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 resource 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 may be 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 investigate 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 a 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
- help untangle a complicated situation
- provide information or clarification about policies or procedures
- research the facts regarding a concern or complaint
- mediate a dispute
- serve as a “go between” for two parties
- find the right place for your concern to be handled
- communicate issues to appropriate decision makers

All campuses extension: 1111   External calls: (212) 346-1111
Dedicated fax: (914) 923-2755   e-mail: ombuds@pace.edu
web page: www.pace.edu/ombuds

*(As with all electronic mail, confidentiality cannot be guaranteed, use discretion when using e-mail.)

GENERAL STATEMENT OF POLICIES

The University reserves the right, at its discretion, and without prior notice, to change existing academic and nonacademic regulations, requirements and policies or to promulgate new regulations, requirements and policies having to do with conditions respecting enrollment of students and the relation between the University and the students; to modify, rearrange, shorten or extend its programs of study from time to time; to terminate the registration of any student upon appropriate adjustment of tuition charges; to change its established schedule of tuition and other fees or charges; for cause to withhold the award to or on behalf of any student of a degree, certificate or statement of work completed; and to cancel or postpone any announced course upon full refund of tuition received.

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

Each applicant for registration agrees to be governed by the regulations respecting enrollment and conduct prescribed in the current catalog and by such other regulations respecting enrollment and conduct as may be established by the University. The continuation of enrollment for each student, his or her receipt of academic credits, and the conferring upon him/her of any degree, are subject to the disciplinary powers of the University, which is free to cancel a student's registration at any time on any grounds which it deems proper

ACADEMIC INTEGRITY

Students must accept the responsibility to be honest and to respect ethical standards in meeting their academic assignments and requirements. Integrity in the academic life requires that students demonstrate intellectual and academic achievement independent of all assistance except that authorized by the instructor. The use of an outside source in any paper, report or submission for academic credit without the appropriate acknowledgment is plagiarism. It is unethical to present as one's own work, the ideas, words or representations of another without the proper indication of the source. Therefore, it is the student's responsibility to give credit for any quotation, idea or data borrowed from an outside source.

Students who fail to meet the responsibility for academic integrity subject themselves to sanctions ranging from a reduction in grade or failure in the assignment or course in which the offense occurred to suspension or dismissal from the University. Individual schools and programs may have more specific procedures for violations of academic integrity. Therefore, students are encouraged to familiarize themselves with the academic integrity policies of the University, and individual schools and programs in which they are enrolled. Students penalized for failing to maintain academic integrity who wish to appeal such action must follow the appeal procedure outlined in the University catalog and bulletin, or of the individual school or program in which they are enrolled if such school or program has a separate appeal procedure in place.

GUIDING PRINCIPLES OF CONDUCT

The primary functions of an institution of higher education are teaching, learning, scholarship and service. Membership in the University community is accompanied by a 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. All members of the University community have the right to seek action on matters of concern by appropriate means. The University affirms its responsibility to protect the rights of its members to organize and join political associations, to convene and conduct public meetings, to advocate, demonstrate and picket in an orderly fashion, and to publicize opinions through written and oral communications. However, 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 University community and the unimpeded operation of the institution.

While the examples below are not necessarily all inclusive, engaging in any of the following conduct constitutes a violation of University rules and regulations and shall be considered sufficiently serious to warrant disciplinary action:
A. Failure to comply with a faculty member’s established reasonable standards of behavior in the classroom or in class related activities (such as internships and field trips) consistent with these guiding principles of conduct.

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

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

D. Obstruction of the normal processes and activities essential to the function of the University community.

E. Interference with academic freedom of speech (including not only disruption of a class but also interference with the freedom of any speaker invited by any section of the University community to express his/her views).

F. Any deliberate action that causes or might cause injury to oneself or another person or persons including actions that tend to cause physical or mental pain or moral or social deprivation. This includes violence, threat of force or violence, harassment/or and verbal abuse to any community member or guest.

G. Failure to comply with the instructions of a University administrator or other duly authorized agent of the University, including failure to present identification when required, and failure to evacuate a University facility when required by mechanical devise (fire alarm) or authorized personnel.

H. Any action or situation involving physical or mental abuse such as harassment; intimidation or hazing (defined as subjecting a person to treatment intended to put him/her in a humiliating or disconcerting position), the forced consumption of liquor, drugs or other liquid or solid substance for the purpose of initiation into or affiliation with any organization; or other conduct that recklessly or intentionally endangers or threatens the health, safety or welfare of any person regardless of whether or not the behavior occurs on or off University premises, or University operated property or at University sponsored activities.

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

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

K. Consumption of alcohol while under legal age.

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

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

N. Solicitation or raising of funds without the approval of the Director of Student Life or the Dean for Students.

O. Unauthorized posting or distribution of materials.

P. Falsification of University documents.

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

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

S. Violation of any policies, rules or regulations promulgated by the University and listed in other publications or on the University Internet web site.
T. Conduct which violates local, state, or federal law that the University deems, in its discretion, to be related to reflect adversely on the good name and reputation of the University, or that leads the University to believe that the individual should no longer be a part of the Pace Community.

In general, any student who engages in unacceptable behavior may be subject to immediate ejection from the premises, if deemed necessary, and, in addition, may face other penalties, disciplinary action or legal action. Similarly, any recognized and approved club or organization which violates its Constitution, or bylaws, University rules or procedures, or whose members, either individually or collectively, engage in inappropriate conduct, may face penalties, disciplinary action or legal action as determined by the Office of Student Development and Campus Activities.

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

Pace University students, faculty or staff who engage in the conduct described above will be liable for immediate suspension and subsequent hearing, which may lead to further disciplinary action in accordance with the procedures hereafter set forth:

**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 injunctive procedures are to be used or civil authority is required, the President, or in the President's absence, the Provost, and in the absence of the President or the Provost, another designated officer, shall authorize such action after consultation with faculty and student representatives to the maximum extent practicable. Summary suspension may be applied to a student's residence hall status.

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

A. The 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 determination of the matter. The Dean for Students may terminate the summary action if it is determined at any time that the summary action was taken without substantial evidence to support it.
C. Notice of termination, continuance 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) 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 determined by an Informal or Formal Hearing pursuant to University's Procedures for a Disciplinary Hearing.

The alleged violator shall have ten (10) 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) days following his 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 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 by 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) 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 will be an Assistant Director, or Director within Student Services, an Assistant Dean for Students or a Dean for Students.

*Notice of the Charge(s)*  
At least two (2) days prior to the commencement of a Hearing, the accused party must receive from the accusing party a written statement outlining the charge(s).

*Informal Hearing*  
If the alleged violator elects to proceed by an Informal Hearing, the Hearing Officer shall determine the charge and any applicable disciplinary action based upon the Hearing Officer's investigation. Such investigation may include interviews of the alleged violator and all available witnesses, as well as review of pertinent written statements, arrangements and the alleged violator's student file.
Formal Hearing

If the alleged violator elects to proceed by a 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 are 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, in addition to the parties or their advisors, may ask questions of the witnesses, parties or advisors during the course of the session.
d. Once the proceedings have begun, the Hearing Officer is not to become involved in any outside communication with the parties of the hearing except to schedule hearing meetings.

2. Procedural Guidelines:

a. Each of the parties or his/her advisors 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 accused party 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.
d. Each of the parties or his/her advisors shall have an opportunity to hear and question adverse witnesses.
e. Each party, in addition to his/her advisor, may have three observers during the proceedings.
f. If any party plans to have an attorney present, the party must notify the Hearing Officer forty-eight (48) hours in advance of the session in order to allow for University counsel to be present. If University counsel cannot attend the pre-scheduled session, the Hearing Officer will set another date convenient for all parties.
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. The burden of proof shall rest with the complaining party.
j. If either the accused or the complainant fails to appear, the Hearing Officer will determine, based on the circumstances, whether the charge brought will be deemed valid and take the necessary disciplinary action, dismiss the charge or postpone the Hearing to another date.
k. If the accused party 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.
1. A tape recording of the hearing shall be made at the University's expense. Said recording shall be maintained by the Hearing Officer for a period of one (1) year subsequent to the hearing date. 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 session, a written decision will be forwarded to all parties. The decision will be sent to the local Dean for Students for proper recording.

DISCPINARY SANCTIONS

GUIDELINES

Á 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.

Á Reprimand
A formal written notice that the student has engaged in improper conduct and warning that subsequent violations may result in more severe disciplinary action. Must be documented and applied by an appropriate Hearing Officer through the disciplinary due process.

Á 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. Must be documented and applied by an appropriate Hearing Officer through the disciplinary due process. All financial transactions should be coordinated with appropriate SARs and Finance and Administration officials.

Á 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 applicable University publications (i.e. Catalog, Student Handbook, Guide to Residence Living).

Á 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 authorized University officer.

Á 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, etc...

Â 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.]

Â 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. Annotation of this sanction on
the student's academic record is permissible in the case of separation from the University. A student may be suspended from
residence and not from the University. Must be documented and applied by an appropriate Hearing Officer through the disciplinary
due process.

Â 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. Annotation of dismissal from the
University is permitted on 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. Must be documented and applied by an
appropriate Hearing Officer through the disciplinary due process.

Â 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. Annotation of
expulsion on the student's academic record is permitted. Must be documented, and must applied 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.

Â Summary Action

See Pace University Student Handbook for policies and procedures.
Factors to consider when applying a disciplinary sanction(s)

- nature, scope, and severity of violation(s)

- impact on the individual(s) involved and/or on the residence or University community

- aggravated, intentional, repeated or multiple violation(s)

- disciplinary and civic history

- acknowledgement of accountability / responsibility for improper conduct

- remorse, cooperation

When a student is separated from the University for disciplinary or academic reasons or violation of the Academic Integrity code, prior to the end of a semester, or officially withdraws from any course or courses, regardless of the method of instruction, by filing a written notice at the SARS office, by accessing Pace University’s Voice Response System, or withdraws using the SARS website, cancellation of tuition, student activity and special course fees only will be made. Please note: Application, general institution, and installment fees are non-refundable. Housing and meal plan fees are governed by the Housing Agreement. Cancellation will be made according to the Tuition Cancellation Policy Schedule shown in the respective term Class Schedule Booklet.

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

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 prescribed in the Student Handbook, are non-appealable.

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 their stated, published, or implied role or responsibility.

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, or pending adjudication of a complaint, without obligation of following additional or parallel due process. In the case of previously applied sanctions, The Dean may also act upon the report or observation of a fellow staff member.
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.

*Appeal Process For 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 Services, the appeal shall be to the Dean for Students. If the Hearing Officer was a Dean for Students, the appeal shall be to the University Judicial Compliance Officer.

The written request for appeal shall be sent to the Dean for Students 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 due process hearing:

1. To determine whether the original hearing was conducted in conformity with prescribed procedures.
2. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether the facts in the case were sufficient to establish that he or she violated conduct regulations.
3. To determine whether any sanctions imposed were appropriate for the violation(s), which the student was found to have committed.
4. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and facts were not known to the person appealing at the time of the original hearing.

Disciplinary sanctions applied as a result of informal resolution as prescribed 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 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 same along with the entire record. 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.

**Time Limits**

An accused party who elects to have a charge resolved by an Informal Hearing, may waive the two (2) 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 accused party, or by the Hearing Officer or the officer considering an appeal.

**ALCOHOL AND DRUG ABUSE**
**FOR A DRUG FREE ENVIRONMENT**

Dear Student:

At Pace University, our interest is in promoting the individual’s wellness in as many ways as possible. We understand wellness is multidimensional and includes physical, emotional, social, intellectual, spiritual, cultural, and academic/occupational components. We hope to promote wellness in the Pace community by providing information and programs within the campus culture. The following handbook sets forth the expectations to insure the safety and health of all individuals. Our expectations are high but cannot be compromised if we are to achieve the safety and confidence we all desire and expect. This handbook is distributed to all faculty, staff, and students, as required by the Drug-Free Workplace Act of 1988 and the Drug-Free schools and Community Act of 1989, to inform them of the dangers of substance abuse and the legal penalties for violation of federal, state, and local statutes.

In addition to the handbook’s information, you should know that the University has a number of highly trained staff who are available to assist both students and employees who have concerns about alcohol or other addictions. These services are provided at no cost to any member of the Pace community. We know that problems with alcohol and drug abuse are best addressed through a coordinated effort by peers, families, counselors, the University, and others. We want your active involvement in this effort and hope you will find this booklet a helpful guide.
Sincerely,

Dr. David A. Caputo
President, Pace University

1. POLICY STATEMENT

Pace University has strong commitment to a healthy and safe environment for all members of the University community. Substance or alcohol abuse will not be accepted or excuse faculty, staff or students from carrying out their academic or employment responsibilities.

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

This policy applies to all full-time and part-time students; and all full-time and part-time employees, including faculty and staff, and any student employees and interns as well as any and all vendors who are working with the university.

Students who violate this policy will be subject to appropriate disciplinary action, consistent with local, state and federal law, which may include counseling, a reprimand and warning, disciplinary probation, suspension, expulsion, and referral to the proper law enforcement authorities for prosecution. In addition the University has adopted a policy of notifying parents or guardian in cases where students under the age of 21 violate University drug or alcohol regulations (See Parental Notification Graduate/Undergraduate Student Handbook for complete policy).

Employees who violate this policy will be subject to appropriate disciplinary action consistent with local, state and federal law, which may include counseling, mandatory participation in an appropriate rehabilitation program, a warning, probation, unpaid suspension from employment, termination of employment and referral to the proper law enforcement authorities for prosecution.

All categories of employees including students, who were working on a federal contract or grant, as a condition of employment, must notify Pace University Human Resources Department of his or her conviction of any criminal drug offense occurring in the workplace, no later than five (5) days after that conviction. Pace University is then required to notify the federal funding agency within ten (10) days of receiving notice of such a conviction.
All disciplinary procedures and appeals presently applicable to students and all categories of employees as set forth in University catalogues and handbooks for faculty and staff will continue to be available for violations of this policy.

Biennial reviews of our drug prevention program will be performed to determine its effectiveness and implement changes to the program if they are needed, and ensure that the disciplinary sanctions are consistently enforced.

This policy and its requirements as articulated in this publication are in compliance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. A copy of this policy shall be given to all members of the University.

II. HEALTH RISKS OF SUBSTANCE ABUSE

Drug abuse is a major health problem in the United States. College-age students are particularly vulnerable to the consequences of alcohol and other drug abuse because of their tendency to engage in variety of high-risk behaviors. Specific information regarding health risks associated with drug consumption is set forth on Appendix A.

Alcohol consumption may cause a number of marked changes in behavior. Even low doses may significantly impair the ability to concentrate and the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol may also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high does 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. If alcohol is used in conjunction with other depressants of the central nervous system, even low doses can result in the effects listed above.

Repeated use of alcohol may lead to dependence; sudden cessation of alcohol intake often produces withdrawal symptoms such as severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can also 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 the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities including mental retardation. In addition, research strongly suggests that children of alcoholic parents are at a much greater risk than other children of becoming alcoholics later in their lives.

It is important to note that abstaining or drinking reasonably has benefits:

Alcohol-free lifestyles allow people of all ages freedom to grow in their ability to manage stress and develop life skills without the interference of alcohol.
People who abstain have no risk of developing alcoholism.

Not purchasing alcohol means having money to do and/or buy other things.

For those with a family history of alcoholism, a choice to remain abstinent will help break the cycle of addiction.

Abstinence from alcohol is a lifesaving choice for people recovering from chemical dependency.

Inappropriate use and abuse of alcohol is often associated with lower academic performance and failures, sexually transmitted diseases and unplanned pregnancy, dropping out of college, underage drinking and other legal problems, sexual assault and rape, student vandalism, violent behavior as well as death and injury from alcohol related car crashes, alcohol poisoning and other related dangers.

Pace University is obligated by law to report any and all drug infractions to outside law enforcement agencies, whether or not the infraction is committed by students, faculty or staff.

**LEGAL SANCTIONS**

A. Federal law makes it a criminal offense to manufacture, distribute, dispense or possess with intent to manufacture, distribute, or dispense, or simply possess a controlled substance. The New York Penal Law makes it a criminal offense to possess, possess with intent to sell, or actually sell various drugs. The drugs to which this law applies include marijuana.

The possible sanctions for violation of Federal and State and local law involving controlled substances and drugs depend upon the particular offense violated. The various offenses are premised on aggravating factors, which include the type and weight of drug involved. Depending upon the particular aggravating circumstance involved, violations of said law could result in sanctions ranging from a monetary fine to life imprisonment. A copy of further details on possible sanctions for violations of Federal and New York State law can be located in Appendix A.

B. New York law imposes criminal penalties for the possession and sale of narcotics, the possession and sale of marijuana, and the possession and use of drug paraphernalia. The most severe sanctions are reserved for large-scale possession and sale of controlled substances. For example, a mandatory sentence of imprisonment with a maximum life term can be imposed for, among other crimes, the possession of four (4) ounces of cocaine, twenty-five (25) grams of an hallucinogenic substance, ten (10) grams of a stimulant, or for the sale, exchange, or transfer of two (2) ounces of cocaine or five (5) grams of an hallucinogenic substance or stimulant. The authorized penalties for lesser crimes are also harsh. For example, a sentence of one year in prison can be imposed for the unlawful possession of just one hypodermic instrument, the mere possession of any controlled substance no matter the weight, or the possession of two (2) ounces of a mixture which contains marijuana. A sentence of three (3) months in prison can be imposed for open possession of marijuana in public.
A person need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances, including marijuana, in open view in a room under circumstances demonstrating an intent to prepare the substance for sale is presumptive evidence of knowing possession of anyone in close proximity.

New York also prohibits the misuse of alcohol. Alcohol may not be sold, delivered, or given away to anyone under twenty-one (21) years of age, nor may someone under the age of twenty-one (21) present false evidence of age to purchase alcohol. A fine of up to $25.00 or imprisonment for up to five (5) days can be imposed for consuming an alcoholic beverage in a public place or for public possession of an open container of an alcoholic beverage with intent to consume. Operating a motor vehicle while intoxicated, or impaired by the use of drugs, is a crime of which a sentence of up to one year in prison can be imposed.

IV. POLICIES FOR PACE ORGANIZATIONS

Duly recognized student organizations and affiliates are expected to abide by University policies and procedures. Any organization found to be in violation of such policies will be subject to the disciplinary process.

Please refer to:
- The Graduate/Undergraduate Student Handbook.
- Club Manuals
- Residential Life Guidebook
- Center for Student Development and Campus Activities

All located on your respective campus.

V. REFERRAL LIST
ALCOHOL AND DRUG REHABILITATION

Pace Resources
Counseling Centers – New York Campus (212) 346-1523
Westchester Campuses (914) 773-3710
Health Care Units - New York Campus (212) 346-1600
Westchester Campuses (914) 773-3760
Human Resources New York Campus (212) 346-1630
Westchester Campuses (914) 773-3810
VI. STATE ALCOHOL ABUSE PENALTIES

UNLAWFULLY DEALING WITH A CHILD: It is unlawful to give or sell alcohol (or to cause it to be given or sold) to a person under the age of 21. This is a Class B misdemeanor. The penalty could be up to three months imprisonment and a $500 fine.

DWI: Driving While Intoxicated (by drugs or alcohol) is a misdemeanor punishable by up to (1) one year imprisonment and not less than $500 up to $1000. As of November 1, 2003 any person with a blood alcohol content of .08 or more is guilty of this offense.

DWAI: Driving While Ability Impaired by Alcohol is a violation punishable by up to (15) fifteen days imprisonment and not less than $300 up to $500 fine.

4. LIABILITY OF ONE SERVING A PERSON UNDER AGE 21: Anyone who furnishes or assists a person under 21 years of age in procuring alcoholic beverages is liable for any damages caused by that underage person while under the influence.

5. DRAM SHOP LIABILITY: Any person who sells alcoholic beverages of unlawfully assists an intoxicated person to procure alcoholic beverages is liable for any damages caused by that person while under the influence. Any person who shall be injured in person, property, means of support, or otherwise by any intoxicated person, or by reason of the intoxication of any person, whether resulting in his death or not, shall have a right of action against any person who shall, by unlawful selling to or unlawfully assisting in procuring liquor for such intoxicated person, have caused or contributed to such intoxication; and in any such action such person shall have a right to recover actual and exemplary damages.

6. FRAUDULENT DOCUMENTS: It is in violation of state law for a person under the age of 21 years to present false evidence of age to procure alcoholic beverages. Possessing such false evidence may also be criminal possession of a forged instrument within the meaning of the penal law. The penalty for using fraudulent I.D. or documents is a fine of up to $100 or community service not to exceed thirty hours and/or completion of Alcohol Awareness Program, with possible suspension of Driver’s License.

VII. LOCAL LAWS

In addition to federal and state laws, the following Open Container Laws apply in New York City, the City of White Plains, the Village of Pleasantville and the Town of Mt. Pleasant:..............................
New York City: It is a violation to carry alcohol in an open container. The possible penalty is a $25 fine and 5 days imprisonment.

City of White Plains: It is a violation to consume any alcoholic beverage or possess any open containers of alcoholic beverages on public property under circumstances evidencing intent to consume, except for persons permitted to use or possess alcoholic beverages by virtue of Section 1227 of the Vehicle and Traffic Law, and persons invited to attend or participate in events permitted or sponsored by the city through the department of parks and recreation or the common council. The possible penalty is up to a $25 fine for a first conviction, up to a $100 fine for a subsequent conviction, and up to 15 days imprisonment.

Village of Pleasantville and Town of Mt. Pleasant: It is a violation to possess any open bottle, can or open container containing liquor, wine, beer or other alcoholic beverage with the intent of the possessor or another to consume the same in any public places described in Subsection A of this section. The possible penalty is up to a $500 fine and/or up to 15 days imprisonment.

See the following related appendices at the end of the student handbook:
- Hotline Numbers
- Alcoholism Treatment Facilities
- Controlled Substances ---- Uses & Effects
- Federal Trafficking Penalties
- New York State Drug Abuse Penalties

PARENTAL NOTIFICATION

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

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

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

Notification of parents or guardians is indicated when:

1. The violation involved harm or threat of harm to self, other persons, or property.
2. The violation involved an arrest in which the student was taken into custody, presuming the University is aware of the arrest.
3. The violation resulted in, or could result in, the student being separated from University residence or enrollment.
4. The student has shown a pattern of violations even if they are minor. Two or more violations would be reasonable cause to notify.
5. The student who committed the violation became physically ill and required University staff and/or medical attention as a result of consumption of alcohol or drugs.

QUALIFICATIONS

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

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

SAMPLE GUIDELINES FOR SANCTIONING:

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

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

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

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

PARENTAL NOTIFICATION DRUG VIOLATIONS

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

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

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

SMOKE FREE LEARNING AND WORK ENVIRONMENT

An increase number of studies document the health hazards of environmental tobacco smoke on both the smoker and non-smoker. 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.

Please 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 Transportation Department.

All students seeking to drive University vehicles must apply through and be accepted by the 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.

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 199a91 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.

FEDERAL REGULATION STUDENT ACCESS TO EDUCATION RECORDS/ FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974, commonly referred to as the "Buckley Amendment," became effective November 19, 1974. This Act has the following purposes: (a) To protect the privacy of additional records by limiting the release of records maintained by the University and information contained therein, with written consent of the individual student, with some exceptions in special circumstances (e.g., parents of dependent students), (b) to establish the rights of students to inspect and review their educational records, and (c) to provide guidelines for the correction of inaccurate or misleading information contained in such records through formal and informal hearings. In compliance with the provisions of this law, the University grants access to students requesting an opportunity to review records as provided in this legislation.
The law covers many of the educational records of all present and former students of Pace University. This includes part-time as well as full-time students. The term "educational records" includes all records, files, data and other materials which contain information directly related to a student and (which) are maintained by Pace University or by a person acting for Pace. Not included among the materials to which a student shall have access are the following:

1. Financial records of a student's parents.

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

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

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

5. Records of instructional, supervisory, administrative and certain educational personnel which are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute, who performs on temporary basis (defined in the institution personnel policy) the duties of the individual who made the record.

6. Records relating to individuals, who are employed by the institution, which are made and maintained in the normal course of business, relating exclusively to individuals in their capacity as employees, and which are not available for use for any other purpose. (Records of individuals in attendance at an institution who are employed as a result of their status as students are education records - e.g., Workstudy.)

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

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

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

1. To school officials who have a legitimate educational interest in the records.
A school official is: A person employed by the University in an administrative, supervisory, academic, research, legal or support staff position.

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

A school official has a legitimate educational interest if the official is: Performing a task that is specified in his or her position description or by as contract agreement.

Performing a task related to a student's education. Performing a task related to the discipline of a student. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

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

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

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

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

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

7. To accrediting organizations to carry out their functions.

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

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

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

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

12. Law Enforcement Unit records created, maintained and used for a law enforcement purpose.
13. Certain disclosure to the Immigration and Naturalization Service (INS) regarding “nonimmigrant” status, from foreign students in certain Visa types who have signed an INS form I-20.

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

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

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

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

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

A Pace University Policy Statement in connection with this Act may be obtained from the Dean for Students Office, or the Student Accounts and Registrar Services Office.

**AFFIRMATIVE ACTION POLICY STATEMENT**

The Affirmative Action Policy of Pace University is adopted pursuant to its commitment to the principles of equal opportunity for all minorities and women, which specifically pledges the University to a policy of non-discrimination toward any person in employment or in any of its programs because of race, color, religion, disability, national or ethnic origin, sexual orientation, age, sex or marital status. Pace University admits, and will continue to admit, qualified students of any race, color, religion, disability, national or ethnic origin, sexual orientation, age, sex or marital status, to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not, and will not discriminate on the basis of race, color, religion, disability, national or ethnic origin, sexual orientation, age, sex or marital status, in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
Persons who believe that their rights or privileges have not been respected or violated under the policy may address their concerns or claims by contacting Pace University’s Affirmative Action Officer, Ms. Arletha Miles at (914) 773-3856 or (212) 346-1310.

**POLICY STATEMENT REGARDING PROGRAM ACCESS FOR STUDENTS WITH DISABILITIES**

Pace University takes seriously its obligation under Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act of 1990 not to discriminate against qualified persons with disabilities in its federally assisted programs or activities. The University recognizes it has a responsibility under these laws to ensure that no student with a disability who can meet the academic and technical standards requisite for admission to or for participation in its programs is excluded from such participation or otherwise discriminated against because of the absence of educational auxiliary aids or other reasonable accommodations which are necessary to provide the student with a disability an equal opportunity to obtain an education in the most integrated setting appropriate to the student’s needs.

Pace University believes that its responsibility to ensure the availability of necessary auxiliary aids ordinarily can be met by assisting students with disabilities in obtaining such aids from governmental units, such as the state vocational rehabilitation agencies or from private charitable organizations. Accordingly, students with disabilities will be expected to exercise reasonable self-help in obtaining and maintaining funding from outside sources for required aids. In the event a student with a disability has been denied by outside agencies for aids which the University has determined is necessary to give the student an equal opportunity to obtain the same educational benefit from the course or courses in which the student seeks to enroll as may be obtained by a student without a disability, and the student is unable to afford to pay for such aids on his or her own, the University will take whatever reasonable action is necessary to fulfill its obligation to ensure that the student is not denied the right to participate in any such class or classes because of the absence of educationally necessary aids.

To ensure the availability of necessary aids or other reasonable accommodations at the start of any particular semester, a student with a disability who believes he or she will need an auxiliary aids or other accommodation in order to participate in a course or courses offered by Pace University must notify the Counseling Center on his or her respective campus of the need for such assistance preferably prior to the beginning of the first day of classes for that term. Such notice is required in order to give the student and the University a reasonable period of time in which to evaluate whether the requested aids or accommodation, including testing variations, is necessary to provide the student with a disability an equal opportunity to benefit from the University’s education programs, to identify sources for purchasing, leasing, or procuring any necessary aids, and if possible, to obtain funding for required aids from appropriate sources.

Once the Counseling Center determines eligibility for necessary auxiliary aids and/or reasonable accommodations, it will coordinate with departments and faculty in establishing and implementing an accommodation plan. **The only way to obtain auxiliary aids or other accommodations is to follow the foregoing procedure.** Mr. Geoffrey J. Harter, has been designated by the University as the Compliance Officer for ADA and Section 504. (914) 422-4352
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 admissions 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 health care 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.

STATEMENT REGARDING SEX DISCRIMINATION IN THE FORM OF SEXUAL HARASSMENT AND SEXUAL ASSAULT

Pace University reaffirms the principle that its students, faculty and staff shall be free from sex discrimination. Sexual offenses such as rape, sexual abuse or discrimination in the form of sexual harassment will not be tolerated.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational or 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 coerce of sexual relations to the unwelcome emphasizing of sexual identity, verbal harassment or abuse, unwelcome sexual advances and unnecessary touching. This definition will be interpreted and applied consistent with accepted standards of mature behavior, academic freedom and freedom of expression.
Members of the University community who believe they have been sexually assaulted or harassed may obtain redress through the established informal and/or formal resolution procedures set forth in the University Grievance Procedure. Students may seek immediate assistance from the Affirmative Action Officer or the Director of Human Resources, Counseling staff, Deans for Students, or Directors within Student Services 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 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 Affirmative Action Officer (212) 34(a1310. 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 and sexual harassment are available in the offices of the Affirmative Action Officer, the Dean for Students, Student Services, 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 said 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 advisor, a counselor.

3. Write down the times, dates, places, witnesses and the types of incidents that have occurred. Be thorough and accurate. Write down your response.
4. 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.
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 (MO): Administrator responsible for coordination of University personnel policy and procedure regarding discrimination claims (Telephone No. (212) 346-1310).

University Grievance Reserve Pool (Pool): The group from which panelists will be drawn to hear grievances, shall be composed of faculty, staff and students to be selected by the University in Consultation with the AAO.

Notwithstanding any provision to the contrary in this Procedure, pursuant to the Faculty Grievance Procedure adopted by the University, if a complaint is against a faculty member, the Hearing Panel shall be the appropriate Faculty Council Grievance Committee rather than a hearing panel selected from the Pool.

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

The Panel shall be selected from the Pool in the manner set forth on the following page.

PROCEDURES:

Informal

1a. Discuss the problem informally with the student, faculty member, dean or staff member involved and where appropriate, with supervisors or administrators at sequentially higher levels.
1b. A student may not proceed to formal review unless informal review with those persons cited above has been exhausted.

Formal
 Claims regarding student programs, facilities, services and student relations:

1a. If for any reason the grievance is not resolved informally to the satisfaction of the student within a reasonable period of time, the student should contact the Dean.

1b. The student shall prepare and submit a formal written complaint on a form provided by the Dean, which shall serve as the basis for all further consideration.

1c. The Dean shall conduct an investigation of the facts upon which the complaint is based. As soon as practicable, the Dean shall notify the grievant of the results of the investigation.

1d. If for any reason the student is not satisfied with the results of the investigation conducted by the Dean, he/she may ask the Dean to submit the matter to the Student Services Officer.

1e. As soon as practicable, the Dean shall:

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

1f. Upon receipt of the formal complaint, the Student Services Officer shall consult with the University official having authority over the area or subject matter of the grievance. Within thirty (30) days following receipt of the complaint, the Student Services Officer shall render a decision and convey such decision to the student in writing.

1g. If the student is not satisfied by the decision obtained by the Student Services Officer, he/she may ask the Student Services Officer to appeal to the President of the University (President) on his/her behalf.

1h. As soon as practicable, the Student Services Officer shall apprise the President of the details of the grievance and serve the President with a copy of the written complaint.

1i. As soon as practicable after receipt of the written complaint, the President shall render a final decision which shall be conveyed in writing to the student.

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

1a. The AAO shall discuss the problem or issue involved with the grievant and develop a plan to explore and resolve the grievance in keeping with the intent of University policy and practice.

1b. If for any reason a complaint is not resolved to the satisfaction of a student, he/she may ask the AAO to convene the Panel for a formal hearing.

1c. The AAO shall assist grievant in the preparation of a formal written complaint or amend the complaint drafted prior to the discovery of a discrimination issue.

1d. As soon as practicable after preparation of the formal complaint the AAO shall:
(i) Serve the complaint upon the respondent if applicable

(ii) Convene a Panel from the Pool.

Grievance Hearing Panel Selection

1a. The grievant and the respondent shall each select one panelist from the Pool. The third panel member shall be selected by the aforesaid two panelists, and shall serve as Chairperson of the Panel.

1b. In the event that either party does not select a panel member, the AAO shall fill the vacancy or vacancies from the Pool.

1c. In the event the first two panelists selected cannot agree upon a third panelist, the AAO shall make such selection from the Pool.

1d. The AAO shall be an ex-officio, non-voting member of the Panel.

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

Procedural Guidelines

1a. Each of the parties shall be afforded an opportunity to present an opening and closing statement.

1b. The grievant and his/her witnesses shall be heard first.

1c. The respondent shall be given an opportunity to testify and present evidence and witnesses, but shall not be compelled to testify against his/her will nor shall an inference be drawn from the failure to testify.

1d. Each of the parties or their advisors shall have an opportunity to hear and question adverse witnesses.

1e. The decision of the Panel shall be based solely upon evidence presented at the hearing.

1f. A finding of the Panel shall be based on a fair preponderance of credible evidence.

1g. The burden of proof shall rest with the grievant.

1h. A tape recording of the hearing shall be made at the University's expense. Said recording shall be retained by the AAO for a period of one year. A party to the proceeding may obtain a written transcript or a copy of the tape recording at his/her expense.

1i. The failure of a party to either respond to the complaint or to participate in a hearing shall not preclude the panel from proceeding and rendering its decision.

1j. Within thirty (30) days after the conclusion of the hearing, the Panel shall prepare a written opinion as to whether the charges alleged in the complaint have been substantiated, stating the findings relied upon for such conclusion. A minority opinion and recommendation regarding action to be taken may be included. When such opinion is completed, the Panel shall serve copies thereof upon the parties and shall submit the opinion to the President. The 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 (I.T.*) is posted on the Division of Information Technology (DoIT) web page.

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

Users of these services and facilities have access to valuable University resources, to sensitive data and to external networks. Consequently, it is important for all users to behave in a responsible, ethical and legal manner. In general, appropriate use means understanding the intended use for Pace I.T. (and making certain that your use complies); respecting the rights of other Pace 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 I.T.
<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>President</td>
<td>David A. Caputo</td>
</tr>
<tr>
<td>Provost and Executive Vice President for Academic Affairs</td>
<td>Marilyn Jaffe-Ruiz</td>
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<tr>
<td>Vice President for Philanthropy</td>
<td>Laura Fredricks</td>
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<tr>
<td>Executive Vice President for Finance and Administration</td>
<td>Leonard C. Sippel</td>
</tr>
<tr>
<td>Vice President for Student Services</td>
<td>Darnita R. Killian</td>
</tr>
<tr>
<td>Vice President for Information Technology/Chief Information Officer</td>
<td>Frank J. Monaco</td>
</tr>
<tr>
<td>Vice President for Planning, Assessment, Research and Academic Support and Senior Associate Provost</td>
<td>Joseph C. Morreale</td>
</tr>
<tr>
<td>Vice President for Human Resources</td>
<td>Yvonne Ramirez-Lesce</td>
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<tr>
<td>University Counsel</td>
<td>Stephen Brodsky</td>
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<tr>
<td>Vice President for University Relations</td>
<td>Doug Whiting</td>
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</table>

**University Deans**

- Arthur L. Centonze
- Lubin School of Business
- S. David Cohen
- School of Law
- Gail Dinter-Gottlieb
- Dyson College of Arts and Sciences
- Harriet Feldman
- Lienhard School of Nursing
- Janet L. McDonald
- School of Education
- Suasn M. Merritt
Appendices

**Hotline Numbers**

Alanon/Alateen – National 1(800)356-9996, Local (212) 254-7230/7236

................................. (Group for family, friends and teens of Alcoholics)

Spanish Speaking 1(800) 939-2770

Alcoholic Anonymous – National (212) 870-3400 Local (212) 647-1680

Children of Alcoholics – (212) 757-2100 ext. 6370 Main Office

Cocaine Anonymous – 1 (800) 347-8998/ (212) 262-2463

Covenant House Nineline 1(800) 999-9999

Marijuana Anonymous – 1 (800) 766-6779 …

MARANON – 1 (800) 984-0066 / (516) 582-6465 (Groups for family members of drug users)

Narcotics Anonymous - (212) 929-6262

Nicotine Anonymous – (415) - 750-0328
ALCOHOLISM TREATMENT FACILITIES

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<tr>
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<td>Gracie Square Hospital</td>
<td>Break Through</td>
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<td></td>
<td>416 E 76th Street</td>
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<tr>
<td></td>
<td>New York, NY 10021</td>
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<td></td>
<td>(212) 434-5379</td>
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<td></td>
<td>420 E 76th Street</td>
<td>Inpatient/MICA</td>
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<td></td>
<td>New York, NY 10021</td>
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<tr>
<td></td>
<td>(212) 988-4400</td>
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<td>Beth Israel</td>
<td>Stuyvesant Square Dependency Program</td>
<td>Inpatient/Outpatient</td>
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<td>15th Street (Bet 1 and 2nd Ave)</td>
<td>Detox</td>
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<td>New York, NY 10003</td>
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<td></td>
<td>(212) 532-6425</td>
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<td>Harlem Hospital Ambulatory</td>
<td>137 Btw 5th and Lenox Avenue</td>
<td>Detox + Referral</td>
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<td>New York, NY 10037</td>
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<td></td>
<td>(212) 939-1084</td>
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<td>Hazelton New York</td>
<td>231 E 17th Street</td>
<td>Inpatient/Outpatient</td>
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<td></td>
<td>(212) 420-9522</td>
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<td>Smithers Alcoholism</td>
<td>1000 10th Ave. 10G</td>
<td>Inpatient/Outpatient</td>
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<td>Treatment and Training</td>
<td>New York, NY 10019</td>
<td>Evening Program</td>
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<td>St. Lukes /Roosevelt</td>
<td>(212) 369-9566</td>
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<tr>
<td>St. Vincent’s Hospital</td>
<td>203 W 12th Street</td>
<td>Outpatient Treatment</td>
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</table>
New York, NY 10011
(212) 604-8273

Realization Center
19 Union Square West
New York, NY 10003
(212) 627-9600
Outpatient Treatment
Outpatient Detox
Mental Health Treatment

Bellevue Hospital
462 1st Ave. (at 27th)
New York, NY 10016
(212) 562-4141 (General)
Inpatient x4623
Caring Detox
Recovery Clinic x4737
Alcoholic Clinic x4487
Methadone Maintance x6792

North General Hospital
1879 Madison Avenue
New York, NY 10035
(212) 423-4000 (General)
Inpatient (Detox) x 4618
Outpatient x4800

Brooklyn

Coney Island Hospital
2601 Atlantic Avenue
Brooklyn, NY 11235
(718) 616-3000 (General)
Ambulatory Detox
Inpatient Detox
Outpatient Rehabilitation
(718) 616-5620

Interfaith Medical Center
1545 Atlantic Avenue
Brooklyn, NY 11213
Detox
Outpatient
MICA Outpatient
(718) 604-6565/6566

Kings County Hospital
451 Clarkson Avenue
Brooklyn, NY
(718) 245-2630/31
Outpatient
Inpatient Detox
(718) 245-2661
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<td>Flatbush Addiction Treatment Center</td>
<td>1463 Flatbush Ave, Brooklyn, NY 11210</td>
<td>Outpatient Treatment</td>
<td>(718) 951-9000</td>
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<td>Kingsboro Alcoholism Treatment Center</td>
<td>754 Lexington Avenue, Brooklyn, NY 11221</td>
<td>State Facility Inpatient Treatment</td>
<td>(718) 453-5297</td>
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<td>Long Island College Hospital</td>
<td>255 Duffield Street, 3rd Floor, Brooklyn, NY 11201</td>
<td>Outpatient Alcohol Treatment</td>
<td>(718) 522-4800</td>
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<td>Lutheran Medical Center</td>
<td>150 55th Street, Brooklyn, NY</td>
<td>Outpatient Alcohol and Drug /MICA</td>
<td>(718) 437-5233</td>
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<td>Evening Program</td>
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<td>Bronx Lebanon Hospital Center</td>
<td>(718) 901-8225/8217</td>
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<td>Detox/Rehabilitation</td>
<td>(718) 579-2600</td>
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<td>Hethadone Treatment</td>
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<td>Jacobi Medical Center</td>
<td>1400 Pelham Parkway South, CATC Bld 5, 4th Floor, Bronx, NY 10461</td>
<td>Inpatient/Outpatient Treatment</td>
<td>(718) 918-4466</td>
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<td>Center for Drug Free Living</td>
<td>1500 Waters Place, Bronx, NY 10461</td>
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<td>Lincoln Hospital</td>
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<td>234 E 149th Street</td>
<td>Bronx, NY 10451</td>
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<td>(718) 993-3100</td>
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<td>600 E 23rd St</td>
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<td>183rd &amp; 3rd Avenue</td>
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<td>174-11 Horice Harding</td>
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<td>(718) 670-1550</td>
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<td>Psychiatric and Addictions Recovery Services 92-29 Queens Blvd.</td>
<td>Rego Park, NY 11374</td>
<td>Outpatient Program Inpatient Program Adolescent Program</td>
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<td>(718) 997-8726</td>
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<td>800 Front St.</td>
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<td>(516) 560-1607</td>
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<td>Manhasset Community Day Center</td>
<td>1355 Northern Blvd.</td>
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(affiliate: Long Island Jewish Med. Center)  (516) 627-5002  Outpatient treatment

Project Outreach- Hillside Division  600 Hempstead Tpke.  West Hempstead, NY 11552  Inpatient treatment
(affiliate: Long Island Jewish Med. Center)  (516) 481-2890  Outpatient treatment

Staten Island

Staten Island University Hospital  392 Seguine Avenue  Staten Island, NY 10309  Inpatient & Outpatient treatment programs
(718) 226-9000 (General)  (718) 226-2800

Bayley- Seton Hospital  75 Vanderbilt Avenue  Staten Island, 10304  Outpatient treatment
(718) 494-0797  (718) 390-6000

YMCA Counseling Service  Multiple Locations  Throughout Staten Island  Outpatient treatment
(718) 948-3232  Adolescent programs

Westchester/Rockland/N.J.

Phelps Memorial Hospital Center  38 Beekman Avenue  North Tarrytown, NY 10591  Outpatient Evening Clinic
(914) 631-3133  Educational Clinic

Nyack Hospital  Recovery program  Outpatient- Center for
(Dual Diagnosis, Inpatient, Change
Methodone treatment, (914) 348-6760
Methodone and Detox)  P.O. Box 1542
160 N Midland Avenue  2 Blue Hill Plaza
Nyack, N.Y. 10960  Pearl River, NY 10965
(914) 348-2073
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| Altan Center for Addictive Illness | 1. Mountainside Hospital | Outpatient         |
|                                 | Montclair, NJ              | (888) 247-1400     |
|                                 | 2. Morristown Memorial Hospital | Detox, Inpatient  |
|                                 | 3. Overlook Hospital, Springfield | Outpatient |
|                                 |                             | (203) 863-3000     |

<p>| Greenwich Hospital             | Recovery Program            | Inpatient, Detox,  |
|                               | 5 Perry Ridge Rd            | Outpatient Rehab. |
|                               | Greenwich, CT 06830         |                    |
|                               | (203) 863-4673              |                    |</p>
<table>
<thead>
<tr>
<th>Drugs/CSA Schedules</th>
<th>Trade or other names</th>
<th>Medical Uses</th>
<th>Dependence physical / psychological</th>
<th>Tolerance</th>
<th>Duration</th>
<th>Usual Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose Syndrome</th>
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<tbody>
<tr>
<td><strong>NARCOTICS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Opium</td>
<td>II III IV</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Dover’s Powder</td>
<td>Analgesic, anti-diarrhoeal, Paregoric, Parepectolin</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>oral, smoked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morphine</td>
<td>II III</td>
<td></td>
<td></td>
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<tr>
<td>Morphine, MS Contin</td>
<td>Analgesic, antitussive, Roxanol, Roxanol SR</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
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<td>oral, smoked, injected</td>
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<tr>
<td>Codeine</td>
<td>II III V</td>
<td></td>
<td></td>
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<tr>
<td>Tylenol w/ codeine</td>
<td>Analgesic, antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>oral, injected</td>
<td>Euphoria, drowsiness, respiratory depression</td>
<td>slow and shallow breathing, yawn, irritability, loss of appetite</td>
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<tr>
<td>Empirin w/ codeine</td>
<td>Analgesic, antitussive, Robitussan A C Fiotinal, W/ codeine</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>oral, injected</td>
<td>Euphoria, drowsiness, respiratory depression</td>
<td>slow and shallow breathing, yawn, irritability, loss of appetite</td>
</tr>
<tr>
<td>Heroin</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Diacetylmorphine- None</td>
<td>Analgesic, antitussive, Horse, Smack</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Injected, sniffed, smoked</td>
<td>constricted pupils, Nausea</td>
<td>convulsion, coma, irritability, tremors</td>
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<tr>
<td>Hydromorphone</td>
<td>II</td>
<td></td>
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<tr>
<td>Dilauid</td>
<td>Analgesic, antitussive, Demerol</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>oral, injected</td>
<td>Euphoria, drowsiness, respiratory depression</td>
<td>possible death, chills, sweating</td>
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<tr>
<td>Meperidine</td>
<td>(Pethidine)</td>
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<td></td>
<td></td>
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<tr>
<td>Mepergan</td>
<td>Analgesic, antitussive, Dolophine, Methadone</td>
<td>High</td>
<td>High-low</td>
<td>Yes</td>
<td>3-6</td>
<td>oral, injected</td>
<td>Euphoria, drowsiness, respiratory depression</td>
<td>possible death, chills, sweating</td>
</tr>
<tr>
<td>Methadone</td>
<td>II</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Methadose</td>
<td>Analgesic, antitussive, Numorphan, Percodan</td>
<td>High</td>
<td>High-low</td>
<td>Yes</td>
<td>12-24</td>
<td>oral, injected</td>
<td>Euphoria, drowsiness, respiratory depression</td>
<td>possible death, chills, sweating</td>
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<tr>
<td>Other Narcotics I II III IV V</td>
<td>Analgesic, antidiarrheal, Tussionex, Fentanyl</td>
<td>High</td>
<td>High-low</td>
<td>Yes</td>
<td>Variable</td>
<td>oral, injected</td>
<td>Euphoria, drowsiness, respiratory depression</td>
<td>possible death, chills, sweating</td>
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<td>Drugs/ CSA Schedules</td>
<td>Trade or other names</td>
<td>Medical Uses</td>
<td>Dependence physical / psychological</td>
<td>Tolerance</td>
<td>Duration</td>
<td>Usual Methods of Administration</td>
<td>Possible Effects</td>
<td>Effects of Overdose and Syndrome</td>
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<tr>
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<td><strong>Depressants</strong></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chloral Hydrate</td>
<td>Noctec Hypnotic, anesthetic</td>
<td>Moderate</td>
<td>Yes</td>
<td>5-8</td>
<td>oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amytal, Butisol, Fionnal</td>
<td>Lofusate</td>
<td>Moderate-high</td>
<td>Yes</td>
<td>1-16</td>
<td>oral</td>
<td></td>
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<td></td>
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<tr>
<td><strong>Barbiturates I IV</strong></td>
<td>Nembutal, Seconal, Phenobarbital Ativan, Dalmane Dizepan, Librium, Xanax</td>
<td>Sedative, hypnotic veterinary, euthanasia</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Bensodiazepinea</strong></td>
<td>Serax, Valium Tranxene, Vertran Versed, Halcion</td>
<td>Antianxiety, anticonvulsant</td>
<td>Low Low</td>
<td>Yes</td>
<td>4-8</td>
<td>oral</td>
<td>drunk behavior without odor of alcohol clammy skin dilated pupils Tremors delirium</td>
<td></td>
</tr>
<tr>
<td>Methaqualone I</td>
<td>Quaaiade Sedative, hypnotic</td>
<td>high Low</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td>rapid pulse, coma, possible death</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glulethimide III</td>
<td>Doriden Equanil, Miltown Noludar</td>
<td>Sedative, hypnotic</td>
<td>High Moderate</td>
<td>Yes</td>
<td>4-8</td>
<td>oral</td>
<td></td>
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<tr>
<td>Other Depressants II Iv</td>
<td>Placidy Valmid</td>
<td>Moderate Moderate</td>
<td>Yes</td>
<td>4-8</td>
<td>oral</td>
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<tr>
<td>Gamma Hydroxy butaute</td>
<td>GHB Liquid Exacts E, X, XTC</td>
<td>Surgical anesthetic</td>
<td>Unknown</td>
<td>Yes</td>
<td>4-8</td>
<td>oral</td>
<td>memory loss vertigo reduced hear Rate, seizures respiratory failure, come possible death if mixed w/ Alcohol convulsions insomnia possible death</td>
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</tr>
<tr>
<td>Drugs/CSA Schedules</td>
<td>Trade or other names</td>
<td>Medical Uses</td>
<td>Dependence</td>
<td>Tolerance</td>
<td>Duration</td>
<td>Usual Methods of Administration</td>
<td>Possible Effects</td>
<td>Effects of Overdose</td>
</tr>
<tr>
<td>---------------------</td>
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</tr>
<tr>
<td>STIMULANTS</td>
<td></td>
<td>Cocaine</td>
<td>Coke, Flake, Snow, Crack, Blow</td>
<td>Local anesthetic</td>
<td>Possible High</td>
<td>Yes</td>
<td>1-2</td>
<td>sniffed, smoked, injected</td>
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<tr>
<td></td>
<td></td>
<td>Amphetamines</td>
<td>Biphetamine, Delcobese, Desoxyn</td>
<td>ADD narcolepsy weight control</td>
<td>Possible High</td>
<td>Yes</td>
<td>3-4</td>
<td>oral, injected</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Phenmetrazine</td>
<td>Preludin</td>
<td>Weight Control</td>
<td>Possible High</td>
<td>Yes</td>
<td>2-4</td>
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<tr>
<td></td>
<td></td>
<td>Methylphenidate</td>
<td>Ritain, Adipex, Cylen, Didrex, Ionamin, Melfiat</td>
<td>ADD, narcolepsy</td>
<td>Possible</td>
<td>Yes</td>
<td>2-4</td>
<td>oral, injected</td>
</tr>
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<td></td>
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<td>Other</td>
<td>Plegine, Sanorex, Tenuate, Tepanil, Prelu-2</td>
<td>Weight Control</td>
<td>Possible</td>
<td>Unknown</td>
<td>2-4</td>
<td>oral injected</td>
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<td>Drugs/CSA Schedules</td>
<td>Trade or other names</td>
<td>Medical Uses</td>
<td>Dependence / psychological</td>
<td>Tolerance</td>
<td>Duration</td>
<td>Usual Methods of Administration</td>
<td>Possible Effects</td>
<td>Effects of Overdose Syndrome</td>
</tr>
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<tr>
<td><strong>HALLUCINOGENS</strong></td>
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<td></td>
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<tr>
<td>LSD</td>
<td>Acid, Microdot</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>Oral</td>
<td>Illusions</td>
<td>Intense trip</td>
</tr>
<tr>
<td>Mescaline</td>
<td>I Mec., Buttons</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>Oral</td>
<td>Hallucinations</td>
<td>Poor perceptions of time and distance</td>
</tr>
<tr>
<td>Peyote</td>
<td>Cactus</td>
<td>None</td>
<td>None</td>
<td>Unknownw</td>
<td>Yes</td>
<td>Oral, injected</td>
<td></td>
<td>Possible death</td>
</tr>
<tr>
<td>Amphetamine</td>
<td>I 2.5 DMA, PMA</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td>Hallucinations</td>
<td>Intense trip</td>
</tr>
<tr>
<td>Variants</td>
<td>STP, MDA, MDMA, TMA, DOB, PCP</td>
<td>Angel Dust, Ice</td>
<td>Unknown</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td>Illusions</td>
<td>Poor perceptions of time and distance</td>
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<tr>
<td>Phencyclidine</td>
<td>Hogm PCE, PCP</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Oral, injected, smiked</td>
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<tr>
<td>Phencyclidine</td>
<td>I TCP</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Oral, smokes, smoked</td>
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<tr>
<td>Analogues</td>
<td>Bufotenine, Ibogaine</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Oral, injected</td>
<td>Hallucinations</td>
<td></td>
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<tr>
<td>Other Hallucinogens</td>
<td>I DET, Psilocybin</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Possible</td>
<td>Injected sniffed</td>
<td>Confusion</td>
<td></td>
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<td></td>
<td>Psilocyn</td>
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<td></td>
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<td></td>
<td></td>
<td>Depression</td>
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<td></td>
<td>Ecstasy, Adam or x-te</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
<td>Sleep problems</td>
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<td></td>
<td></td>
<td>Brain damages.</td>
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<td></td>
<td></td>
<td>Anxiety, paranoia</td>
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<td>Drugs/CSA Schedules</td>
<td>Trade or other names</td>
<td>Medical Uses</td>
<td>Dependence physical / psychological</td>
<td>Tolerance</td>
<td>Duration</td>
<td>Usual Methods of Administration</td>
<td>Possible Effects</td>
<td>Effects of Overdose Syndrome</td>
</tr>
<tr>
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<tr>
<td><strong>CABBABIS</strong></td>
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<td>Marijuana</td>
<td>Pot, Acapulco</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>smoked, oral</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reefer, Sinsemilla, Thai Sticks, Hoocj</td>
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<tr>
<td>Tetrahydrocannabinol</td>
<td>THC, Marinol</td>
<td>Chemotherapy Antinauseant</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>smoked, oral</td>
<td></td>
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<tr>
<td>Hashish</td>
<td>Hash</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>smoked, oral</td>
<td></td>
</tr>
<tr>
<td>Hashish oil</td>
<td>Hash oil</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>smoked, oral</td>
<td></td>
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</tbody>
</table>
**Federal Trafficking Penalties**

The United States Code lists penalties under the Federal Sentencing Guidelines for trafficking offenses related to all drugs listed in the controlled Substances Act. See 21 USCA. The penalties range from those of not less than one year mandatory like sentences depending on the severity of the offense charged.

<table>
<thead>
<tr>
<th>CSA</th>
<th>PENALTY</th>
<th>QUANTITY</th>
<th>DRUG</th>
<th>QUANTITY</th>
<th>PENALTY</th>
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<tbody>
<tr>
<td></td>
<td>2ND Offense</td>
<td>1st Offense</td>
<td>Quantity</td>
<td>1st Offense</td>
<td>2nd Offense</td>
</tr>
<tr>
<td>I</td>
<td>Not less than 10 yrs.</td>
<td>Not less than 4yrs.</td>
<td>10-99gm or 100-999gm Mixture</td>
<td>Methamphetamine</td>
<td>100gm or 1kg or more mixture</td>
</tr>
<tr>
<td></td>
<td>Not more than life.</td>
<td>not more than 40yrs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>If death or serious Injury, not less than life</td>
<td>If death or serious injury no less than 20yrs</td>
<td>100-999gm Mixture</td>
<td>Heroine</td>
<td>1kg or more mixture</td>
</tr>
<tr>
<td></td>
<td>Not more than life.</td>
<td>Not more than life.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5-49gm mixture</td>
<td>Cocaine Base</td>
<td>50 gm or more mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10-99 gm or 1000-999gm mixture</td>
<td>PCP</td>
<td>100 gm or more or 1 kg or more mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-10 gm mixture</td>
<td>LSD</td>
<td>10 gm or more mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>40-399 gm mixture</td>
<td>Fentanyl</td>
<td>400 gm or more mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others – I</td>
<td>Any</td>
<td>Not more than 20 yrs. If death or serious injury; Not less than 20 yrs not more than life. Fine is $1 Million individual, $5 million not individual.</td>
<td>Not more than 30 yrs. If death or serious injury; life. Fine $2 million individual, $10 million not individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>All</td>
<td>Any</td>
<td>Not more than 5 yrs. Fine not more than $250,000 Individual, $1 million not individual.</td>
<td>Not more than 10 yrs. Fine not more than $500,000 individual, $2 million not individual.</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>All</td>
<td>Any</td>
<td>Not more than 5 yrs. Fine not more than $250,000 Individual, $1 million not individual.</td>
<td>Not more than 10 yrs. Fine not more than $500,000 individual, $2 million not individual.</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>All</td>
<td>Any</td>
<td>Not more than 1 yrs. Fine not more than $100,000 Individual. $250,000 not individual.</td>
<td>Not more than 2 yrs. Fine not more than $200,000 individual $500,000 not individual.</td>
<td></td>
</tr>
</tbody>
</table>

Federal agencies. Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.
New York State Drug Abuse Penalties

New York State has enacted specific penalties under its sentencing guidelines in relation to all drugs schedules as defined in section 336 of the New York Public Health Law. All information regarding New York penalties can be found in Article 220, et. Seq. Of the New York Penal Code.

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARIJUANA (Possession)</td>
<td>1. Any amount in public place in Public view or burning.</td>
<td>Class B Misdemeanor 3 months/$500 fine</td>
</tr>
<tr>
<td></td>
<td>2. Up to 25 grams months/$500 fine</td>
<td>Class B Misdemeanor</td>
</tr>
<tr>
<td></td>
<td>3. 25 grams to 2 ounces 3 months/$500</td>
<td>Class B Misdemeanor</td>
</tr>
<tr>
<td></td>
<td>4. 2 to 8 ounces Up to 1 yr. / $1,000 fine</td>
<td>Class A misdemeanor</td>
</tr>
<tr>
<td></td>
<td>5. 8-16 ounces Class E felony. 1-4 yrs. No more than $5,000 fine or double the defendants illegal gain whichever higher.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. 16 ounces to 10 pounds Class D felony. 1-7 years, no more than $5,00 fine or double the defendants illegal gain whichever higher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. 10 pounds and over Class C felony. 1-15 years / $15,000 fine.</td>
<td></td>
</tr>
</tbody>
</table>

(Sale)

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARIJUANA (Sale)</td>
<td>1. less than 2 grams</td>
<td>Class B misdemeanor. 3 months / $500 fine</td>
</tr>
</tbody>
</table>
2. Up to 25 grams  
   Class A misdemeanor. Up to 1 yr. / $1,000 fine

3. More than 25 grams  
   Class E felony. 1-4 yrs. / $5,000 or double the defendants illegal gain whichever higher

4. 4-16 ounces to person under 18  
   Class D felony. 1-7yrs/ no more than $5,000 or double the defendants illegal gain whichever higher

5. More than 16 ounces  
   Class C felony. 1-15 yrs. / $15,000 fine.

**HASHISH**  
(Possession)

1. To ¼ oz.  
   Class A misdemeanor. Up to 1yr. / $1,000 fine

2. ¼ - 1oz.  
   Class D felony. 1-7yrs / no more than $5,000 fine or double the defendants illegal gain whichever higher

3. 1 oz. Or more  
   Class C felony. 1-15 yrs / $15,000 fine

(Sale)

1. ANY AMOUNT  
   Class C felony. 1-15 yrs / $15,000 fine

**Methadone**  
(Possession)

1. To 360 mg.  
   Class A misdemeanor. Up to 1 yr / $1,000 fine

2. 360-2880 mg.  
   Class C. 1-15 yrs / $15,000 fine

3. 2880-5760 mg.  
   Class A-11 felony. 3 yrs-life/not more than 8yrs and 4 months / $50,000 fine

4. 5760 mg or more  
   Class A-1 felony. 15yr-life/not more than 25yrs / $100,000 fine.
<table>
<thead>
<tr>
<th>Sale</th>
<th>1. To 360 mg.</th>
<th>Class C felony. 1-15 yrs / $15,000 fine</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. 360-2880 mg.</td>
<td>Class A-1 felony. 3 yrs-life/not more than 8yrs and 4 months / $50,000 fine</td>
</tr>
<tr>
<td></td>
<td>3. 2880 mg. Or more</td>
<td>Class A-1 felony. 15yr-life/not more than 25yrs / $100,000 fine</td>
</tr>
</tbody>
</table>

**Narcotic Drugs**

<table>
<thead>
<tr>
<th>(Possession)</th>
<th>1. Less than 1/8 oz.</th>
<th>Class A misdemeanor. Up to 1 yr / $1,000 fine.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. 1/8 – 1/12 oz.</td>
<td>Class C felony. 1-15 yrs / $15,000 fine</td>
</tr>
<tr>
<td></td>
<td>3. ½ - 2 oz.</td>
<td>Class B felony. 1-25 years / $30,000 fine.</td>
</tr>
<tr>
<td></td>
<td>4. 2-4 oz.</td>
<td>Class A-11 felony. 3 yrs-life/not more than 8yrs and 4 months / $50,000 fine</td>
</tr>
<tr>
<td></td>
<td>5. 4 oz. or more</td>
<td>Class A-1 felony. 15yr-life/not more than 25yrs / $100,000 fine</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sale</th>
<th>1. Less than ½ oz.</th>
<th>Class B felony. 1-25 years / $3,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. ½ - 2 oz.</td>
<td>Class A-11 felony. 3 yrs-life/not more than 8yrs and 4 months / $50,000 fine.</td>
</tr>
<tr>
<td></td>
<td>3. 2 oz. or more</td>
<td>Class A-1 felony. 15yr-life/not more than 25yrs / $100,000 fine</td>
</tr>
</tbody>
</table>
### Narcotic Mixtures

**Possession**

1. Less than ½ oz.  
   - Class A misdemeanor. Up to 1 year / $1,000

2. ½ - 2 oz.  
   - Class D felony. 1-7yrs. / no more than $5,000 or double the defendant’s illegal gain whichever is higher.

3. 2 oz. or more  
   - Class C felony. 1-15 years/$15,000 fine.

**Sale**

1. ANY QUANTITY  
   - Class C felony. 1-15 years/$15,000 fine

2. Any quantity to person under 21 years.  
   - Class B felony. 1-25 years/$30,000 fine.

### Cocaine

**Possession**

1. 500 milligrams or more  
   - Class D felony. 1-7yrs. / no more than $5,000 or double the defendant’s illegal gain whichever is higher

**Sale**

1. 4000 mg. or more  
   - Class C felony. 1-15 years/$15,000 fine

### Ketamine

**Possession**

1. 1000-4000 mg.  
   - Class D felony. 1-7yrs. / no more than $5,000 or double the defendant’s illegal gain whichever is higher.

2. 4000 mg. or more  
   - Class C felony. 1-15 years/$15,000 fine

**Sale**

1. 4000 mg. or more  
   - Class C felony. 1-15 years/$15,000 fine

### LSD

**Possession**

1. Up to 1 mg.  
   - Class A misdemeanor. Up to 1 yr / $1,000 fine.
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Classification</th>
<th>Minimum Sentence</th>
<th>Maximum Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5 mg.</td>
<td>Class C felony.</td>
<td>1-15 years</td>
<td>$15,000 fine</td>
</tr>
<tr>
<td>5-25 mg.</td>
<td>Class B felony.</td>
<td>1-25 years</td>
<td>$30,000 fine</td>
</tr>
<tr>
<td>25 mg. or more</td>
<td>Class A-11 felony.</td>
<td>3 yrs-life</td>
<td>not more than 8yrs and 4 months</td>
</tr>
<tr>
<td>(Sale)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Up to 1 mg.</td>
<td>Class D Felony.</td>
<td>1-7 years</td>
<td>no more than $5,000 fine or double the defendant’s illegal gain or whichever is higher.</td>
</tr>
<tr>
<td>2. 1-5 mg.</td>
<td>Class B felony.</td>
<td>1-25 years</td>
<td>$30,000 fine</td>
</tr>
<tr>
<td>3. 2-25 mg</td>
<td>Class A-11 felony.</td>
<td>3 yrs-life</td>
<td>note more than 8 years and 4 months</td>
</tr>
<tr>
<td>4. Any amount w/ a prior drug conviction</td>
<td>Class B felony.</td>
<td>1-25 years</td>
<td>$30,000 fine</td>
</tr>
</tbody>
</table>

**Methamphetamine**

*(Possession)*

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Classification</th>
<th>Minimum Sentence</th>
<th>Maximum Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to ½ oz.</td>
<td>Class A misdemeanor.</td>
<td>Up to 1yr</td>
<td>$1,000 fine</td>
</tr>
<tr>
<td>½ - 2 oz.</td>
<td>Class C felony.</td>
<td>1-15 years</td>
<td>$15,000 fine</td>
</tr>
<tr>
<td>2 oz. or more</td>
<td>Class A-11 felony.</td>
<td>3 yrs-life</td>
<td>note more than 8 years and 4 months</td>
</tr>
</tbody>
</table>

*(Sale)*

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Classification</th>
<th>Minimum Sentence</th>
<th>Maximum Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Up to 1/8 oz.</td>
<td>Class D felony.</td>
<td>1-7 years</td>
<td>no more than $5,000 fine or the defendant’s</td>
</tr>
</tbody>
</table>
illegal gain or whichever is higher.

2. 1/8 – ½ oz.       Class B felony. 1-25 years/$30,000 fine

3. ½ oz. or more      Class A-11 felony. 3 years to life/not more than 8 years and 4 months/$50,000 fine.

**Hallucinogens**

*(Possession)*

1. Less than 25 mg.    Class A misdemeanor. Up to 1 year /$1,000 fine.

2. 25-125 mg.        Class C felony. 1-15 years / $15,000 fine.

3. 125-625 mg.        Class B felony. 1-25 years /$15,000 fine.

4. 625 mg. or more    Class A-11 felony. 3 years to life/not more than 8 years and 4 months/$50,000 fine.

*(Sale)*

1. Less than 25 mg.    Class D felony. 1-7 years /no more than $5,000 or the defendant’s illegal gain or whichever is higher.

2. 25-125 mg.        Class B felony. 1-25 years/$30,000 fine

3. 125 mg. or more    Class A-11 felony. 3 years to life/not more than 8 and 4 months $50,000 fine.

4. Any amount with a prior drug conviction        Class B felony. 1-25 years/$30,000 fine
### Stimulants

#### Possession

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 gm</td>
<td>Class A misdemeanor. Up to 1 year /$1,000 fine.</td>
</tr>
<tr>
<td>1-5 gm</td>
<td>Class C felony. 1-15 years /$15,000 fine</td>
</tr>
<tr>
<td>5-10 gm</td>
<td>Class B felony. 1-25 years / $30,000 fine</td>
</tr>
<tr>
<td>10 gm or more</td>
<td>Class A-11 felony. 3 years to life/not more than 8 and 4 months $50,000 fine.</td>
</tr>
</tbody>
</table>

#### Sale

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 gm</td>
<td>Class D felony. 1-7 years /no more than $5,000 or the defendant’s illegal gain or whichever is higher.</td>
</tr>
<tr>
<td>1.5 gm</td>
<td>Class B felony. 1-25 years/$30,000 fine</td>
</tr>
<tr>
<td>5 gm or more</td>
<td>Class A-11 felony. 3 years to life/not more than 8 and 4 months $50,000 fine.</td>
</tr>
<tr>
<td>Any amount with a prior drug conviction</td>
<td>Class B felony. 1-25 years/$30,000 fine</td>
</tr>
</tbody>
</table>

### Hallucinogenic Substances

#### Possession

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 gm</td>
<td>Class A misdemeanor. Up to 1 year /$1,000 fine.</td>
</tr>
<tr>
<td>1-5 gm</td>
<td>Class C felony. 1-15 years /$15,000 fine</td>
</tr>
<tr>
<td>5-25 gm</td>
<td>Class B felony. 1-25 years / $30,000 fine</td>
</tr>
<tr>
<td>25 gm or more</td>
<td>Class A-11 felony. 3 years to life/not more than 8 and 4 months</td>
</tr>
</tbody>
</table>

...
$50,000 fine.

(Sale)  
1. Less than 1 gm  
   Class D felony. 1-7 years/no more than $5,000 or the defendant’s illegal gain or whichever is higher.

2. 1.5 gm or more  
   Class B felony. 1-25 years/$30,000 fine

3. 5 gm or more  
   Class A-11 felony. 3 years to life/not more than 8 and 4 months $50,000 fine.

Depressants  
(Possession)  
1. Less than 2 lbs.  
   Class A misdemeanor. Up to 1 year / $1,000 fine

2. 2 lbs. Or more  
   Class C felony. 1-5 years / $15,000 fine.

Dangerous Depressants  
(Possession)  
1. Up to 10 oz.  
   Class A misdemeanor. Up to 1 year / $1,000 fine

2. 2 lbs.  
   Class C felony. 1-15 years/$15,000 fine

(Sale)  
1. Less than 2 lbs.  
   Class D felony. 1-7 years/no more than $5,000 or the defendant’s illegal gain or whichever is higher.

2. 2 lbs. or more  
   Class C felony. 1-15 years/$15,000 fine
PCP
(Possession)  
1. Up to 50 mg  
   Class A misdemeanor. Up to 1 year / $1,000  
2. 50-250 mg  
   Class D felony. 1-7yrs. / no more than $5,000 or double the defendant’s illegal gain whichever is higher.  
3. 250 – 1250 mg  
   Class C felony. 1-15 years/$15,000 fine.  
4. 1250 mg or more  
   Class B felony. 1-25 years / $30,000 fine  

(Sale)  
1. Up to 50 mg.  
   Class D felony. 1-7yrs. / no more than $5,000 or double the defendant’s illegal gain whichever is higher.  
2. 50-250 mg  
   Class C felony. 1-5 years / $15,000 fine  
3. 250 mg or more  
   Class B felony. 1-25 years / $30,000 fine  
4. Any amount w/ prior drug conviction  
   Class C felony. 1-5 years / $15,000 fine  

All Controlled Substances
(Possession)  
1. ANY AMOUNT  
   Class A misdemeanor. Up to 1 year / $1,000 fine  

(Sale)  
1. ANY AMOUNT  
   Class D felony. 1-7yrs. / no more than $5,000 or double the defendant’s illegal gain whichever is higher.
There are additional criminal penalties for possession of controlled substances or marijuana within intent to sell. Conviction of a drug related offense may cause a civil fine and cause eligibility for federal grant monies—including student aid—to terminate.

It is a Class B felony to sell narcotic preparations to anyone under the age of 21 years. It is also a Class B felony to sell any controlled substances on or near school grounds. Possession of a hypodermic instrument for the use of injection of narcotics is a Class A misdemeanor. Injections of narcotics is a Class E felony.

APPEARANCE IN PUBLIC UNDER THE INFLUENCE: It is also a violation of state law to appear in public under the influence of narcotics or a drug other than alcohol to a degree that it may endanger oneself or other persons or property, or annoy persons in one’s vicinity. Penalty could include 15 days imprisonment and a $250 fine.