# Table of Contents

Spring 2017 Information Guide .................................................................................................................. 3  
Letters from the Provost and the Campus Deans for Students ................................................................. 4  
Spring 2017 Academic Calendar .............................................................................................................. 5  
Registration and Payment Policies ........................................................................................................... 7  
Summary of Academic Policies .................................................................................................................. 23  
University Administration ......................................................................................................................... 44  
Semester Course Offerings* ....................................................................................................................... 47  
Index ......................................................................................................................................................... 48
Feedback

This publication is provided as a resource to explain basic academic, registration, student account, and financial aid policies and procedures. Should you have any comments or feedback specifically regarding this publication, please feel free to write us at OSAFeedback@pace.edu and be sure to include "Spring 2017 Information Guide" in the subject line.

Responsibility

Failure to read the various policies and procedures detailed in this schedule publication regarding academic, registration, student account, and financial aid policies does not excuse you from the responsibility of adhering to them. Illness, ignorance, or contradictory advice from any other source is not acceptable grounds for seeking exemption from any of the policies and procedures contained herein.

Updating Addresses and Telephone Numbers

Pace University encourages all current and former students to keep their addresses and telephone numbers current. Please report any address and telephone number changes to the Office of Student Assistance to ensure your student record is accurate. Failure to do so will result in misdirected correspondence concerning financial aid, tuition and fee information, registration updates, invitations to special events, emergencies, and other various need-to-know information that each student is responsible for even when not received.

Textbook Information

To view textbook information, visit the online class schedule at http://appsrv.pace.edu/TextBookScripts/lookup/.
LETTERS FROM THE PROVOST AND THE CAMPUS DEANS FOR STUDENTS

Undergraduate Letter from the Provost

Dear Pace University Undergraduate Students,

This semester information guide describes the academic choices you have for the Spring 2017 semester. It will allow you to map out your next steps as you work on your core curriculum, major, minor, internships, travel courses, or the completion of your degree. Please use this schedule to consult with your advisor and use www.pace.edu/register to help plan your next semester. Be sure to examine the extra sections we have provided for your convenience: Areas of Knowledge sections for the upcoming semester; online courses; travel courses; schedule worksheets and other information, to help you and your advisor plan your future. Together, we can make the most of your upcoming semester as you pursue opportunity and excellence.

Sincerely,

Uday Sukhatme
Provost and Executive Vice President for Academic Affairs

Graduate Letter from the Provost

Dear Pace University Graduate Students,

This class schedule not only describes the academic choices you have for the Spring 2017 semester, but also a chance for you to map out your next steps as you work toward the completion of your degree. Please use this schedule to consult with your advisor and use www.pace.edu/register to help plan your next semester. Be sure to work with your advisor to build your individualized degree program as well as meet examination, thesis or dissertation requirements. Together, we can make the most of your upcoming semester as you pursue opportunity and excellence.

Sincerely,

Uday Sukhatme
Provost and Executive Vice President for Academic Affairs

Letter from the Campus Deans for Students

Dear Pace University Students,

As members of the Pace University Community, students are responsible for knowing and complying with the University’s policies, practices, and procedures. The University’s policies, practices, and procedures may be found in many places, including, without limitation, the online Student Handbook.

The University is required by law to distribute certain policies and information to students and other members of the Pace University Community. Those policies and information may be found online at: http://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures.

Students who have questions about these policies and information, or any policy, practice, or procedure of the University, should seek clarification from Dean for Students/New York, Marijo Russell O’Grady, PhD, 41 Park Row, Room 907, New York (212) 346-1306, or Dean for Students/Westchester, Lisa Bardill Moscaritolo, PhD, Kessel Student Center, Room 207, Pleasantville (914) 773-3351.

The University may amend its policies, practices, and procedures with or without prior notice, but will, to the extent practicable, work to provide notice of any such amendments. You are responsible for keeping abreast of amendments to existing policies, practices, and procedures, as well as new ones.

Sincerely,

Marijo Russell O’Grady
Dean for Students/New York

Lisa Bardill Moscaritolo
Dean for Students/Westchester
SPRING 2017 ACADEMIC CALENDAR

November, 2016
11/7 Monday Graduate Registration Begins for Spring 2017
11/14 Monday Undergraduate Registration Begins for Spring 2017

January, 2017
1/3 Tuesday January Intersession 2017 Tuition & Fees Due
1/3 Tuesday Spring 2017 Tuition & Fees Due
1/3 Tuesday January Intersession 2017 Begins
1/6 Friday Deferred Fall 2016 Exam Filing Deadline (PLV)
1/6 Friday Deadline to Apply for Deferred Fall 2016 Final Exam #1 (NYC)
1/13 Friday Deferred Fall 2016 Final Exam Date #1 (NYC)
1/13 Friday Deadline to Apply for Deferred Fall 2016 Final Exam #2 (NYC)
1/13 Friday Deferred Fall 2016 Final Exam Date (PLV)
1/16 Monday Martin Luther King, Jr. Holiday - University Closed
1/20 Friday Deferred Fall 2016 Final Exam Date #2 (NYC)
1/22 Sunday Last Day of January Intersession 2017 Classes (Online/In-Class Combination Courses)
1/23 Monday Spring 2017 Semester Begins - Late Registration Begins
1/31 Tuesday Last Day of January Intersession 2017 Online-Only Courses

February, 2017
2/1 Wednesday Fall 2016 “I” Grades Become F “Grades”
2/5 Sunday Last Day of Late Registration for Spring 2017
2/6 Monday Deadline for Undergraduates to File Pass/Fail or the Audit Option for a Spring 2017 class
2/6 Monday Withdrawal Period Begins - All Classes Dropped Receive a "W" Grade
2/6 Monday Graduate and Undergraduate Registration Begins for Early Summer 2017, Summer I 2017, Summer II 2017, and Late Summer 2017 Semesters
2/8 Wednesday Domestic Student Deadline to Submit Mandatory Health Insurance Waiver Form for Spring 2017
2/20 Monday President’s Day (University Closed - No classes scheduled)
2/21 Tuesday Deadline for Graduate/Doctoral Students to Submit Maintaining Matriculation Form
2/24 Friday International Student Deadline to Submit Mandatory Health Insurance Waiver Form for Spring 2017

March, 2017
3/5 Sunday January 2017 Intersession “I” On Campus Grades May Start to Become “F” Grades
3/12 Sunday - 3/19 Sunday Spring Break (No classes scheduled)
3/14 Tuesday January 2017 Intersession Online Classes “I” Grades May Start to Become “F” Grades
3/14 Friday - 3/16 Sunday Good Friday through Easter Sunday (No classes scheduled)
3/20 Monday Last Day to Withdraw Classes Without Permission
TBD Filing Deadline for Deferred Spring 2017 Midterm Exam (NYC)
April, 2017
4/3 Monday Last Day to Withdraw Classes With Permission
4/3 Monday Graduate Fall 2017 Registration Begins
4/10 Monday Passover - Evening (No evening classes scheduled)
4/11 Tuesday First day of Passover (No classes scheduled)
4/17 Monday Undergraduate Fall 2017 Registration Begins
TBD Deferred Spring 2017 Midterm Exam at 8:30 AM (NYC)

May, 2017
5/3 Wednesday - 3/4 Undergraduate Study Day (No Undergraduate Day Classes Scheduled)
Thursday, 5/8 Monday
5/15 Monday Undergraduate Day Classes End
5/15 Monday Spring 2016 Semester Ends
5/18 Thursday Westchester Undergraduate Commencement
5/29 Monday Memorial Day (University Closed)
Final Exams All Finals are scheduled on the last day of class. Please refer to the Academic Calendar (http://appsrv.pace.edu/webevents/Academic_Calendar_2015-2016.pdf).
TBD Filing Deadline for First Spring 2017 Deferred Final Examination Session (NYC)
TBD First Spring 2017 Deferred Final Examination Session at 2:30 PM (NYC)
TBD Filing Deadline for Spring 2017 Conflict Exam (NYC & PLV)
TBD Filing Deadline for Spring 2017 Deferred Exam (PLV)
TBD Spring 2017 Conflict Exam (NYC & PLV)
TBD Spring 2017 Deferred Exam (PLV)

June, 2017
6/26 Monday Spring 2017 "I" grades Become "F" Grades
TBD Filing Deadline for Second Spring 2017/Early Summer I 2017 Deferred Final Examination Session (NYC)
TBD Second Spring 2017/Early Summer I 2017 Deferred Final Examination Session at 2:30 PM

* Dates subject to change. Please visit http://www.pace.edu/osa/academic-scheduling for update and confirmation of dates.
### REGISTRATION AND PAYMENT POLICIES

#### Tentative Tuition and Fees (subject to change)

**Tentative Undergraduate Tuition Rates for Spring 2017**

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate per Semester</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Tuition Rate <strong>Per Semester</strong> (12-18 credits)*</td>
<td>$20,560.00</td>
<td>*Credits above 18 are assessed at the Part-time Per Credit Rate</td>
</tr>
<tr>
<td>Part-time Per Credit Hour Rate (1-11 credits)</td>
<td>$1,180.00</td>
<td></td>
</tr>
</tbody>
</table>

**Tentative Graduate Tuition Rates for Spring 2017**

<table>
<thead>
<tr>
<th>School/College</th>
<th>Tuition Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actors Studio MFA</td>
<td>$41,350.00 per year</td>
</tr>
<tr>
<td>College of Health Professions 2-year Combined Degree</td>
<td>$1,144.00 per credit</td>
</tr>
<tr>
<td>College of Health Professions Nursing Combined Degree-Day</td>
<td>$18,955.00 per semester</td>
</tr>
<tr>
<td>College of Health Professions Nursing (DNP Only)</td>
<td>$9,460.00 per semester</td>
</tr>
<tr>
<td>College of Health Professions Nursing (excluding DNP) Graduate Rate</td>
<td>$1,190.00 per credit</td>
</tr>
<tr>
<td>College of Health Professions - PA Program</td>
<td>$1,225.00 per credit</td>
</tr>
<tr>
<td>Dyson Arts and Sciences Graduate Rate</td>
<td>$1,190.00 per credit</td>
</tr>
<tr>
<td>Dyson EMA Homeland</td>
<td>$998.00 per credit</td>
</tr>
<tr>
<td>Dyson MPA Program</td>
<td>$998.00 per credit</td>
</tr>
<tr>
<td>Dyson MS Environmental Science</td>
<td>$998.00 per credit</td>
</tr>
<tr>
<td>Dyson MS Publishing</td>
<td>$1,130.00 per credit</td>
</tr>
<tr>
<td>iPace</td>
<td>$550.00 per credit</td>
</tr>
<tr>
<td>iPace RN/BS</td>
<td>$680.00 per credit</td>
</tr>
<tr>
<td>Lubin (DPS only)</td>
<td>$1,230.00 per credit</td>
</tr>
<tr>
<td>Lubin Business (excluding DPS)</td>
<td>$1,195.00 per credit</td>
</tr>
<tr>
<td>Lubin e.MBA</td>
<td>$78,000.00 total program</td>
</tr>
<tr>
<td>Lubin MS in Finance for Professionals</td>
<td>$47,000.00 total program</td>
</tr>
<tr>
<td>School of Education</td>
<td>$880.00 per credit</td>
</tr>
<tr>
<td>Seidenberg CSIS (DPS only)</td>
<td>$66,000.00 total program</td>
</tr>
<tr>
<td>Seidenberg CSIS (PhD)</td>
<td>$1,025.00 per credit</td>
</tr>
<tr>
<td>Seidenberg CSIS (excluding DPS)</td>
<td>$1,195.00 per credit</td>
</tr>
<tr>
<td>Undergraduate Pathways</td>
<td>$9,425.00 One Term</td>
</tr>
<tr>
<td></td>
<td>$18,850.00 Two Terms</td>
</tr>
<tr>
<td></td>
<td>$28,275.00 Three Terms</td>
</tr>
<tr>
<td></td>
<td>$9,785.00 One Term</td>
</tr>
<tr>
<td></td>
<td>$19,570.00 Two Terms</td>
</tr>
<tr>
<td></td>
<td>$29,355.00 Three Terms</td>
</tr>
</tbody>
</table>
## Spring 2017 Fees

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Institution Fee</strong></td>
<td></td>
</tr>
<tr>
<td>Up to 4 Credits</td>
<td>$145.00</td>
</tr>
<tr>
<td>5 to 7 Credits</td>
<td>$210.00</td>
</tr>
<tr>
<td>8 to 11 Credits</td>
<td>$280.00</td>
</tr>
<tr>
<td>12 or More Credits</td>
<td>$400.00</td>
</tr>
<tr>
<td><strong>Maintaining of Matriculation Graduate Per Semester</strong></td>
<td>$50.00</td>
</tr>
<tr>
<td>MM 600 MN (Master's)</td>
<td>$50.00</td>
</tr>
<tr>
<td>MM 700 MN (PsyD)</td>
<td>$250.00</td>
</tr>
<tr>
<td>MM 800 MN (DPS)</td>
<td>$250.00</td>
</tr>
<tr>
<td>MM 801 MN (DCS)</td>
<td>$250.00</td>
</tr>
<tr>
<td>DPS in Computing, Year 5</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>PhD in Psychology, Year 5</td>
<td>$250.00</td>
</tr>
<tr>
<td><strong>Miscellaneous Fees</strong></td>
<td></td>
</tr>
<tr>
<td>Alumni Audit</td>
<td>Applicable course fee only</td>
</tr>
<tr>
<td>Admissions Application Graduate - Fall 2016/Spring 2017</td>
<td>$70.00</td>
</tr>
<tr>
<td>Admissions Application Undergraduate – Fall 2016/Spring 2017</td>
<td>$50.00</td>
</tr>
<tr>
<td>Auditing, Per Credit</td>
<td>Part time prevailing per credit rate</td>
</tr>
<tr>
<td>Challenge to Achievement (CAP)</td>
<td>$550.00</td>
</tr>
<tr>
<td>Deferred/Conflict Exam</td>
<td>$35.00 for 1 exam, $50.00 for 2+ exams</td>
</tr>
<tr>
<td>Dorm Deposit</td>
<td>$400.00</td>
</tr>
<tr>
<td>Dorm Security Deposit</td>
<td>$100.00</td>
</tr>
<tr>
<td>Dyson Graduate Student Association Fee</td>
<td>$50.00 per semester</td>
</tr>
<tr>
<td>Freshman Studies</td>
<td>$300.00</td>
</tr>
<tr>
<td>High School Bridge Program</td>
<td>$150.00 per credit</td>
</tr>
<tr>
<td>International Student Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Late Registration/Payment Fee: Fall and Spring</td>
<td>$110.00</td>
</tr>
<tr>
<td>Late Registration/Payment Fee: Summer</td>
<td>$50.00</td>
</tr>
<tr>
<td>Late fee for each missed/late payment on Pace Payment Plan</td>
<td>$25.00</td>
</tr>
<tr>
<td>Life Experience Learning Portfolio (UG only)</td>
<td>Part-time prevailing per credit rate</td>
</tr>
<tr>
<td>Lubin Graduate Student Development</td>
<td>$175.00</td>
</tr>
<tr>
<td>Mandatory Accident and Sickness Insurance Domestic Student</td>
<td>$1,872.00</td>
</tr>
<tr>
<td>Mandatory Accident and Sickness Insurance International Student</td>
<td>$1,224.00</td>
</tr>
<tr>
<td>Performing Arts Acting</td>
<td>$50.00</td>
</tr>
<tr>
<td>Performing Arts Musical Theatre</td>
<td>$50.00</td>
</tr>
<tr>
<td>Psychology Program, Graduate</td>
<td>$50.00 per credit</td>
</tr>
<tr>
<td>Proctor U Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Proficiency Exam</td>
<td>$160.00</td>
</tr>
<tr>
<td>Return Check Charge</td>
<td>$20.00</td>
</tr>
<tr>
<td>School of Education Student Administrative Fee</td>
<td>$50.00 per semester</td>
</tr>
</tbody>
</table>
Student Activities, Full-time Undergraduate students $76.00 (New York Campus)
Student Activities, Full-time Undergraduate students $101.00 (Westchester Campus)
Study Abroad $100.00
Technology Fee – Full Time $100.00
Technology Fee – Part Time $55.00
Transcript Request $7.00
Transfer Fees $50.00
Tuition Deposit, Undergraduate $100.00 (non-refundable)
Tuition Deposit, Graduate $200.00 (non-refundable)
University Health Care Fee $75.00

* Tuition and Fees subject to change

How to Make a Payment

*Effective July 23, 2015, Pace University will no longer accept debit/credit cards in-person, by mail, fax, or over the phone for payment of Tuition, Housing, Meal Plan and fees. However, debit/credit cards can be used to pay online through TouchNet/PayPath via [www.Pace.edu/PayPath](http://www.pace.edu/PayPath).

TouchNet is an independent third party contractor who accepts payments to the student account and charges a non-refundable convenience fee based on the amount charged. Credit/Debit card payments will incur a fee of 2.75% which is assessed by TouchNet and not Pace. The convenience fee is paid in full to and retained by TouchNet. The University does not receive any of this fee. The charge for the convenience fee will appear separately from the payment on your card statement. There will be no charge for online payments using your checking or savings account.

To make a debit/credit card payment, visit [www.Pace.edu/PayPath](http://www.pace.edu/PayPath) or login to My Pace Portal using your Pace credentials, click on the Student Tab, and click on Registration, Grades and Tuition Schedule. Then, click on Pay Your Bill / Payment Plans and follow the steps to make payment.

1. Online
In MyPace Portal, students can make payment under “Registration and Grades”, “Pay Bill / Payment Plans”. You will have the option of paying by webcheck or credit card. Pace accepts Visa, MasterCard, American Express, and Discover/Novus through PayPath, a service provided through TouchNet™. Parents and other authorized users can make payment by web check or credit card via the Payment Portal. If you wish to pay in monthly installments, you must enroll through the Payment Portal.

For a tutorial on how to pay your bill online, please click here or visit [http://www.pace.edu/osa/paybill](http://www.pace.edu/osa/paybill).

2. By Mail
Payment may be made via check or money order. Please include your Student ID number and make your check or money order payable to Pace University and send to Payment Processing Center, 861 Bedford Road, Pleasantville, New York 10570.

3. In Person
Check/Cash payment may be made directly at one of the OSA/Student Solution Centers during office hours:

<table>
<thead>
<tr>
<th>NYC Campus</th>
<th>Westchester (Pleasantville) Campus</th>
<th>White Plains Campus (Law School)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pace University</td>
<td>Pace University</td>
<td>Pace University</td>
</tr>
<tr>
<td>One Pace Plaza</td>
<td>Administrative Center</td>
<td>78 North Broadway</td>
</tr>
<tr>
<td>OSA/Student Solutions Center</td>
<td>OSA/Student Solutions Center</td>
<td>Aloysia Hall</td>
</tr>
<tr>
<td>New York, NY 10038-1598</td>
<td>861 Bedford Road</td>
<td>Attn: Student Accounts</td>
</tr>
<tr>
<td></td>
<td>Pleasantville, NY 10570-2799</td>
<td>White Plains, NY 10603-3796</td>
</tr>
</tbody>
</table>

4. International peerTransfer
Pace University is a partner of Flywire to streamline the tuition payment process for our international students. With Flywire, you are offered excellent foreign exchange rates, allowing you to pay in your home currency (in most cases) and save a significant amount of money compared to traditional banks. You will also be able to track where your payment is in the transfer process via a student dashboard. An email confirmation will be sent to you when your payment is received by the school. Please go to: [www.flywire.com/school/pace](http://www.flywire.com/school/pace) to learn more.
Payment Options

Please Note: All students are bound by the payment due date, whether or not a University bill is received. Semester charges and payment information are available through your MyPace Portal account.

Full Payment

Payment is due on the officially designated payment date shown below or at the time of registration:

Graduate: January 3 or day of registration if after January 3
Undergraduate: January 3 or day of registration if after January 3

Monthly Payment Plan

Pace University offers Payment Plans for each semester (Fall, Spring, and Summer.) Students may enroll in the payment plan through MyPace Portal (http://portal.pace.edu) or follow the path from the Office of Student Assistance's Billing and Payment webpage.

Financial Aid/Loan Recipients

Validated Financial Aid Awards or approved Loans may appear on your invoice. If there is a discrepancy or aid is missing, call or visit the Financial Aid Office as soon as possible: (877) 672-1830, option 1.

The Student Protection Plan, Featuring Tuition Insurance

Tuition Refund Insurance, provided by GradGuard™, can help refund your tuition, fees, and room/board charges, up to the annual policy limits, if you are unable to complete the semester due to a covered medical reason. The cost for this coverage, starts at $228.00 for the academic year. This insurance program complements and enhances our school's refund policy and we believe families will benefit from this added protection.

For additional information, including coverage details and exclusions, please visit GradGuard or call GradGuard at 866-985-7598.

Registration Schedule

New Non-Degree and Visiting Students - Spring 2017 In-Person Registration

You may register according to the following schedule:
November 7, 2016 - February 5, 2017: (Graduate)
November 14, 2016 - February 5, 2017: (Undergraduate)

New York City
One Pace Plaza
New York, NY 10038
(212) 346-1943
Adult and Continuing Education
Admission Lobby
Monday - Thursday: 9:00 AM - 6:00 PM
Friday: 9:00 AM - 5:00 PM
Midtown Center
551 Fifth Avenue
New York, NY 10176
(212) 346-1700
Adult and Continuing Education
Monday - Thursday: 9:00 AM - 6:00 PM
Friday: 9:00 AM - 5:00 PM
Pleasantville
861 Bedford Road
Pleasantville, NY 10570
(914) 773-3568
Adult and Continuing Education
Administration Center
Monday - Thursday: 9:00 AM - 6:00 PM
Friday: 9:00 AM - 5:00 PM

University Closed:
January 2, January 16, February 20, March 12-19 (Spring Break), and May 29

Undergraduate Students:

New matriculated students who have been accepted into an undergraduate degree program will receive enrollment and orientation information from the Office of Undergraduate Admission.

New non-degree and visiting undergraduate students may register in person, online, by mail, or e-mail using the schedule below after contacting Adult and Continuing Education.
Graduate Students:

New graduate degree or certificate students should review their acceptance letters and registration packets for information regarding advising sessions and in-person registration options. Contact the Office of Graduate Admission for additional information.

Graduate visiting students must contact the Office of Graduate Admission and must register in person.

Graduate non-degree students must register in person with departmental approval during regular Office of Student Assistance office hours.


By registering, you agree to be governed by the conditions prescribed in the current Pace University Undergraduate or Graduate Catalog (which you have read or have had the opportunity to read) with regard to registration, scholarship, attendance, payment or abatement of fees, and other issues relevant to Pace University students.

*Late Registration/Payment: A Late Registration and/or Payment Fee of $110.00 is assessed beginning January 4, 2017

Please Note: It is important that students keep their mailing addresses current. Please update any recent change of address online, at www.pace.edu/MyPace.

In-Person Registration Schedule

Spring 2017 Semester Registration and Tuition Payment Deadlines

Online Tuition Payment:

Graduate
November 7, 2016 - January 29, 2017: Payment must be received January 3 or day of registration, starting January 4, 2017.*

Undergraduate
November 14, 2016 - January 29, 2017: Payment must be received January 3 or day of registration, starting January 4, 2017*

*Late Registration/Payment: A Late Registration and/or Payment Fee of $110.00 is assessed beginning January 4, 2017.

In Person Tuition Payment:

Graduate
November 7, 2016 - February 5, 2017: Payment must be received January 3 or day of registration, starting January 4, 2017*

Undergraduate
November 14, 2016 - February 5, 2017: Payment must be received January 3 or day of registration, starting January 4, 2017*

*Late Registration/Payment: A Late Registration and/or Payment Fee of $110.00 is assessed beginning January 4, 2017.

University Closed: January 2, January 16, February 20, March 12-19 (Spring Break), and May 29.
Spring 2017 Drop/Add/Withdraw Dates

Add
Graduate
Online: November 7, 2016 - January 29, 2017
In Person: November 7, 2016 - February 5, 2017

Undergraduate
Online: November 14, 2016 - January 29, 2017
In Person: November 14, 2016 - February 5, 2017

Drop
Graduate
Online/In Person: November 7, 2016 - February 5, 2017

Undergraduate
Online/In Person: November 14, 2016 - February 5, 2017

Withdraw
Graduate
Online/In Person (without permission): February 6, 2017 - March 20, 2017
In Person Only (with permission only): March 21, 2017 - April 3, 2017

Undergraduate
Online/In Person (without permission): February 6, 2017 - March 20, 2017
In Person Only (with permission only): March 21, 2017 - April 3, 2017

In-Person Registration Hours

New York City
One Pace Plaza
Monday - Thursday: 9:00 AM - 6:00 PM
Friday: 9:00 AM - 5:00 PM

Pleasantville
Administrative Center
Monday - Thursday: 9:00 AM - 6:00 PM
Friday: 9:00 AM - 5:00 PM

OSA Extended Hours:
January 23, 2017 - February 3, 2017

All Campuses:
Monday - Thursday: 9:00 AM - 7:00 PM
Friday: 9:00 AM - 6:00 PM

For updates on office hours, please visit: http://www.pace.edu/osa/contact/hours-of-operation

Registration Checklist

• Clear all holds (if any), as detailed in your MyPace account
• Meet with your academic adviser for up-to-date information on your degree audit and for registration advisement
• Make sure all signatures, including your own, are legible and appropriately included on all forms you bring to in-person registration, including those for special classes that need prior approval
• Log in to your MyPace account and register, or when necessary, visit the Office of Student Assistance with your legibly signed forms to register
• Submit your online Mandatory Health Insurance Waiver by the appropriate deadline if you are already covered under another plan
• Review your account balance and plan your financial responsibilities
Registration Definitions

Catalog

A general listing and itemization published by the University, containing information on majors, minors, academic policy, course descriptions, and University requirements. It is updated annually or biannually, and its contents are subject to change without notice. It does not contain the semester class schedule.

Class Schedule

The Class Schedule is released each semester and summer term, both on the Web through the MyPace Portal and in an electronic digital file. The electronic digital file contains a summary of that upcoming semester’s class offerings, along with basic academic and financial aid policy information. These summaries are subject to change without notice. The Class Schedule in both formats is also subject to change without notice as course sections become full, are cancelled, and new course sections and courses are added as needs arise at the discretion of each academic department.

Closed Sections

Some course sections will “close” when room seat capacity has been reached. For entrance into a closed class, permission from the department chair, the assistant/associate dean, or the advising office of the school/college in which the course is offered, is required but not guaranteed. Students may register for closed classes in person with signed approval after their registration appointment time at the Office of Student Assistance.

Up through the first seven calendar days of a typical Fall, Spring, or Summer term, students may enter a closed class that has not reached room capacity only with permission of one of the following: the department chair, the assistant/associate dean, or the advising office of the school/college in which the course is offered. After this time, the student needs the permission of the instructor and one of the following: the department chair, the assistant/associate dean, or the academic advising office* of the school/college in which the course is offered. Permission from the Instructor and the assistant/associate dean is not guaranteed, and the Office of Student Assistance may reserve the right to decline any attempts at registration after the late registration period has ended for any given semester.

*For non-matriculated students, your adviser may be found in the Office of Adult and Continuing Education.

Course Restrictions

Independent study, unscheduled tutorials, and other courses are restricted from Web registration as noted in the Class Schedule. Students may request entry to these courses, and, if approved, register after their registration appointment time with the appropriate departmental signatures in person at the Office of Student Assistance on their home campus. Approval is not guaranteed.

Drop/Add

Students may drop and/or add courses during the first 14 calendar days of a Fall/Spring semester, beginning with the first day of scheduled classes. During the first seven (7) calendar days of the Drop/Add Registration Period, a student may drop and/or add a course either in person at the Office of Student Assistance or online, but may add a course only in person at the Office of Student Assistance with the instructor’s approval. Courses that are dropped during the Drop/Add Registration Period will not be reflected in the student’s permanent academic record. Students should consult with a Financial Aid counselor prior to dropping and/or adding courses, as doing so may impact financial aid and/or loan eligibility for that semester or academic year.

Final Examinations

The Undergraduate DAY final examination schedule with room assignments will be published on the first day of the semester.

Holds

Students who have registration holds cannot register for courses; they can only drop courses in person. Holds are placed on students’ files by various departments. In the event that a hold is indicated, the student should contact the appropriate department for instructions on how to clear it. Students should refer to their MyPace Portal account for a current listing of holds.
Lab/Lecture Courses

Some lecture courses require a lab component, which will be listed as a separate class with its own CRN number in the term schedule. The CRN numbers for both the lecture class and the lab component must be used during registration in order to be registered for the class.

Late Registration

The time period starting on the first day of classes of a semester or summer session term, where any initial registrations by continuing students will result in a late fee. New students will not incur a late fee.

Maximum Credit Hours (Undergraduate)

A student who wishes to register for credits that exceed maximum credit hours allowed must request approval from the dean of his/her school and register in person with permission, after their appointment time, at the Office of Student Assistance on their home campus.

Out-of-Division Courses

Students who wish to register for Out-of-Division courses will be required to register in person at the Office of Student Assistance on their home campus. Graduate students may register for undergraduate courses without approval. An undergraduate student must request written permission from his/her dean and the dean for the graduate course in order to register.

Out-of-Major Course

Certain courses are offered for specific majors only. A student may request written permission to register for an Out-of-Major course from the chair of the department offering the course. If approved, the student may register in person at the Office of Student Assistance on their home campus.

Student Classification

A student’s classification is determined by the number of credits the student has earned:

- Freshman: 0 – 31 credits
- Sophomore: 32 – 63 credits
- Junior: 64 – 95 credits
- Senior: 96+ credits

Student Enrollment Status (per semester)

An undergraduate student who is taking anywhere from 1 to 11 credits is considered a part-time student; an undergraduate student who is taking 12 or more credits is considered a full-time student. A graduate student who is taking anywhere from 1 to 8 credits is considered a part-time student; a graduate student who is taking 9 or more credits is considered a full-time student.

Time Conflict

A student may request permission to register for a course that overlaps in time with another course. The signatures of both the instructor of the desired course, the instructor of the course the student will leave before the scheduled end time, and the dean of the school/college of the student’s major are required. The student may register in person, with approval, after their registration appointment time at the Office of Student Assistance on their home campus.

Tutorials

Tutorials are regularly scheduled courses that are underenrolled by normal standards, but which, at the discretion of the dean and with the consent of the instructor, are retained on a tutorial basis. In these circumstances, New York State regulations require that the objectives and usual conduct of the course remain unchanged. Students’ transcripts will record the course name and number as listed in the Undergraduate Catalog and Class Schedule. Students must complete registration for tutorials by the second week of the semester.

Video Conference Courses

Pace University’s Video Conference Network allows simultaneous instruction at different sites. The technology used by the faculty includes video cameras, TV monitors, sound equipment, and electronic presentation technology.
Withdrawal Without Permission

Students may withdraw from a course(s) through their MyPace account or in person once the Withdrawal period begins and the Drop/Add period has ended. No special permission is needed if it is done by the deadline, which is up to the 8th week of a Fall/Spring semester (for full-term courses), or up to the 3rd week of a Summer I/Summer II full-term course. A course withdrawal will not affect the student’s GPA but will appear on the student’s transcript with a grade of a "W." A course cannot be added to replace a withdrawn course.

Withdrawal With Permission

Once the Withdraw Without Permission deadline has passed, a student may still be able to withdraw from a course with signed permission. The student must obtain signatures from the instructor of the course and from the dean of the school/college of the student's major. The Withdraw With Permission time frame is the 9th and 10th week of a Fall or Spring semester (for full-term courses), or the 4th week of a Summer I/Summer II full-term course. A course cannot be added to replace a withdrawn course during or after this time period. The withdrawn course will not affect the student's GPA but will appear on the student's transcript with a grade of a "W."

Financial Aid

Student aid funds from many programs are applied directly to student accounts through the computer system. Students who received awards for the full academic year will have one half of their awards applied to Fall charges and one half to Spring charges. Students who received awards for the full Summer will have one half of their awards applied to Summer I charges and one half to Summer II charges, unless they only attended one Summer session.

Students interested in financial aid for the 2016-2017 academic year must file the 2016-2017 Free Application for Federal Student Aid (FAFSA) with the federal processor. It was recommended that this form should have been filed by February 15, 2016 for priority consideration for all types of financial aid. Students filing after that date should do so as early as possible, as it generally takes two to three weeks from the point of filing the application for the FAFSA results to be received by the university. The FAFSA must be filed online at www.fafsa.gov. Students must indicate on the FAFSA that Pace University is the school of attendance. The federal school code for the New York City Campus is 002791 and for the Westchester (Pleasantville) Campus the code is 002792.

Students selected for verification must submit all requested documentation before the Financial Aid Office will be able to disburse any entitled financial aid funds. In addition to the information given below, students should refer to the Undergraduate or Graduate Catalog for detailed information on eligibility for financial aid programs. Students interested in Financial Aid for the 2017-2018 academic year may apply as early as October 1, 2016. It is recommended the form be filed by November 15th for priority consideration for all types of financial aid.

Students should be aware that they must meet a number of minimum requirements in order to actually receive financial aid. In general, they must be matriculated in a degree granting program, enrolled for at least 6 credits per semester (Fall, Spring, or Summer), making Academic Progress, and maintain the minimum GPA required for the award. There are other requirements for most awards and exceptions to these rules for a few awards. Please refer to the Undergraduate or Graduate Catalog or meet with a Financial Aid counselor for detailed information on eligibility for financial aid programs.

Undergraduate Pell Grant

Students must file the FAFSA and list Pace as the university to be attended. The Pell Grant must be processed by the Financial Aid Office. Students selected for verification must submit required documents eight weeks before the beginning of the semester.

Full-time students generally use their full yearly eligibility of the Pell Grant during the Fall and Spring semesters. However, part-time students, students who have passed a full 32 credits during the Fall and Spring, or students who will receive their bachelor’s degree at the end of the next Fall semester may qualify for Pell Grant funds for the summer terms.

Students receiving Pell Grant funds for the first time on or after July 1, 2008 are eligible for a maximum of 9 Pell awards or 18 full-time semester payments. These awards are generally available on a continuous rolling schedule (Fall, Spring, and Summer) until the maximum 9 awards/18 semester payments have been exhausted.

New York State Tuition Assistance Program (TAP)

Matriculated, full-time students (12 credits per semester) whose permanent residence is New York State may be eligible for a New York State TAP Grant. Students attending Summer part time who completed 24 or more credits during the Fall and Spring semesters, may qualify for an Accelerated Study TAP award for the Summer semester.

To apply for TAP for the 2016–2017 academic year, including Summer 2017 terms, students must file the 2016–2017 FAFSA. This action will generate an Express TAP Application (ETA) for New York State residents, which the student must complete and return to New York State. When filing the FAFSA online, a link is made available to the Higher Education Services Corporation. TAP eligibility is limited to eight semesters for a four-year program of study. Students receiving TAP awards for Summer terms will use up all or part of their eight-semester eligibility.
Pace Programs and Other Federal Grant Awards

Financial Aid Awards must be accepted through the PacePortal. The Award Terms and Conditions must be accepted before the student can accept or decline their aid. Generally this must be done before any funds can be applied to the account for the Fall and Spring semesters.

New students receiving University Scholarships must also sign and return their Scholarship Agreement forms which can be obtained through the PacePortal as well. Students who are receiving assistantships should refer to the contract received from the Office of Graduate Admissions or their departments.

For the Summer semesters, students must complete the Summer Financial Aid Application, available in the Financial Aid Office and on the respective graduate and undergraduate financial aid Web pages at www.pace.edu/financialaid.

Perkins Loans

In addition to the above forms, students must sign and return promissory notes and loan disclosure forms before these loans can be approved for disbursement.

Direct Student Loans

Students may borrow Federal Direct Stafford Loans to help cover educational costs. The parents of dependent students may also apply for a credit-based Direct Parent Loan (PLUS) to be used to assist the student in paying for the term. Applications are included in the Financial Aid award package, in the Financial Aid Office or on the Financial Aid page of the Pace Web site – www.pace.edu/financialaid. The Financial Aid Office must complete verification, if selected, before a loan can be ready for disbursement. Students must request loans at least one month prior to the payment date for deferments to be available.

Staff Scholarship

The Office of Student Assistance will use the completed Staff Scholarship Application as a payment for the percentage of tuition that is approved by Human Resources. Completed Staff Scholarship Applications are due in to the Office of Student Assistance by the semester payment due date.

Note: Staff Scholarships do not cover special course fees, the CAP fees, the Freshman Studies Fee, housing, meal plans, late fees, the university health care and the technology fee, if applicable.

Alternative Loans

Students seeking alternative financing options can visit the Financial Aid Office for information concerning non-federal (private) loan programs. Most of these programs require that students have an eligible co-signer. Students can borrow up to the cost of education, less any other received or anticipated financial aid. Students planning to borrow an alternative loan must ensure that the application is electronically submitted to the lender of choice and ultimately received by the Financial Aid Office for certification at least one month prior to the payment date for the semester. Students must also complete a Self-Certification form that must be returned to their lender in order for funds to be disbursed.

Graduate Aid

Students may borrow Federal Direct Stafford Loans to help cover educational costs. Graduate students with remaining eligibility may also request a credit-based Graduate PLUS loan. Applications are available on the Financial Aid page of the Pace Web site – www.pace.edu/financialaid - or in the Financial Aid Office. Students must request loans at least one month prior to the payment date for deferments to be available. Awards may be accepted through the PacePortal, once confirmation of the awards have been received by the Financial Aid Office they will be deducted from the tuition payment.

Registrations cannot be processed on the basis of anticipated financial aid awards that have not been finalized. Graduate students may also apply for an Alternative Loan. (Please refer to descriptions above).

Mandatory Accident and Health Insurance Plan for Spring 2017

Domestic Student Plan

Pace University provides a Mandatory Accident and Sickness Insurance Plan for all full-time domestic students (all undergraduate students taking 12 or more credits and all graduate students taking 9 or more credits). Students meeting the credit load enrollment criteria will be required to participate in this insurance, unless they can show proof of existing accident and sickness coverage. The student insurance program offers comprehensive coverage for such things as hospitalization, surgery, doctor visits, and prescription drugs. The program can be used anywhere within the United States, as well as internationally. The insurance program can be used at the University Health Care Offices.

The cost of the program for the Spring semester is $713.00. Please note that the Accident/Sickness Insurance fee will automatically be added to your invoice and must be paid with your tuition, unless you have qualifying coverage and waive it through the MyPace Portal online by February 8, 2017.
International Plan

Pace University provides a Mandatory Accident and Sickness Insurance Plan for all International Students. Please note that all full-time international students (F-1, J-1, J-2, and other visa statuses) are automatically enrolled in the University’s international student health insurance program. The fee will automatically be added to your student invoice and must be paid with tuition. International students in visa statuses other than F-1, J-1, or J-2 who may be part-time are also eligible to enroll in this plan. The cost of the program for the Spring 2017 semester is $758.00.

If you have comparable insurance coverage under another policy, you may be able to waive the Pace University international student health insurance. Waivers may be granted to students who are already covered under certain government-sponsored plans, for example, with benefits that meet or exceed all of the benefits provided under this policy, including medical evacuation and repatriation of remains. The deadline to submit a waiver is February 24, 2017.

To apply for a waiver, you must submit a completed Waiver Form and a copy of your current policy (in English and in U.S. currency). The Health Insurance Waiver Form for International Students can be found at http://www.pace.edu/health-insurance/international-students-health-waiver-and-international-brochure-0.

Please note that staff members of the Office of International Programs and Services do not review waiver requests nor make decisions regarding insurance waivers.

Keeping Records

In order to fulfill your responsibility for planning your education, you should assemble and keep up-to-date an academic portfolio containing the following information:

- The Pace University Undergraduate or Graduate Catalog in effect when you began your studies
- A list with the courses you have passed, so you can follow your progress towards your objectives
- Your program requirements worksheet
- Transcripts from all the schools you have attended
- All letters and forms you have received from the Pace University Admission Office
- Test results from entrance exams, language exams, English and Math proficiency and placement exams, and advanced placement exams
- Copies of important communications to and from the University such as Change of Major and Academic Petition Forms, official waivers and course substitution approvals, and your graduation evaluation
- Copies of Immunization Compliance records submitted
- Receipts for all financial transactions
- Names, phone numbers, addresses, and e-mail addresses of advisers, instructor references, and other people on campus with whom you have frequent contact

Special Course Fees

Special course fees are listed in the Course Schedule (http://www.pace.edu/osa/academic-scheduling/class-schedule), with the specific course, if applicable.

General Institution Fee (GIF)

Pace University assesses a General Institutional Fee (GIF) to cover costs associated with ancillary services provided to students which are not covered by tuition: advisement, registration, tutoring and writing centers, library services, co-op and career services, inter-campus transportation, safety and security, parking, and athletic activities. Many institutions charge similar fees or assess separate fees for the aforementioned services. Pace University has consolidated the cost of these services into one concise fee.

University Health Care Fee

The Health Care fee supports the existence of the University Health Care Unit that are located on the New York City and Pleasantville Campuses. These on-campus facilities are staffed by nurse practitioners - registered nurses who have received training in diagnosing and treating illness, and prescribing medications and other treatments. The UHCU is available to all Pace students, regardless of their ability to pay or health insurance coverage or whether or not the student chooses to make use of these facilities. This fee also supports some of the services offered by our Counseling and Personal Development Centers on both campuses.

Technology Fee

Pace University assesses a Technology Fee to ensure students have access to the latest instructional technology resources available. All revenue generated from the technology fee goes directly towards funding instructional technology initiatives that are focused on enhancing the student learning experience. A committee comprised of students and faculty will vote to determine which discretionary initiatives receive funding each year, with annual reports to be provided to the Pace Community.
Graduate Courses Taken by Undergraduates

Students who are enrolled in a combined degree program are treated as undergraduate students through the end of the semester (Fall, Spring, or Summer) in which they earn 128 credits toward their degree, and then are treated as graduate students beginning with the first semester after the semester in which they achieve 128 credits toward the degree. They are assessed the prevailing undergraduate or graduate tuition rate where appropriate. Undergraduate students who are not enrolled in a combined degree program and who are advised to enroll in a graduate course (resulting in a 12-18 credit load) will be charged the prevailing undergraduate flat-rate tuition. For either of these tuition exceptions to occur, formal notification must be given to an OSA/Student Solutions Center manager by the academic advisor once the student is registered, so that the tuition can be manually adjusted as necessary prior to the beginning of the applicable semester. Please be reminded that non-combined-degree undergraduate students may only have a maximum of six (6) graduate credits applied to their undergraduate degree.

Important Notes

- Students in arrears to the University may not be permitted to register for either credit bearing or non-credit bearing continuing education courses until their prior balance is paid in full. Payments received for new enrollments will be applied to any outstanding balance due. Payment plans may require a student to pay by certified check or money order if an account is more than 90 days in arrears.
- PERSONAL CHECKS: Personal checks are accepted in payment of tuition and fees. A charge of $20.00 is assessed for each check returned unpaid by the bank. The Office of Student Assistance reserves the right to exclude students from using personal checks, and may require a student to pay by certified check or money order if an account is more than 90 days in arrears.
- CREDIT CARDS AND WEBCHECKS: Credit cards (Visa, MasterCard, American Express, and Discover/Novus) are accepted for payment. Credit cards may be used to pay in full the semester charges, less validated Financial Aid. Effective July 23, 2015, credit card payments can only be made online at www.pace.edu/paypath and are subject to a 2.75% service fee through TouchNet. If late fees apply, they will be charged to the student’s account. The Office of Student Assistance reserves the right to exclude students from paying by credit card and may require a student to pay by certified check or money order. Students may also pay via WebCheck through their MyPace Portal. A personal checking or savings account from a U.S. financial institution is required. A student will need the account number and the routing number of the financial institution in order to process a WebCheck payment.
- DELINQUENCY OF OUTSTANDING BALANCES: Delinquent outstanding balances, including those from installment payment plans, are subject to collection by the University or, at the University’s option, its designated agent. Late charges and interest may be added to a delinquent outstanding balance. In addition, the actual collection expenses, including attorneys’ fees, if any, incurred by the University will be added to the delinquent outstanding balance. The amount of the actual collection expenses and fees may exceed 50 percent of the delinquent outstanding balance (including any late charges and interest).

Any student who has a delinquent outstanding balance is not eligible to enroll at the University. The University will not provide copies of transcripts to or on behalf of any student with a delinquent outstanding balance. A delinquent outstanding balance will be reported to all national credit bureaus and may significantly and adversely affect the student’s credit history. The University may pursue legal action to recover the amount of the delinquent outstanding balance plus any late charges, interest, actual collection expenses, court costs, and attorneys’ fees.

Student Refunds

Students may be eligible to receive a refund, in accordance with Title IV regulations, when payments posted to their student account exceed the cost of tuition, fees, dorm, meal charges and any other allowable ancillary charges, as authorized by the student and/or parent. Payments may include disbursed financial aid (including scholarships and loans), check payments, and other payments resulting in a credit balance. The refunding process starts immediately following the official opening date of a semester and refunds are generated once per week. Student refunds will be processed more than once per week to BankMobile when the volume warrants. Please consult your campus Office of Student Assistance (OSA) for specific disbursement dates. Refund checks prepared by the University will continue to be issued once per week. Students may review the status of their account by viewing the Account Summary section of their portal.

Refund Selection

Students will receive a BankMobile envelope in the mail that contains a Refund Selection Kit, including a personal code. Students should log onto www.refundselection.com or www.bankmobilevibe.com and choose a preferred method for receiving excess funds. There are three methods available through BankMobile: 1) BankMobile Vibe Account - This means that within minutes of your refund being released by the university you can have use of your money; 2) ACH Transfer. - Have your money directly deposited into any bank account you designate (Students are required to fill out a form); or 3) Check – BankMobile will issue a refund check and mail to the student. To learn more about setting up your refund preference and the features and benefits of the BankMobile Vibe checking account, student should visit their website at www.bankmobilevibe.com.

Student refunds will be generated:

1. When a credit balance is created as a result of the posting of Title IV financial aid (including Federal Pell Grant, Federal SEOG, Federal loans), a refund will be sent to BankMobile for distribution to the student, in accordance with the student’s indicated preference. If the aid is disbursed before the semester starts, the credit will be sent to BankMobile no
later than 14 days after the official opening date of the semester. Thereafter, refunds are typically mailed within ten days of disbursement, but assuredly within 14 days from the date the credit balance is created.

2. If an account is paid, in part or in full, by a Parent PLUS loan, and a credit balance exists, a Pace University check will be drawn, payable to the borrower, to the extent of the existing credit balance, but not exceeding the amount of the PLUS loan. If the loan is disbursed before the semester starts, the check will be mailed no later than 14 days after the official start date of the opening of the semester. Thereafter, refunds are typically mailed within ten days of disbursement, but assuredly within 14 days from the date the credit balance is created. Parents may waive their right to receive the excess funds by completing the authorization on the PLUS application, thereby releasing any excess PLUS funds to the student. Requests will be valid for the specified academic year only.

3. When a credit balance is created as a result of an overpayment or class withdrawal and a check or cash payment only is used, a refund will be sent to BankMobile for distribution to the student, in accordance with the student’s indicated preference.

4. **Credit Card Refunds:** The Office of Student Assistance refunds in kind, i.e., to the credit card used to pay for the semester’s charges. If financial aid is disbursed after the application of the credit card payment, any resultant credit will be refunded to the credit card, up to the amount paid by credit card. The amount refunded to the credit card will never exceed the amount of the original credit card payment. Any excess credit above the original credit card payment will be refunded according to the guidelines stated earlier. **NOTE:** The convenience fee of 2.75% charged by TouchNet is a non-refundable fee.

5. If a student withdraws from a course or all courses, the level of aid eligibility may be recalculated based on the date of the withdrawal and the amount of tuition cancellation, if any. (The Tuition Cancellation Policy may be found within the online Class Schedule, under “Tuition and Fees.”) When a recipient of federal funds withdraws or stops attending classes during the first 60% of the semester (payment period), a recalculation in compliance with the federal Return to Title IV Funds policy will be done. Return to Title IV Funds calculations (R2T4) are completed by the Financial Aid Office, in accordance with Federal regulations. Institutional and New York State funds will also be recalculated according to the policies in place for those funds if a recipient withdraws and receives a full or partial tuition cancellation. Any unearned aid will be returned to the source (e.g. U.S. Department of Education, New York State, etc.) After review, if a student is deemed ineligible for any or all financial aid, any balance due resulting from recalculation of aid becomes the responsibility of the student.

This policy is subject to change without prior notification. Please consult your campus Office of Student Assistance if additional assistance is necessary.

To view our institution's contract with BankMobile, a Division of Customer Bank, [click here.](http://www.pace.edu)

Updated on February 1, 2017 to reflect revised policy, dated Sept. 1, 2016.

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**Tuition Cancellation Policy**

**Undergraduate and Graduate Students**

Tuition and special course fees are cancelled only in the following situations: [1] when a student is separated from the University for academic reasons prior to the end of a semester; [2] officially withdraws from any course or courses, regardless of the method of instruction, by filing a written notice to the Office of Student Assistance; or [3] officially withdraws using the MyPace Portal at [www.pace.edu/MyPace](http://www.pace.edu/MyPace). Please note: Application, technology, general institution, and university health care fees are not refundable. Tuition cancellation will be made according to the schedule associated with the term of enrollment. Please see the Tuition Cancellation Schedule for more information.

**Note:** It is the student’s responsibility to withdraw from courses for which the student has registered. Failure to officially withdraw will result in tuition liability. Students may withdraw online through the MyPace Portal or by filing with the Office of Student Assistance. Non-attendance of classes, informing the instructor of withdrawal, or stopping payment on a check does not constitute official withdrawal and does not relieve the student of his or her financial obligation, or entitle the student to a refund. A student who registers for class and does not attend class remains fully responsible for all financial obligations. In addition, federal financial aid recipients who cease attending classes for a term, but do not officially withdraw, will be deemed to have unofficially withdrawn and will have a portion of their federal aid cancelled after the close of the term when their failure to complete their courses is recorded.

It is important to note that all charges and cancellations are based upon tuition commitments for the full semester. The effective date of withdrawal and cancellation, if any, will be the date when formal application is filed with the Office of Student Assistance (notification to the instructor is not sufficient) or withdrawal via the MyPace Portal at [www.pace.edu/MyPace](http://www.pace.edu/MyPace). In the case of withdrawal by mail, the official postmarked date of the correspondence will be the effective date of withdrawal.

Students registered for a monthly payment plan are responsible for completing all payments if a balance exists after cancellation of tuition. Application, technology, general institution, university health care, student activity fee, and non-course fees are not refundable.
## Tuition Cancellation Schedule

### Time of Withdrawal:

**Note:** Weeks are counted as seven calendar days and count from the first day of the semester or term. THE APPLICATION, TECHNOLOGY, GENERAL INSTITUTION, STUDENT ACTIVITY, AND UNIVERSITY HEALTH CARE FEES ARE NON-REFUNDABLE.

<table>
<thead>
<tr>
<th>Term Description</th>
<th>% Cancellation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourteen-, Fifteen-, or Sixteen Week Term</td>
<td></td>
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<tr>
<td><strong>(most Fall and Spring courses)</strong></td>
<td></td>
</tr>
<tr>
<td>Prior to and during 1st and 2nd week of term</td>
<td>100%</td>
</tr>
<tr>
<td>During 3rd week of term</td>
<td>70%</td>
</tr>
<tr>
<td>During 4th week of term</td>
<td>25%</td>
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<tr>
<td>During 5th week of term</td>
<td>20%</td>
</tr>
<tr>
<td>After 5th week of term</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Six-Week Term</strong></td>
<td></td>
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<tr>
<td><strong>(most Summer Session I and II courses)</strong></td>
<td></td>
</tr>
<tr>
<td>Prior to and during 1st week of six-week term</td>
<td>100%</td>
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<tr>
<td>During 2nd week of term</td>
<td>25%</td>
</tr>
<tr>
<td>After 2nd week of term</td>
<td>0%</td>
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<tr>
<td><strong>One-Week Term</strong></td>
<td></td>
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<tr>
<td>Prior to 1st day of one-week term</td>
<td>100%</td>
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<tr>
<td>1st day of the term</td>
<td>25%</td>
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<tr>
<td>2nd day of the term and thereafter</td>
<td>0%</td>
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<tr>
<td><strong>Two-Week Term</strong></td>
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<tr>
<td>Prior to 1st day of two-week term</td>
<td>100%</td>
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<tr>
<td>1st day of the term</td>
<td>50%</td>
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<tr>
<td>2nd day of the term and thereafter</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Three-Week Term</strong></td>
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<tr>
<td>Prior to 1st day of three-week term</td>
<td>100%</td>
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<tr>
<td>1st day of the term</td>
<td>50%</td>
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<tr>
<td>2nd day of the term and thereafter</td>
<td>0%</td>
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<tr>
<td><strong>Four-Week Term</strong></td>
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<tr>
<td>Prior to 1st day of four-week term</td>
<td>100%</td>
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<tr>
<td>During 1st week of the term</td>
<td>50%</td>
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<tr>
<td>After 1st week of the term</td>
<td>0%</td>
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<tr>
<td><strong>Five-Week Term</strong></td>
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<tr>
<td>Prior to 1st day of five-week term</td>
<td>100%</td>
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<tr>
<td>During 1st week of term</td>
<td>50%</td>
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<tr>
<td>After 1st week of term</td>
<td>0%</td>
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<tr>
<td><strong>Seven-Week Term</strong></td>
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<tr>
<td>Prior to and during 1st week of term</td>
<td>100%</td>
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<tr>
<td>During 2nd week of term</td>
<td>50%</td>
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<tr>
<td>After 2nd week of term</td>
<td>0%</td>
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<tr>
<td><strong>Eight-Week Term</strong></td>
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<tr>
<td>Prior to and during 1st week of term</td>
<td>100%</td>
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<tr>
<td>Term</td>
<td>% Cancellation</td>
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<tr>
<td>Nine-Week Term</td>
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<tr>
<td>Prior to and during 1st week of term</td>
<td>100%</td>
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<tr>
<td>During 2nd week of term</td>
<td>50%</td>
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<td>After 2nd week of term</td>
<td>0%</td>
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<tr>
<td>Ten- or Eleven-Week Term</td>
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<tr>
<td>Prior to and during 1st week of term</td>
<td>100%</td>
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<tr>
<td>During 2nd week of term</td>
<td>50%</td>
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<tr>
<td>During 3rd week of term</td>
<td>20%</td>
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<tr>
<td>After 3rd week of term</td>
<td>0%</td>
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<tr>
<td>Twelve- or Thirteen-Week Term</td>
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<tr>
<td>Prior to and during 1st week of term</td>
<td>100%</td>
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<tr>
<td>During 2nd week of term</td>
<td>70%</td>
</tr>
<tr>
<td>During 3rd week of term</td>
<td>20%</td>
</tr>
<tr>
<td>After 3rd week of term</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Cancellation Because of Serious Illness**

If a student withdraws from all his or her classes during the first half of the semester due to serious illness, a prorated cancellation of tuition and special course fees may be permitted, if a tuition appeal is submitted in accordance with policy. The policy is applicable to the student’s personal illness only, and must be documented with an original copy of a physician’s diagnosis and recommendation and, if working, disability papers. Any resulting credit balance may be refunded to the student. If the withdrawal takes place during the first 20 percent of the semester, a 100 percent tuition cancellation will be allowed, provided the resulting credit remains on account, to be used within a one-year period. If withdrawal takes place after the midpoint of the semester, a prorated cancellation will be permitted but any resulting credit must be held on account to be used within a one-year period.

**Note:** Students who are financial aid recipients and receive a cancellation due to medical reasons are subject to financial aid review and possible aid adjustment.

**Cancellation Because of Business Transfer**

Students leaving the area during the first eight weeks of class because of a permanent business transfer may receive a prorated refund of all the semester’s tuition and special course fees, provided they submit a tuition appeal in accordance with policy. Written substantiation from the employer must accompany the request for a refund. A change of employer, work responsibility, hours, or required business travel does not qualify as a business transfer.

**Note:** Students who are financial aid recipients and receive a cancellation due to a business transfer are subject to financial aid review and possible aid adjustment.

**Cancellation Because of Military Service**

Any student required to discontinue attending classes because of induction into or activation in the U.S. or a foreign military service may be eligible for a complete refund of all tuition and fees (except the application, technology, university health care and general institution fee), if orders to report for active duty are received within the first two weeks of class. Thereafter students may choose either a prorated refund or an application for full credit of tuition and fees (excluding application, technology, university health care and general institution fees) to future enrollment. Any application for refund must be substantiated by the official notice of induction or enlistment and submitted prior to induction. If it is for foreign military service activation, a notarized copy of the translation of the orders into the English language is required for consideration.

**Note:** Students who are financial aid recipients and receive a cancellation due to military service are subject to financial aid review and possible aid adjustment.

**Financial Aid Refund and Repayment Policy**

When a student who is receiving financial aid withdraws from or drops classes for any reason, the resulting refund, credit, or cancellation of tuition, fees, dormitory charges, or meal plan charges must be credited first to the financial aid programs from which the student was receiving funds for that semester. The amount credited to each financial aid program is determined by the type of aid received, the number of credits the student had before and after the drop or withdrawal, the length of time the student was enrolled, and the amount of any adjustment to charges.
Please note that to officially withdraw from classes, a student must withdraw online at www.pace.edu/MyPace, or file for withdrawal with the Office of Student Assistance.

Federal Financial Aid Recipients Who Withdraw From All Classes

Federal Title IV financial aid includes: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, Federal Direct Stafford Loans, and Federal Direct PLUS Loans (Parent Loans for Undergraduate Students or Graduate PLUS loans). For students who withdraw from all classes for a semester, federal regulations require that the Financial Aid Office perform the Return to Title IV Funds calculation.

If the student has withdrawn within the first 60 percent of the semester, the student is considered to have "earned" the portion of disbursable Title IV funds equal to the ratio of the number of days the student was enrolled to the number of days in the semester. The calculation will require the return of all federal aid that exceeds the "earned" portion. The amount of aid returned to each program is dictated by the federal calculation.

The Return to Title IV Funds calculation also determines the amount of awarded but not yet disbursed aid, if any, that can be credited to the student’s account. Students may not apply for additional federal aid after withdrawing from all classes.

If a return of funds is required, it must be distributed to the various financial aid programs in the following order prescribed by law:

1. Federal Unsubsidized Direct Stafford Loan
2. Federal Subsidized Direct Stafford Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan (for parents or graduate students)
5. Federal Pell Grant
6. SEOG (Federal Supplemental Educational Opportunity Grant)

Note: In certain circumstances a student may be required to repay a portion of a refund back to the federal government.

Federal Financial Aid Recipients Who Withdraw Below Six Credits (Note: The procedure varies by program.)

Federal Work Study (FWS) – A student working under the FWS program who drops or withdraws below six credits must stop working immediately because he/she no longer meets the federal guidelines for FWS.

Pell Grant – A Pell Grant Award is determined by the student’s Effective Family Contribution and enrollment status. Pell awards may be adjusted for changes in enrollment that occur during the first 4 weeks of a semester.

Federal Supplemental Educational Opportunity Grant (SEOG) – If a student receives a refund, credit, or cancellation of any institutional charges and SEOG has been disbursed to the student’s account, an adjustment may be required as a result of the change in Cost of Attendance. If the grant has yet to be disbursed, eligibility may change.

Federal Perkins Loans, Direct Stafford Loans, and Plus Loans – If a student receives a refund, credit, or cancellation of any institutional charges and a loan has been disbursed to the student’s account, an adjustment may be required. If a loan has yet to be disbursed, loan eligibility may change. In addition, any undisbursed second disbursement of a Direct Stafford Loan or Direct PLUS Loan must be cancelled.

All Federal Aid – Students may not apply for or be awarded additional federal aid after withdrawing below six credits.

Recipients of Pace University Scholarships and Grants Who Withdraw From Any Classes

If a student withdraws from any classes and receives a refund, credit, or cancellation of tuition, fees, dormitory charges, or meal plan charges, any University aid the student has received that is applicable to the reduced charges will be adjusted if the withdrawal resulted in the student being enrolled in fewer than the minimum required number of credits for the type(s) of aid received. Most University scholarships and awards are applicable to tuition; other types of University aid are applicable to other combinations of charges. The amount of each type of aid reduced will equal the ratio of the reduced charges to the original charges.

Recipients of New York State TAP and Other State Grant Programs Who Withdraw

New York State regulations govern the reduction or cancellation of TAP in cases where students withdraw or drop classes. New York State TAP and most other state grant programs are applicable only to tuition. If a student withdraws and receives a refund, credit, or cancellation of tuition and/or fees, New York State awards must be reduced to ensure that the award amount does not exceed the remaining applicable charges. In addition, other adjustments may be necessary. The student should contact the University TAP coordinator regarding TAP and other New York State grant program refund requirements.

In all cases, students who are considering withdrawing from classes may call or visit the Financial Aid Office for further details or to discuss their particular situation.
**SUMMARY OF ACADEMIC POLICIES**

**Adult and Continuing Education (ACE)**

Pace University’s Adult and Continuing Education provides flexible programs to allow the adult student to pursue their educational goals. Opportunities are provided in both credit (non-degree and visiting students; degree programs; credit-bearing certificates; testing and prior learning options) and non-credit (personal and professional development; continuing professional development; senior programs) programs. For more information, please visit www.pace.edu/adult.

**For Degree-Seeking Students**

**Individualized Adult Degrees**
Combine your work-life experience with credit courses and complete your degree:

- Bachelor of Arts in Liberal Studies
- Bachelor of Science in Professional Studies
- Bachelor of Science in Professional Computer Studies
- Bachelor of Business Administration in Business Studies

**Online Accelerated Bachelor’s Degrees**
Can be completed in 24 months (for students with 64 transfer credits)

- Professional Technology Studies
- Professional Communication Studies

**Experiential Learning Assessment**
Experiential Learning Assessment is a flexible, efficient way of earning college credits for what you learned outside the classroom. Are you a business professional, a computer engineer or programmer, an actor, or even a pilot? You could earn up to 36 hours of college credit for real-life experience, which is equivalent to college-level learning.

**25-credit GED Program**
Earn your GED while you study for your Associate or Bachelor’s Degree. If you do not have a high school diploma or a GED, you can matriculate (earn formal admission into a degree program) by completing 25 credits with an overall grade point average of "C" (2.0).

**For Non-Degree Seeking Students, Including Visiting Students and Post-Baccalaureate Students**

- **Summer Sessions:** Enroll in our six-week summer sessions and get a head start on your next semester.
- **Pre-Professional courses (Pre-Med, Pre-Vet, etc.):** Complete your requirements in the Summer Science Program or in the fall and spring semesters.
- **Preparation for graduate school:** Enroll in undergraduate courses to prepare for an MBA, forensics, psychology, etc.
- **Credit-bearing certificate programs**

Pace University offers a wide variety of non-credit courses, seminars, certificates, and training opportunities. Take control of your personal and professional growth. Stay current in a field. Develop new skills. Expand your horizons. Whether your objective is to get a better job or to improve your life, we have courses that will fit your needs. Courses include:

- Computer Training
- Continuing Legal Education
- English as a Second Language (ESL)
- English for Professionals (ESL)
- Financial Planning
- GMAT Test Preparation
- Human Resource Management (SHRM)
- Management Training
- Notary Public Review
- Nursing
- Personal Enrichment Workshops
- Project Management
- Real Estate Continuing Education
- Real Estate Management Certificates
- Real Estate Salesperson and Broker Licensing
- Senior Programs (PARC)

For more information, please visit us on the Web at www.pace.edu/adult.

**Auditors (Alumni)**

Alumni of Pace University programs are eligible to audit certain undergraduate and graduate classes, subject to the approval of the instructor and to space limitations. Alumni may take one course per term on an audit basis. Tuition and the general institution fees are waived. The graduate is responsible for any course fees; such as lab fees, clinical fees or special course fees. Students must have the necessary background of prerequisites for admission to courses. Interested alumni should file an Alumni Auditor Application with the Office of Student Assistance at their home campus beginning the first day of classes of the desired semester. The University reserves the right to restrict particular courses at any and all campuses.

Undergraduate alumni must have earned a Pace University bachelor’s degree and may audit undergraduate courses only. Undergraduate associate and certificate recipients do not qualify for the Alumni Audit option. Graduate alumni, master degree, doctoral degree and post master certificate recipients of Pace University may audit selected graduate and undergraduate courses.

Courses taken through the Alumni Audit Program will be recorded on a student’s transcript with a grade of AUD and will carry no grade points towards a GPA calculation of any kind.
Auditors (Students)

A student may enroll in a class as an auditor; however full tuition is paid to audit, while no grade or credit for the course is received. The student’s transcript will be annotated with a grade of AUD. Students applying for an audit elective must complete the appropriate forms at the Office of Student Assistance within the first two weeks of a regular semester and within the first week of a summer session.

Cancelled Courses

Courses and/or sections of courses may be cancelled by the University at its discretion.

Candidates for Graduation

Candidates for graduation are required to file a Graduation Diploma Verification Form, available online at the Office of Student Assistance Website (www.pace.edu/OSA) or at the Pace Paperless Website (www.pace.edu/paperless). Please be sure to complete your name as you wish it to appear on your diploma. Students who have filed the Graduation Diploma Verification Form by the filing date (see below) will receive a Degree Verification letter from an OSA Solution Center Representative. Students completing the Diploma Verification Form should be sure that they declared all applicable majors, minors, concentrations, and certificates.

<table>
<thead>
<tr>
<th>Graduation Class of 2016-17</th>
<th>Filing Due Date</th>
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</thead>
<tbody>
<tr>
<td>December, 2016</td>
<td>*Prior to March 15, 2016</td>
</tr>
<tr>
<td>May, 2017</td>
<td>Prior to Sept. 30, 2016</td>
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<tr>
<td>August, 2017</td>
<td>Prior to Nov. 15, 2016</td>
</tr>
<tr>
<td>December, 2017</td>
<td>Prior to March 15, 2017</td>
</tr>
</tbody>
</table>

*If you have not completed the form by the above deadline date, please call the Office of Student Assistance (OSA) immediately at (877) 672-1830. You can also email us at OSA@pace.edu.

Challenge Examinations – Undergraduate

Students who believe they have knowledge comparable to what would be gained by successful completion of a particular course at the University may in some cases obtain credit for that course by passing a "challenge examination." Normally such examinations are standardized examinations available through such testing centers as the Education Testing Service (Pace is a participant in both the New York State College Proficiency Examination Program and the College-Level Examination Program). In the absence of a standardized examination, a department may arrange for a special examination. Not every course may be "challenged," but many can be. Please consult the appropriate academic department for details and further information.

Students who receive credit through a Pace University "Challenge Examination" will be charged one credit of tuition for administration of the examination, whether or not credit is earned. Credit earned through a "Challenge Examination" does not satisfy the residency requirement for graduation or apply to enrollment status verification.

Change of Grade

No grade will be changed beyond six months after the end of the semester in which the course was taken. No grade will be changed or recomputed nor will withdrawals be permitted after a degree has been awarded.

Change of Major or Program

The "Declaration or Change of Major or Program Form" must be filed with the Office of Student Assistance after obtaining the appropriate signatures. See your academic adviser for more information.

Class Admission

Admittance to courses listed in the term schedule shall be subject to the current admission policy of Pace University. Receipt of the term schedule or University catalog does not imply acceptance of new or former students who do not meet current academic standards. A student may not enter a class unless proper registration procedures have been followed. Students may register without special permission through the Late Registration period. After this date, registration is not guaranteed and will require appropriate signatures and in-person registration to be considered.
Class Attendance Policy

Classroom instruction provides an educational experience that allows students to benefit from the guidance and abilities of the instructor, as well as the exchange of values and ideas among others in the class. For that reason, class attendance is important. Each instructor is authorized to establish a class attendance policy for his or her course in a manner that recognizes the occasional circumstance preventing a student from attending class while also ensuring the maintenance of educational standards and the likelihood that the student will meet course requirements.

Closed Classes

Up through the first seven calendar days of a typical Fall, Spring, or Summer term, students may enter a closed class that has not reached room capacity only with permission of one of the following: the department chair, the assistant/associate dean, or the advising office of the school/college in which the course is offered. After this time, the student needs the permission of the instructor and one of the following: the department chair, the assistant/associate dean, or the academic advising office* of the school/college in which the course is offered. Permission from the Instructor and the assistant/associate dean is not guaranteed, and the Office of Student Assistance may reserve the right to decline any attempts at registration after the late registration period has ended for any given semester.

*For non-matriculated students, your adviser may be found in the Office of Adult and Continuing Education.

Commencement

Commencement exercises are scheduled once a year, every May. Degree recipients in December, or students who are expected to complete their degree requirements in May or August of the same year, are eligible to participate in commencement exercises in May. Students are required to file a Graduation Diploma Verification Form (online at www.pace.edu/office-student-assistance/forms or www.pace.edu/paperless) in order to receive information regarding the commencement exercises, tickets, invitations, and academic attire, from the Office of Special Events. Please refer to Candidates for Graduation for additional information.

Conditional Matriculation – Graduate

Conditionally matriculated graduate students may register for courses according to their school/college's policy as outlined below:

- **Dyson College of Arts and Sciences**: One semester for a maximum of six credits
- **College of Health Professions**: One semester for a maximum of six credits
- **Lubin School of Business**: One semester for a maximum of six credits
- **Seidenberg School of Computer Science and Information Systems**: One semester for a maximum of two courses

Course Numbers

Each course has a subject, a course number, and a title. The numeric value represents the academic level of the course, namely undergraduate, graduate, doctoral, or law. The University's course numbering system is as follows:

- 000-099 Adult and Continuing Education and Zero Credits
- 100-499 Undergraduate courses
- 500-999 Graduate/Doctoral/Law

Credit Load Policy – Undergraduate

Matriculated students who have a cumulative grade point average of at least 2.0 may carry up to six courses, not to exceed 18 credits. Matriculated students who are on academic probation or with a cumulative GPA of less than 2.0 may carry up to four courses, not to exceed 13 credits, including any workshop referrals. Non-matriculated students may carry up to three courses, not to exceed 10 credits, provided they maintain a cumulative GPA of at least 2.0. Non-matriculated students on academic probation are limited to two courses, not to exceed eight credits. A maximum of two courses, not to exceed eight credits, is permitted in each Summer Session. A maximum of four credits in any single intersession term is permitted.

Students are advised to assume credit and course loads that consider the time and energy demands imposed by employment and other outside responsibilities, and should limit their program of study to four courses, not to exceed 13 credit hours, provided they maintain a cumulative GPA of at least 2.0. Those on scholastic probation who have substantial outside responsibilities should limit their course load to two courses, not to exceed eight credits, including any workshop referrals.

Any exception to the above credit load policy must be approved by the dean of the school in which the student is enrolled.

**Note:** A required remedial workshop has the demands and responsibilities equivalent to a two to three credit course, and should be considered as such when determining how many credit hours to register for, and how much time outside of the classroom will be needed to handle your academic responsibilities.
Designated Lecture Sections

A designated lecture is a class with 60 or more enrolled students.

Deferred Examinations (Absence from a Final Exam)

Students are permitted to take a deferred examination with the approval of their instructor for compelling reasons only, such as illness, emergencies, or other exceptional circumstances. Students who have sufficient reason to request a deferred examination are required to complete a deferred examination application form and have it approved by their instructor. The student must file an application through the departmental secretary for the course they wish to take as a deferred exam. If the instructor is not available, students should contact the appropriate academic department for assistance. Eligible students are then required to submit the approved form to the Office of Student Assistance and pay a fee of $35.00 for one exam or $50.00 for two or more exams. The filing deadline and examination dates are scheduled by the University.

Dates for this semester's deferred exams were not available at the time of publication. However, students can visit http://www.pace.edu/osa/academic-scheduling/final-exam-schedules#conflict-exam for updated information on deferred exams for this semester.

Double Line Policy

The University is aware that students may experience academic difficulty early in their studies. Former undergraduate matriculated students not enrolled at Pace University for a period of three years, with a cumulative QPA below a 2.0, and who have not attempted more than a total of 60 credit hours who seek reinstatement can apply for a “Double Line”. With Academic Dean(s)/Advisor approval a Double Line will be drawn across the student’s academic record marking this change. All credits earned prior to the approval of the double line, for which passing grades are earned, will remain applicable towards the degree requirements, but will no longer be computed in the cumulative GPA. A minimum of 30-32 credits (depending upon academic program) beyond the double line must be completed at Pace. This policy does not apply to non-matriculated students or those in the Challenge to Achievement Program.

Emergency Closing and Other Changes in Class Schedules

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

New York City Campus – (212) 346-1953
Westchester Campuses – (914) 773-3398

Closings are also posted on the University’s website at www.pace.edu and are sent via text message and email for those who sign up for Emergency Notifications at http://alert.pace.edu.

Although classes are planned to commence and conclude on the dates indicated in the academic calendar, unforeseen circumstances may necessitate adjustment to class schedules and extension of time for completion of class assignments. Examples of such circumstances may include faculty illness, malfunction of University equipment (including computers and/or networks), and unavailability of particular University facilities occasioned by damage to the premises, repairs or other causes, and school closings because of inclement weather. The University shall not be responsible for refund of any tuition or fees in the event of any such occurrence or for failure of a class to conclude on the date originally scheduled, nor shall the University be liable for any consequential damages as a result of such a change in schedule.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (“FERPA”) is a federal law designed to protect the privacy of a student’s education records, establish a student’s right to access and review his or her education records, provide guidelines for the correction of inaccurate and misleading information that may be contained in those education records, and create a right to file complaints about alleged FERPA violations with the Department of Education.

Once a student reaches 18 years of age or attends a postsecondary institution, the rights created by FERPA transfer from the student’s parents to the student. These rights include:

• The right to have access to and review his or her education records maintained by the postsecondary institution.
• The right to seek amendment of his or her education records that contain inaccurate and misleading information.
• The right to limit the disclosure of personally identifiable information in his or her education record.
• The right to file a complaint about alleged FERPA violations with the Family Policy Compliance Office of the Department of Education.
FERPA protects personally identifiable information in a student’s education records. Education records are defined under FERPA as those records, files, data, video and audio tapes, handwritten notes and other material that contain information that is directly related to a student and maintained by Pace University or a party acting for the University. There are exceptions, however, to the definition of education records. For example, the term education record does not include:

- Records kept in the sole possession of the maker, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the records.
- Records of the Safety and Security Department of the University.
- Records relating to a student’s employment with the University.
- Records maintained by a physician, psychiatrist, psychologist, and other health care professionals in connection with treatment of a student.
- Records created or received by the University after a student is no longer in attendance and that are not directly related to the student’s attendance at the University.
- Grades on peer-graded papers before they are collected and recorded by the instructor.

Personally identifiable information includes, but is not limited to:

- The student’s name.
- The name of the student’s parents or other family members.
- The address of the student or the student’s family.
- The student’s social security number or student identification number.
- Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name.
- Any information that alone, or in combination with other information, is linkable to a specific student that would allow a reasonable person who does not have knowledge of the relevant circumstances to identify the student with reasonable certainty.

**Access to and Review of Education Records**

Under FERPA, a student has the right to have access to and review his or her education records with the exception of the following records: (i) financial records, including any information those records contain, of the student’s parents; and (ii) confidential letters and statements of recommendation placed in the student’s education records before January 1, 1975 and used only for the purpose for which they were specifically intended. (In order to waive the right to review confidential letters and statements of recommendation in a student’s education record, the student must submit a completed and signed Waiver of Right to Review Confidential Letters and Statements of Recommendation form to the Office of Student Assistance.)

Any student who wishes to access and review his or her education records must submit a dated written request to the custodian of the record, e.g., the Office of Student Assistance, a department chair, a program director, a faculty member. No later than 45 days after receiving the student’s request, the custodian will make arrangements for the student to review his or her education records. A representative of the University may be present during the inspection, and the student may be required to present valid photo identification before accessing the records. Photocopies of the records are available upon request and for a fee of fifteen cents per page.

**Amendment of Education Records**

Under FERPA, a student who believes information in his or her education records is inaccurate, misleading, or in violation of the student’s privacy rights recognized by FERPA, has the right to request that the records be amended. The right to seek amendment of an education record does not include changes to a grade unless the grade assigned was inaccurately recorded, an opinion, or a substantive decision made by the University about the student.

To request an amendment, the student must submit a written request to the custodian of the record. The request should clearly identify the portion of the record the student seeks to have amended and specify the reasons for the requested amendment. If the custodian of the record determines the information contained in the record is inaccurate, misleading, or in violation of the student’s privacy rights recognized by FERPA, the custodian will amend the record and notify the student of the amendment in writing.

If the custodian determines an amendment of the student’s education record is not warranted because it is not inaccurate, misleading or in violation of the student’s privacy rights recognized by FERPA, the custodian will inform the student in writing of the decision not to amend and will also inform the student of his or her right to a hearing on the matter. The student’s written request for a hearing must be received by the dean for students of the student’s home campus within 30 calendar days of the date of the custodian’s decision denying an amendment, and the hearing shall be held within a reasonable time thereafter. Within 5 business days after receiving the student’s written request for a hearing, the dean for students or his or her designee will appoint a hearing officer to review the matter. The hearing officer must be a University representative with no direct interest in the outcome of the matter.

The hearing officer shall, in his or her sole discretion, determine whether, under the circumstances, the hearing should be conducted in-person or by telephone. The hearing officer shall provide the student and the custodian of the education record at issue with reasonable notice of the date, time, and place of the hearing if it is to be in-person and the date and time if it is to be conducted by telephone. The student and the custodian shall each have the opportunity to present evidence at the hearing in support of their respective positions. The student may, at his or her own expense, be assisted or represented by one or more individuals, including an attorney, of the student’s choice.

Within a reasonable time after the hearing, the hearing officer will notify the student and the custodian of the record in writing of the hearing officer’s decision. The hearing officer’s decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision. If the hearing officer determines the information contained in the record is inaccurate,
misleading, or in violation of the student’s privacy rights recognized by FERPA, the record will be amended. However, if the hearing officer determines the information is not inaccurate, misleading, or otherwise in violation of the student’s privacy rights recognized by FERPA, the education record will not be amended and the student has the right to place a statement in his or her record commenting on the contested information and explaining why he or she disagrees with the hearing officer’s decision.

Disclosure of Education Records to Third Parties

Absent an exception under FERPA, the University must obtain a student’s prior written consent before it discloses personally identifiable information from a student’s education records to a third party. In order to authorize the disclosure of personally identifiable information from his or her education records to a third party, a student must complete, sign and date the Authorization to Disclose Information from Education Records form and submit it to the custodian of the record from which the disclosure is to be made.

FERPA provides a number of exceptions, however, that allow the University to disclose information from a student’s education record without the student’s consent. Circumstances under which the University may disclose personally identifiable information from a student’s education records without obtaining the student’s consent, include, but are not limited to, the following:

- To University officials with a legitimate educational interest in the personally identifiable information to be disclosed. A University official includes, without limitation, faculty; officers; administrators; administrative assistants and clerical staff; safety and security staff; trustees; attorneys; auditors; health care providers; members (including student members) of University-sponsored committees and disciplinary boards; student employees assisting other University officials in performing their duties and responsibilities for the University; and a contractor, volunteer or other party to whom the University has outsourced University services or functions. A University official has a legitimate educational interest in the personally identifiable information to be disclosed if the official needs to review the education record in order to fulfill his or her professional duties and responsibilities for the University.
- To officials of another school in which the student seeks or intends to enroll.
- To the parents of a tax-dependent student as defined in section 152 of the Internal Revenue Code of 1986.
- In connection with the student’s request for or receipt of financial aid if the information is necessary to determine the eligibility, amount or conditions of the aid, or to enforce the terms and conditions of the aid.
- In connection with a health or safety emergency if knowledge of the personally identifiable information is necessary to protect the health or safety of the student or other individuals.
- To the parents of a student under the age of 21 at the time of disclosure, and the disclosure concerns the student’s violation of a federal, state or local law or University policy regarding the use or possession of alcohol or a controlled substance, provided the University has determined the student has committed a disciplinary violation with respect to the use or possession, and the disclosure does not conflict with any state law that prohibits such disclosure.
- Directory information (see discussion below of directory information).
- To comply with a judicial order or lawfully issued subpoena.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime.
- The final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense may be released to any third party if the student who is the alleged perpetrator is found to have violated the University’s policies. Disclosure under this exception is limited to the name of the student perpetrator, the violation committed, and any sanction imposed. The disclosure shall not include the name of any other student, including the victim or a witness, without the prior written consent of the other student.
- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and state and local educational authorities for audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.
- To organizations conducting studies for or on behalf of the University for the purposes of administering predictive tests or student aid programs, or improving instruction.
- To accrediting organizations to carry out their accrediting functions.

Directory Information

FERPA permits the University to disclose directory information to the public without obtaining the student’s prior written consent. Directory information is defined by FERPA as information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. The University has defined directory information more specifically as:

- Student’s name
- Campus telephone number
- Campus address
- University e-mail address
- Date of birth
- College or school in which the student is enrolled
- Program and/or field of study
- Enrollment status, e.g., undergraduate or graduate student, full-time, part-time, not enrolled, graduated
- School attended immediately prior to enrolling at the University
- Dates of attendance
- Degrees and honors
- Awards received
- The weight and height of members of athletic teams

Students may “opt out” of directory information and request that directory information, as defined above, be withheld, in whole or in part, and released only with the student’s prior written authorization. Students who wish to opt-out of some or all of the directory information must complete and sign a Request to Opt-out of Directory Information form and submit it to the Office of Student Assistance on or before September 30 of each year. (Students who transfer to the University in the spring semester or return to the University in the spring semester after a leave of absence must submit a completed and signed Request to Opt-out of Directory Information form to the Office of Student Assistance on or before February 15.) Students who wish to revoke their previous request to opt-out of some or all of the directory information must submit a completed and signed Request for Revocation of Opt-out of Directory Information form to the Office of Student Assistance.
Complaints of Alleged Failures to Comply with FERPA

A student who believes his or her FERPA rights have been violated or that the University has failed to comply with the requirements of FERPA has the right to file a complaint with the federal office that administers FERPA. Complaints should be addressed to:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave, SW
Washington, DC 20202-5901
Phone: 202-260-3887

Additional Information about FERPA

The following U.S. Department of Education publications provide additional information for students and parents about FERPA: Frequently Asked Questions About FERPA, Disclosure of Information from Education Records to Parents of Students Attending Postsecondary Institutions, and FERPA General Guidance for Students.

Forms

Visit www.pace.edu/paperless for the following online forms:

- Authorization to Disclose Information from Education Records
- Request to Opt-out of Directory Information
- Request for Revocation of Opt-out of Directory Information
- Waiver of Right to Review Confidential Letters and Statements of Recommendation
- Revocation of Waiver of Right to Review Confidential Letters and Statements of Recommendation

Immunization Compliances

Measles, Mumps, and Rubella

Students born after December 31, 1956, who are registered in a degree or certificate program and enrolled for six credits or more in one semester, are required by New York State Public Health Law § 2165 to provide Pace University with proof of immunity to measles, mumps, and rubella within thirty days of the first scheduled day of classes in the first semester in which they are enrolled:

Proof of Immunity. There are several forms of acceptable proof of immunity, but only one form of proof of immunity for each disease is required.

Measles. Proof of immunity to measles may be established by one of the following forms of immunity:

- The student must submit proof of two doses of live measles vaccine: the first dose given no more than four days prior to the student's first birthday and the second at least twenty-eight days after the first dose; or
- The student must submit serological proof of immunity to measles. This means the demonstration of measles antibodies through a blood test performed by an approved medical laboratory; or
- The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had measles disease; or
- The student must submit proof of honorable discharge from the armed services within ten years from the date of application to the University. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services; or
- If a student is unable to access his/her immunization record from a health care provider or previous school, documentation that proves the student attended primary or secondary school in the United States after 1980 will be sufficient proof that the student received one dose of live measles vaccine. If this option is used, the second dose of measles vaccine must have been administered within one year of attendance at the University.

Mumps. Proof of immunity to mumps may be established by one of the following forms of proof of immunity:

- The student must submit proof of one dose of live mumps vaccine given no more than four days prior to the student's first birthday; or
- The student must submit serological proof of immunity to mumps. This means the demonstration of mumps antibodies through a blood test performed by an approved medical laboratory; or
- The student must submit a statement from the diagnosing physician, physician assistant, or nurse practitioner that the student has had mumps disease; or
- The student must submit proof of honorable discharge from the armed services within ten years from the date of application to the University. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the University pending actual receipt of immunization records from the armed services.
Beginning on the thirty-first day after classes began, students who failed to provide one form of immunity as described above for each disease will not be permitted to continue their attendance at the University and will be administratively withdrawn from the University. Attendance means the physical presence of the student at the University. Thus, students who fail to provide one form of immunity for each disease by the thirty-day deadline will not be permitted, for example, to be on campus, or attend classes or any other curricular or extracurricular events, or be present in University housing. The time period may be extended to forty-five days if a student is from out of state or from another country and can show a good faith effort to comply with the requirements above of New York State Public Health Law § 2165, or when a disease outbreak occurs. If an extension is granted by the University, students who have not complied with New York State Public Health Law § 2165 by the forty-fifth day will not be permitted to continue their attendance at the University beginning on the forty-sixth day after classes began.

Students who are administratively withdrawn are responsible for all charges incurred during the semester up to the date they are administratively withdrawn. In addition, students will receive a withdrawal grade (“W”) for each course in which they are enrolled on the date they are administratively withdrawn.

Students who do not provide one form of immunity for each disease as identified above within thirty days but are enrolled only in online courses will not be administratively withdrawn from the University. Such students will be permitted to continue their online courses but will not be permitted for any reason to be on campus, or attend classes or any other curricular or extracurricular events, or be present in University housing.

Exemptions from Immunization Requirements

There are circumstances under which a student may be exempt from immunization requirements.

Medical Exemption. If a licensed physician, physician assistant, or nurse practitioner, or licensed midwife caring for a pregnant student, certifies in writing that the student has a health condition which is a valid contraindication to receiving a specific vaccine, then a permanent or temporary (for resolvable conditions such as pregnancy) exemption from the immunization requirements may be granted by the University. The certification must specify those immunizations which may be detrimental and the length of time they may be detrimental. In the event of an outbreak of measles, mumps or rubella, medically exempt individuals may be excluded from classes and other curricular and extracurricular events, University housing, and/or campus in order to protect them from exposure.

Religious Exemption. A student may be exempt from vaccination if, in the opinion of the University, the student or the parent or guardian of a student less than eighteen years old holds genuine and sincere religious beliefs which are contrary to the practice of immunization. The student requesting exemption from the immunization requirements may or may not be a member of an established religious organization. Requests for exemptions must be in writing and signed by the student if eighteen years of age or older, or the student’s parent or guardian if the student is under eighteen. The University may, in its sole discretion, require documents that support the request for a religious exemption. In the event of an outbreak of measles, mumps or rubella, religiously exempt individuals may be excluded from classes and other curricular and extracurricular events, University housing, and/or campus in order to protect them from exposure.

Meningococcal Meningitis Disease

Students of any age who are registered to attend classes and are enrolled for six credits or more in one semester are required by New York State Public Health Law § 2165 to satisfy one of the following two options within thirty days of the first scheduled day of classes in the first semester in which they are enrolled:

- Certificate of immunization for meningococcal meningitis disease; or
- A response to receipt of meningococcal meningitis disease and vaccine information provided by Pace University and signed by the student or, if the student is under eighteen years of age, by the student’s parent or guardian: and one of the following two options, Self-reported or parent recall of meningococcal meningitis immunization within the past ten years; or
- An acknowledgement of meningococcal meningitis disease risks and refusal of meningococcal meningitis immunization signed by the student or, if the student is under eighteen years of age, by the student’s parent or guardian.

Beginning on the thirty-first day after classes began, students who failed to satisfy one of the two options described above will not be permitted to continue their attendance at the University and will be administratively withdrawn. Attendance means the physical presence of the student at the University. Thus, students who fail to satisfy one of the two options by the thirty-day deadline will not be permitted, for example, to be on campus, or attend classes or any other curricular or extracurricular events, or be present in University housing. The time period may be extended to sixty days if a student can show a good faith effort to comply with the requirements above of New York State Public Health Law § 2167. If an extension is granted by the University, students who have not satisfied one of the two options above within sixty days will not be permitted to continue their attendance at the University beginning on the sixty-first day after classes began.

Students who are administratively withdrawn are responsible for all charges incurred during the semester up to the date they are administratively withdrawn. In addition, students will receive a withdrawal grade (“W”) for each course in which they are enrolled on the date they are administratively withdrawn.

Students who do not satisfy one of the two options described above within thirty days but are enrolled only in online courses, will not be administratively withdrawn from the University. Such students will be permitted to continue their online courses but will not be permitted for any reason to be on campus, or attend classes or any other curricular or extracurricular events, or be present in University housing.
Independent Study

Students who qualify for independent study must register and file an application and permit with the Office of Student Assistance, department chair, and dean of the school in which the courses will be taken. See current Undergraduate Catalog for details.

Information Technology Services

Information Technology Services (ITS) department provides students, faculty, and staff with resources and access to University-wide computing, mobility, data, video, and voice network services; wired and wireless access (residence halls, classrooms and common spaces); as well as access to online systems. ITS is led by the University's Chief Information Officer (cio@pace.edu).

Systems such as MyPace Portal (the self-service portal for students), Blackboard Online Learning Management System, the Pace University Mobile App, and email are available online. Each residence hall room is equipped with wired and wireless connections to allow students high-speed access to the data network, cable television, and voice services.

Although Pace University does not require its students to own a personal computer or laptop to facilitate studies, all students are strongly encouraged to do so. ITS supports repairs of student-owned computers for supported hardware and software on both the Westchester and New York City campuses. Computer Resource Centers (CRCs) located on the New York City (PNY), Pleasantville (PLV), and White Plains (WP) campuses, are general-use facilities equipped with state-of-the-art PCs, Macs and peripherals such as laser printers, copiers, and scanners. The CRCs support all common use applications that students need to succeed at Pace.

Students should visit http://www.pace.edu/its to obtain current information about technology services. ITS Help Desk details and hours of operation can be found at http://www.pace.edu/information-technology-services/services/its-help-desk. For questions or issues, please contact the ITS Help Desk at 914-773-3333 (pacehelpdesk@pace.edu) or online at http://help.pace.edu.

Intersession Courses

Courses are offered during the months of January, May, and August on a limited basis. Intersession courses run anywhere from two weeks to four weeks long, and a student may take a maximum of four credits in any single intersession term.

Open Classes

Up through the first seven calendar days of a typical Fall, Spring, or Summer term, students may register in the normal manner, either in person or via their MyPace Portal. During the eighth through fourteenth day of a typical Fall or Spring term, the student needs permission of the instructor, and must register in person at the Office of Student Assistance. After the fourteenth day, or the seventh day of a typical Summer term, the student needs permission of the instructor and the assistant/associate dean or the academic advising office of the school or college in which the student is enrolled, provided there is ample seating capacity remaining in the course. Permission from the instructor and the assistant/associate dean is not guaranteed, and the Office of Student Assistance may reserve the right to decline any attempts at registration after the late registration period has ended for any given term.

Non-Degree Status — Graduate

The objective of the Non-Degree Status is to enable students seeking a renewal or extension of knowledge to enroll in appropriate graduate courses, excluding those offered through the Lubin School of Business. Individuals may qualify by virtue of previous education or experience to register for certain graduate courses.

While the final determination rests with the academic school of the university offering the degree, generally at most two courses taken in this status may be applied toward a degree program. Students wishing to register for a course under this status must complete the Application/Registration Form for Non-Degree Student Status, secure the approval of the chair of the department offering the course(s), and then submit the form to the appropriate Office of Graduate Admission, New York City campus or Graduate Center, White Plains during the registration dates and hours indicated in the class schedule.

Pass-Fail – Undergraduate

Students with 60 credits and a cumulative GPA of at least 2.5 may take one elective course per semester pass-fail. Core courses and major courses are excluded. Not more than four courses toward the degree may be taken on a pass-fail basis. Only a grade of “F” will be computed into the GPA. Students must notify the Office of Student Assistance of their intent to take a course Pass-Fail within the first two weeks of a fourteen-week term, or the first week of a four-, six-, or seven-week session.
Permission to Enroll in a Course at Another Institution

Undergraduate degree students who are in good academic and financial standing at Pace University may apply to take a maximum of 12 credits of approved course work at other accredited colleges and universities subject to the following conditions:

1. Students are required to obtain permission using the form "Permission to Enroll in a Course at Another Institution" Students are to obtain approval first from the school or college at Pace which offers their major. They are then required to have each course that they plan to take approved in advance by the appropriate Pace academic department. Students are to provide a copy of the course description for each course that they plan to take. Courses that have been pre-approved by Pace academic departments for transfer purposes may be approved by the college or school that offers the student’s major without additional departmental review.

2. Students must have the form "Permission to Enroll in a Course at Another Institution" approved as indicated in step one above and then submit it to the Office of Student Assistance prior to taking the course at another institution. Courses will not be approved retroactively.

3. Students who have completed 68 or more credits toward their degree (including Pace and transfer credits) may not take courses at a two-year institution.

4. Study abroad and other Pace-approved internship programs and off-campus programs are not subject to this policy. Students planning to study abroad are advised to contact the Office of International Programs and Services on their home campus for detailed information related to course approvals and how the courses will be annotated on their Pace University academic record.

5. Students may not study at another institution during a term in which they are enrolled at Pace University. Exceptions are permitted by the student's college or school, if a required course is not being offered at Pace University.

6. Only courses in which a grade of "C" or better is earned will be accepted in transfer. Courses completed at another institution may not be used for recomputation of Pace grades. Upon completion of each course, students are required to have an official transcript sent from the other institution to the Pace University Office of Student Assistance. All other policies related to transfer credits, as they appear in the University catalog, remain in effect.

7. Students may request and receive permission to take a course at another institution, which they have previously taken at Pace without attaining a passing grade. The course will be considered for transfer credit only (provided the student attains a grade of "C" or better) and may not be used to recompute the failing grade at Pace.

Prerequisite Policy

Before registering for a course, students should verify that they satisfy all prerequisites. Students who do not satisfy the prerequisites for a course will generally not be allowed to continue in the course. Waivers of prerequisites may be granted by the appropriate academic department for substantive reasons. Students who have taken courses at another college or university should have these courses evaluated before registering for courses in the same discipline at Pace.

Re-computation of F Grade – Graduate

Graduate students may request, on a one-time only basis, that the repeat grade for a course in which a grade of "F" or "I-F" was originally received be the only grade averaged in the calculation of the cumulative grade point average. In this case, however, both grades will still be shown on the transcript. Re-computation is not permitted after a degree has been awarded.

Re-computation (Repeated Course) – Undergraduate

If an undergraduate student repeats a course and receives a passing grade, only the grade and credits earned the last time the course was taken will be computed in the cumulative GPA. Students wishing to apply for re-computation of their GPA must complete the appropriate form at the Office of Student Assistance. The GPA average will be recomputed only for the semester in which the student repeats the course; the average of the semester in which the course(s) was first taken will not be changed. If a student withdraws from the course during the semester in which it is being repeated, the cumulative GPA will reflect the original grade. Re-computation is not permitted after a degree has been awarded. Students who receive permission to take at another institution a course for which they failed to attain a passing grade at Pace will have the credit earned at the other institution treated as transfer credit at Pace (provided they attain a grade of "C" or better). The course may not be used to recompute the failing grade at Pace.
Leave of Absence

For various reasons, students sometimes find it necessary or desirable to interrupt their enrollment at Pace University. The reasons for a leave of absence include, but are not limited to, the following:

- To pursue academic endeavors elsewhere such as studying or conducting research at another institution.
- Financial hardship.
- An internship.
- A serious medical condition of the student’s spouse, domestic partner, sibling, parent, child or step-child.
- Employment obligations.
- Please Note: A student granted a Leave of Absence is subject to the published tuition cancellation policy.

**Information about a leave of absence due to military service may be found in the Military Leave of Absence Policy.**

***Students considering a leave of absence due to their own serious medical condition should consult the Medical Leave of Absence Policy.***

A leave of absence pursuant to this Leave of Absence Policy may commence during a semester or prior to the beginning of a semester and is limited to two consecutive semesters, excluding summer semesters. A student, who is unable to complete the semester and applies for a leave of absence, must also withdraw from the courses in which he or she is currently enrolled and will receive a “W” for each course from which the student withdrew. Although the “W” grades will appear on the student’s transcript, they will not affect the student’s cumulative quality grade point average. Information about the impact of a leave of absence on a student’s financial aid may be found below under Financial Aid.

**Procedure:** Students who are contemplating a leave of absence are encouraged to speak with their academic advisor prior to submitting a Leave of Absence Application. Academic advisors can provide information about the effect of a leave of absence on such issues as course sequencing and graduation date. After meeting with an academic advisor, in order to apply for a leave of absence, a student must:

- Complete a Leave of Absence Application.
- Submit the completed Leave of Absence Application for approval to the chair of the department in which the student’s major is housed, or the assistant or associate dean of the school or college in which the student is enrolled, or the student’s academic advisor.
- Submit the completed Leave of Absence Application with the signature of approval to the Office of Student Assistance.
- Provide whatever additional documentation the University may require concerning the student’s request for a leave of absence.

Upon returning from a leave of absence, the student must complete a Resumption of Study Application. Information about resuming studies may be found in the Resumption of Study Policy.

**Length of a Leave of Absence:** Ordinarily, a leave of absence pursuant to this Leave of Absence Policy is limited to two consecutive semesters excluding the summer semesters and may be commenced at any time. For purposes of counting the two consecutive semesters, a leave of absence shall commence at the beginning of the first fall or spring semester after the student applies for and approval is granted for a leave of absence. A leave of absence due to non-medical reasons will not be approved for more than two consecutive semesters (excluding summer semesters).

Under certain circumstances, however, a leave of absence due to a serious medical condition of the student’s spouse, domestic partner, sibling, parent, child or step-child may be extended for a total of four consecutive semesters (excluding summer semesters). For example, when a student applies for a leave of absence due to the serious medical condition of a parent, the expected time required for the parent to recover from an automobile accident was unknown. Subsequently, due to the prolonged recovery period, the student was unable to resume his or her studies on the date previously approved by the University. Under such circumstances, and following the same procedure set forth above, the student may request an extension of the leave of absence. In order to be eligible for an extension, the student must provide whatever documentation the University may require concerning the reason for the extension. A leave of absence due to a serious medical condition of the student’s spouse, domestic partner, sibling, parent, child or step-child will not be approved for more than a total of four consecutive semesters (excluding summer semesters).

**Degree Requirements and Graduation Date:** Ordinarily, the degree requirements applicable to the student’s declared major will not change due to the student’s leave of absence. Nevertheless, there are circumstances when the degree requirements or program offerings will change while the student is on a leave of absence, e.g., requirements of the New York State Education Department, accrediting agencies or applicable law.

The time within which a student is required to complete the degree requirements ordinarily will not change because of a leave of absence, although the graduation date may change. For example, a student who is expected to complete the degree requirements within eight semesters and is scheduled to graduate in May of a given academic year takes a leave of absence in a Spring semester may have their graduation postponed one semester until the following December. However, a student’s graduation date may be postponed in excess of the number of semesters he or she was on a leave of absence if the student is enrolled in a program with required course sequences and the prerequisite courses are not offered every semester.

Students should check with their academic advisor before submitting a Leave of Absence Application, and again when resuming their studies, about the consequences, if any, of their leave of absence on degree requirements and graduation date.

**Transfer of Credits Earned During Leave of Absence.** Students contemplating taking courses at another college or university during their leave of absence and transferring those course credits to Pace University upon their resumption of studies should consult with their academic advisor before enrolling in courses elsewhere. Transfer credits for such courses must be approved in advance by Pace University; otherwise, they may not be accepted by the University.

**Financial Aid:** Students on a leave of absence pursuant to this Leave of Absence Policy are considered to be withdrawn from the University for purposes of financial aid. Consequently, loan repayment obligations may be triggered. Students should speak to a representative of the Financial Aid Office for more detailed information about the status of their financial aid during a leave of absence prior to submitting a Leave of Absence Application.

Ordinarily, Pace-funded merit awards will be restored upon a student’s resumption of studies after a leave of absence in accordance with this Leave of Absence Policy provided (i) all other requirements for such merit aid are satisfied, and (ii) the student resumes his or her studies by
THE MEDICAL LEAVE OF ABSENCE

Students sometimes find it necessary or desirable to interrupt their enrollment at Pace University due to their own serious medical condition. A leave of absence pursuant to this Medical Leave of Absence Policy may commence during a semester or prior to the beginning of a semester and ordinarily is limited to two consecutive semesters, excluding summer semesters. A student, who is unable to complete the semester and applies for a leave of absence, must also withdraw from the courses in which he or she currently is enrolled and will receive a "W" for each course from which the student withdrew. Although the "W" grades will appear on the student's transcript, they will not affect the student's cumulative quality grade point average.

Please Note: A student granted a Medical Leave of Absence is subject to the published tuition cancellation policy. Further information about the impact of a medical leave of absence on a student's financial aid may be found below under Financial Aid.

Procedure:

Students contemplating a medical leave of absence due to their own serious medical condition should contact the Office of Student Assistance to discuss the procedure and obtain the necessary forms. Students are encouraged to speak with their academic advisor prior to submitting a Medical Leave of Absence Application. Academic advisors can provide information about the effect of a medical leave of absence on such issues as course sequencing and graduation date.

In order to apply for a medical leave of absence, a student must complete a Medical Leave of Absence Application, a Consent for Communication Regarding Request for a Medical Leave of Absence and/or Resumption of Studies after a Medical Leave of Absence, and an Authorization for Information Release. The completed Application, Consent and Authorization must be submitted to the University Registrar, Office of Student Assistance, One Pace Plaza, New York, NY 10038. Upon receipt of these documents, the University Registrar will send a copy of the Authorization and a Treating Healthcare Provider’s form to the student’s treating healthcare provider in order to obtain information about the condition necessitating a medical leave of absence.

The completed Treating Healthcare Provider’s form is to be returned by the treating healthcare provider to the Counseling Center or University Health Care, as the case may be, for review. If the Counseling Center or University Health Care approves the application for a medical leave of absence, the University Registrar will assist in obtaining the other necessary approvals.

Students are required to provide whatever additional information and/or documentation the University may require concerning the student’s request for a medical leave of absence.

Upon returning from a medical leave of absence, the student must complete a Resumption of Study after a Medical Leave of Absence Application. Information about resuming studies may be found in the letter granting approval of the medical leave of absence and the Resumption of Study Policy, and from the University Registrar.

Length of a Leave of Absence:

Ordinarily, a leave of absence pursuant to this Medical Leave of Absence Policy is limited to two consecutive semesters excluding the summer semesters and may be commenced at any time. For purposes of counting the two consecutive semesters, a leave of absence shall commence at the beginning of the first fall or spring semester after the student applies for and approval is granted for a leave of absence.

Under certain circumstances, however, a leave of absence due to a student’s serious medical condition may be extended for a total of four consecutive semesters (excluding summer semesters). For example, a student may have experienced post-operative complications that resulted in a recovery period longer than was anticipated at the time the student applied for a medical leave of absence. Under such circumstances, and following the same procedure set forth above, the student may request an extension of the medical leave of absence. In order to be eligible for an extension, the student must provide whatever documentation the University may require concerning the reason for the extension. A leave of absence due to a student’s serious medical condition will not be approved for more than a total of four consecutive semesters (excluding summer semesters).

Degree Requirements and Graduation Date:

Ordinarily, the degree requirements applicable to the student’s declared major will not change due to the student’s medical leave of absence. Nevertheless, there are circumstances when the degree requirements or program offerings will change while the student is on a medical leave of absence, e.g., requirements of the New York State Education Department, accrediting agencies or applicable law.

The time within which a student is expected to complete the degree requirements ordinarily will not change because of a medical leave of absence, although the graduation date may change. For example, a student who is expected to complete the degree requirements within eight semesters and is scheduled to graduate in May takes a medical leave of absence in a Spring semester may have their graduation postponed one semester until the following December. However, a student’s graduation date may be postponed in excess of the number of semesters he or she was on a medical leave of absence if the student is enrolled in a program with required course sequences and the prerequisite courses are not offered every semester.

Students should check with their academic advisor before applying for a Medical Leave of Absence and again when resuming their studies about the consequences, if any, of their leave of absence on degree requirements and graduation date.
Transfer of Credits Earned During Medical Leave of Absence:

Students contemplating taking courses at another college or university during their medical leave of absence and transferring those course credits to Pace University upon their resumption of studies should consult with their academic advisor before enrolling in courses elsewhere. Transfer credits for such courses must be approved in advance by Pace University; otherwise, they may not be accepted by the University.

Financial Aid:

Students on a leave of absence pursuant to this Medical Leave of Absence Policy are considered to be withdrawn from the University for purposes of financial aid. Consequently, loan repayment obligations may be triggered. Students should speak to a representative of the Financial Aid Office for more detailed information about the status of their financial aid during a leave of absence prior to submitting a Medical Leave of Absence Application.

Ordinarily, Pace-funded merit awards will be restored upon a student’s resumption of studies after a leave of absence in accordance with this Medical Leave of Absence Policy provided (i) all other requirements for such merit aid are satisfied, and (ii) the student resumes his or her studies by the date identified and approved in the Medical Leave of Absence Application. If a student does not resume his or her studies on or before the date identified and approved in the Medical Leave of Absence Application or obtain an extension of the leave of absence if the student is eligible for one, Pace-funded merit awards may be excluded from future financial aid awards. (Related information about the reinstatement of Pace-funded merit awards may be found in Reinstatement of Pace-funded Merit Award Following a Medical Leave of Absence Policy.)

International Students:

The University is legally obligated to report a leave of absence for any reason by a student with an F-1 or J-1 visa to the Department of Homeland Security. Students with an F-1 or J-1 visa who take a leave of absence may not remain in the United States during the leave unless the reason for the leave is an illness that prevents the student from returning to his or her home country and appropriate documentation from a hospital in the United States has been provided.

Students with an F-1 or J-1 visa who are contemplating a leave of absence must first consult with an advisor in the International Students and Scholars Office, and again when they resume their studies after a leave of absence.

Reinstatement of Pace-Funded Merit Award Following a Medical Leave of Absence

Students sometimes need to interrupt their studies at Pace University for medical reasons. In order to be approved for a leave of absence for medical reasons and entitled to reinstatement of their Pace-funded merit awards when they resume their studies, students are required to comply with the Leave of Absence Policy at the time they temporarily leave the University.

On occasion, a student who has a Pace-funded merit award may be incapable of complying with the Leave of Absence Policy in order to obtain an approved leave of absence at the time he or she leaves the University due to medical reasons and, consequently, is ineligible for the reinstatement of the Pace-funded merit award when the student resumes his or her studies. Under such circumstances, and provided the student has been approved to resume his or her studies in accordance with the Resumption of Studies Policy, if the student is denied reinstatement of his or her Pace-funded merit award because of the student’s failure to timely comply with the Leave of Absence Policy, the student may appeal the denial to the Reinstatement of Pace-funded Merit Award Committee (the “Committee”).

Only if the student demonstrates to the satisfaction of the Committee and the Provost that he or she satisfied each of the following three criteria will the appeal be granted:

• The student was absent for no more than four consecutive semesters (excluding summer semesters), beginning with the first fall or spring semester in which the student did not enroll at the University for medical reasons; and
• Once the student was capable of notifying the University of the reason for failing to comply with the Leave of Absence Policy, he or she followed the requisite procedure of the Leave of Absence Policy and was granted a retroactive leave of absence; and
• An extraordinary medical condition of the student or his or her spouse, domestic partner, sibling, parent, child or step-child reasonably prevented the student from complying with the Leave of Absence Policy in order to obtain an approved leave of absence at the time the student temporarily left the University.

Only upon receipt of sufficient evidence that the student satisfied each of the three criteria above, shall the Committee recommend to the Provost that the appeal be granted and the student’s Pace-funded merit award be reinstated on the same terms and conditions as were in effect when the student stopped attending classes. The Provost shall accept the recommendation of the Committee provided he or she determines there is sufficient evidence that the student satisfied each of the three criteria above.
Military Leave of Absence

Pace University is required by federal law to readmit students who left the University or did not accept an offer of admission from the University in order to perform military service. The general requirements for readmission after military service are described below.

This Military Leave of Absence Policy (the “Policy”) applies only to United States military veterans seeking readmission to the same program in which they were enrolled when they last attended the University. Veterans seeking admission to a different program are not eligible for readmission under this Policy, nor are veterans eligible who began their military leave of absence prior to August 14, 2008.

A student is eligible for readmission if during his or her leave of absence the student performed voluntary or involuntary active duty service in the United States Armed Forces, including service by a member of the National Guard or Reserve on active duty, active duty for training, or full-time National Guard duty under federal authority, for a period of more than thirty consecutive days. In order to be eligible for readmission under this Policy, the cumulative length of the absence and all previous absences from the University for military service cannot exceed five years, including only the time the student spent actually performing military service. Veterans who received a dishonorable or bad conduct discharge are not eligible for readmission under this Policy.

Ordinarily, unless notice is precluded by military necessity, a student (or an appropriate officer of the Armed Forces or official of the Department of Defense) must give written notice to the Office of Student Assistance of the student’s leave for military service as far in advance as is reasonable under the circumstances. To be readmitted students must give written notice to the Office of Student Assistance of their intent to resume their studies no later than three years after completion of the military service, or two years after recovering from a service-related illness or injury. Students who do not submit a notification of intent to resume their studies within the required time periods may not be eligible for readmission under this Policy, but may be eligible for readmission under the University’s Leave of Absence and Resumption of Studies Policies.

After the student provides notice of intent to re-enroll, ordinarily the University must readmit the student into the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when he or she was last in attendance at or admitted to the University. The student may also request a later admission date or, if unusual circumstances require it, the University may admit the student at a later date. If the University determines that the student is not prepared to reenter the program with the same academic status where he or she left off, or will not be able to complete the program, the University must make reasonable efforts at no extra cost to the student to enable him or her to resume or complete the program. Reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest as long as they do not place an undue hardship on the University. If, after reasonable efforts by the University, the University determines that the student is unable to complete the program, or the University determines there are no reasonable efforts the University can take to prepare the student to resume the program or to enable the student to complete the program, the University is not required to readmit the student.

If the program in which the student was previously enrolled is no longer offered, he or she must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program.

If the student is readmitted to the same program, for the first academic year in which the student returns, unless there are sufficient veterans or other service member education benefits to pay the increased amount of tuition and fees, the student will be charged the same tuition and fees the student was or would have been assessed for the academic year the student left on a military leave of absence. For subsequent academic years, veterans admitted to the same or a different program may be charged the same tuition and fees as are other students in the program.

For additional information about readmission under this Policy, please contact the Office of Student Assistance, at VeteranAffairs@Pace.edu or 877-672-1830 (option 8).

Religious Beliefs and Attendance

No person shall be expelled from or be refused admission as a student to Pace University for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days. Any student at Pace University who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements. It shall be the responsibility of the faculty and of the administrative officials of Pace University to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by Pace University for making available to the said student such equivalent opportunity.

If registration, classes, examinations, study or work requirements are held on Friday after 4:00 p.m. or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements or registration held on other days. In effectuating the provisions of this section, it shall be the duty of the faculty and the administrative officials of Pace University to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.
Transcripts of Records Policy

In accordance with the Federal Family Educational Rights & Privacy Act (FERPA) of 1974 and subsequent amendments, official academic transcripts cannot be released without the written consent of a student or alumnus. The University will not provide copies of academic transcripts to or on behalf of any student or alumnus with a delinquent outstanding balance. Pace University has contracted with the National Student Clearinghouse to handle all official transcript requests for current students, former students and alumni. Students may submit their request online via the Clearinghouse website or www.pace.edu/MyPace. There is no fee assessed for unofficial academic transcripts which can be obtained via MyPace Portal. Official Academic Transcripts are assessed a fee of $7 per copy. All newly graduated students awarded after August 2016, will automatically be provided one official academic transcript free of charge which will be sent as hard copy via standard mail. Alumni with degrees awarded prior to August 2016 are entitled to one free official academic transcript, which will also be provided as hard copy via standard mail. Alumni requesting their first free copy must complete and return the transcript request form to the Office of Student Assistance.

Official academic transcripts are sent directly via mail as hard copy or electronic delivery to the entity identified on their request. Please note, official academic transcripts sent via hard copy mail to students are marked “Official Transcript Given to Student in a Sealed Envelope”. The University accepts no responsibility for the accuracy of an unofficial academic transcript after it has been printed.

Transportation

Inter-campus transportation is provided by the university without charge to students to facilitate attending class on more than one campus. Visit www.pace.edu/transportation for a schedule.

Transfer Credit Policy for Undergraduate Students

Responsible Executive: Provost and Executive Vice President for Academic Affairs
Responsible Office: Office of Student Assistance/University Registrar
Effective Term: Fall 2014
Revision Date: August 21, 2014

I. Types of Transfer Credit Accepted by Pace University

The following statements describe the sources of acceptable transfer credit:

1. Pace University will accept transfer credit from institutions accredited by a regional affiliate of the Commission on Higher Education. Prior coursework should be completed at institutions that are fully accredited by regional accrediting agencies or are recognized candidates for accreditation.

These regional accrediting agencies include:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

2. Pace University will accept transfer credit from non-regionally accredited institutions upon review of course descriptions and/or syllabi. These institutions must be approved by the U.S. Department of Education and hold either professional or national accreditation, as verified by the Council for Higher Education Accreditation (CHEA). The Council for Higher Education Accreditation provides a searchable database of colleges and universities and their accreditations.

3. Pace University will accept transfer credit from post-secondary level international institutions that are formally recognized by their country’s ministry of education or its equivalent.

4. Pace University will accept transfer credit from institutions that have entered into transfer credit articulation agreements with the University.

5. Pace University recognizes the achievements of students as represented by their successful completion of exams through the College Board’s Advanced Placement (AP), College Level Examination Program (CLEP), the International Baccalaureate (IB) program, the French Baccalaureate Program, and General Certificate of Education Advanced Level Exams (GCE). Depending on the exam and the score achieved, students may earn credit applicable towards the Core Curriculum, major requirements, or elective requirements of their chosen major.

6. Pace University offers assessment of prior learning, including credit by examination, experiential learning assessment, acceptance of American Council on Education recommended credit, and acceptance of National College Credit Recommendation Service
6. Pace University will accept results of acceptable performance on standardized proficiency examinations. Where a standardized proficiency examination is not available, a Pace University departmental Challenge Proficiency Examination may be administered. The non-refundable cost of each examination is equal to one credit of tuition for each course challenged.

II. Maximum Transfer Credit

1. A maximum of 68 credits may be transferred from accredited two-year institutions toward a baccalaureate degree program. Credit will be granted only for equivalent lower-division and some upper-level courses offered at Pace University as determined by a designated transfer credit evaluator.

2. Specific credits are awarded dependent on the specific program the student enrolls in. A maximum of 96 credits may be transferred to a baccalaureate 128 credit degree program from accredited four-year institutions. A maximum of 90 credits may be transferred to a baccalaureate 120 credit degree program from accredited four-year institutions.

3. Up to 30 credits will be accepted for credit earned by completion of standardized examinations (i.e., AP, CLEP, and IB). Credits earned from these examinations are considered lower-division and are counted in the limits listed above.

4. Up to 36 credits may be applied from prior learning assessment portfolios to the following degrees: Bachelor of Science in Professional Studies, Bachelor of Arts in Liberal Studies, Bachelor of Science in Professional Computer Studies, and Bachelor of Business Administration in Business Studies. Students may also apply up to 15 portfolio credits to the other bachelor degrees with permission of the advisers of the school in which the degree is offered.

III. Grade Requirements

Undergraduate transfer credit may be received only for courses taken at regionally accredited institutions in which a grade of C or better was earned (C- grades are not transferable). The grades received at other institutions will not be used in the calculation of the Pace University cumulative grade point average. Credit will also be granted for courses in which a grade of P has been earned as long as the other institution’s grading scale clearly indicates the P grade as being equivalent to at least a grade of C (2.0).

IV. Transfer Credit Conversion

Pace University’s academic calendar is based on the semester system. College credit is accumulated based on semester hours. If the previous institution attended was not on a semester system, a credit conversion will be required and completed as follows:

- Quarter hour system - A conversion of hours must be completed to reflect the proper number of credits for each course. To convert credit hours to the semester system from the quarter system, multiply by 0.667. The table below reflects the number of semester credits granted for quarter-hour credits.

<table>
<thead>
<tr>
<th>Quarter Hours</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>3.33</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>1.33</td>
</tr>
<tr>
<td>1</td>
<td>No Credit</td>
</tr>
</tbody>
</table>

- Pace University does not offer “half” credit courses. If courses from the previous institution attended did not have whole semester hours, the credit hours of those courses will be rounded down (example: 2.5 credits are rounded down to 2). The contact hours of a half-credit course does not meet the contact hour requirement for a one-credit course at the University. Whenever possible, courses containing half credits will be grouped together to grant the most credit possible to the student.

V. Evaluation of Academic Records and Credit Limitations

Course Equivalency - Courses transferred must be applicable and comparable to corresponding courses in the academic program in which the student is, or will be enrolled in, at Pace University. In cases where the student’s program at Pace University provides for electives, the student may receive elective credit toward the degree requirement for courses taken at another institution that are not offered at Pace University.

It is important to note that Pace University awards transfer credits for those courses that are liberal arts in nature, or are applicable to a non-liberal arts program offered at the University (i.e., business, education, social work, etc.). Pace does not award credit for those courses that are highly specialized or technical such as secretarial courses, automotive repair, or construction technology. The University does not award transfer credit for courses that are designed to give students the necessary background for college-level work. Remedial courses such as basic writing skills, pre-algebra, and English as a Second Language (ESL) are not transferable.

Review of Coursework - Transfer credit evaluations are based upon academic department approval of courses. This process has been automated so that the preliminary transfer credit evaluation can be completed and sent to the student soon after he or she is admitted to the University. Since the process is automated, most of the courses that are transferred to Pace have previously been evaluated by departmental chairpersons and are tracked on the Banner system. The University has a historic record of courses taken at other institutions that have been certified by each of the academic departments as equivalent to Pace University courses. The list of equivalencies can be accessed on the
Transfer Credit Equivalencies webpage at https://appsrv.pace.edu/TCEweb/. Personnel in the Office of Undergraduate Admission and the Office of Student Assistance may grant transfer credit for introductory courses that can be applied to the University Core Curriculum before academic departmental equivalencies are determined.

Students who have attended non-regionally accredited institutions of higher education may request that their coursework be evaluated for transfer credit. Credit will be evaluated on a case-by-case basis and the student will be expected to provide course descriptions and/or syllabi to assist in evaluating the coursework.

Courses that have not been previously evaluated are sent to the appropriate academic department for credit determination and then added to the Banner system. If the departmental chairperson cannot determine an equivalency after a review of the course description and/or syllabus, the course may be applied as General/Open elective credit depending on the program in which the student is enrolled. Any arts and sciences course that does not have an equivalency may be applied towards the Areas of Knowledge component of the University Core Curriculum or as General/Open electives.

**Note:** Courses that are repeated at Pace University after transfer credit is applied will result in the removal of the transfer credit from the academic record at Pace University. The only exception will be for students admitted into the Challenge to Achievement at Pace (CAP) program who must complete placement examinations in English and Mathematics (see Transfer Credit for CAP Students statement).

In cases where the same Pace University equivalency has been determined for two courses at different institutions, only one of the courses will be applied to the degree program. Transfer credit will not be given for the second course.

**VI. Advanced Placement**

Incoming undergraduate students may receive credit through the Advanced Placement program. These tests are administered as early as the sophomore year in high school. Incoming freshman and transfer students who took an AP course in high school must submit their official score reports to be eligible for transfer credit. A list of acceptable scores is available on the Dyson College of Arts and Sciences’ webpage under Core Curriculum/Policies.

**VII. College Level Examination Program**

The College Level Examination Program (CLEP) may be taken by students prior to enrollment or concurrently while at Pace University. CLEP exams are offered in a variety of subjects and represent knowledge gained through coursework as well as through life or work experience. Current students must consult their academic advisor before taking any CLEP exam to ensure the exam will fulfill requirements of their major program. The CLEP score reports should be sent with the application for admission or immediately following completion of the exam. A score of at least 50 is needed to receive credit.

**VIII. Residency Requirement**

The number of transferable credits is limited by the degree program to which the credits will be applied. All students are required to complete a minimum of 25% of the total number of credits required for their degree “in residency”. Therefore if your program requires a total of 120 credits, the residency requirement is 30 credits. For programs that require a total of 128 credits or more, the residency requirement is 32 credits. Students are also required to complete 50% of their major and 50% of their minor requirements at Pace University. A major program is defined as those courses directly related to the student’s primary course of study (e.g., accounting, marketing, history, mathematics, computer science, etc.). For students in the Lubin School of Business, the business core requirement in the major field is considered part of the undergraduate major program. In addition, 50% of all business credits required for the BBA degree is to be completed at the University.

**IX. Time Limits on Transfer Credit**

Normally there is no time limit on the transfer of courses. However, in some subject areas and for some programs, courses taken over ten (10) years previously will not automatically be awarded transfer credit. The appropriateness of the subject matter will be taken into account.

**X. Transfer from International College/University**

Academic records (transcripts) issued in a language other than English are required to be translated and attested by the institution of origin or an approved evaluation/translation agency accepted by Pace University. Transfer applicants should also submit an official catalog or syllabus of course work from each post-secondary institution attended to receive transfer credit. Course descriptions and syllabi must be translated for review by the appropriate academic department.

Pace University will accept translations and evaluations from World Education Services (WES), Inc., University Language Services, Inc., or a translator/interpreter associated with the American Translator Association (ATA). It is important to ensure that translations and evaluations reflect US equivalency credits and grades to expedite the review of your previous academic records.

**International Examinations** – Official grade reports should be submitted if French Baccalaureate (higher level only), International Baccalaureate (higher level only), or General Certificate of Education Advanced Level (GCE) examinations have been completed. Credit is awarded based on the subject and the score received.

**XI. Transfer Credit for Challenge to Achievement at Pace (CAP) Program Students**

Students admitted to Pace University through the CAP program will be placed into required English classes based solely on the results of their performance on Pace University’s Writing Placement Exam. Any previously earned credit for college-level English courses, or successful completion of exams through the College Board’s Advanced Placement (AP), the College Level Examination Program (CLEP), or the International Baccalaureate (IB) program, will be accepted only as credits towards the General/Open Electives component of the chosen degree program.
XII. Transfer Students with Fewer than 13 Credits

Full-time day students that transfer to Pace University with fewer than 13 credits are required to enroll in a University 101 class in their first semester unless they have received transfer credit for the equivalent of Pace University’s UNV 101 course. University 101 is not offered as an evening course.

All exceptions to this policy must be approved in writing by the Office of the Provost. Exceptions will be maintained in the permanent student academic record.

Withdrawal Policy

Students receive no credit for courses they discontinue. Withdrawal after the second week of class in a 14- or 15-week semester or its equivalent will result in a grade of “W” which will not affect the student's GPA. Withdrawals are permitted prior to the dates indicated:

<table>
<thead>
<tr>
<th>Term Length:</th>
<th>Withdrawal Without Permission End of:</th>
<th>Withdrawal With Permission During the:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular 14/15/16 semester</td>
<td>8th week of class</td>
<td>9th and 10th week of class</td>
</tr>
<tr>
<td>Two-track (7 Weeks)</td>
<td>2nd week of class</td>
<td>3rd week of class</td>
</tr>
<tr>
<td>One-week term</td>
<td>4th day of class</td>
<td>5th day of class</td>
</tr>
<tr>
<td>Two-week term</td>
<td>1st week of class</td>
<td>8th - 9th day of class</td>
</tr>
<tr>
<td>Three-week term</td>
<td>12th day of class</td>
<td>13th - 16th day of class</td>
</tr>
<tr>
<td>Four-week term</td>
<td>2nd week of class</td>
<td>15th – 19th day of class</td>
</tr>
<tr>
<td>Five-week term</td>
<td>19th day of class</td>
<td>20th – 26th day of class</td>
</tr>
<tr>
<td>Six-week term</td>
<td>3rd week of class</td>
<td>4th week of class</td>
</tr>
<tr>
<td>Six-weekend modules</td>
<td>2nd week of class</td>
<td>15th – 19th day of class</td>
</tr>
<tr>
<td>Intensive weekend</td>
<td>1st day of class</td>
<td>2nd day of class</td>
</tr>
<tr>
<td>Seven-week class</td>
<td>26th day of class</td>
<td>27th – 33rd day of class</td>
</tr>
<tr>
<td>Eight-week class</td>
<td>4th week of class</td>
<td>5th week of class</td>
</tr>
<tr>
<td>Nine-week term</td>
<td>33rd day of class</td>
<td>34th – 40th day of class</td>
</tr>
<tr>
<td>Ten-week term</td>
<td>5th week of class</td>
<td>6th week of class</td>
</tr>
<tr>
<td>Eleven-week term</td>
<td>40th day of class</td>
<td>41st – 47th day of class</td>
</tr>
<tr>
<td>Twelve-week term</td>
<td>6th week of class</td>
<td>7th week of class</td>
</tr>
<tr>
<td>Thirteen-week term</td>
<td>47th day of class</td>
<td>48th – 54th day of class</td>
</tr>
</tbody>
</table>

A “Withdraw With Permission”, requires the permission of the instructor of the course and the dean of the school in which the student is matriculated. Students who do not withdraw online or file for withdrawal with the Office of Student Assistance within these times will continue to be registered for the course(s) and will be assigned an “F” in the course(s) affected if they have not completed the requirements of the course(s). Under exceptional circumstances, a student may withdraw without academic penalty from a class after the established time limit, but only with permission from the school that administers the student’s academic major, in consultation with the school from which the course originates. Withdrawals are not permitted after a degree has been awarded. Please consult the most current undergraduate/graduate catalog for complete information regarding University policies and regulations.

Note: It is the student’s responsibility to withdraw from courses he or she has registered for. Failure to officially withdraw will result in tuition liability. Students may withdraw online through the MyPace Portal or by filing with the Office of Student Assistance. Non-attendance of classes, informing the instructor of withdrawal, or stopping payment on a check does not constitute official withdrawal and does not relieve the student of his or her financial obligation, or entitle the student to a refund. A student who registers and does not attend class remains fully responsible for all financial obligations.
Resumption of Studies

In order to resume their enrollment at Pace University after an interruption due to, among other reasons, a leave of absence pursuant to the Leave of Absence Policy or Medical Leave of Absence Policy, dismissals due to unsatisfactory academic performance, dismissals or suspensions due to disciplinary issues and, in certain circumstances, withdrawals, students must file a Resumption of Studies Application with the Office of Student Assistance.¹ ²

Procedure:

In order to resume their studies at the University, at least three weeks prior to the commencement of the semester in which they wish to resume their studies, subject to the exceptions identified below, students must:

- Apply to resume their studies on their home campus.
- Complete a Resumption of Studies Application.
- Submit the completed Resumption of Studies Application for approval to the chair of the department in which the student’s major is housed, or the assistant or associate dean of the school or college in which the student is enrolled, or the student’s academic advisor. Approval given to resume studies may be subject to certain conditions.
- Arrange for official transcripts from any university or college attended since the student’s last enrollment at Pace University to be sent to the Office of Student Assistance at the University. (As stated in the Leave of Absence Policy and Medical Leave of Absence Policy, transfer credits for courses taken elsewhere during the leave of absence must be approved in advance by Pace University; otherwise, they may not be accepted by the University.)
- Submit the completed Resumption of Studies Application with the signature of approval to the Office of Student Assistance.
- Clear all “holds” on the student’s account, including, without limitation, payment of all past due balances.
- Provide whatever additional documentation or approvals the University may request.
- Students are required to confer with an academic advisor before registering for any courses.

Exceptions to Procedure:

In addition to any exceptions in the letter granting a medical leave of absence applicable to students applying to resume their studies after the medical leave, the procedure described directly above is subject to the following exceptions:

- One semester prior to the semester in which they wish to resume their studies, students in the School of Education, the Lienhard School of Nursing and the Physician Assistant Program must submit their completed Resumption of Studies Application to the Dean of the School of Education and Dean of the College of Health Professions, respectively, prior to submitting it to the Office of Student Assistance.
- International students who intend to resume their studies must first confer with a representative of the International Students and Scholars Office at least one semester prior to the semester in which they wish to resume their studies.

Degree Requirements and Graduation Date:

Ordinarily, the degree requirements applicable to the student’s declared major will not change due to the interruption of the student’s studies. Nevertheless, there are circumstances when the degree requirements or program offerings will change while the student is on a leave of absence, e.g., requirements of the New York State Education Department, accrediting agencies or applicable law.

The time within which a student is required to complete the degree requirements ordinarily will not change because of a leave of absence, although the graduation date may change. For example, a student who is expected to complete the degree requirements within eight semesters is scheduled to graduate in May takes a leave of absence in a Spring semester may have their graduation postponed one semester until the following December. However, a student’s graduation date may be postponed in excess of the number of semesters he or she was on a leave of absence if the student is enrolled in a program with required course sequences and the prerequisite courses are not offered every semester.

Students should check with their academic advisor when resuming their studies about the consequences, if any, of the interruption of their studies on degree requirements and graduation date.

Financial Aid:

Students interested in financial aid should speak to a representative in the Financial Aid Office about whether they are eligible for financial aid upon their resumption of studies.

Ordinarily, Pace-funded merit awards will be restored upon a student’s resumption of studies after a leave of absence in accordance with the Leave of Absence Policy or Medical Leave of Absence Policy provided (i) all other requirements for such merit aid are satisfied, and (ii) the student resumes his or her studies by the date identified and approved in the Leave of Absence Application or Medical Leave of Absence Application. If a student does not resume his or her studies on or before the date identified and approved in the Leave of Absence Application or Medical Leave of Absence Application or obtain an extension of the leave of absence if the student is eligible for one, Pace-funded merit awards may be excluded from future financial aid awards. Pace-funded merit awards are not restored for students resuming their studies after a leave of absence due to a dismissal for academic reasons or a dismissal or suspension for disciplinary reasons. (Related information about the reinstatement of Pace-funded merit awards may be found in the Reinstatement of Pace-funded Merit Award Following a Medical Leave of Absence Policy.)

¹ Information about a leave of absence due to military service and resumption of studies may be found in the Military Leave of Absence Policy.
² This Resumption of Studies Policy is not applicable to students who interrupted their enrollment at Pace University, whether or not pursuant to the Leave of Absence Policy or Medical Leave of Absence Policy, and now wish to enroll in the iPace program. For information about the iPace program, including eligibility criteria, please contact iPace@pace.edu.
³ Students resuming their studies after a medical leave of absence must consult and comply with the terms and conditions for resuming their studies set forth in the letter granting them a medical leave of absence. If there is a conflict between this Resumption of Studies Policy and the terms and conditions in the letter, the letter supersedes the conflicting portions of this Policy. Students should contact the University Registrar for clarification about any conflicts as well as for complete information about the procedure for resuming their studies after a medical leave of absence.
Academic Advisement

Undergraduate

The Center for Academic Excellence (CAE) coordinates freshman advising through the Comprehensive Freshman Advising Program (CFAP). Freshmen are advised by their UNV 101 instructor, who is also their faculty adviser, throughout their first year at Pace. Incoming Honors College students are advised by the Honors College Director and Faculty Adviser. Students who are in the Challenge to Achievement at Pace (CAP) program are also advised by their CAP UNV 101 instructor throughout their first year. After their freshman year, students are assigned to a school/collage-based adviser and/or a faculty adviser within their major or an adviser in Academic Resources for students who have not yet decided on a major. Advisers in the Office of Adult and Continuing Education are available to assist non-traditional students in planning their course of study. Although advisers will provide ongoing and comprehensive guidance, support, and assistance, the primary responsibility for academic planning rests with the students. Students should become familiar with the requirements for the program in which they are enrolled and discuss and review their course selections with their adviser prior to registration. Students should seek out the appropriate academic advisement office for advisement schedules and/or appointments and refer to the directories of deans and chairs elsewhere in this schedule for specific names and locations.

Graduate

Lubin School of Business

Individual appointments can be made with the Office of Graduate Academic Advisement:

<table>
<thead>
<tr>
<th>New York Campus:</th>
<th>(212) 618-6440</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westchester Graduate Center:</td>
<td>(914) 422-4188</td>
</tr>
</tbody>
</table>

All campuses during in-person registration: Advisement for advanced and resuming students is available on-site by phone and electronically; please call the above telephone number for your campus.

Dyson College of Arts and Science

Counseling

All Westchester students should consult with their faculty adviser or the chair in the department prior to registration. For further information, contact the Program Coordinator, Paola Cadet at (914) 773-3496.

Environmental Science

All students must consult with the program director for degree planning and course registration. For further information, please contact Richard Schlesinger, PhD, at (914) 773-3707 or e-mail rschlesinger@pace.edu.

Psychology

All New York students must submit a registration authorization form signed by their faculty adviser. If the adviser is not available, the form should be signed by Barbara Mowder, PhD, or Aqueda Portalatin. This form must be submitted to Aqueda Portalatin (Room 1311, 41 Park Row) when registering. No student will be allowed to register without this form. For further information, contact the department at (212) 346-1506.

Public Administration

All students should consult with their adviser or the chair in the department prior to registration. For further information, contact the department at (914) 422-4298.

Publishing

All students should consult with Barbara Egidi, program manager in the department. For further information, contact the department at (212) 346-1416.

School of Education

Advisement inquiries and individual appointments can be made by contacting the Office of Student Support Services in New York at (212) 346-1338 or in Pleasantville at (914) 773-3571.

Seidenberg School of Computer Science and Information Systems

Advisement is available with the Seidenberg School Faculty, assistant deans, or academic advisers. All Seidenberg undergraduate students must receive advisement each semester. Seidenberg graduate students are encouraged to seek advisement each term.
College of Health Professions

Each matriculated student must consult with their faculty adviser for academic counsel and guidance on courses. All students must have a registration permit card signed by an academic or faculty adviser in order to register. For complete details on the College of Health Professions' academic procedures, please visit www.pace.edu/college-health-professions.

Advising at Pace

Please click here or visit http://www.pace.edu/pax to find various resources on advisement.

Textbook Information

To view textbook information, visit the online class schedule at: http://appsrv.pace.edu/TextBookScripts/lookup/.
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Dean for Students and Campus Affairs, Elisabeth Haub School of Law at Pace University
Angela M. D’Agostino

Associate Vice President and Dean for Students, New York City
Marijo Russell-O’Grady

Administration of Colleges and Schools

College of Health Professions

Please visit the College of Health Professions’ webpage to view the administrative staff list for the school.

Dyson College of Arts and Sciences

Please visit the Dyson College of Arts and Sciences’ webpage to view the administrative staff list for the school.

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Ellen Weisbord, BS, MS, MBA, MPhil, PhD, Academic Director, Executive MBA Program
Kevin Wynne, BA, MA, PhD, Academic Director, Masters in Finance for Professionals Program
School of Education

Please visit the following campus webpages for the School of Education to view the administrative staff list for the school.

New York City | Westchester (Pleasantville)

Seidenberg School of Computer Science and Information Systems

Please visit the Seidenberg School of CSIS’ webpage to view the administrative staff list for the school.

General Administration for the University

(Alphabetical by last name)

Jodi Amditis, Director of Scheduling
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Shikha Bajracharya, Director of the User Services Department
Vincent Beatty, University Executive Director of Safety and Security
Tobias Bisharat, Director of Construction & Facilities Planning
Mark R. Brown, University Director of Athletics and Recreation
Steven Feyl, University Librarian
Brian Hickey, Director of the English Language Institute
James Kim, Director of Student Systems

Mira Krasnov Assistant Vice President, International Programs and Services
Mary Lieto, Executive Director of Auxiliary Services
Phyllis Mooney, Executive Director of Career Services
Annemarie Murray, University Director of Student Accounts, PLV Campus Director
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Reynaldo Racelis, University Librarian
Donna Scarano, Director of Administrative Computing Services
Mark Stephens, University Director of Financial Aid
Noel Whearty, Director of Financial Aid Systems

New York City Campus Administration

(Alphabetical by last name)

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Susan Ford-Goldschein, University Director of Graduate Admissions
Tanya Joseph, Manager of the Office of Student Assistance Student Solutions Center
Janet Kirtman, Director of Midtown Center
Damisa Leon, Associate Director of Financial Aid
Sandra Mazura-Wheeler, Director of Admissions

Phyllis Mooney, Executive Director of Career Services
A. Patrick Roger Gordon, Assistant Dean and Director of Housing and Residential Life
Diego Quante, Associate Director, Student Accounts; Campus Director, NYC
Michael Rosenfeld, Director of the Center for Academic Excellence
Denise Belén Santiago, Director of the Office of Multicultural Affairs
Richard N. Shadick, Director of Counseling Services

Pleasantville Campus Administration

(Alphabetical by last name)

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Alerie Tirsch, Director of Residential Life
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*Please visit your MyPace Portal at http://portal.pace.edu to view the latest course offerings.

Textbook Information
To view textbook information, visit the online class schedule at http://appsrv.pace.edu/TextBookScripts/lookup/.