney, auditor or
      collection agent.

   * A school official who has a legitimate educational interest if the official is: Performing a task
      that is specified in his or her position description or by as contract agreement.
* Performing a task related to a student's education. Performing a task related to the discipline of a student. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.

3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid or to enforce the terms and conditions of the aid.

5. If required by a state law requiring disclosure that was adopted before November 19, 1974.

6. Organizations conducting certain studies for or on behalf of the University.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully served subpoena.

10. To appropriate parties in a health or safety emergency.

11. To the Attorney General of the United States or to his designee in compliance with section 507 of the USA PATRIOT Act 2001, in response to an expiate order in connection with the investigation or prosecution of terrorism crime.

12. Law Enforcement Unit records created, maintained and used for a law enforcement purpose.

13. Certain disclosure to the Immigration and Naturalization Service (INS) regarding "nonimmigrant" status, from foreign students in certain Visa types who have signed an INS form I-20.

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

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

Students who wish their prior consent to be sought before "Directory Information" is made available to third parties must file their written requests in the Office of Student Assistance.
Pace will honor any student's request to withhold any or all of the "Directory Information" applicable to said student but cannot assume responsibility to contact that student for subsequent permission to release such information, regardless of the effect upon that student. Pace assumes no liability for honoring that student's instructions that such information be withheld.

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

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

**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 nondiscrimination 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 have been violated under the policy may address their concerns or claims by contacting Pace University's Affirmative Action Officer, Arletha Miles at (914) 773–3856 or (212) 346–1310.

**Information for Students with Disabilities**

The same rigorous standards for admission apply to students with and without a disability. In order to support the continued success of students with disabilities, the University prohibits discrimination on the basis of disability and is committed to ensuring equal access for students with disabilities to its facilities, programs, and activities. The University’s commitment to equal educational opportunities for students with disabilities includes providing reasonable accommodations for the needs of students with disabilities.

**Disabilities and Accommodations**

Federal law, including the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as well as state and local laws prohibit institutions of higher education from discriminating against students with disabilities. The Americans with Disabilities Act defines an individual with a disability as a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual; has a record of such an impairment; or, is regarded as having an impairment.

Students with, among others, visual, hearing and mobility impairments, psychological disorders (including, but not limited to, specific learning disabilities, organic brain syndrome, attention deficit disorder, emotional or mental illness), and chronic health disorders such as diabetes, heart disease, and HIV infection (whether asymptomatic or symptomatic) may be disabled and
therefore eligible for a reasonable accommodation. Each student diagnosed with a particular
disability will have a different level of functioning even within the same disability category. Further,
compensation skills will also vary from one student to another and in the same student over time.
Therefore, accommodations are determined on a case-by-case basis according to a student’s
documented needs, guidelines suggested by federal and state law, and criteria developed by the
University.

Identifying and implementing a reasonable accommodation for a student with a disability is an
interactive process that includes shared responsibility between the University and the student.
Accommodations include adjustments to make the campus, residential housing, transportation and
parking accessible, academic adjustments or modifications, and auxiliary aids and services.
Examples of academic adjustments that may be made available to eligible students include priority
registration, substitution of one course for another, a leave of absence, and extended time to
complete an assignment or test. Auxiliary aids and services that may be provided to eligible
students include, for example, note takers, recording devices, sign language interpreters, and
computers equipped with voice recognition or other adaptive software.

The University is required to provide a reasonable accommodation; it is not required to provide the
specific accommodation requested by the student. In providing accommodations, the University is
not required to lower or effect substantial modifications to essential requirements or to make
modifications that would fundamentally alter the nature of the service, program or activity. Thus,
for example, although the University may be required to provide extended time within which to
complete a test, it is not required to change the substantive content of the test. Personal
attendants, individually prescribed devices, readers for personal use or study, wheelchairs,
hearing aids, and other devices or services of a personal nature are the responsibility of the
student, not the University. Finally, the University is not required to make modifications or provide
auxiliary aids or services that would result in an undue burden on the University.

Funding for auxiliary aids and services may be available from certain state agencies such as, for
example, the New York State Office of Vocational and Educational Services for Individuals with
Disability. For those auxiliary aids and services that are likely to be funded by a state agency, the
University may require the student to apply to the agency for funding. The University may provide
assistance with the application for funding.

Request for an Accommodation

To request an accommodation for a qualifying disability, a student must self-identify and register
with the Coordinator of Disability Services for his or her campus. The Coordinator of Disability
Services for the New York City campus, Dr. Richard H. Raskin, may be contacted at the
Counseling Center, 156 William Street, 12th floor, New York, New York 10038, (212) 346–1526 or
by e-mail, rraskin@pace.edu. The Coordinator for the Westchester campus and Hudson Valley
Center, Ms. Elisse M. Geberth, may be contacted at the Counseling Center in the Administration
Center at 861 Bedford Road, Pleasantville, New York 10570, (914) 773–3710 or by e-mail,
eggeberth@pace.edu. Notifying other University offices, faculty or staff does not constitute giving
notice to the University of a request for an accommodation. No one, including faculty, is authorized
to evaluate the need and arrange for an accommodation except the Coordinator of Disability
Services. Moreover, no one, including faculty, is authorized to contact the Coordinator of Disability
Services on behalf of a student.

It is the student’s responsibility to request an accommodation. Because some accommodations
may take considerable time to arrange, students are urged to contact the Coordinator of Disability
Services in order to request an accommodation as soon as possible after receiving notice of admission to the University. Untimely requests may result in delay, substitution, or an inability to provide an accommodation. If a request for an accommodation is submitted late, the Coordinator of Disability Services will, nevertheless, make every reasonable effort to process the request for an accommodation.

Before an accommodation will be provided, the student may be required to submit medical and/or other diagnostic information concerning the student’s disability and limitations. If the information provided is unclear or incomplete, the student may be required to provide additional information or participate in further evaluations. In addition, the University may, at its expense, arrange for its own evaluation of the disability and needs of a student.

The Coordinator of Disability Services will, in conjunction with others as may be appropriate, evaluate the information provided by the student and health care providers; refer the student for additional testing and evaluation as may be necessary; make recommendations for the accommodations to be provided to the student; and, assist in arranging for the implementation of the accommodation to be provided.

If a student experiences difficulties with the implementation of the accommodation or, if after it has been implemented, a student has concerns that the expected results of the accommodation are not being met, the student must promptly notify the Coordinator of Disability Services. The Coordinator of Disability Services will, as may be appropriate, endeavor to remedy the situation.

If a student disagrees with the accommodation recommended by the Coordinator of Disability Services, he or she should promptly appeal the recommendation to Geoffrey Harter, the University’s Judicial/Compliance Officer, who may be contacted at (914) 773–3717.

Depending on the nature of the disability and the accommodation provided, a student may be required periodically to submit medical and/or diagnostic information demonstrating the current status of the disability and/or to renew the request for an accommodation.

Any questions about the services offered by the University to students with disabilities or the procedures for requesting an accommodation should be directed to the Coordinator of Disability Services at (212) 346–1526 or (914) 773–3710.

Confidentiality

The information and documents provided to the University in support of a student’s request for an accommodation shall be maintained as confidential. Individually identifiable information will not be disclosed except as may be required or permitted by law or pursuant to a release signed by the student.

Complaints of Disability Discrimination

If a student has concerns that he or she has been discriminated against because of a disability, he or she should contact the University’s Affirmative Action Officer at (212) 346–1310 or (914) 773–3856.

Additional Services Offered by the Counseling Center
The University’s Counseling Center offers psychological services to all students. To make an appointment, call the Counseling Center at (212) 346–1526 or (914) 773–3710.

Revised: January 5, 2006

AIDS/HIV POLICY

The American College Health Association (ACHA), with the assistance of the American Council on Education and the Centers for Disease Control, has recommended that institutions not adopt blanket policies concerning students with Acquired Immune Deficiency Syndrome (AIDS) or AIDS-Related Conditions (ARC). Instead, it suggests that the institution analyze and respond to each case as required by its own particular facts.

The following facts, according to ACHA, are derived from the best epidemiological data currently available and provide the basis for the guidelines offered by the ACHA:

Students or employees with AIDS, ARC or a positive Human Immunodeficiency Virus (HIV) antibody test do not pose a health risk to other students or employees in an academic setting.

AIDS is thought to be transmitted by intimate sexual contact or by exposure to contaminated blood. Although HIV can be found in many body secretions of those who are infected, its presence there is not necessarily correlated with disease transmission by those fluids.

There has been no confirmed case of transmission of AIDS by any household, school or other causal contact.

The Public Health Service states that there is no risk created by living in the same house as an infected person; caring for an AIDS patient; eating food handled by an infected person; being coughed or sneezed upon by an infected person; casual kissing; or swimming in a pool with an infected person. The University adopts the following recommendations of the Public Health Service:

a. Even though they may be asymptomatic, persons with confirmed positive HIV antibody tests may transmit infection to others through anal or vaginal sexual intercourse, the sharing of needles, and possibly, exposure to others through oral-genital contact or intimate kissing.

b. The efficacy of condoms in preventing infection with HIV is unproven, but the consistent use of them may reduce transmission.

c. Toothbrushes, razors, and other implements that may become contaminated with blood should not be shared.

d. Persons with AIDS, ARC, or confirmed positive HIV antibody tests should not donate blood, plasma, other body organs, other body tissues or sperm.

e. If persons with confirmed reactive (positive) antibody tests have accidents involving bleeding, contaminated surfaces should be cleaned with household bleach freshly diluted 1:10 in water.
f. Any student or staff member seeking medical, dental, or eye care, should advise the practitioner of their positive antibody status so that appropriate evaluation can be undertaken and precautions can be taken to prevent transmission to others.

The following guidelines of the ACHA have been adopted by the University and they are applicable to all students or employees who are known to be infected with the virus (HIV), thought to cause AIDS; this includes those who have a condition meeting the surveillance definition of AIDS itself, those who have one of the lesser manifestations of infection, such as ARC, and those who are currently healthy but have evidence, by the presence of a serum antibody to HIV, of exposure to and infection by the virus.

1. Consideration of the existence of AIDS, ARC or a positive HIV antibody test shall not be part of the initial admission decision for those applying to attend the institution.

2. The University shall not undertake programs of screening newly admitted or current students for antibody to HIV; neither shall mandatory screening of employees be implemented.

3. Most students who have AIDS, ARC or a positive HIV antibody test, whether they are symptomatic or not, should be allowed regular classroom attendance in an unrestricted manner as long as they are physically able to attend classes.

4. There is no medical justification for restricting the access of students with AIDS, ARC or a positive HIV antibody test to student unions, theaters, restaurants, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities or other common areas.

5. The University, through seminars and distribution of materials shall provide all students, and particularly resident students and residence hall staff, with education about AIDS.

6. Neither new nor currently enrolled students are required to inform campus health authorities if they have AIDS, ARC or a positive HIV antibody test. However, students are encouraged to do so, in order that the University can provide proper medical care referrals and education.

7. Those who advise the University that they are immunologically compromised may be excused from institutional requirements for certain vaccinations, notably measles and rubella vaccines, as those vaccinations may lead to serious consequences in those with poorly functioning immune systems.

8. University health services are familiar with sources of confidential testing for the antibody to HIV, where both pre- and post-test counseling are available, and can refer students or employees requesting same.

9. Decisions about residential housing of students with AIDS, ARC or a positive HIV antibody test shall be made on a case-by-case basis. The best currently available medical information does not support the existence of a risk to those sharing dormitories with infected individuals. However, in some circumstances, there may be reasonable concern for the health of those with AIDS or ARC who might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living situation. In such situations, if private residence hall rooms are available, the University may recommend that students with AIDS or ARC be assigned private rooms in the interest of protecting the health of those students.
10. The University has adopted safety guidelines for the handling of blood and body fluids of all students. Laboratories used in a teaching context, such as those required in biology courses, should be safe experiences. Laboratory courses requiring exposure to blood, such as finger pricks for blood typing or examination, should use disposable devices.

11. Consistent with the Family Education Rights and Privacy Act of 1974 (the "Buckley Amendment"), no specific or detailed information concerning complaints or diagnosis shall be provided to faculty, administrators, or outside persons, groups, agencies, insurers, employers, institutions or even parents, without the express written permission of the patient in each case.

12. The duty of physicians and other healthcare providers to protect the confidentiality of information is superseded by the necessity to protect others only in very specific, threatening circumstances. University health services must strictly observe public health reporting requirements for AIDS. The number of people in the University who are aware of the existence and/or identity of students or employees who have AIDS, ARC or a positive HIV antibody test shall be kept to an absolute minimum, both to protect the confidentiality and privacy of the infected persons and to avoid the generation of unnecessary fear and anxiety among other students and staff.

13. The University encourages regular medical follow-up for those who have AIDS, ARC or a positive HIV antibody test.

**Sexual Harassment and Sexual Assault Policy**

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 professional 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 unwelcoming 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 Office, 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, at (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 initiate 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 and procedures, and strive to foster an environment characterized by sensitivity and respect for the dignity of each individual.

If you are being harassed:

1. 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.

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

3. Write down the times, dates, places, witnesses and the types of incidents that have occurred. Be thorough and accurate.

4. 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.

Hate/Bias-Related Crime Policy

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, incalculable, physical and emotional damage and tear at 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 civility 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 violators 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

B. intentionally commits the act or acts constituting the offense 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.

Hate/Bias Related Crime Reporting
There are numerous ways available within the University to report a hate/bias-related crime. Hate/Bias crimes may be reported to the Affirmative Action Officer (AAO), who is the University official delegated with responsibility to investigate all reports of discrimination within the University. The AAO has offices in New York (212) 346–1310 and Westchester (914) 773–3856.

All crimes, including hate/bias-related crimes, may be reported to the Campus Security Office, Dean for Students, Office of Multicultural Affairs (New York) or Diversity Programs (Westchester) or the Human Resources Offices. All crime emergencies on campus may be reported to the Pace Campus Security via the Intra University Emergency Phone, extension 777.

If you are unsure as to whether a hate/bias-related crime may have occurred, or desire to speak with someone confidentially, you may contact the University Ombuds, (212) 346–1111 or the Counseling Centers in New York (212) 346–1526 or Westchester (914) 773–3710.

The University is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. §1092(f), to report all hate/bias-related crimes to the United States Department of Education as part of its annual crime statistics reporting. You can find these statistics on the Pace University Web site at www.pace.edu (select “S” from the A-Z index, Safety and Security, Campus Statistics). When a hate/bias-related crime occurs on campus, the University community will be notified at the time and in the manner described in the section on Safety and Security, Crime Reporting, which is in this handbook.

Procedures for Handling Hate/Bias-Related Crimes

Complaints involving hate/bias-related crimes may be initiated through University Disciplinary Procedures or University Grievance Procedure, both of which are described in the Handbook. Complaints involving faculty or staff should be initiated through the Human Resource Office. Any compliant involving a bias-related crime may be made directly to local law enforcement agencies.

Penalties for Commission of a Hate/Bias-Related Crime

Internal University sanctions against a student, student group or organization can include a wide range of penalties as enumerated in the handbook including actions such as warning, restitution, probation, and up to and including expulsion (permanent separation) from the University. Penalties against faculty and staff are determined through established employment practices and may include up to termination.

The New York State Hate Crimes Act of 2000 made extensive provision in penal code for serious criminal penalties resulting from conviction for the commission of bias-related crime including incarceration depending on the nature and severity of the crime. University penalties may be in addition to criminal penalties.

Hate/Bias-Related Crime Prevention Information

Pace University is intent on insureing a safe and secure environment, free from bias and prejudice for all its community members. The University provides to new students each year, information on bias-related crime, alcohol and drug use, sexual harassment and sexual assault, and general crime prevention through various means including orientations, this Handbook, and in other relevant publications and brochures. The University also provides information and encourages discussion of these and related topics through workshops, seminars, discussion groups, media
presentations, and a wide variety of activities, events, and programs sponsored by the University departments and student organizations. Students are also exposed to these issues of 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 Multicultural 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 section 6436 of the New York State Education Law.

President’s Advisory Committee on Campus Security

In 1999, in compliance with federal and state laws, Pace University established the President’s Advisory Committee on Campus Security.

The committee is comprised of a minimum of six members, at least half of which are female: one-third of the committee are students appointed by Student Government Associations, one-third being faculty appointed by campus faculty councils, and one-third being administrators appointed by the President of Pace University.

The committee reviews current campus security policies and procedures and makes recommendations for their improvement. It specifically reviews current policies and procedures for:

a. educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault
b. educating the campus community about personal safety and crime prevention
c. reporting sexual assaults and dealing with victims during investigations
d. referring complaints to appropriate authorities
e. counseling victim’s, and
f. responding to inquiries from concerned persons

The committee reports in writing to the president on its findings and recommendations at least once each academic year; the report is available upon request.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. §1092(f) and section 6433 of New York State Education Law, Pace University’s campus crime statistics can be found on the Pace University Web site at www.pace.edu (select “S” from the A-Z index, then Safety and Security, then Campus Statistics). The Presidents’ Advisory Committee on Campus Security will provide upon request all campus crime statistics as reported to the United States Department of Education. (USDE)

Upon request, the University shall provide a hard copy of Pace’s campus crime statistics, mailed to the individual requesting the report, within 10 days of the request, and that information will include all of the statistics that the University is required to ascertain per federal law. The President’s Advisory Committee, the executive director of Safety and Security, and the president will take steps to inform students and prospective students of the existence of the campus crime statistics on an annual basis and other safety policies and procedures of the University.

In compliance with section 6434 of the New York State Education Law, Pace University has implemented a plan providing for the investigation of any violent felony offense occurring at or on the premises of Pace University and 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 intentioned 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 (AAO): Administrator responsible for coordination of University personnel policy and procedure regarding discrimination claims, (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 hereto.

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 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.

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 advisers 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 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 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 Panel'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 therefrom. However, should any matter developed during the course of the proceedings become public knowledge, the University reserves the right to issue appropriate statements.

**Pace University Appropriate Use Policy for Information Technology**

The Pace University Appropriate Use Policy for Information Technology (IT) is posted on the Division of Information Technology (DoIT) Web page, www.doithelpdesk.pace.edu.

Information Technology (IT) at Pace University encompasses the use of all campus computing, networking (data, voice, and video), document services, educational media, and management information systems technologies. These IT resources support the instructional, research, and administrative activities of the University.

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

It is the responsibility of each Pace student to read and abide by the terms of the Appropriate Use Policy for IT.

**PACE UNIVERSITY ALMA MATER**

Alma Mater, hearts and voices sing to thee our everlasting praise
Alma Mater, stand forever; love is strong as we go marching by;

Alma Mater, hearts and voices sing to thee our everlasting praise
Alma Mater, stand forever: love is strong as we march by;

Each and every heart rejoices at the thought of happy days. 
So to thee we raise our voices with your standard held on high.

Pace, Oh Pace, we'll never forget you nor the friends we hold so dear. 
Pace, Oh Pace, we'll ever follow where they beacons show the way;
Pace, Oh Pace, we'll never forget you nor the friends we hold so dear.
Pace, Oh Pace, we'll ever follow where they beacons show the way;

Memories will linger ever and will brighten coming years.
True to thee we'll be forever as we labor day by day.

Memories will linger ever and will brighten coming years.
True to thee we'll be forever as we labor day by day.

UNIVERSITY COLORS
Your school colors are: Navy blue and gold

UNIVERSITY ADDRESSES

Your school address is: Pace University

New York City Campus
One Pace Plaza
New York City, NY 10038–1598
(212) 346–1200

Westchester Campus
Pleasantville
861 Bedford Road
Pleasantville, NY 10570–2799
(914) 773–3200

Briarcliff
235 Elm Road
Briarcliff, NY 10510–2256
(914) 773–3200

Lubin Graduate Center
One Martine Avenue
White Plains, NY 10603
(914) 422–4300

Pace School of Law
78 North Broadway
White Plains, NY 10603
(914) 422–4300

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