



Guide to Residential Living 2023-2024

**University Housing Operations  
and the  
Offices of Residential Life  
Pleasantville and New York City Campuses  
(914) 773-3676**

Welcome to On Campus Living! \_\_\_\_\_ 4

    An Important Note Regarding Communication with the Residential Community \_\_\_\_\_ 4

    The Developmental Expectations of Community Living at Pace University \_\_\_\_\_ 4

Critical Housing Dates 2023-2024 \_\_\_\_\_ 6

Office of Residential Life Staff \_\_\_\_\_ 7

The Housing Operations Team \_\_\_\_\_ 8

Other Offices and Services Supporting Resident Students \_\_\_\_\_ 8

    Campus Security and Campus Access \_\_\_\_\_ 8

    Internet Service \_\_\_\_\_ 9

    Mail Services \_\_\_\_\_ 10

    Custodial Service \_\_\_\_\_ 11

    Maintenance \_\_\_\_\_ 11

    Dining Services \_\_\_\_\_ 12

    Laundry Facilities \_\_\_\_\_ 12

    Pest Control \_\_\_\_\_ 13

    Fire Safety Disclosure \_\_\_\_\_ 13

    Cable Television Outlets \_\_\_\_\_ 13

Residential Life and University Housing Operations Administrative Policies \_\_\_\_\_ 14

    Room Placement Policy \_\_\_\_\_ 14

    All Gender Housing \_\_\_\_\_ 14

    Dates of Occupancy \_\_\_\_\_ 14

    Health and Safety Inspections \_\_\_\_\_ 15

    Administrative Room Transfer Freeze \_\_\_\_\_ 15

    Room Transfer and Request Procedure \_\_\_\_\_ 15

    Roommate/Suitemate/Housemate Conflicts \_\_\_\_\_ 16

    Emergency Room Changes \_\_\_\_\_ 16

    Improper Room Transfer \_\_\_\_\_ 17

    Empty Beds \_\_\_\_\_ 17

    Consolidation \_\_\_\_\_ 17

    Room Condition and Reporting Damages \_\_\_\_\_ 17

    Residence Hall Insurance and Damage to Personal Property \_\_\_\_\_ 17

    Room Condition Report (RCR) \_\_\_\_\_ 18

    Damages and Fines \_\_\_\_\_ 18

    Clearance to Check-In \_\_\_\_\_ 19

    Check-in Procedures \_\_\_\_\_ 19

    Check-Out Procedures \_\_\_\_\_ 19

Room Deposits _____	20
Release by the University: _____	20
Early Withdrawal from Residence _____	20
Early Check-in to, and Late Departure from, the Residence Halls _____	21
Refunds _____	21
Keys, Room Access, Building Access and Lockouts _____	21
Micro-Fridge, Refrigerators and Microwaves _____	21
Policy and Notification of Changes _____	22
Housing Selection _____	22
Fall/Spring Semester Housing _____	22
Summer I & Summer II Housing _____	22
Termination or Refusal of Housing _____	22
Townhouse Occupancy (PLV - after check-in) _____	23
Holidays and Semester Breaks _____	23
Housing Accommodations _____	23
University Guiding Principles of Conduct _____	24
Residential Life Health, Safety, and Security Policies _____	29
Summary Action within Residential Life (reference all University Guiding Principles, with emphasis on 5, 10 and 26) _____	29
Alcohol Policy (reference University Guiding Principles 14, 15, 24, 26, and the University Drug and Alcohol Policy) _____	29
Antennas (reference University Guiding Principle 26) _____	30
Bathrooms _____	30
Bicycles (reference University Guiding Principle 26) _____	30
Communal Kitchens _____	31
Consent _____	31
Cooperation and respect for University Staff (reference University Guiding Principles 1, 9, 10 and 26) _____	31
Curtains (reference University Guiding Principle 26) _____	31
Discrimination (reference University Guiding Principles 11 and 12, Affirmative Action Statement Policy, Statement Regarding Sex Discrimination, and Policy Statement Regarding Hate/Bias-Related Crimes) _____	31
Doors: items on room/suite/ townhouse (reference University Guiding Principles 2 and 26) _____	31
Postings (reference University Guiding Principle 17, 18, 20, 26) _____	32
Drugs/Controlled Substances (reference University Guiding Principles 4, 15, 24, 26, University Drug and Alcohol Policy) _____	32
Emergency Evacuation (reference University Guiding Principles 5, 9, 10, 24 and 26) _____	32
Entry into Student Rooms _____	33
Extension Cords (reference University Guiding Principle 26) _____	34

External Fixtures _____	34
Filming (reference University Guiding Principles 25 and 26) _____	34
Fire Safety Prohibitions: Appliances, Candles, Halogen Lamps, Hookahs, Incense, Open Heating Elements, Open Flames, Air Fryers E-Cigarettes, or Tobacco Pipes (reference University Guiding Principle 26) _____	34
Fire Inspections (reference University Guiding Principle 26) _____	34
Furnishings (reference University Guiding Principle 2) _____	35
Guest Policy (reference University Guiding Principle 26) _____	35
Hover boards (reference University Guiding Principles 9, 10, 11 and 26) _____	37
Identification (reference University Guiding Principles 21, 24 and 26) _____	37
Keys and Residence Hall Access (reference University Guiding Principle 26) _____	37
Knives (reference Guiding Principles 3, and 26) _____	37
Littering, Garbage, and Recycling (reference University Guiding Principles 2, 24 and 26) _____	37
Maximum Occupancy (reference University Guiding Principle 26) _____	38
Noise (reference University Guiding Principles 5, 7 and 26) _____	38
Noxious Odors (reference University Guiding Principle 26) _____	38
Pets/Emotional Support and Service Animals (reference University Guiding Principle 26) _____	38
Property Loss or Damage (reference University Guiding Principle 2) _____	38
Posters/Pictures with Mounting Materials (reference Guiding Principle 26) _____	39
Roof Access (reference University Guiding Principle 26) _____	39
Safety Equipment (reference University Guiding Principles 2 and 24) _____	39
Searches and Confiscation _____	39
Smoking (reference University Guiding Principles 24 and 26, and University Student Handbook) _____	39
Sports in the Halls (reference University Guiding Principles 5, 9, and 26) _____	40
Stalking, Harassment, Bullying (reference University Guiding Principles 9 and 26) _____	40
Student Behavior Online (reference University Guiding Principles 9,11 and 26) _____	40
Tapestries (reference University Guiding Principle 24 and 26) _____	40
Weapons (reference University Guiding Principles 9 and 11) _____	40
Windows (reference University Guiding Principles 2, 9 and 26) _____	40
Student Disciplinary Procedures and Hearings _____	41
Terms and Procedures for a Disciplinary Hearing: _____	41
Procedures for a Student Conduct Hearing: The Hearing Officer _____	42
Process for Appeal of a Disciplinary Action _____	47
Overview of University Conduct Process _____	50

## *Welcome to On Campus Living!*

This Guide to Residential Living is a resource outlining the services, guidelines, community standards, policies, procedures and other valuable information impacting our campus communities. The policies contained in this document apply to all Pace University students living within Pace University residence halls, including all properties owned and leased by Pace University. Except as noted in their respective housing agreements, these policies also apply to non-Pace student interns and other non-Pace-affiliated clients residing in our residence halls. The Director for Residential Life or their designee can modify, edit or add information to this document at any time. Students will be notified via email of any policy changes or modifications to process and procedures.

Residents with questions or concerns that are not covered in this document should contact the Residential Life staff Monday through Friday, from 9:00am to 5:00pm at (914) 773-3676 or via email at [nyhousing@pace.edu](mailto:nyhousing@pace.edu) for NYC campus or [westchesterhousing@pace.edu](mailto:westchesterhousing@pace.edu) for Pleasantville Campus.

### **An Important Note Regarding Communication with the Residential Community**

The Housing Operations team and the Residential Life Staff, which work together to serve and support our campus residents, will use a student's Pace email as a primary means of communication. Updates to this document, administrative deadlines pertaining to applications, opening, and closing, and other essential information will be communicated via each student's Pace email address. Students are responsible for ensuring that they stay apprised of information that is sent to them via their Pace email account.

### **The Developmental Expectations of Community Living at Pace University**

Success in any University residential experience requires that students face the personal and interpersonal challenges that come with adulthood and becoming independent. These challenges are very much a part of what should be expected when living in a residence hall, and in many ways they are what set the on-campus experience apart from living off campus, living at home, or not attending college at all.

Experiencing these challenges within a supportive, communal environment fosters the development of a range of personal and interpersonal skills and qualities that will serve students well throughout their lives, including resiliency, critical thinking, communication, negotiation, cultural competence, empathy, conflict management, patience, and understanding others.

To facilitate this personal growth and support within our residential curriculum, we have identified the following six Developmental Expectations for Pace University students who choose to live in on-campus housing.

- **Actively seek to get along with members of the University community.** This includes roommates, suitemates, floor mates, staff, and faculty.
- **Value the differences of others and commit to living peacefully with others who have different backgrounds and identities,** including but not limited to political views/affiliation, race, ethnicity, religion, nationality or country of origin, sexual orientation, gender identity, and gender expression. College, especially the residential experience, is about expanding one's understanding, acceptance, and appreciation of others, and of the world.

- **Pursue compromise in the face of conflict.** Within a community, no one can have everything their way at all times. For residents to have their own feelings, perspectives and opinions respected, they must, in turn, respect the feelings, perspectives, and opinions of others.
- **Work to de-escalate conflict.** When it arises, residents must choose conversation over confrontation, mediation over argument, and resolution over avoidance.
- **Accept that Pace cannot accommodate all room change requests on demand.** We cannot remove someone from their room assignment without an appropriate attempt at resolution. Conflicts will inevitably occur between students, and residents will (in most cases) be expected to participate in conflict mediation prior to the consideration of a room change.
- **Maintain realistic expectations.** A residence hall, like any other dwelling, is subject to a range of unforeseen circumstances that may result in unexpected inconvenience and discomfort. These can include facilities issues as well as interpersonal conflicts. While the University will seek to address concerns in a timely manner, resident students must understand that 100 percent comfort cannot be guaranteed 100 percent of the time.

In receiving support from the Housing Operations and Residential Life staffs, residents must accept the differences between:

- **Importance and Emergency:** While all issues demand attention, not all such issues are emergencies. Emergencies are those situations that require immediate action to protect life, health, and safety.
- **Discomfort and Danger:** The most important step we can take when residents report being in danger is to remove them from that danger. Residents who report feeling unsafe in their room assignment will first, as a means of ensuring that they will not continue to be exposed to danger, be reassigned. The position of the University is that when students choose not to move away from danger for any reason, that choice is a tacit indication that what they are experiencing is not danger, but discomfort. This does not require the same response as danger.
- **Limited options and No options:** The University's Residential Life staff and Housing Operations team will always seek to offer solutions to problems that arise; however, the available solutions may be limited. Options offered will always be reflective of the support and assistance we can and will provide.

## *Critical Housing Dates 2023-2024*

Residence Halls Open (primary move in dates)	September 1 - September 6, 2023
Winter Break Housing applications available (via MyHousing)	October 15, 2023
Last day to cancel spring 2024 housing without penalty (via Housing Cancellation Form at MyHousing)	November 1, 2023
Winter Break Housing applications available	November 8, 2023
Winter Break Housing applications due (applications received after this date subject to late application fee)	December 8, 2023
Residence Halls close for winter break (students must check out within 24 hours of their last final exam, and all students must be out of the residence halls no later than THIS date; students wishing to stay longer MUST either be registered for winter break housing, or complete a late move out request on MyHousing)	December 20, 2023 at 12pm
Winter Break - only students who have applied for winter housing may remain on campus during this time.	December 20, 2023 at noon to January 22, 2024
Residence Halls reopen for spring semester	January 22, 2024
Fall Room Reservation applications available – students may start submitting applications via MyHousing (including payment of housing deposit) for fall 2024. Complete information about the process will be sent to all resident students on this date.	March 4, 2024
Summer Housing applications available (via MyHousing)	March 15, 2024
Summer Housing applications due	April 15, 2024
Last day for returning students to apply and deposit in order secure guaranteed housing for the fall 2024/spring 2025 academic year (all returning student housing applications and deposits received after this day will be referred to the non-guaranteed waitlist)	April 15, 2024
Late Move-Out request form available for end of spring term move-outs	April 18, 2024
Late Move-Out request form due (requests received after this date subject to late move out fee)	May 9, 2024
Residence Halls close (students must check out within 24 hours of their last final exam, and all students must be out of the residence halls no later than THIS date; students wishing to stay longer MUST make arrangements with University Housing Operations)	May 11, 2024 at 12 pm

## *Office of Residential Life Staff*

The Office of Residential Life is led by a team of dedicated individuals committed to supporting the academic endeavors of each of our residents while offering meaningful challenges that encourage their personal growth. Each Residence Hall staff member is trained in areas of student development and crisis management as well as the daily management of their facility. Residents may visit their Resident Assistant, Assistant Residence Director, or Residence Director if they are in need of any assistance. Below is a brief description of who we are and what we do:

### *Director of Residential Life*

The Director of Residential Life oversees and coordinates administrative support services for the University Residential Life program. The Director promotes collaborative Curriculum initiatives and participates on university-wide committees. The Director oversees the functions of the professional Residential Life staff.

### *Associate/Assistant Director of Residential Life*

The Associate/Assistant Directors for Residential Life are responsible for overseeing the operations, training and Curriculum initiatives for the Office of Residential Life, supervision of Residence Directors, and/or other areas of the department as needed. The Associate/Assistant Director acts on behalf of the Director in their absence.

### *Residence Director (RD)*

The Residence Director directly supervises the RA staff and provides daily oversight for both community development and administration of each Residence Hall. These staff members supervise student-staff and building operations including opening, closing, and other essential tasks necessary to effectively manage a Residence Hall. They oversee all Curriculum initiatives in their respective halls. The RD can also offer assistance with roommate conflicts. Members of the RD staff also serve as student conduct hearing officers as needed.

### *Assistant Residence Director (ARD)*

The Assistant Residence Director co-supervises the RA staff and assists in community development as well as daily operations of the respective hall. The ARD assists with curriculum initiatives and student conduct hearings in their hall

### *Resident Assistant (RA)*

Resident Assistants are students specifically selected and trained to work with residents to establish community. The RA position exists to help students with the transition to college and the ongoing challenges faced by University students. The RA can assist with administrative problems, roommate conflicts, and other concerns. The RA is a great resource that can help answer questions about the university and surrounding community. Throughout the course of the year, the RA will plan various programs that coincide with our curriculum approach and activities with and for residents. At least one RA is on duty in each Residence Hall during evenings, weekends, and holidays when the University is closed.

### *RA on Duty*

In each residence hall there is an RA on duty between the hours of 6PM and 8AM on weekdays, and from 6PM Friday through 8AM on Monday morning. This RA can and should be contacted for any issues or concerns that arise at these times that may require the attention or intervention of a housing staff member. Contact information for the RA on Duty in each building is posted in various locations throughout the building (typically in elevator lobbies, elevator landings, near security desks, central bulletin boards, etc.)

### *The Faculty in Residence (FIR)*

The program is designed to integrate faculty members into residential life to provide additional support and resources for residential students. FIR members live in the residence halls among the students and professional staff. The goal of the program is to provide students with closer access to faculty members who spend considerable time in contact with residents through FIR programming, professional staff and RA events, and office hours for residents. Examples include student/faculty dinner events, movie screenings, cultural events, workshops, volunteer events, and hosting off campus events.

### *Staff Contact*

Staff information including contacts and office locations can be found on our website:

<https://www.pace.edu/housing/contact-us>

## *The Housing Operations Team*

The Housing Operations team is comprised of the **University Director of Housing Operations/Assistant Dean for Students**, four **Assistant Directors of Housing Operations**, and two **Housing Operations Coordinators**. Housing Operations provides support to the Residential Life Staff and resident students by managing applications (for fall, spring and summer), assignments (including new student assignments and returning student room reservation and selection), billing issues, on-boarding processes and preparation for move-in, and the move-out process. They also serve as primary liaison to the Facilities and Security staff and manage summer usage of the residence halls. Finally, Housing Operations coordinates the team of student aides who staff the housing offices on both campuses, providing the frontline response to students who call, email, or visit in person.

## *Other Offices and Services Supporting Resident Students*

A range of offices provide support to the Residential Life Staff, the Housing Operations Team, and resident students. While much communication and collaboration with these areas is overseen by Residential Life or Housing Operations, it is important the residents are aware of the roles these resources play.

### **Campus Security and Campus Access**

Campus security manages access to campus facilities. Access will be limited to Pace Community members, their registered guests, and authorized contractors and vendors. Security patrols the Residence Halls on a regular basis. Security also offers escort service for students who are traveling on campus alone late at night.

### ***Pleasantville Campus Only:***

Entrance 3 will be open, and a Security Officer will be assigned on a 24-hour basis, 7 days a week. A temporary security booth is installed inside Entrance 1 and the hours of operation will be Monday to Friday 8am to 10pm, Saturday 8am to 6pm, and will be closed on Sunday, times subject to changes as needs arise. Entrance 2 will remain secured until further notice. Access to the Residence Halls is limited to those who are assigned to the building. The front doors to Alumni and Elm Hall will be open from 8:00 AM – 10:00 PM to allow students access to the classrooms, offices and dining areas. Only residents who live in Alumni Hall and Elm Hall will be able to swipe their ID to enter the residential areas.

The campus is also equipped with the Emergency Blue Light system for student safety.

## Internet Service

All resident rooms have internet connectivity, although specifics vary slightly by hall:

All Residence Halls EXCEPT 55 John Street have internet service provided by Pace University. For all buildings except 55 John Street, please contact the help desk directly for assistance with internet service. The service contact number is 914.773.3333, or students may submit a helpdesk ticket at: <http://help.pace.edu>. The RA staff can provide assistance with submitting work orders.

For 55 John Street - internet service is provided by Residential Communications Network (RCN). Please contact RCN directly for assistance with internet service and for Wi-Fi: 866-897-3084 and for cable please call: 877-726-7000.

Pace University cannot and does not guarantee 100% unlimited wireless data access. A wide range of issues can impact wireless access/availability, from the physical layout of the room, to where the student is standing, to the amount of usage in the building at a given moment. It is our expectation that students will have consistent access to the internet using BOTH the wireless and wired options to the degree necessary to support their academics, but our wireless service is not meant to support voice service, video streaming, MMPG's, etc., at all times. Students have a responsibility to monitor how their calls are being carried, whether over the Wi-Fi or through their data plan, and make choices about whether to make the call or not, and how long to talk. Pace does not purport to offer its wireless service to support all voice service and is never responsible for the cost of calls or other usage made through a student's data plan.

### *Appropriate Use Policy for Information Technology*

The Pace University Appropriate Use Policy for Information Technology (IT) is posted on the Information Technology Services (ITS) web page and may be accessed from its Announcements page.

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

Users of these services and facilities have access to valuable University resources, to sensitive data and to external networks. Consequently, it is important for all users to behave in a responsible, ethical, and legal manner. In general, appropriate use means understanding the intended use for Pace ITS (and making certain that a resident's use complies); respecting the rights of other Pace Information Technology Services users; maintaining the integrity of the physical facilities, and all obeying all pertinent license and contractual agreements.

**Prohibited Devices:** These are devices that are not authorized for use on campus.

- Wireless routers or any third-party networking device

**Devices Not Recommended:** There are some devices that will not work on campus with our systems and/or infrastructure. The list includes but is not limited to:

- Wireless printers
- Wireless light bulbs
- Non-WPA2 devices
- Smart TVs without Ethernet Port
- Streaming Media Network Devices (Examples: Google Chromecast, Roku Streaming Stick, and Amazon Fire TV Stick)

### *Recommended Computer Requirements:*

Information Technology Services (ITS) maintains a list of computer hardware configurations that meets academic and University line-of-business needs. When considering the purchase of a new desktop or laptop, find the most up-to-date information by referring to this online document. For more information see ITS for [Supported Hardware Information](#).

## **Mail Services**

In NYC, all mail will be delivered directly to the student's residence hall. At Pleasantville, all mail will be delivered to the Elm Hall student mailroom.

### *Mailing address:*

#### **For Students Living In 15 Beekman**

Student Name  
15 Beekman, Rm. XXXX (enter your suite/room number here)  
New York, NY 10038

#### **For Students Living In 55 John Street**

Student Name  
55 John Street, Rm. XXXX (enter your room number here)  
New York, NY 10038

#### **For Students Living In 182 Broadway**

Student Name  
182 Broadway, Rm. XXXX (enter your room number here)  
New York, NY 10038

#### **For Students Living In 33 Beekman**

Student Name  
33 Beekman, Rm. XXXX (enter your room number here)  
New York, NY 10038

#### **For Students Living in any building on the Pleasantville campus**

Student Name  
861 Bedford Road  
Elm Hall mail room  
Pleasantville, NY 10570

### *Here are some other things residents should know about our student mail rooms:*

- Student mail is sorted and delivered once each weekday.
- There is no mail pick-up or delivery on Saturday or Sunday; therefore, anything sent or delivered by Federal Express, UPS, and Next Day Air etc. on Friday after 10 AM will not be delivered to the student mailroom until Monday.
- Packages may be sent and received through the mailroom, but it is not recommended that residents send or receive cash.
- Any expensive or valuable packages should be insured or sent through a carrier with a tracking number. (UPS, Federal Express, Express Mail, DHL, etc.)

Prior to check out, be sure that both the Registrar's Office and the Student Mailroom, have an updated address for forwarding purposes. After the spring semester, only first-class mail will be forwarded. All other mail will be discarded.

\*Due to the tremendous volume of Pace University mail, a delay may occur from time to time. Report any problems to [Mail Services](#).

### *Commercial Use of Campus Mail Services*

Residents are prohibited from conducting a business operation or other commercial activities from within any Pace residence hall. Residents are also prohibited from using a Pace mailbox, telephone, or Internet service for commercial purposes.

### **Custodial Service**

In all residences, basic custodial service is provided for common areas, including corridors, lounges, elevator landings, and community bathrooms (excluding private bathrooms and shared living areas in suites and townhouses). Custodial service is not intended to alleviate residents from their responsibility to pick up after themselves and treat their environment with care. It is still the responsibility of each resident to dispose of waste appropriately. It is also each resident's responsibility to maintain their individual room and all shared areas. Custodial service is not available to clean personal space, and students are required to maintain hygienic conditions in their room (see Health and Safety Inspections). If a common area needs cleaning or custodial service beyond the routine service provided, access to common spaces may be restricted and residents of a floor or building will share the expense of that additional cleaning.

### **Maintenance**

Maintenance issues in all residence halls except 55 John Street are addressed by Pace University Facilities staff. Students in these buildings may submit a work order by logging on to [facilitiesrequest.pace.edu](http://facilitiesrequest.pace.edu). Please note that you must be connected to the Pace University Network to access this request form. Maintenance issues in 55 John Street are resolved by Educational Housing Services (EHS). Students in 55 John Street may submit a work order by logging on to [www.studenthousing.org/repairs](http://www.studenthousing.org/repairs) (The RA staff can provide assistance with submitting work orders).

If a maintenance issue is not resolved in a timely manner, whether in a Pace-owned building or a leased property, contact the building's Residence Director or University Housing Operations at [housing@pace.edu](mailto:housing@pace.edu). They will follow up with the appropriate people to assist in achieving a proper resolution.

If there is damage to a resident's room, do not attempt to repair it. Skilled University repair personnel will remedy the situation in a timely fashion. General preventive maintenance and routine repairs will be accomplished without charge to the resident. However, students will be held financially responsible if their negligence or actions (or those of their guests) cause the need for repair beyond normal wear and tear. Preventive maintenance occurs periodically throughout the academic year. During these times, Facilities staff will gain access to address these issues. Residential Life or University Housing Operations will generally attempt to give notice to students through their Pace email regarding preventive maintenance plans. However, when Facilities finds it necessary to access a room because of an urgent or time sensitive issue, residents might not receive notice before maintenance occurs.

Emergency maintenance situations, including major leaks and flooding, inoperative door locks, or other situations that endanger safety or property require an immediate response. During regular office hours, residents should report these conditions to Housing Operations at (914) 773-3676. After hours, report these emergency maintenance issues security by contacting 212-345-1800 (NYC) or 914.773.3400 (PLV). Students may also report emergency issues through the online work order process for their location but submitting online should not be the only means of reporting used when an emergency condition exists.

Occasionally, the university may experience problems affecting electricity, heat and hot water. Whenever these problems occur, the Residential Life and University Housing Operations Staff will make every effort to notify residents immediately.

## Dining Services

All residents are required to purchase a supplemental meal plan. Rates vary by number of credits attained or housing assignment. The University ID card will serve as a student's meal card. Students may use their meal card at any of the food service locations on campus. Funds (or meal units, if a meal Exchange plan is selected) are deducted from a student's account balance when they use their meal card. Open enrollment opportunities will be offered to students (during which they may upgrade their plan) at least once per semester, but students may also add additional funds at any time. If a student has any questions about dining services or their meal plan, they can visit the Dining Services Office.

## Laundry Facilities

Laundry facilities are located in each building. All laundry services are included with the housing fee, EXCEPT in 55 John Street. In 55 John Street, students will be separately billed \$55 per semester to have use of the laundry machines. This charge will be applied to the student accounts of 55 John residents in the third week of classes. 55 John Street laundry services are provided by an external (non-Pace) vendor. Students experiencing problems with laundry machines, or wish to report malfunctioning machines, please call the number posted in each laundry facility.

Please do not remove someone else's items from the laundry room or leave property unattended for long periods of time. Items will be considered abandoned property if left more than 24 hours. Students are encouraged to allow a 10-minute grace period before moving someone else's laundry out of a washer or dryer that has completed its cycle, but residents are permitted to remove items (and set them aside in the laundry room) from machines that have completed their cycle and are left unattended for more than 10 minutes.

*If there are specific problems with the Laundry Machines, those should be reported as follows:*

- In Pace managed properties, contact the laundry vendor directly online at <https://laundrytrackerconnect.com/pace/pace.html>
- In 55 John, email [zohar@crowndrealty.com](mailto:zohar@crowndrealty.com)

*Issues with the physical conditions in the laundry facilities, excluding the machines themselves should be reported as follows:*

- **In Pace managed properties, report to Facilities as a Work Order:** [facilitiesrequest.pace.edu](http://facilitiesrequest.pace.edu) (students must be on the Pace network to submit through this site)
- **In 55 John Street, report through the EHS work order system at:** <http://www.studenthousing.org/repairs>

### Laundry Room Locations (NYC):

- *15 Beekman* – The laundry room is located on the 12<sup>th</sup> floor
- *182 Broadway* – The laundry room is located on the 4<sup>th</sup> floor
- *33 Beekman* – The laundry room is located in the basement, C level
- *55 John Street* – The laundry room is located in the basement

### Laundry Room Locations (PLV):

- Alumni Hall – each floor has a laundry room
- Elm Hall – each floor has a laundry room
- Martin Hall – the laundry room is located in the basement
- North Hall – the laundry room is located on the 1<sup>st</sup> floor in the DE section
- Townhouses – the laundry rooms are located next to Townhouse 14 and 26

## Pest Control

All rooms are thoroughly cleaned and inspected, and found to be free of pests prior to move-in. Students have a significant responsibility for maintaining a living area that will not attract pests. If a pest problem develops, students should submit a work order through the appropriate online service:

**All Residence Halls EXCEPT 55 John Street:** [facilitiesrequest.pace.edu](https://facilitiesrequest.pace.edu) (students must be on the Pace network to submit through this site)

**55 John Street:** [www.studenthousing.org/repairs](https://www.studenthousing.org/repairs)

Students who believe that bedbugs may have been introduced to their room should contact their RA or the RA on duty. That staff member will work with the professional staff on duty and the maintenance staff to address the problem appropriately. The staff will follow a set response protocol, which will require residents to clean and bag all laundry and linen in preparation for treatment. Treatment may require students to be out of the room for several hours, but students are generally not relocated (even temporarily) in cases of bedbugs. The university does not reimburse students for the cost of cleaning or replacing items impacted by bedbugs or other pests.

## Fire Safety Disclosure

All Pace University residence halls are equipped with smoke detection alarms, alarm pull stations, and sprinklers. It is a violation to tamper with or disable any fire protection equipment in the Residence Halls. Fire alarm drills are conducted each semester, and students are provided with the Fire Plan for their building as they move in, as required by New York City and State law. For complete information on the University's fire safety report, please contact the security office at (NYC) 212.346.1800 (PLV) 914-773-3400.

## Cable Television Outlets

While cable outlets/jacks may be present in some resident rooms, as of the start of the 2023 fall term, cable TV is no longer provided or supported in Pace residence halls.

## *Residential Life and University Housing Operations Administrative Policies*

These policies govern the administrative and operational aspects of the Residential Life program at Pace University's New York City and Pleasantville campuses. Violation of these policies may result in administrative fees or fines, or delays in processing administrative requests. Extreme or repeated violations of these policies may result in appropriate action through the student conduct process. Policies included in (or referred to) in this guide apply to all residents of the university residence halls, regardless of enrollment or account status at Pace. Our policies apply to Pace students who enter housing without being enrolled full time, whose registration may be voided as a result of unresolved account issues, who are enter Pace housing as interns, visiting students, or those who are otherwise not formally enrolled or matriculated at Pace University.

Pace University reserves the right to secure alternate housing when demand dictates that as a necessity. In such a case, resident students assigned to such a location will be required to sign an addendum to the Pre-Arrival Form and Housing Agreement. That addendum will seek to stipulate and clarify any distinct policy differences between those imposed by Pace University and those imposed by the location's administration. Students must follow all Pace policies (including those that are university wide, and those that are specific to the Guide to Residential Living), as well as any additional policies required by the administration of the location. In cases where two policies are similar, but one is more restrictive, the more restrictive policy should be followed unless students have been explicitly instructed otherwise by the university. In cases where policies appear to be in contradiction, students should seek guidance from Pace University Housing Operations, or the Residential Life Staff.

### **Room Placement Policy**

The university reserves the right to determine and assign the housing space to be occupied by the student and to reassign alternative accommodations as circumstance warrant. Should University Housing Operations reassign the student to alternative accommodation, a proportionate rate differential may be charged or refunded based on the date of reassignment, and the comparative rates of the new and previous room assignments.

### **All Gender Housing**

In keeping with the mission of Pace University to promote and support diversity, the University Housing Operations in New York City and Pleasantville offers an All-Gender Housing process for residential students who demonstrate an interest in and need for such an accommodation. This process seeks to provide a living environment welcome to all gender identities; one not limited by traditional binary definitions. All Gender Housing allows for same-gender, different-gender, genderqueer, or other gender identities to live together regardless of biological sex in a platonic environment in which they feel supported.

For more information about the application process for All Gender Housing please visit <https://www.pace.edu/housing/housing-process/all-gender-housing>.

### **Dates of Occupancy**

The room rate covers the cost of the academic semesters that the student has selected on the Housing Assignment application. The period covered in the Agreement for the fall semester is September 6, 2023, through December 20, 2023, at 12:00pm. The room rate will again be applied to the spring semester residency from January 22, 2024, to 24 hours after the student's last final exam of the Pace Spring Semester or 12:00pm on May 11, 2024, whichever comes first. All policies are in effect for all students at all times when residing in the residence halls, even if permitted to arrive earlier, and/or depart later, than the occupancy periods. Additional housing fees may apply to students who arrive early or depart later than the occupancy periods.

## Health and Safety Inspections

Student rooms will be inspected up to three times each semester (plus follow-up inspections as needed in response to issues found) to assure compliance with health and safety related aspects of the University Guiding Principles and Residential Life policy. Staff are not required to notify students in advance. Staff will inspect rooms in pairs. In most cases, students will be given the opportunity to resolve health and safety concerns before a re-inspection. Punitive action will only take place in especially egregious violations of health and safety regulations, or when student(s) fail to resolve the violation. Roommates can be held jointly responsible for health and safety violations that exist in their room, suite or townhouse. Residential Life staff who observe other violations of University Policy (not related to health or safety concerns) will separately document those violations and forward those to the student conduct disciplinary process.

## Administrative Room Transfer Freeze

For two weeks at the start of each semester, there is a conditional hold on nearly all room transfer requests. This period allows students an opportunity to become acclimated to their new environment, community, and roommate(s), while allowing the University Housing Operations, Admissions, Office of Student Accounts, and Academic Departments to verify student status, accounts, and occupancy. This administrative room transfer freeze will be lifted as soon as the housing staff can confirm occupancy of all residents. If, during this time, a resident believes they are in critical need of a room change, contact a Resident Assistant or their Resident Director.

## Room Transfer and Request Procedure

University Housing Operations will try to honor any housing change requests. This means that, if a student has requested a room, and a room becomes available that meets the criteria the student provided in their request, we will approve the student to move to that room. We do encourage students to resolve their conflicts, and the Residential Life staff is trained to assist in mediation that can help students manage their disagreements.

Room transfer requests must be submitted online through MyHousing, by completing the Room Assignment Change Request Form located under Applications and Forms on the Navigation. In the form, students will be able to provide their preferences including building, room type and roommate(s). Students will be contacted by University Housing Operations via their Pace email account IF AND WHEN their room transfer request is approved. That email approval will include directions on how and when to check out of the current room and into the new one. Students MAY NOT move prior to receiving that email approval and must follow the directions provided.

Room transfer requests are not guaranteed, and not all requests can be granted. All unmet requests are vacated at the end of the fall semester (with the exception of requests for single rooms, which are carried over from fall to spring). If a student's request is not granted during the fall semester, they may resubmit a room transfer request at the start of the spring semester. A limited number of room changes may be approved late in the fall term to take place during the winter break. These will be coordinated by University Housing Operations prior to the start of the break.

Students can increase the chances that their request will be approved by identifying a specific space into which they wish to move or making a specific request for a "bed for bed" switch in which both students have already agreed to a "swap". This eliminates the need for the housing staff to find a bed. In "bed for bed" switches, BOTH students who will be swapping must submit requests reflecting their desire to change rooms.

The room transfer and request process is NOT for immediate and critical room changes. Students who believe they are in critical need of a room change must contact the Residence Director of their building. Also, since room changes cannot always be granted immediately, Residence Life staff may ask

roommates or suitemates who are experiencing conflict to participate in a mediation to address their differences instead of changing rooms, or pending the ability to grant a room transfer, and depending on the severity of the conflict.

## Roommate/Suitemate/Housemate Conflicts

Students bear the primary responsibility of resolving conflicts they may have with roommates/suitemates. Students are encouraged to take action in a timely manner if they feel a conflict is developing between them and their roommate. Students are expected to approach disagreements with their roommates in a mature and respectful manner. If they are not able to reach a positive outcome themselves, residents should enlist the assistance of the residence life staff (starting with their RA and then their RD). There are limits to the ability of the residential life staff to intercede in and resolve all roommate conflicts. In general, there are four specific responses the housing staff can provide to students who are not getting along with their roommate:

- *Mediation* – The RA or the RD can facilitate a discussion between roommates to address the problems they are facing. This mediation can take the place of an informal discussion, but it can also be used to develop a binding “roommate expectations agreement”. The roommate expectations agreement is a document that allows residents in conflict to stipulate specific expectations and hold one another accountable to that agreement.
- *Non-emergency room change* – As described above, students may request a room change at any time. Students seeking to leave a conflict situation by requesting a room change are reminded that room transfer requests are not guaranteed.
- *Emergency room change* – In cases in which a student feels threatened by their roommate (or anyone in their community) the housing staff will arrange an immediate room change to ensure that student’s safety. Please see more about this option below under “Emergency Room Changes”.
- *Student Conduct and Community Standards action* – If the behavior of a roommate violates university policy, it can be reported and addressed through the student conduct process. Students are advised that simply being accused or found in violation of University policy does not always result in being reassigned or removed from housing. However, if the behavior that violates university policy is the root of the conflict, it must be reported for the record so that the residential life staff can address it through the student conduct process.

It is important for students to remember that while they may choose to not address a roommate conflict early, avoiding that issue may have consequences. Making the choice to ignore a problem, or to anonymously report a problem, or to notify a staff member but ask that they take no action, can lead to the problem growing to the point that it can no longer be easily remedied. Early action by the student, and early intervention on the part of the staff, which can include mediation but can also include a mutually agreed upon room change, can help prevent small problems from growing into large ones.

## Emergency Room Changes

At various times, a student may request an emergency room change based on behavior of another student that has not been documented and/or addressed through the judicial process. It is the policy of Residential Life and University Housing Operations that in such cases, the student bringing the complaint shall be offered a temporary relocation until such time as the situation can be investigated. Students who feel threatened or in any kind of danger will be offered alternative housing for the short term. After the situation has been investigated and addressed, the appropriate long-term solution will be determined (who, if anyone, will move out permanently). Students who genuinely believe they are in danger are expected to take advantage of temporary relocation to ensure their safety. Students may choose to not take the room provided by Residential Life or University Housing Operations if they do not believe they are in genuine danger, and they may also choose to find housing on their own off campus until the matter is further resolved.

## Improper Room Transfer

A resident who moves to another room without proper authorization from the Residential Life or University Housing Operations professional staff is considered to have conducted an Improper Room Transfer. The resident may be subject to disciplinary action, including removal from the space.

## Empty Beds

The University reserves the right to fill any vacant bed at any time. As University Housing Operations is continually placing students, vacancies may be filled without notice. Students with one or more vacant beds in their room or suite can expect a new roommate or to be moved to a different room as the need for consolidation arises. Students must leave the vacant portion of their room or suite in a condition that will allow another person to move in easily. Students should not “spread out” their belongings into a vacant portion of the room or suite. While every effort is made to try to accommodate the needs and wishes of the original room occupant(s), students are prohibited from denying access to the incoming student. If the student refuses or prevents a new occupant from residing in a shared space, disciplinary action (including removal from the space), additional room rental fees of 50% of the semester room fee for that room, or both, may be imposed on the student. The university will make the best effort to provide 24-hour prior notice to residents receiving a new roommate, though students should always be prepared to receive a new roommate, as circumstances may not always allow for such notice.

## Consolidation

When our records indicate that a resident does not have a roommate or is assigned to an area requiring consolidation, residents may be required to relocate into a new space. As stated in the Consolidation Policy of the Occupancy Agreement, **“The University reserves the right to determine and assign the housing space to be occupied by the student and to reassign alternative accommodations as circumstances warrant.”** Should University Housing Operations attempt to assign a student to a vacant space and find that the room cannot be moved in to (because the current resident has occupied the available space in the room), the current resident will be subject to an administrative fine of \$500 and required to prepare the room for a new resident within 24 hours. If the student does not fulfil these expectations, they may be referred to conduct. Which student is required to change rooms is left to the discretion of University Housing Operations.

## Room Condition and Reporting Damages

ALL RESIDENTS of a room are responsible for ensuring that damage occurring during the year is reported appropriately. General preventive maintenance and routine repairs will be accomplished without charge to the resident. However, residents may be financially responsible if their negligence or actions caused the need for repair beyond normal wear and tear. Charges for damages that cannot be specifically attributed to one or more individuals (via direct report to, and investigation by, the (Resident Director) will be evenly applied to all residents of a room. The Room Condition Report (see below) serves to protect students from incurring charges for damages present upon move in.

Students are expected to report damage suspected to have been caused by Pace University staff or Pace University contractors, whether damage to their room, their room furniture, or their personal property, within 48 hours of the occurrence. Reports and allegations of damage caused by Pace University staff or Pace University contractors must be made to the Safety and Security office.

## Residence Hall Insurance and Damage to Personal Property

While all cases of personal property damage, loss or theft are dealt with in conjunction with our Office of Safety and Security, the University is not responsible for, and **will not cover the replacement cost for items that are lost, damaged or stolen in the residence halls.** A homeowner’s insurance policy, if available, may provide some coverage for a student’s personal property while away

at university (students and their families are urged to investigate coverage that may provide by this kind of insurance prior to moving into the residence halls).

Stand-alone renter's or dormitory insurance may provide more comprehensive coverage, and students are strongly encouraged to secure such coverage.

While living in the residence halls, students are expected to take reasonable steps to protect their own property and that of the university. While there are many things that individuals can do to safeguard their belongings, some basic expectations include:

- Locking your room when you are not present (even if you are only leaving for a short while, or just going down the hall)
- Keeping electronics and other delicate or fragile items off the floor, windowsills or edges of tables/desks where they are more vulnerable to damage
- Keeping all items, including bedroom furniture, away from air-conditioning units, allowing for proper air circulation
- Closing windows during rainstorms, or when rain is expected
- Minimizing, to the degree possible, the presence of expensive personal property, or fragile items that have significant sentimental value

## Room Condition Report (RCR)

The RCR offers the resident the opportunity to thoroughly inspect their room and record its condition. Upon check-out, this report will be used to assist staff in assessing the room's condition and will result in the issuance of a damage charge. By default, the Room Condition Reports will be set to show that all items are in "Good" conditions. Within 48 hours of checking in, students must report any discrepancies through their Room Condition Report through their MyHousing portal. Proper completion of the RCR will prevent the student from incurring charges for damages present upon move in. All residents of a room will be held jointly accountable for damages found during or after check-out. The RA is not responsible for the final and binding assessment of room damages as all RCR's will be reviewed by the RD and/or AD and updated with charges from maintenance. (Residents at 55 John Street can also be charged for maintenance by EHS.)

By approximately June 1<sup>st</sup> (after move-out in the spring) students will receive a letter from University Housing Operations with a total of damage charges for their room. Damage costs will be assessed to the student's university student account. An email will be sent, containing a breakdown of the charges, the reason why the student was charged, and detailed information on the process for challenging these charges. Students must appeal charges in writing within 14 days of receipt of billing notice. Those charges that are not challenged, or those that were unsuccessfully challenged will remain on the student's bill.

## Damages and Fines

Although there is a good faith attempt to bill the individual(s) responsible; if the responsible person(s) cannot be identified, residents of a particular section, building, house, or the entire campus (if appropriate) will be billed a proportionate share of the cost of repair or replacement. For this reason, the Office of Residential Life and University Housing Operations request the cooperation of the residence community in identifying negligent parties.

- If damage is found during the semester, a student once identified as responsible for the damage will be billed for the charges. They will be notified by professional staff via their Pace University email.
- Payment of all damage bills must be sent directly to Student accounts. The Office of Residential Life, University Housing Operations or any staff member cannot accept payment.
- Residents who are not returning to residence may have damage charges deducted from their Security Deposits.

- Those eligible for Security Deposit refunds should wait at least sixty days before contacting Student accounts.
- For policies specific to End of the Year Damage Assessments and Billing, please see [Check-out procedures](#)

## Clearance to Check-In

To be eligible to live on campus, students must be in good standing with the university. The following requirements must be met:

- Academics – students must be enrolled in a full-time course load (12 credits for Undergraduate Students and 9 credits for Graduate Students). If a student is not going to be registered for a full-time course load, the student must have prior approval from the Director of University Housing Operation to live on campus.
- Finances – students must have their University Student Account paid, be within the payment threshold set by Student accounts or be on an approved payment plan.
- Immunization/Vaccination Requirements – students must meet all immunization and health requirements set by the University, and by state and local government and health authorities.
- COVID-19 Entry Requirements – Students must complete the University-Wide COVID-19 Entry Requirements as established by Environmental Health and Safety in accordance with the state and local government and health authorities.
- Behavioral Requirements – Students must complete all Judicial Sanctions and be in good standing with the Dean for Students Office.
- Administrative Requirements – Students must complete a housing application, a housing agreement, a pre-arrival form and an insurance confirmation form in order to move in to the residence halls. Students who move in with any of these items pending will be required to complete them ASAP.

Some students may move-in to housing without being in good standing on one or more of these areas, particularly those who indicate that they are working to resolve pending issues. Students who are not in good standing may be required to leave at any time. The Residential Life and University Housing Operations staff will work with students to give them appropriate time to come into good standing, but students must be ready to move off campus when directed to do so. Students who move into the residence halls but then need to leave will be held accountable to the costs of housing in accordance with the cancellation policy. This means that students will still be held responsible for some or all of the semester housing fee (depending on the day they move out), even if:

- The student never registers for a term
- The student's registration is voided, and their academic tuition bill is cancelled
- The student is removed for failure to meet immunization requirements
- The student is removed as a sanction for behavioral issues

## Check-in Procedures

Once a student is cleared, they will be able to check in to the residence halls. Check-in will happen by appointment only. Students will be able to sign up for move in appointments via MyHousing. Appointments for move in will be available at the start of the semester through the first week of classes, for those who may prefer to arrive late.

Before arriving, all residential students will be required to complete several items online, those will be emailed to the student by University Housing Operations. Once the move in time selection process begins, limited appointments will be available on a first-come, first-served basis.

## Check-Out Procedures

Students leaving an assigned space for any reason (transfer, consolidation, contract termination, or end of year/semester) are required to complete the check-out procedure for their building as defined here,

and as further defined by the directions provided near the end of each semester. Any portion of the check-out procedure that is not completed may result in a charge/fine.

### ***End of Semester/Year Check Out***

End of Semester/Year Check out procedures are set by Residential Life and University Housing Operations, and are communicated to residents by the Residential Life Staff via email, and through posted information on floor bulletin boards/newsletters. Please be sure to follow all the steps listed in the next section. Failure to complete even one may result in a \$75.00 improper check-out fine.

Students are not required to completely move out of their room at the end of the fall term unless they have cancelled their spring term. Fall students who do not plan to return for the spring term must submit a Housing Cancellation Form (available at their [MyHousing](#) page) and move out at the end of the fall term (cancelling and moving out after the residence halls close for the fall will result in higher cancellation penalties and potentially improper check out fees).

### ***Mid-Semester Check Out***

Students leaving the halls and moving out completely before the end of any given semester must submit a Housing Cancellation Form (available at their [MyHousing](#) page). For detailed information, please review our website for [Closing and Check-Out Procedures](#) and [Housing Cancellation Information and Fees](#). Notifying an Advisor, Student Accounts or Financial Aid about cancelling housing is NOT sufficient to cancel the housing assignment.

During the academic year, once a cancellation form is submitted, a MOVE OUT CONFIRMATION form will appear on your MyHousing account (under applications and forms). Students will not be considered “checked out” until they have completed this form

This short form, which should be completed after completing the move out process, will require students to affirm that they have completely moved out, that they have returned any necessary items, and that they have either removed all personal items (or that any remaining items left behind may be discarded). Only upon submission of this form will a student be considered “moved out”, and all cancellation fees will be based on the date that this form is submitted.

## **Room Deposits**

Room deposits are applied to the respective semester room fees and are refundable based on the [housing cancellation policies](#). Room deposits must be paid to Student accounts, either directly, or through the Housing Application, and a receipt of the payment must be provided prior to the selection of a room. Any resident who would like to participate in the room selection for the following fall must have a zero balance and a room deposit on file.

## **Release by the University:**

The university reserves the right to:

- Terminate a student’s Housing Agreement in the event the student fails to
  - meet financial obligation to the university
  - maintain required academic standards
  - meet university immunization compliance requirements
  - abide by the policies and procedures of the Guide to Residential Living or those in the University Student Handbook.
- Reassign or repossess the room and to take any other steps necessary, or advisable in the interest of health, safety, and conduct of the residence hall program.

## **Early Withdrawal from Residence**

- If a student wants to move out of their housing assignment early, they must still officially cancel their housing and take appropriate steps to properly check-out of residence. These include:

- Complete the ‘Housing Cancellation Form’ at the student’s [MyHousing](#) page on their Pace Portal.
- Move out of the residence hall (as explained in **Check Out Procedures** above).
- Refunds for housing cancellations will follow the [Housing Cancellations and Feed Schedule](#)

## Early Check-in to, and Late Departure from, the Residence Halls

In rare cases, students may be approved to move in early, or move out late, if approved by University Housing Operations. Students may be required to apply separately for early arrivals and late departures. Depending on the reason, there may be an additional charge of up to \$50 per day. Opening and closing dates are posted to the Housing website. Fall and spring closing dates, as well as processes for requesting early arrivals or late departures, are communicated to students via email each semester. Please make sure to note them.

## Refunds

The student shall not be entitled to a refund upon student initiated or disciplinary termination of their Housing Agreement.

## Keys, Room Access, Building Access and Lockouts

Each students’ ID cards provide them with access to their residence hall (with the exception of 55 John Street; students in this building are issued a separate access card at check in). In some cases, when a resident checks in they will also be issued key(s) for their room.

### LOST KEYS

To ensure safety within the halls, please report all lost keys to the RA or RD so the lock can be changed. A staff member will submit a request for replacement of the missing key, and if necessary, for a change of the lock. There is a \$30 fee for a key replacement, and a \$75 charge for replacement of a lock.

### LOST ACCESS CARD

Students who lose their access cards must contact Auxiliary Services to request a replacement (except in 55 John, where students must request a replacement from their Residence Director). There is a \$25 fee for ID card replacements.

### LOCK OUT

When a key or access card is lost, and you are awaiting replacement, or when you know where your key/ID card are but are locked out of your room:

- During business hours (weekdays 9AM to 6PM): **go to the security desk in your building (or in Alumni Hall on the Pleasantville campus) for assistance**
- During evening hours (weekdays 6PM to 9AM, or 24 hours on weekends): contact the RA on Duty to gain access to their room/suite/townhouse.

All keys and access cards that may be issued in response to a lock out must be returned to the appropriate area within 30 minutes of signing it out or you will be charged for lost key/access card.

## Micro-Fridge, Refrigerators and Microwaves

As all students will have access to a refrigerator and microwave provided by the University. In most rooms these will be a micro-fridge combination unit (large suites in 15 Beekman and each townhouse unit will have separate microwaves and large refrigerators). Students may not rent or bring in outside refrigerators, microwaves or micro-fridge units. The only exception to this will be students who have an approved medical accommodation (through Student Accessibility Services) to have an additional refrigeration unit.

## Policy and Notification of Changes

The Dean for Students, the Associate Dean for Students, or the Director of Residential Life or University Director of Housing Operations may, with proper notice to the resident student population, alter policies found in this guide during the academic year. Proper notice will consist of email notification to each student's Pace University email account. Similarly, the Dean for Students, Associate Dean for Students, or University Director of Housing Operations may waive certain policies as necessary or appropriate for certain individuals. Such waivers should be requested in writing (or email) and will be evaluated on a case-by-case basis.

## *Housing Selection*

### Fall/Spring Semester Housing

To be eligible for housing in the Fall or the Spring semesters, undergraduate students **MUST BE** full-time, matriculated students registered for a minimum of 12 credit hours each semester. Graduate Students are considered full-time if they are registered for 9 credits a semester.

Exceptions to this are:

- Final semester students who need less than 12 credits to complete graduation requirements. However, residents must be registered for at least six (6) credit hours and have the permission of University Housing Operations. This includes those who are students teaching.
- Students employed in a full-time internship via the Office of Career Services may reside on campus without registering for classes during the semester of employment IF they receive written permission from University Housing Operations prior to the start of the semester.
- Conditionally, matriculated students who are registered for at least 10 credits and have received permission from University Housing Operations can be housed based on available space.
- Other students who have appealed to the University Director of Housing Operations and received approval to remain in housing with fewer than 12 credits.

### Summer I & Summer II Housing

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

- Registered for at least three (3) credit hours per session that the resident wishes to be in residence.
- Involved in a full-time internship position through the Office of Career Services.
- Employed by the University in an on-campus position and working a minimum of twenty hours per week.
- Please note that during the Summer Sessions there is limited space and priority is always given to registered students.

### Termination or Refusal of Housing

- Any resident who falls below the minimum course load requirement or fails to meet all other eligibility conditions must immediately notify University Housing Operations in writing and may be asked to vacate the residence halls.
- The University reserves the unconditional right to refuse to renew a housing agreement or to terminate, with cause, the residency of any individual deemed to behave in a manner detrimental to themselves or others.

## Townhouse Occupancy (PLV - after check-in)

A Townhouse is considered to be full when there are eight (8) residents living in the house. RA houses are considered full when there are seven (7) residents living in the house. When the occupancy of a house drops below full capacity, University Housing Operations reserves the right to contact the remaining students to offer them the option to find a replacement resident a stated period of time. If they are unable to do so, University Housing Operations reserves the right to assign another student to that space at any time.

## Holidays and Semester Breaks

### *Thanksgiving and Spring Breaks*

The university's Residence Halls are open for Thanksgiving and Spring Break. During this break, Dining Services may not be open.

### *Semester Break*

- The university's Residence Halls are closed for the duration of the Winter and Summer Breaks unless residents have received permission from University Housing Operations.
- The Semester Break begins on the last day of finals in the Fall Semester and ends on the day before the first day of classes in the Spring Semester.
- Residents will not have access to their rooms during this time.
- The university is not required to provide housing to any student during the Semester Break.
- Dining Services will not be available during these breaks and, if available, the transportation schedule will be limited.

## Housing Accommodations

Students who would like to apply for a housing accommodation must contact the Office of Student Accessibility Services. Students applying for a housing accommodation must have the medical paperwork to illustrate the need. To view the housing accommodation process, please go to <https://www.pace.edu/counseling/student-accessibility-services>

## University Guiding Principles of Conduct

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

In order to preserve an atmosphere in which a free exchange of ideas may flourish, and to ensure the dignity and safety of all members of the University community as well as the unimpeded operation of the University (and as required by federal, state and local laws including, without limitation, N.Y. Educ. Law § 6430), the University has adopted the Guiding Principles of Conduct.

The University Guiding Principles of Conduct applies to all members of the University community including, among others, employees, faculty members, students, applicants for academic admission and employment, visitors, guests, vendors, contractors, and other third parties while they are on University premises or at University-sponsored activities. References to “University premises” in these Guiding Principles of Conduct apply to premises either owned or leased by the University.

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

### **1. Civility, Responsibility and Respect**

Faculty, staff, and students are to respect the dignity of others, acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, inquiry and instruction, and free expression on and off campus. These freedoms of expression extend as far as the expression does not infringe on the rights of other members of the community or the orderly and essential operations of the University.

- A. **Compliance:** Members of the University community must comply with the directions and expectations of Faculty and Staff regarding reasonable standards of behavior in classes, University Offices, and/or at University events and programs.
- B. **Compliance with University Administrators:** Members of the University community are required to comply with the instructions of a University administrator, or other duly authorized agent of the University, too, for example, display or present identification. Members of the University community are also required to evacuate University premises and University Sponsored events when directed to do so by authorized personnel or mechanical device (such as a fire alarm).
- C. **Academic Freedom:** Interference with academic freedom, including speech in the classroom and by University approved guest speakers, is prohibited.
- D. **Lewd Conduct:** While on University premises or at University-sponsored events, members of the University community must not dress or conduct themselves in a manner that would be considered lewd or indecent.
- E. **Demonstration and Rallies:** Strict compliance with the University's policies and procedures concerning demonstrations and rallies is required.  
<https://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures/policy-demonstrations-and-rallies>
- F. **Information Technology:** Strict compliance with the University's policies and procedures concerning the appropriate use of information technology is required.
- G. **Postings:** Prior approval from the appropriate University administrator must be obtained before any materials or documents may be posted or distributed on University premises or at University-sponsored events.
- H. **Recordings:** Video recording/audio recording, including, but not limited to, cell phones, tape recorders or any other devices may not be used without appropriate prior authorization.
- I. **University Operations:** Obstruction of or interference with the normal operations and processes essential to the University is prohibited.
- J. **Unfavorable Conduct:** Conduct on or off campus in a manner that reflects harmfully or unfavorably on the University's good name and reputation is prohibited.
- K. **Financial Obligations:** Members of the University community are required to timely satisfy their financial obligations to the University, including, but not limited to, amounts due to the Office of Student Accounts, the University bookstore, the University library, University housing, the Student Development Office, and Safety and Security.

## 2. Theft, Vandalism or Property Damage

**A. Theft:** The taking of another person's property and /or University property or services without permission or consent is prohibited.

**B. Willful destruction/damage:** Willful destruction, misuse of, and/or damage to another person's property and/or University property and/or property utilized by the University shall be prohibited.

## 3. Weapons

**A. Weapons:** The sale, purchase, possession or use of incendiary devices, explosives, or dangerous weapons (including any item or material which could be used to inflict injury or harm or to intimidate) on university premises or at university-sponsored events is prohibited.

**B. Toy and Imitation Weapons:** Toy weapons, explosives, and firearms meant for recreational use and realistic-looking imitation weapons are prohibited in residence halls and on campus grounds, unless they are part of an event approved by the Office of the Dean for Students.

## 4. Alcohol and Other Drugs

### A. Alcohol

**A1. Underage Alcohol Use:** Consumption of alcohol by any member of the University community who is under the age of twenty-one is illegal and prohibited on University premises and at university-sponsored events. Supplying alcohol in any quantity to a member of the University community who is under the age of twenty-one is illegal and prohibited. (Further information may be found in the University's Drug and Alcohol Policy.)

**A2. Intoxication:** Members of the University community are not permitted to be intoxicated, or to become intoxicated, while on university premises or at a University-sponsored event.

**A3. Alcohol at University Events:** Even though its possession or consumption may otherwise be lawful, alcohol, except in limited circumstances, is not permitted on University premises or at University-sponsored events unless approved by the Dean for Students Office.

**A4. In the Presence of Alcohol:** Students under the age of twenty-one should not be in the presence of Alcohol.

### B. Drugs

**B1. Sale of Drugs:** The unlawful sale, distribution and/or manufacture of controlled substance and/or drug paraphernalia on University premises or at University sponsored events is prohibited. (Further information may be found in the University's Drug and Alcohol Policy.)

<https://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures/alcohol-and-other-drug-policy>

**B2. Possession of Drugs:** The unlawful possession of controlled substances and/or drug paraphernalia on University premises or at University sponsored events is prohibited. (Further information may be found in the University's Drug and Alcohol Policy.)

**B3. Use of Drugs:** The use of controlled substances and drug paraphernalia on University premises or at University sponsored events is prohibited. (Further information may be found in the University's Drug and Alcohol Policy.)

**B4. In the Presence of Drugs:** Persons not using or possessing controlled substances and/or drug paraphernalia, should not be in the presence of those who are.

## 5. Physical and /or Mental Harm

- A. **Cause Injury:** Deliberate actions that cause, or might reasonably be expected to cause, injury, either physical or mental, to any member of the University community are prohibited.
- B. **Violence:** Engaging in any act of physical force that causes or is intended to cause harm is prohibited on or off campus. This may include physical restraint, assault, or psychological harm.
- C. **Intimidation:** Intentional behavior by a student or group of students that puts another student or group of students in fear of harm of person or property is prohibited on or off campus.
- D. **Bias:** Engaging in violence or intimidation against another person or destroying property because of bias or prejudice, whether on or off-campus, or at a University-sponsored event.
- E. **Hazing:** Any action or situation which recklessly or intentionally endangers the safety or mental or physical health of any member of the University community or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization is prohibited on University premises and at University-sponsored events. In addition, such conduct by students and employees (including faculty), whether on or off University premises or at University-sponsored events, also is prohibited.

## 6. Solicitation and Gambling

### A. Solicitation

**A1. Solicitation by Student:** Solicitation by students, student clubs and student organizations including, but not limited to, fundraising, on University premises or in connection with a University-sponsored event is prohibited without the prior approval of the Director of Student Engagement and/or Dean for students Office.

**A2. Selling of Goods:** The solicitation of goods or services by one staff member to another during regularly scheduled work time is prohibited. Selling commercial goods and distributing promotional information and handbills in regular work areas is also prohibited. (A copy of the Solicitation and Distribution policy may be found in the Pace University Employee Handbook.)

<https://www.pace.edu/human-resources/employer-resources/employee-handbook-policies#Solicitation-and-Distribution>

**A3. 3rd Party Solicitation:** All people who are not Pace University community members such as applicants for academic admission and employment, visitors, guests, vendors, contractors and other third parties, are prohibited from soliciting and/or distributing on University premises or in connection with University-sponsored events without prior approval from the Office of Safety and Security.

B. **Gambling:** Gambling is not permitted on University premises or at any event sponsored by a student group or organization, unless approved by the Director of Student Engagement and/ or the Dean for Students Office.

## **7. Falsified Documents**

A student may not knowingly provide false information or engage in misrepresentation to any University office/official. In addition, forgery, alteration, or unauthorized possession or use of University documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

## **8. State/Local/Federal Law**

Conduct by a student, faculty or staff member that violates local, state, or federal laws may also constitute a basis for disciplinary action by the University.

## **9. Overall Compliance**

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

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

## Residential Life Health, Safety, and Security Policies

All behavioral policies in Pace University residence halls are based on the University Guiding Principles of Conduct (UGPC), but not all prohibited or required behaviors are specifically detailed in the UGPC. Students are expected to adhere to both the letter and the spirit of the UGPC.

The policies in this section help clarify how the UGPC impacts the behavior of resident students. Students are held accountable to ALL university policies and procedures, including those made available to them here and in other essential university documents.

### Summary Action within Residential Life (reference all University Guiding Principles (UGPC) 1A-1K 5A-5E and 9)

Should the conduct of a student threaten or constitute a danger to personal safety or property, or substantially interfere with the residence hall community, summary action may be taken against the student. A student may also be subject to summary action if, following a warning by a RA or Professional Staff member to desist, the student continues to engage in conduct that violates the university's rules and regulations. Summary action may include (but is not limited to) removal from residence halls, reassignment to another residence hall, assessment by the counseling center, restriction of guest privileges, and/or the implementation of a "no contact order" or "behavioral contract". In such cases involving removal from residence, if necessary and appropriate, steps will be taken to eject the student from the University's premises.

### Alcohol Policy (UGPC 4A1-A4, 4B1-B4 and 9)

Pace University has a strong commitment to a healthy and safe environment for all members of the University Community. Substance or alcohol use will not be accepted as excuses for violating responsibilities as a member of our community.

Compliance with university alcohol policy includes but is not limited to adhering to the following:

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

Students who are 21 years of age or older may consume beer or wine in the privacy of their room, but not in the presence of anyone under the legal drinking age.

- Individuals under the age of 21 may not be in the presence of, possess, consume, or purchase alcohol in the residence halls.
- Individuals 21 years of age or older may only possess amounts of alcohol consistent with personal consumption (specifically, 72 ounces of beer or beer product or 50 ounces of wine) and cannot be in the presence of, possess or consume alcohol in the presence of a minor.
- It is a violation to possess an open container of alcohol in public or community areas, including outside. No open containers of alcoholic beverages will be permitted in any other public areas such as (lounges, hallways, kitchenettes, patios, porches, outside of the Townhouses, etc.) of any residence hall without the permission of the Assistant Dean for Students and Director of Residential Life or their designee.
- Individuals may not supply alcohol to another person who is underage.
- No hard liquor is permitted in the Residence Halls, nor is it permitted at any social event.
- Individuals may only possess amounts of alcohol consistent with personal consumption: Specifically, 72 ounces of beer or beer product or 50 ounces of wine per "of age" person.

- Alcohol which is possessed, purchased, or dispensed illegally or in violation of any regulations will be required to be discarded in the presence of a Residential Life and Housing staff and/or Pace Security staff. Violators will face disciplinary action.
- Kegs, boxed wine, funnels or any other materials such as shot glasses that promote the mass consumption of alcohol are not permitted in the residence halls at any time.
- Mass consumption of alcohol, drinking games, or any activity which promotes the mass consumption of alcohol, are strictly prohibited.
- Examples of activities that promote that mass consumption of alcohol include but are not limited to:
  - Drinking Games
  - Water Pong
- Any table used for drinking games will be confiscated and discarded. It will not be returned at any point of the year.
- Decorative alcohol bottles of any kind are not permitted in the Residence Halls.
- Beer kegs, hard liquors, or any excessive consumption device is not permitted in any residence hall. Other items such as empty alcohol bottles, shot glasses, funnels, flask, etc. may be used as evidence of alcohol possession in our student conduct process.
- University officials have the right to request appropriate ID when questioning a resident or guests for appropriate age.
- Students or guests possessing alcohol in violation of the alcohol policy will be required to dispose of the alcohol in the presence of staff and/or Pace Security staff. Guest will be removed from building immediately. Students who violate the alcohol policy are subjected to disciplinary action.

### Antennas (UGPC 9)

External antennas of any type are prohibited, including satellites.

### Bathrooms (UGPC9)

All showers on campus are for single occupancy only. Residents are responsible for cleaning up any mess when they leave the showers and stalls and must take steps to ensure that they do not clog the sink while using it.

In keeping with Pace University's policy of nondiscrimination on the basis of gender identity or actual or perceived sex, Pace University allows individuals to use a sex-specific restroom and/or locker room facility that corresponds to their gender identity and/or legal sex. Individuals that must be accompanied by a different gender attendant, guardian or adult may use a gender-specific facility if necessary.

### Bicycles (UGPC 9)

At New York City, students may store bicycles in their rooms under the following conditions: the need for ready access to the bicycle can be demonstrated; alternate storage is not available within or near the building; the presence of the bicycle does not present a hindrance to egress from the room (as determined by the housing and/or security staff); all roommates agree to allow the bicycle to be stored in the room. In cases where any of these conditions are not met, students may not store bicycles in their room.

At Pleasantville, there is a Bike Storage Room in the Basement of Elm Hall. Students will be able to register bikes and store them in the Bike Room. They will be provided with access to the Bike Room after their Registration is approved. Registration stickers may be picked up from the Residential Life and University Housing Operations office in Elm Hall 132.

To prevent fires and preserve the health and safety of all residents electric bikes and/or electric bike batteries are prohibited in all Pace University Residence Halls.

### **Communal Kitchens (UGPC 9)**

- Kitchens must be kept clean.
- Misuse of kitchen area, such as leaving dirty dishes in the sink, using the appliances improperly, discarding materials improperly, etc. may result in disciplinary action or community fines.

### **Consent (UGPC 1A, 1D, 1J and 9)**

Individuals' incapable of giving effective consent are prohibited from the residence halls. An individual who CANNOT give EFFECTIVE CONSENT is one who is under the age of 18, physically helpless, mentally incapacitated, severely impaired and/or incapacitated due to drugs or alcohol intoxication. Students and guests under the age of 18 are permitted in the residence halls with the written consent of their parent or legal guardian. Guests under 18 must have consent submitted via the appropriate guest exception request process.

### **Cooperation and respect for University Staff, Faculty (UGPC 1A-1K and 9)**

Compliance with the final decision/sanction rendered by a disciplinary hearing officer or conduct board is required. Compliance with the direction of duly authorized staff members, including RAs, ORLH professional staff, and security guards is required. Failure to comply will result in disciplinary action. Inappropriate outbursts, disruptive behavior, threats and/or harassment directed at any housing or security staff member may result in summary suspension from the residence halls and/or summary removal of guest privileges.

### **Curtains (UGPC 9)**

Personal curtains are permitted as per the NYS Division of Homeland Security and Emergency Services ONLY if they are fire retardant and proof can be provided at the time of request of any fire authority or University staff member. Installation of curtains cannot damage existing hardware, and all residents of the room must agree.

### **Discrimination (UGPC 5A-5E), Affirmative Action Statement Policy, Statement Regarding Sex Discrimination, and Policy Statement Regarding Hate/Bias-Related Crimes)**

No student shall violate the rights of or deny the privileges of the residential community to another person for reasons of race, color, sex, age, ethnicity, religion, national origin, sexual orientation, gender expression, disability, marital status, or military status. Incidents of alleged harassment or abuse related to these factors may result in the summary re-location or suspension of the accused pending resolution of the matter.

### **Doors: items on room/suite/ townhouse (UGPC 2A,2B and 9)**

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

## Postings (UGPC 6A1-A3 and 9)

Posting notices, flyers, ads and other informational items must be approved by the Center for Student Engagement. All flyers must have an “approved for posting” stamp from Student Engagement to be posted within the halls. Once approved by Student Engagement, bring copies to the Residential Life and Housing Office. This office will disseminate them accordingly into the Residence Halls. No postings advertising events with alcohol or offensive materials will be approved for posting.

Unauthorized posting of materials on bulletin boards or anywhere else on campus is prohibited and such materials will be removed. Persons posting material in violation of these rules will be subject to the disciplinary process outlined in ‘postings’ in the GTRL.

## Drugs/Controlled Substances (UGPC 4B1-B4 and 9) University Drug and Alcohol Policy)

Use, possession, distribution, or the sale of paraphernalia, illegal drugs, including marijuana, and the use of controlled substances without a valid prescription is prohibited. Even if a student has been prescribed medical marijuana in their home state it is **still not permitted** in New York State, New York City or on the Pace University Campus at all. The presence of marijuana odor, trace elements of marijuana, marijuana paraphernalia, and any item used to seal cracks beneath doors, or other circumstantial evidence may be used by student conduct officers as they determine whether the burden of proof (required by the student conduct process) has been met with regard to allegations of drug use and possession.

## Emergency Evacuation (UGPC 1A, 1B and 9)

### *New York City:*

In accordance with the Fire Code, Pace University has a Fire Safety and Evacuation Plan that is building specific. This written plan sets forth the circumstances and procedures for the in-building relocation, partial evacuation or full evacuation of building occupants, required or as appropriate for such occupancy or building type, in response to a fire.

### *One Pace Plaza, 182 Broadway, 33 Beekman*

A horn will sound on the fire floor, the floor above the fire floor and the floor below the fire floor. The occupants of these areas should immediately use the exit stairs to descend to a floor level that is at least several floors below the fire floor and await further instruction from safety officials. All other areas will receive an alert tone and occupants should stand-by for further instructions.

### *156 William St., 163 William St. and Midtown Campus.*

Occupants should follow the building’s Fire Safety Director’s directions and procedures.

### *All other Pace owned/leased properties (55 John Street)*

University policy requires occupants to evacuate as directed by the building’s specific fire safety plan in the event of fire alarm activation. All alarms are to be taken seriously. The signal to evacuate a building for a fire, fire drill or other emergency is a series of alarms. In-building relocation/evacuation of the facility is mandatory until the signal to re-enter (“all-clear”) has been given by the Residential Life staff or security on site. Anyone found in their room, who had not evacuated during the sounding of the fire alarms, may be fined (\$100). Therefore, the following procedures are to be adhered to any time an alarm sounds:

- Once the fire alarm has sounded, students must evacuate the building, closing all windows before leaving the room. While an RA may be present to help vacate the building or relocate to another floor (pending on the extent of the emergency and the direction of security), students should assist by knocking on neighbors’ doors

to the left and right as they exit.

- If a full evacuation of the building is required, follow the guidelines below:
  - Students should wear their shoes, jackets, and umbrellas (when appropriate), and leave the building in an orderly manner by means of the closest safe stairway or exit. **DO NOT USE THE ELEVATORS.**
  - Once outside the building, students must remain clear of doorways and at least 300 feet from the building. Remain clear of roadways, as well.
  - Students should report to the assigned evacuation area.
  - When it becomes time to re-enter the building, students should do so in a patient and orderly fashion. Be ready to display a valid student ID to security.

Pre-planning is of the utmost importance to ensure that persons with physical disabilities are provided with the assistance and knowledge to evacuate a building. It is expected that students notify their RA or security of their immobility, whether it is temporary or permanent. In case of alarm, persons with physical disabilities may remain in their rooms and contact security (NYC-212.346.1800, PLV-914.773.3400) to notify them of their location. Emergency personnel will assist them at that time. Prior to an emergency situation of any kind, it is advised that each person needing assistance meet with the Residential Life staff and the Safety and Security Department to discuss a plan of action, and then follow the instructions given to them at that time.

### *Pleasantville:*

Because of the differences in the physical facilities and fire safety laws of each location, Students should report to the assigned evacuation area for their community. Residents are encouraged to ask questions at any time if any procedure seems unclear.

Once a building wide/townhouse alarm has sounded, all occupants **MUST** exit the building every time the alarm sounds. Evacuation of the facility is mandatory.

- Each occupant that does not evacuate will be subject to a fine of \$100.00
- All residents should evacuate the building to designated area (100 feet from building).
  - Alumni Hall and Elm Hall toward the Kessel Student Center
  - Martin Hall and North Hall toward the grassy area between both buildings
  - Townhouses\* toward the upper parking lot
- Students are instructed to leave the building in an orderly manner by means of the closest safe stairway or exit immediately.
- Once outside the building, all individuals must remain at least 100 feet from the building.
- An individual cannot enter a building until a signal has been given by the Residential Life and Housing staff on site. At that time students are permitted to re-enter in an orderly fashion
- For emergency evacuation purposes it is expected that all residents notify any Residential Life and Housing Staff of any immobility, whether it is temporary or permanent.

Every resident needs to know where the nearest exit (stairwell) and the alternate exit from their room: From their room, residents should count the number of doors to the stairs left and right of the room. This will assist them in locating the stairwells if and when they encounter a smoke condition as they crawl low in the corridor to the evacuation stairs.

\*When evacuating the Townhouses, please close, but do not lock all bedroom and bathroom doors when exiting. In the event of a real fire, if the stairwell and front door are unreachable, the back bedroom on the third floor (BEDROOM D) in every Townhouse has an escape ladder in front of the window.

### **Entry into Student Rooms (UGPC 9)**

The University reserves the unconditional right to enter any room occupied by students pursuant to this agreement in the interest of health, safety, and conduct of its residence hall program. Residential Life, University Housing Operations Staff and other authorized university personnel may enter the student's room at any time for cleaning, inventory, maintenance, all forms of inspection (including, but not

limited to, Fire Safety, Health and Safety), repairs or upon reasonable grounds the belief that a crime or violation of the University's rules and regulations has been or is being committed.

### Elevator Use (UGPC 2B and 9)

Residents are to comply with all University Guidelines for elevator use. Horse playing, vandalism and jumping in elevator cars is prohibited. The fines below will be enforced.

- 1<sup>st</sup> offense: reflection paper and \$100 fine, 2 conduct points
- 2<sup>nd</sup> offense: Probation, \$250 fine, 4 conduct points
- 3<sup>rd</sup> offense: Final warning, \$500 fine, 8 conduct points

(\*Fine may vary depending on Severity of offense)

### Extension Cords (UGPC 9)

Residents are permitted to use only extension cords with the following restrictions:

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

### External Fixtures (UGPC 9)

Any external antennas, aerials, connecting wires, posters, signs or banners affixed to buildings are prohibited. At the discretion of the Residence Director, Townhouses may be allowed to post externally on doors and windows. The University may remove said objects without notice.

### Filming (UGPC 1H, and 9))

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

### Fire Safety Prohibitions: Appliances, Candles, Halogen Lamps, Hookahs, Incense, Open Heating Elements, Open Flames, Air Fryers E-Cigarettes, or Tobacco Pipes (UGPC 9))

Possession of candles, wax melt, and incense is prohibited. The use of microwaves (with the exception of microwaves or microwave/refrigerator combination units provided by the University), hot plates, toaster ovens, Keurig or coffee makers without automatic shut off or heating units with an open flame or heating coil is prohibited in resident rooms. Approved cooking appliances must be used in designated areas (e.g. shared community kitchens). Halogen lamps are strictly prohibited. Hookahs and tobacco pipes of any kind are prohibited.

#### *Pleasantville:*

Stand-alone microwaves are prohibited in all residence halls, except at the Townhouse kitchen.

### Fire Inspections (UGPC 1A,1B, 1I and 9)

Fines that the University receives from the Fire Inspector that are imposed due to student fire safety violation(s) in their room/suite, townhouse, or communal areas, will be added to the student's university account.

## Furnishings (UGPC 2B and 9)

Residents are responsible for all furnishings provided in their rooms.

Students wishing to bunk their beds must submit a work order so that the beds may be bunked according to safety standards.

Residents may rearrange furniture in their room but may not exchange it with other furnishings from other rooms. Room furnishings may not be removed from assigned locations. Alterations or damages to furnishings will result in charges for replacement or restoration to original condition. If furniture is missing the resident will be charged for the replacement furniture.

No couches, chairs or futons are permitted without approval from University Housing staff. If approved a resident must provide manufacturers' certification that furniture meets the national standard for fire retardant of upholstered furniture. (California Tech. Bulletin 117 is the accepted standard). Written documentation is required prior to bringing additional furniture into Residence Hall.

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

Exercise Equipment (weightlifting apparatus, pull-up bars, barbells/ free weights over 25lbs, etc.) is not permitted.

Community and lounge furniture may not be removed or relocated. Appropriate lounge furniture is provided, and other furnishings will not be permitted in community/lounge areas. If community/lounge furniture is found within a resident's room, a charge will be assessed to the resident(s) and the resident will be subject to Housing disciplinary action.

Residents are permitted to bring personal items, such as small rugs, throw pillows, and bedspreads. Residents are encouraged to use personal items that are fire retardant. Furnishings and any item brought into the room must be arranged in a manner that does not obstruct clear access to exits, including windows.

Residents are not permitted to cover lights, drape, or hang items from lights, windows, safety equipment or ceilings in any manner. Paper or other flammable decorations should be used with care as to not increase the "fire load" of the room.

In order to ensure a safe living environment for all residents, the university reserves the right to prohibit and/or remove certain items or substances from an individual room that may otherwise be legal and permitted if one or more residents of that room can demonstrate, through an approved accommodation with the Student Accessibility Services office, that they are allergic to that item or substance. Prohibited items may include, but are not limited to, perfumes, health and hygiene products, air fresheners, cleaning products, foods, etc. In such cases, residents of the room will be notified, in writing by housing, of the substance(s) to be excluded from the room. Failure to comply with the restriction may result in summary room transfer and/or judicial action. In cases where medical accommodations conflict (e.g., one student required something to which another student is allergic) a mediation will be held with housing staff and representatives of the ODS to determine the best solution, which may include moving one or all residents involved.

## Guest Policy (UGPC 9)

- A guest is defined as anyone in a residence hall room that is not assigned to that specific space by Housing Operations and/or Residential Life.

- Roommates must be courteous to one another when having visitors and be sensitive to the primary rights of their roommate(s) to sleep, study and privacy. Having visitors is a privilege that requires the prior consent of roommate(s). Unresolved visitation issues among roommates may result in the loss of the privileges for all residents of a room. As such, guests should visit only with the approval of all roommates within the room.
- External guests in the New York City Residence Halls (anyone who does not reside in the residence hall being visited) must be registered and receive a valid guest pass during posted hours prior to entering the residence hall. These guests must register their arrival at the guest registration kiosk and present a valid ID to Security. Guest passes in NYC are printed and distributed by Security. The resident host is responsible for maintaining and presenting the guest pass for their guest(s).
  - Accepted forms of ID include any government issued ID (foreign or domestic) or a Pace University ID
- Guests are considered either short-term or overnight guests, depending on their registration status and length of stay:
  - Short-Term Guests are guests that arrive and depart on the same day during posted guest registration hours are considered short-term guests. Residents are permitted unlimited short-term guests up to two guests at a time.
  - Overnight Guests are guests that remain signed-in or remain on-campus after guest registration hours (generally 1:00 am). Residents are permitted up to two overnight guests at a time up to five (5) consecutive nights. Each guest counts as one overnight visit each night. Residents are permitted up to ten (10) overnights per month. Each guest is only permitted up to ten overnight visits to the University, cumulative of visits with all hosts and buildings.
- NYC guests who do not sign-out before the close of the community desk automatically become registered as an overnight guest, even if the guest does not remain in the residence hall, and the visit will count towards the host's monthly guest allowance.
- As long as all roommates agree, each resident is permitted to register and host up to two guests at a time. Guest allowance limits reset on the first day of each month.
- Residents must always escort their guests while on-campus. Guests are not permitted to be left unattended in the residence hall.
- Residents assume responsibility for the conduct and behavior of their guests, including informing guests of all pertinent residence hall policies and procedures. If a guest is in violation of any policy the resident will be forwarded to the disciplinary process.
- Additionally, guests will be held accountable for their behavior and may be removed from campus at the discretion of the University.
- Guests under the age of eighteen (18) are not permitted in the residence hall unless a guest exception is submitted and approved prior to the guest's arrival. Guests under sixteen (16) years of age are only permitted in the residence halls when escorted by their parent/guardian.
- In NYC, guests who are not currently signed-in and who arrive after the community desk has closed, will not be permitted to enter the residence hall. In the event of a dire situation, at the discretion of a resident assistant or residential life professional staff member on-call, a guest may be allowed to sign-in after hours. In all situations in which this special accommodation is made, the host and the guest may be charged with a temporary restriction of guest privileges.
- Violations of the guest policy may be charged as student conduct policy violations and guest privileges may be revoked, including exceeding the limits for overnights and cases where hosts or guests create disturbances or when violations of the guest policy become frequent, flagrant, or appear to involve fraud on the part of either the host or the guest. In addition, the Residential Life and/or University Housing Staff may, at any time, require a guest to vacate any Residence Hall. A guest may be prohibited from University property indefinitely if their behaviors go against University policies.
- Guests will not be permitted during Thanksgiving break, winter break, during intersession periods (between the end of spring and the start of the summer term, or the end of the summer and start of the fall term) or spring break.
- The university reserves the right to limit or restrict guest visitation at any time.

## Hover boards, Electric Bikes/Scooter (UGPC 8 and 9)

The use and/or possession of hover boards, self-propelled scooters, battery operated scooters (e-scooter), battery operated bikes (e-bike), hands-free Segway, electric unicycle, and any similar devices on University property, and/or storage at the University is prohibited. Should these devices be found on campus, they will be confiscated by appropriate college staff. Such violations will be referred to through the student conduct process.

## Identification (UGPC 1A, 1I, 7, 8 and 9)

A Pace University ID card must be presented to gain admittance into a residence hall and upon request of a staff member or Safety and Security. Presenting false identification or impersonating another person or a university official is prohibited. Allowing use of your ID card by another individual for any reason is prohibited. Unauthorized entry or attempt to gain entry into the residence hall through the failure to present a proper and/or acceptable form of ID, avoidance of Security, using a falsified/modified ID card, or another resident ID card is prohibited.

## Keys and Residence Hall Access (UGPC 9)

Residents must always carry their ID cards and room keys with them and may not duplicate them, and may not give or loan either to another person. Residents should report lost or stolen ID cards/keys immediately to their RA or RD so the lock can be changed and a new card/key can be issued at the student's expense (as noted below).

**Building Access:** The Pace University ID Card is programmed to give access to each residence hall (with the exception of 55 John; see below).

**Room Access, NYC:** In 15 Beekman, 33 Beekman, and 182 Broadway, the Pace University ID Card will also provide access to the student's assigned room, and may also be required to access some common areas. In 55 John an access card (providing access to both the building and the student's assigned room) will be issued at check in. New Pace University ID Cards can be obtained at the ID Card Office and residents will be charged a \$25 replacement fee. Students in 55 John may contact their Residence Director to request a replacement access card for 55 John Street, for which they will be charged a \$25 replacement fee.

**Room Access, Pleasantville:** In all residence halls at Pleasantville, students will be issued keys to access their rooms/suites. A \$30 fee will be applied for replacement keys, and \$75 fee will be applied for lock core change.

All keys issued to students are the property of Pace University or its partners and cannot be duplicated outside the University. Residents will incur the cost of replacement keys and core changes should they duplicate their room key.

## Knives (UGPC 3A, 3B, 5A and 9)

In order to be permitted in the residence halls, knives must have a total unfolded length of 4 ½" or less, only one blade side, and the blade cannot be gravity, spring or otherwise mechanically assisted. A few examples of knives that are prohibited: Swiss army knife, switchblade, gravity knife, box cutters etc.

## Littering, Garbage, and Recycling (UGPC 1A, 2B,8 and 9)

Students are required to dispose of all garbage and trash in appropriate areas and receptacles. Students may not dispose of litter in any form on the University grounds or facilities. This includes, but not limited to, cigarette butts, flyers, cans, bottles, etc. It is also prohibited to collect containers (i.e., bottles, cans, boxes, etc.) that may attract pests or cause other safety hazards. In accordance with NYC Law,

recyclable materials are to be placed in designated bins. RA's will identify these locations at floor meetings.

### Maximum Occupancy (UGPC 1B and 9)

For fire safety and safe evacuation, occupancy limits for all spaces (including all residents of the room or suite) is limited to three times the maximum residency of a room or apartment. For example, a room to which 2 people may be assigned has a maximum occupancy of 6. A suite to which 5 people may be assigned has a maximum occupancy of 15. A townhouse of 8 students assigned has a maximum occupancy of 24.

### Noise (UGPC 1A, and 9)

Pace University prohibits excessive noise after 11:00 pm nightly. In addition, residents must observe 24-hour quiet hours during midterm study periods and final exam periods. At no time should residents' noise level interfere with the academic community. All communities must practice 24-hour courtesy hours. Residents are responsible for discontinuing noisy activity if requested to do so by another resident or staff member at any time. Sound carries easily throughout the residence halls. Voices, stereos, televisions, and sound amplification equipment can often be heard in other rooms on a floor and floors above and below, and in neighboring buildings. Playing drums and amplified instruments is strictly prohibited. Students playing non-amplified instruments in their rooms and/or in common areas may be asked to stop playing if it disturbs others. Subwoofers are not permitted. Students who own a stereo with subwoofers should disconnect them from the stereo while in use.

### Noxious Odors (UGPC 9)

Causing noxious odors (i.e., incense, smoking, trash build up, dirty laundry, etc.) is prohibited.

### Pets/Emotional Support and Service Animals (UGPC 9)

Fish (e.g. beta fish, goldfish) contained in a well maintained and cared for aquarium holding no more than ten gallons of water are permitted. The owner of any emotional support/service animal (must be approved by Student Accessibility Services) is ultimately responsible for the actions of the animal. Students must ensure proper noise control, hygiene and care of their approved emotional support/service animal so that it is not disruptive to the educational pursuits of the community.

### Property Loss or Damage (UGPC 2A and 2B)

The University assumes no responsibility of any kind for loss or damage to personal property caused by fire, water, theft, the actions of other students or guests, or any other cause whatsoever. Personal property stored in resident rooms, during the period of the housing agreement, shall be stored at the owner's risk. Students not residing on campus during the summer may not store personal property in the residential facilities during the Summer Sessions. In an effort to assist students in their efforts to protect personal property, the housing office can provide information on property insurance providers. Students may also be eligible for coverage under the insurance plan of a parent or guardian. We highly encourage students to investigate these options.

Students are expected to take reasonable precautions to ensure the safety of their items, including keeping valuables (particularly computers, phones and other electronic devices) elevated (off the floor) and away from windows in case of minor flooding or water leaking from windows. In addition, students should always lock their doors when they leave their room to reduce the possibility of theft.

Students should not store any items on or around the Air Conditioning Unit. Please do not move beds next to the Air Conditioning Unit. It is important and the responsibility of each resident to ensure that there is proper ventilation in their space to avoid unhealthy situations.

If students make financial claims against the University for damages incurred in the residence halls, such claims will only be considered after students submit their claims through their own insurance coverage. Such claims will only be considered if the incident is reported to security within 48 hours of its occurrence, and only if Pace staff has the opportunity to investigate and evaluate all property that is claimed to have been damaged. Claims will never be considered in instances where the student fails to take reasonable action to protect against the damage, or to recover from and repair the damage (e.g. quickly removing items from an area where a leak has occurred and laundering it).

### **Posters/Pictures with Mounting Materials (UGPC 1A, 2B and 9)**

Students are not permitted to use any clay, sticky tac or adhesives to mount anything on the walls.

Students are permitted to use mounting materials that do not leave residue or otherwise mark the walls. At check out, students must remove all mounting materials from all walls. Students will be charged for wall damage or walls that need to be repainted after moving out if any damage occurs.

### **Roof Access (reference University (UGPC 1I and 9)**

Student access to roof areas is strictly prohibited.

### **Safety Equipment (UGPC 1I, 2B and 9)**

Tampering of any fire safety equipment is unlawful and strictly prohibited. This includes, but is not limited to smoke detectors, locks, fire extinguishers, window stops, sprinklers, emergency panic bars, stairwell alarms, fire pull stations, and exit signs. Such behavior may result in a fine, disciplinary action and/or criminal prosecution. Non-compliance with this policy will be documented for a violation of University policy through the student conduct process, which may result in suspension or expulsion from the residence or Pace University. If a resident(s) is found responsible for pulling a fire alarm under false pretenses, they will be fined \$250.00 and will be held accountable through the student conduct process. Additionally, one may be subject to criminal prosecution.

### **Searches and Confiscation (UGPC 1A, 1B, and 9)**

Authorized University personnel may request a resident's cooperation in searching concealed areas. They may confiscate any suspicious, unauthorized or illegal items that they may find in the room or on their person. Residents will be asked to immediately dispose of items that are prohibited in the halls or pose a danger to the safety of the individual or community. If an item is removed from a resident's room in their absence, the resident will be issued documentation indicating the removal. Confiscated items are subject to being discarded or placed in confiscation storage at the discretion of the security and housing staff. Confiscated items will be held for 72 hours (about 3 days). Items confiscated after this 72-hour period will be disposed of. Students wanting to take items out of confiscation beyond the 72-hour confiscation deadline must ask for permission through e-mail to their RD before the 72-hour timeframe completes. The possession of prohibited items may result in disciplinary action, criminal prosecution, or both. Illegal items will be turned over to the Safety and Security department.

### **Smoking (UGPC 1J, 8 and 9))**

In the interest of providing a safe and healthy environment for faculty, staff and students and in accordance with New York City Local Law 2 and Title 20 of Westchester County Sanitary Code, Pace University, Office of Residential Life has adopted the following smoking rule:

Residents, guests, and employees of the University are strictly prohibited from smoking in the residence halls, including student rooms, common areas, lobbies, lounges, activity rooms, stairways, doorways and elevators. The area immediately around the main entrance to each residence hall is also considered a non-smoking area. The use of vapes, and E-cigarettes are also prohibited in these areas. Smokers

must remain 50 feet from any residence hall. Failure to do so may result in a fine and/or disciplinary action.

### Sports in the Halls (UGPC 1A, 1B, 1I, 1J, 2B and 9)

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

### Stalking, Harassment, Bullying (UGPC 5 A- 5E and 9)

No student shall perform acts that are intended to harass, threaten, or alarm another person. Examples include repeatedly following such person; repeatedly committing acts that alarm or seriously harass or threaten such other person and that serve no legitimate purpose; and repeatedly communicating by mechanical, electronic means, third party or any form of written communication with such person in a manner likely to cause alarm. Incidents in which stalking, harassment, or bullying is alleged may result in the summary re-location or suspension of the accused pending resolution of the matter.

### Student Behavior Online (UGPC 1F, 8 and 9)

The Office of Residential Life or University Housing staff members who choose to participate in non-University online communities do not use the forum as a formal mechanism for monitoring inappropriate student behavior, illegal activity, or issues of student safety. Notwithstanding the above, it is possible that a staff member may unintentionally encounter inappropriate student conduct, or such conduct may be brought to the staff member's attention by another. In general, a student's conduct in non-University affiliated online communities should not be subject to disciplinary action unless the information relates to documented incidents which occurred within University property or the conduct seriously affects the student's position as a member of the resident community.

### Tapestries (UGPC 9)

Some Tapestries are permitted. However, it cannot be hung from the ceiling, or covering the ceiling, and cannot be hung as a bed canopy. Tapestries cannot cover windows, electrical outlets, any sprinkler or fire alarm and lights cannot be strung around or be touching the tapestry. Residence Life staff have the right to remove any tapestries that are deemed a fire safety concern.

### Weapons (UGPC 3 A, 3 B, 5 A, 8 and 9)

A "weapon" can be defined as any object or substance designed to inflict a wound, cause injury or incapacitate, or create a reasonable fear of harm, including but not limited to, all firearms, including air rifles and pellet guns; ammunition; knives; martial arts weapons; brass knuckles; explosives; and dangerous chemicals or poisons that are possessed with the intent to injure another or to cause damage to property. Pepper spray, personal tasers or any other personal protection devices are not permitted on campus.

### Windows (UGPC 1 A 1I and 9)

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

- Entering residence halls or rooms by students or their guests via windows, or fire doors is prohibited.
- Speakers should not be placed on or played from windows.

## *Student Disciplinary Procedures and Hearings*

Students who are subject to the University's disciplinary procedure because of an alleged violation of the Guiding Principles Conduct or other practice or policy of the University may elect to resolve the charges by an Administrative Resolution, Informal Hearing, Non-Admission Resolution, or a Formal Hearing. If the Administrative Resolution does not result in an agreement of the charges for which the student accepts responsibility and the sanction to be imposed, the student may elect to have the disciplinary charges resolved through an Informal Hearing or Formal Hearing.

### **Terms and Procedures for a Disciplinary Hearing:**

#### *Summary Action*

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

If injunctions or civil authority are required, the President, or in the President's absence, the Provost, and in the absence of the President or the Provost, another designated officer of the University, shall authorize such action after consultation with faculty and student representatives to the maximum extent practicable. In all cases involving summary action, the following procedure will be observed:

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

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

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

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

### *Administrative Resolution*

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

### *Non-Admission Resolution Option*

Ordinarily, students who are subject to the University's disciplinary procedure because of an alleged violation of the Guiding Principles of Conduct or other practice or policy of the University may elect to resolve the charges by an Administrative Resolution, an Informal Hearing or a Formal Hearing. If the Administrative Resolution does not result in an agreement of the charges for which the student accepts responsibility and the sanction to be imposed, the student may elect to have the disciplinary charges resolved through an Informal Hearing or Formal Hearing.

Students against whom both University disciplinary charges and related criminal charges are pending have an additional option for resolving disciplinary charges. Such students may elect the "Non-Admission Resolution" option. The Non-Admission Resolution option permits a student to negotiate the charges for which a sanction will be imposed without admitting or denying the charges, as well as to negotiate the sanction to be imposed.

Despite the lack of the student's admission of responsibility for any of the misconduct alleged, for purposes of a subsequent disciplinary proceeding the University will treat the student in the same manner as if they had accepted responsibility for the negotiated charges. The student may not appeal the results of the Non-Admission Resolution option.

If the hearing officer and the student are unable to agree upon the disciplinary charges and the sanction to be imposed, the student may elect to resolve the pending disciplinary charges by either an Informal Resolution or a Formal Hearing. The University, in its sole discretion, may deny a student's election of the Non-Admission Resolution.

## **Procedures for a Student Conduct Hearing: The Hearing Officer**

The terms student conduct hearing and "student conduct meeting" are used interchangeably. The Hearing Officer may be an Assistant Residence Director, Residence Director, Assistant Director, or a Director within Student Affairs, an Assistant Dean for Students, and a Dean for Students, or the Associate Director of Community Standards.

### *Responsibilities of the Hearing Officer:*

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

### *Notice of the Charge(s)*

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

### *Informal Hearing*

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

### *Formal Hearing*

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

### *Procedural Guidelines:*

- Each of the parties or their advisor shall be afforded an opportunity to present an opening and closing statement.
- The complaining party and their witnesses shall be heard first.
- The alleged violator shall be given an opportunity to testify and present evidence and witnesses but shall not be compelled to testify nor shall an inference be drawn from the failure to testify.
- Each of the parties or their advisor shall have an opportunity to hear and question adverse witnesses.
- Each party, in addition to their advisor, may have three observers present during the Hearing.
- If any party plans to have an attorney present to act as the party's advisor, the party must notify the Hearing Officer 48 hours in advance of the session in order to allow for University Counsel to be present. If University Counsel cannot attend the pre-scheduled session, the Hearing Officer will set another date convenient for all parties.
- The decision by the Hearing Officer will be based solely upon the evidence presented at the session. The alleged violator's student file shall be deemed part of the record in evidence at the session.
- A finding of the Hearing Officer shall be based on a fair preponderance of credible evidence.
- It is the burden of the complainant to show that it is more likely than not that the alleged violator committed the violation(s) contained in the charge.
- If the alleged violator fails to appear at the Hearing, the Hearing Officer may, at their discretion, postpone to another date or, based on the record before the Hearing Officer, issue a decision as to whether there was a violation (s) as charged and, if so, impose an appropriate sanction.
- If the alleged violator appears, but walks out as a result of free choice, the session will continue in their absence.
- No negative inference will be made as a result of their departure.
- A tape recording of the hearing shall be made at the University's expense. The recording shall be maintained by the Hearing Officer for a period of 1 year following the date of issuance of the finding. A party to the proceeding may obtain a written transcript or a copy of the tape recording at their expense.
- As soon as practicable following the conclusion of the Hearing, a written decision will be forwarded to all parties. The decision will be sent to the local Dean for Students for proper recording.
- Please refer to this link regarding policy and procedure on Discrimination, non-sex-based harassment, and retaliation  
<https://www.pace.edu/sites/default/files/2021-03/policy-against-discrimination-harassment-retaliation.pdf>.

### *Disciplinary Sanctions*

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

- **Admonition:** A verbal warning that a student's conduct is improper or violates University rules or regulations coupled with a direction to cease and desist.
- **Reprimand:** A formal written notice that the student has engaged in improper conduct and a warning that subsequent violations may result in more severe disciplinary action.
- **Restitution:** Restitution may include payment to an individual or to the University to cover the cost of damage, destruction, defacement, theft, or unauthorized use of property. Students found responsible through the student conduct process will have all restitution payments added to their University Student Account.
- **Fine:** A monetary amount assessed as a penalty for improper conduct or violation of University rules and regulations. Fines for specific violations are enumerated in University publications (i.e., Catalog, Student Handbook, Guide to Residential Living).
- **Educational Sanction:** Community restitution or required participation in a project or activity, either within or outside the University, during a period and in a manner consistent with the nature and severity of the violation(s) as determined by the Hearing officer in consultation with appropriate university personnel.
- **Restriction or Revocation of Privileges:** Alteration, limitation or revocation of certain privileges associated with membership or participation in the University community for a specified or indefinite period of time. Examples of such privileges include but are not limited to: entering University property or facilities; use of or participation in programs, activities, events and services on or off campus; membership, election to or holding office in a club, organization or society; representing the University on a committee or in a program or activity; operation or parking of a motor vehicle on University premises; visitation by guests; participation in recreational, intramural or varsity athletic programs; use of University technology resources.
- **Probation:** Specified or indefinite period during which infraction-free conduct must be maintained coupled with a warning that subsequent improper conduct or violation of University rules or regulations may result in more severe disciplinary action including separation from residence and/or the University. [May include restriction and/or revocation of privileges as described above as well as winter/summer housing and room selection].
- **Suspension:** A suspended student will be temporarily deprived of all rights and privileges normally afforded to an enrolled student. Separation from a residence hall, class, or classes and/or University facilities or premises and revocation of rights and privileges is for a specified period between one day and a full academic year. Conditions may be placed on the student's return. In the case of Suspension from the University the sanction may be recorded in the student's academic record. A student may be suspended from residence and not from the University.
- **Dismissal:** A dismissed student will be separated from residence or from the University community for a period of no less than one full academic year. A student may be dismissed from residence and not from the University. In the case of Dismissal from the University, the sanction may be recorded in the student's academic record. Conditions may be applied, and reinstatement of residence or as an enrolled student must be in the form of a petition, in writing to the Dean for Students.
- **Expulsion:** The most severe form of disciplinary action. An expelled student may not return to residence and/or the University. The student is permanently separated and loses all rights and privileges associated with membership in the University community. In the case of Expulsion, the sanction may be recorded in the student's academic record. The decision to expel a student may be made only by the Director of Residential Life or higher authority in the case of expulsion from residence, or the Dean for Students or higher authority in the case of expulsion from the University.

### *Sanctioning Point System:*

The point system was created to make the student conduct sanctioning process clearer, more consistent, and more predictable for students. Under the points system, a student found responsible for violating University policy is assigned points according to the table of violations provided. Points and/or other sanctions are assigned at the conclusion of the Student Conduct hearing process. The

points are cumulative over the course of the academic year (fall- spring, spring-fall). Previous violations are always considered before points and/or sanctions are assigned for violations.

Evidence shows the irresponsible use of alcohol (by students' underage and students drinking hard liquor) greatly increases the risk of harm to themselves and others. Therefore, more severe sanctions will be imposed upon any student found to have distributed alcohol or consumed it in excess as well as on students that consumed or distribute illegal drugs or medication that are not prescribed.

The chart below shows examples of violations and the associated point values. Points are assigned within a given range based upon the circumstances of the specific incident. This list is not inclusive of all possible violations. All sanctions are subject to the discretion of the Student Conduct Officer.

<b>Violation</b>	<b>POINT RANGE</b>
Involvement in any conduct code violation (listed or unlisted)	1-15
<b>Alcohol/Drugs</b>	
Possession and/or consumption of any alcoholic beverages under 21 and hard liquor	3-5
Possession of bulk alcohol/binge drinking device	3-5
Public intoxication	2-4
Marijuana use and/or possession	3-7
Drug paraphernalia possession	1-3
Providing alcohol to students under 21	3-6
Illegal drug use and/or possession (excluding marijuana)	6-10
Distribution of illegal/controlled substances	10
* Sell or intent to sell drugs	15
<b>Conduct Behavior</b>	
False identification (including possession or use of fake ID)	2-3
Failure to comply with a University official	2-4
Unauthorized access	1-4
Lewd behavior (urinating in public, streaking, flashing, etc.)	2-5
Disorderly conduct	2-4
Aggressive physical behavior (shoving, punching, fighting)	8-15
Theft	3-10
Harassment	4-8
Acts of intolerance	6-10
Hazing	6-10
Vandalism*	4-8
Retaliation	6-10
Weapons/Dangerous Materials	8-10
<b>Other</b>	
Housing policy violations	1-8
Life safety violations	1-4
Smoking policy violations	1-2
Discharge of fire extinguisher	8
Setting off fire alarm	4-8

Factors that may be considered when determining a disciplinary sanction(s):

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

- Impact on the individual(s) involved and/or on the residence or University community
- Aggravated, intentional, repeated, or multiple violation(s)
- Disciplinary and civic history
- Acknowledgement of accountability / responsibility for improper conduct
- Remorse, cooperation

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

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

Disciplinary sanctions which do not restrict or revoke a student's rights or privileges or otherwise affect the student's status as enrolled; or sanctions applied as a result of informal resolution as described in the Student Handbook may not be appealed.

Nothing in the preceding guidelines should be construed as limiting or preventing in any way, the right or authority of other officials of the University to take necessary and appropriate action, which affect students consistent with the officials' stated, published, or implied role or responsibility.

Furthermore, a Dean for Students may take disciplinary action in cases where they observe a student violating rules or regulations, or the terms of a previously applied disciplinary sanction, without following the disciplinary procedures described in the Student Handbook. If a staff member reports to the Dean that they observed a student violating a previously applied sanction, the Dean may impose additional sanctions without following the disciplinary procedures in the Student Handbook.

In the case of single, multiple, or repeated violations the Hearing Officer may apply one or more sanctions of varying severity up to and including the level of their designated authority.

A sanction may be instituted immediately or put in abeyance pending appeal.

## Process for Appeal of a Disciplinary Action

A student, who is found responsible of violating a University regulation and subsequently disciplined, may request an appeal through the Student Conduct Online system Guardian. Instructions for the appeal process are listed within the decision letter via email from the hearing officer. Appeals will only be accepted through the Guardian system within five (5) regularly scheduled class days following the date the student receives notification of the Hearing Officer's decision.

There are 5 grounds upon which a student may appeal a decision as a result of a disciplinary Hearing:

- The original Hearing was not conducted in conformity with applicable procedures.
- The record before the Hearing Officer did not establish that it was more likely than not that the student committed the violation(s).
- The sanctions imposed were not appropriate for the violation(s), which the student was found to have committed.
- New Information, not known previously to the student, is sufficient to require that the decision and/or sanction be modified or vacated.

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

The officer considering the appeal reserves the right to modify the decision of the Hearing Officer. As soon as practicable, the decision on appeal will be made and a new decision letter will be emailed to the student.

### *Releasing Disciplinary Information*

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

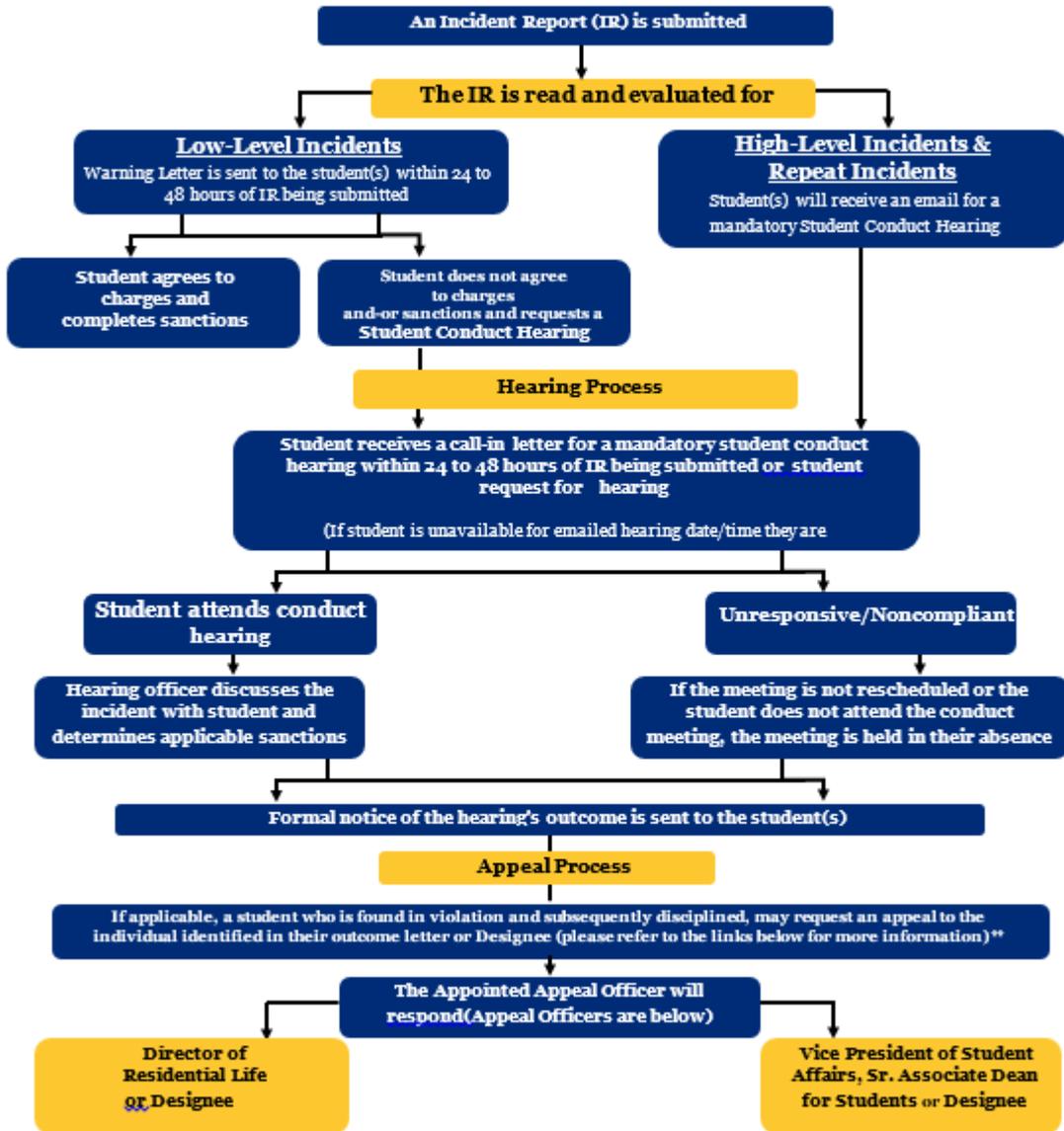
### *Time Limits*

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

## Overview of University Conduct Process



### Overview of University Conduct Process at Pace University (NYC and PLV)



For campus specific guidelines and questions, please refer to the following links:

NYC: <https://www.pace.edu/housing/nyc/important-housing-dates-policies-forms/policies>

PLV: <https://www.pace.edu/housing/westchester/policies-forms>