



College of Health Professions

# **MASTER OF PUBLIC HEALTH STUDENT HANDBOOK**

**SEPTEMBER 2025**

Students are responsible for knowing and complying with all applicable policies of Pace University and the MPH Program.

The 2025-2026 MPH Student Handbook may be changed from time to time at the sole discretion of the Health Science Department and such changes may be with or without prior notice. The 2025-2026 MPH Student Handbook is not intended as, and shall not be construed as, a contract.

# 2025-2026 MASTER OF PUBLIC HEALTH STUDENT HANDBOOK

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## WELCOME TO THE MASTER OF PUBLIC HEALTH PROGRAM

Dear Graduate Students:

The faculty and I applaud your decision to pursue a Master of Public Health and are delighted you chose Pace University and the College of Health Professions as the place to do so. The program you have enrolled in will be rigorous, stimulating, and challenging. The hard work will pay dividends as you emerge with the skills required to become an effective public health practitioner and leader. Faculty and staff are here to help you to be successful in your academic and professional endeavors. As with any new role there are expectations that will help you to be successful as a student and as a graduate.

The Core Values of the College of Health Professions are **Commitment to Quality Care, Cultural Competence, Innovation, Integrity, Interprofessional Collaboration, and Scholarship**. In concert with these values, our expectations of you in the graduate student role are that you will be honest, respect others and yourself, be accountable and committed to doing your very best, give constructive feedback to us and to your peers, participate fully in the learning process, be reflective in your learning and practice, adhere to standards, and understand all of the privileges, rights, and responsibilities of being a student in the College of Health Professions and Pace University. As part of these responsibilities, you are required to be familiar with the Master of Public Health Student Handbook. Our goal is to provide you with the tools you will need to be the best you can be – excellent professionals of the highest caliber!

This Handbook will guide you through the standards, policies and practices set forth by the faculty. The Handbook will be updated annually, so please refer to it frequently as an important source of information for your daily work. An electronic copy is being provided to you. You may also access a copy of the Handbook through the Health Science Department website.

Our commitment to you is to give you constructive feedback, participate fully in the teaching and learning process, be reflective in our teaching, and adhere to the standards we have established for ourselves, our students, and the public health profession. We welcome the opportunity to embrace all of the privileges, rights, and responsibilities of being your teachers and mentors. I wish you the very best in your studies!

Beau J. Anderson, PhD, MA(Ed), Lac  
Interim Co-Dean\*  
College of Health Professions

\*Fulfills all the duties of associate dean for Allied Health programs

## **ADMINISTRATIVE STRUCTURE**

### **Denise Tahara, PhD, MPhil, MBA**

Chair

Health Science Department

College of Health Professions

161 William Street

New York, NY 10038

(212) 618-6031

Email: [dtahara@pace.edu](mailto:dtahara@pace.edu)

### **Joshua Mendelsohn, MSc, PhD**

Director

Master of Public Health program

College of Health Professions

161 William Street, Room 416

New York, NY 10038

Email: [jmendelsohn@pace.edu](mailto:jmendelsohn@pace.edu)

## **WELCOME FROM THE MPH DIRECTOR AND PROGRAM FACULTY**

Dear MPH Students,

The policies in this Master of Public Health Student Handbook were developed by faculty and administrators of the Master of Public Health program to provide information to students about what is required of you as you progress in your program of study. These policies also help to promote and maintain standards of rigor and quality.

This Handbook, however, is not the only source of policies and procedures that you are required to be knowledgeable about and to comply with while you are a student in this program. Course syllabi may contain policy statements. There are important University policies and procedures that are applicable to graduate students. If a University policy or procedure conflicts with a provision of this Handbook, the provision of the Handbook will apply and govern.

Sometimes it may be necessary or desirable to change a policy, or to repeal it, or to create a new one. Consequently, this Handbook will be updated and reissued each year effective September 1, and you are responsible for remaining current with any changes as well as changes in University policies.

If you have any questions about the interpretation or application of any policy, please contact the program director.

We wish you every success in your graduate studies in the College of Health Professions.

Best regards,

Joshua Mendelsohn, PhD  
On behalf of the MPH program Faculty

# INTRODUCTION TO THE COLLEGE OF HEALTH PROFESSIONS (CHP) AND THE MPH PROGRAM

## Vision of CHP

The College is recognized for its innovative leadership in education, practice, scholarship, and service to improve health and the health professions.

## Mission of CHP

The College's mission is to educate and challenge diverse students for the health professions to be leaders, innovators and lifelong learners who will positively impact local, national, and global health.

## About the Master of Public Health (MPH) Program

The MPH program offers students specialized training in public health with a Global Health Equity concentration. This program offers an interdisciplinary approach to learning about public health that cuts across the foundational public health disciplines. Students will be exposed to foundational public health courses and specialist courses that will prepare them for a range of careers in the field of public health.

### Mission

The MPH in Global Health Equity will support an innovative and collaborative program of teaching, research and service that prepares graduates to use innovative public health methods to achieve health equity. The program will leverage the University's strengths to meet the increasing demand for global health leaders who are trained to make positive and enduring contributions to global health.

### Vision

The MPH in Global Health Equity aims to empower communities in their pursuit of social, physical and mental health and well-being.

### Program of Study

The MPH program is comprised of 42 credits. **A minimum grade of B is required to pass each course.**

Students will complete 24 credits of foundational public health courses. The MPH foundation courses include:

- PH 600: Introduction to Global Health Equity and Social Justice (0 credits)
- PH 601: Principles of Epidemiology (3 credits)
- PH 602: Social and Behavioral Determinants of Health (3 credits)
- PH 605: Vector-borne and Zoonotic Human Disease (3 credits)
- PH 610: Health Policy and Systems Reform (3 credits)
- PH 612: Statistical Inference in Public Health (3 credits)
- PH 615: Global Environmental Health and Justice (3 credits)
- PH 620: Interprofessional Leadership for Health Promotion (3 credits)
- PH 625: Research Methods in Public Health (3 credits)

In addition, students will complete 9 credits in concentration courses that focus on global health equity, an Applied Practice Experience, and an Integrated Learning Experience. The MPH concentration courses include:

- PH 701: Foundations of Social Epidemiology (3 credits)
- PH 705: Pathways and Interventions for Health Inequities (3 credits)
- PH 710: Policy Analysis for Global Health Equity (3 credits)
- PH 790: Applied Practice Experience (0 credits)

## PH 791: Integrated Learning Experience - Capstone Project (3 credits)

Finally, students will complete 6 elective credits drawn from relevant graduate courses available in collaborating departments including Biology, Environmental Studies, Economics, and Public Administration. Electives may be selected in consultation with your Academic Advisor.

The MPH in Global Health Equity prepares students for job opportunities in state and county health departments, federal health agencies, institutions of higher education, community-based organizations, charitable foundations, and the private sector. Opportunities in these organizations may include positions as health equity advisors, program managers, health policy analysts, health educators, research coordinators, academic or foundation researchers, and health agency staff members

### **Expected Student Learning Outcomes**

Students are expected to achieve the following characteristics and attributes by the completion of their program. These elements correspond to public health foundational knowledge and competencies required by the Council on Education in Public Health (CEPH).

### **MPH Foundational Public Health Knowledge**

#### Profession and Science of Public Health

1. Explain public health history, philosophy, and values.
2. Identify the core functions of public health and the 10 Essential Services.
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health.
4. List major causes and trends of morbidity and mortality in the US or other communities relevant to the school or program.
5. Discuss the science of primary, secondary, and tertiary prevention in population health including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge.

#### Factors Related to Human Health

7. Explain effects of environmental factors on a population's health.
8. Explain biological and genetic factors that affect a population's health.
9. Explain behavioral and psychological factors that affect a population's health.
10. Explain the social, political, and economic determinants of health and how they contribute to population health and health inequities.
11. Explain how globalization affects global burdens of disease.
12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (e.g., One Health)

### **MPH Foundational Competencies**

#### Evidence-Based Approaches to Public Health

1. Apply epidemiological methods to settings and situations in public health practice.
2. Select quantitative and qualitative data collection methods appropriate for a given public health context.
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming, and software, as appropriate.
4. Interpret results of data analysis for public health research, policy or practice.



#### Public Health and Health Care Systems

5. Compare the organization, structure, and function of health care, public health, and regulatory systems across national and international settings.
6. Discuss how structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and systemic levels.

#### Planning and Management to Promote Health

7. Assess population needs, assets, and capacities that affect communities' health.
8. Apply awareness of cultural values and practices to the design, implementation, or critique of public health policies or programs.
9. Design a population-based policy, program, project, or intervention.
10. Explain basic principles and tools of budget and resource management.
11. Select methods to evaluate public health programs.

#### Policy in Public Health

12. Discuss the policy-making process, including the roles of ethics and evidence.
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
14. Advocate political, social, or economic policies and programs that will improve health in diverse populations.
15. Evaluate policies for their impact on public health and health equity.

#### Leadership

16. Apply leadership and/or management principles to address a relevant issue.
17. Apply negotiation and mediation skills to address organizational or community challenges.

#### Communication

18. Select communication strategies for different audiences and sectors.
19. Communicate audience-appropriate (i.e., non-academic, non-peer audience) public health content, both in writing and through oral presentation.
20. Describe the importance of cultural competence in communicating public health content.

#### Interprofessional Practice

21. Integrate perspectives from other sectors and/or professions to promote and advance population health.

#### Systems Thinking

22. Apply a system's thinking tool to visually represent a public health issue in a format other than standard narrative.

#### Global Health Equity Concentration Competencies

23. Propose community-engaged strategies that advance health equity by supporting vulnerable and marginalized populations in making decisions that improve their health and wellbeing.
24. Monitor and evaluate health programs in relation to health equity and social justice.
25. Analyze the causes, risk factors and pathways influencing health outcomes across different levels of the global health system.

## ACADEMIC POLICIES OF THE MPH PROGRAM

### Grade Appeal Process

The process for appealing a grade in a public health course is informed by the [University's Grade Appeal Process](#) which provides that only the final course grade may be appealed. Therefore, a student may not use the Grade Appeal Process to appeal a grade for an examination, assignment, paper and the like; only a final course grade may be appealed. In the Health Science Department (HSC), the chair of HSC will hear the Grade Appeal Process. The procedure described below is intended to facilitate a student's understanding of the Grade Appeal Process and to identify the steps that must be followed. Students are responsible for knowing and complying with the Grade Appeal Process of both the University and the MPH program. The MPH program director may fulfill chair-level responsibilities at any point in the processes outlined below.

**Step 1:** At the sole discretion of the HSC chair, the student may be permitted to register for and attend certain public health courses, while the student's grade appeal is pending (ordinarily, such public health courses are those courses for which the failed course is a prerequisite). The chair's approval must be in writing. Continued enrollment is subject to the decision of the grade appeal. If the grade appeal is not granted, effective immediately the student will no longer be permitted to attend the classes for which approval to attend was given, no grades or credit will be given for those courses and the student's registration for those courses shall be voided. If the grade appeal is granted, a plan will be put in place to enable the student to complete the clinical component of the course, the timeframe of which might extend beyond the semester.

**Step 2:** If a student believes that the final grade received in an MPH course does not reflect "reasonable and generally acceptable academic requirements," the student must, within 10 business days from the date on which the student knew or should have known about the final MPH course grade, arrange to meet with the instructor who issued the grade. This meeting's purpose is to clarify the method by which the grade was determined and, if possible, to resolve the issue.

**Step 3:** If the student and the instructor are unable to resolve the issue, and the student wishes to continue the grade appeal, they may appeal the final MPH course grade to the HSC chair. The grade appeal must be submitted in writing to the chair and must clearly state the basis for challenging the grade received for the course. The student must also forward a copy of his or her written grade appeal to the instructor who issued the final grade being challenged. If the chair is the instructor who issued the grade appealed, the grade appeal must be submitted to the Associate Dean for Allied Health Programs.

**Step 4:** If, after submitting their written appeal, the student wishes to meet with the HSC chair responsible for the Grade Appeal to discuss it, they must contact the chair to make an appointment.

**Step 5:** The HSC chair will decide whether the final MPH course grade should be reviewed further. The chair's decision of whether to have a grade reviewed is final and may not be appealed. If the chair decides that the method by which the student's grade was determined was not proper, the final course grade will be reviewed. The chair will notify the student in writing whether the grade will be reviewed further.

**Step 6:** If the grade is subject to further review, the chair will notify the student in writing of the result of the review.

## **Academic Probation Policy**

The academic standards of the Health Science Department (HSC) are established by the faculty and are intended to be consistent with the policies and practices of Pace University. Usually, students who fail to satisfy the academic standards of the HSC program in which they are enrolled will be placed on academic probation. Under certain circumstances, however, students who fail to satisfy the applicable academic standards will be dismissed from the MPH program even though they previously were not on probation, (see Academic Dismissal Policy). The purpose of academic probation is to give students an opportunity to improve their academic performance and to meet the applicable academic standards. Students who satisfy the conditions of probation in the time permitted will be returned to the status of good academic standing and be eligible for enrollment in their HSC program. Students who fail to satisfy the conditions of probation within the time permitted will be dismissed automatically from the HSC program in which they are enrolled.

Set forth below is a table that contains (1) the academic standards, (2) the conditions that will result in a student being placed on academic probation, and (3) the conditions of probation that must be satisfied for the student to be returned to good academic standing. The following conditions will also apply:

- A student who fails to satisfy the applicable academic standards and is placed on probation, with certain very limited exceptions identified in the tables below, will be on probation for one semester (Probationary Semester).
- Normally, a student will be informed in writing by the HSC chair that they failed to satisfy the applicable academic standards and have been placed on probation. Probation is automatic if a student fails to satisfy the applicable academic standards and, therefore, is not contingent upon receipt of such notification. It is the student's responsibility to verify their academic standing before each semester and to make inquiries in the HSC department office if clarification is needed.
- The Probationary Semester will be the first semester in which the student is enrolled following the semester in which the student failed to satisfy the academic standards.
- Neither the status of probation nor the conditions of probation may be appealed.
- With certain limited exceptions identified in the tables below, the conditions of probation must be satisfied by the conclusion of the Probationary Semester.
- If a student fails to satisfy the conditions of probation by the conclusion of the Probationary Semester, they will be dismissed automatically from the HSC program in which the student is enrolled and from the College of Health Professions.
- A student who has successfully completed one prior Probationary Semester and, based on his or her current academic performance, would otherwise be placed on probation, will be dismissed automatically from the College of Health Professions.

The academic standards, the conditions that will result in academic probation, and the conditions that must be satisfied during the Probationary Semester, but are not limited to, the following<sup>1</sup>:

### MPH Academic Standards

Academic Standards for MPH Students	Conditions That Will Result in Academic Probation	Conditions That Must Be Satisfied During Probationary Semester
To pass any MPH course a minimum grade of "B-" is required. <sup>2</sup>	Failure to receive the minimum passing grade of "B-" in any MPH foundation or concentration level course.	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 3.00 cumulative grade point average (GPA).  In addition, the student must repeat the course the next time it is offered and receive a grade of "B-" or higher. <sup>3</sup> Students may only repeat an MPH course once.
At the conclusion of the first semester an MPH student must have at least a 3.0 GPA.	Failure to meet the minimum 3.0 GPA standard and the student's GPA is between 2.50 and 2.99.	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 3.0 GPA. During the Probationary Semester the student may take a maximum of 9 credits. The 9 credits may include courses in other Pace University colleges and schools.

### ACADEMIC DISMISSAL POLICY<sup>4</sup>

Before being dismissed from the MPH program for failing to satisfy the applicable academic standards, usually a student will be placed on academic probation for one semester (Probationary Semester), (see Academic Probation Policy). There are circumstances, however, when a student will not be placed on academic probation and instead will be dismissed from the MPH and, depending on the circumstances, the College of Health Professions. The circumstances that will result in automatic dismissal rather than probation include, but are not limited to, the following:

1. MPH students whose GPA is below 2.50 will be dismissed automatically from the MPH program and the College of Health Professions.
2. Students who fail the same MPH course twice will be dismissed automatically from the MPH program and the College of Health Professions.
3. Students who fail two MPH courses, whether the same or two different MPH courses, will be dismissed automatically from the MPH program and the College of Health Professions.
4. Students who have successfully completed one prior Probationary Semester and, based on his or her current academic performance, would otherwise be placed on probation, will be dismissed automatically from the MPH program and the College of Health Professions.
5. Students who were dismissed because they failed two MPH courses and subsequently were reinstated following a successful appeal in accordance with the Appeal of Academic Dismissal Policy, will be dismissed automatically if, after reinstatement, they fail another MPH course, whether it is the same as or different from the courses previously failed.
6. Students who fail to satisfy the conditions of probation by the conclusion of the

<sup>1</sup> For purposes of the Academic Probation Policy, except as otherwise noted, the term "MPH course" includes all required MPH foundation and concentration courses with prefix designation "PH" including the Applied Practice Experience and the Integrated Learning Experience.

<sup>2</sup> MPH course refers to any course with a PH prefix designation. A passing grade for electives with any non-PH prefix shall be guided by the regulations of the Department offering the elective course.

<sup>3</sup> Students who satisfied conditions of probation except they were unable to repeat the failed course in the Probationary Semester because it was not offered will be returned to good academic standing for the semester, excluding summer semesters, following the Probationary Semester (the "Subsequent Semester") contingent upon successfully repeating the failed course in the Subsequent Semester. Students who do not receive a "B" or higher in the failed MPH course or fail to meet any other academic standard in the Subsequent Semester, will be dismissed from the MPH program and the College of Health Professions.

<sup>4</sup> For purposes of the Academic Dismissal Policy, except as otherwise noted, the term "MPH course" includes course with a PH designation.

Probationary Semester will be dismissed automatically from the MPH program and the College of Health Professions<sup>5</sup>

As soon as practicable after the conclusion of the fall and spring semesters and the first and second summer sessions, the HSC chair will review the status of each student enrolled to identify those students who meet any of the circumstances identified above that result in automatic dismissal.

Normally, students who are dismissed from the MPH program will be informed in writing by the chair as soon as practicable that they have been dismissed from the program and, unless the student is eligible to transfer to another graduate program, from the College of Health Professions.

MPH program dismissal is automatic if a student meets the criteria for automatic dismissal and therefore is not contingent upon receipt of such notification. It is the student's responsibility to verify his or her academic standing before each semester and to make inquiries within the HSC Department if clarification is needed.

A student who has been dismissed from the MPH program, or if applicable, the College of Health Professions, may appeal the decision of dismissal to the Academic Progression Appeal Committee (Appeals Committee) in accordance with the procedure set forth in the Health Science Department Appeal of Academic Dismissal Policy. A student may, at the sole discretion of the HSC chair, be permitted to register for and attend class while the student's appeal to the Appeals Committee is pending. Such approval must be in writing. If the appeal is not granted, effective immediately the student will no longer be permitted to attend class, no grades or credit will be given for the classes attended while the appeal was pending, and the student's registration shall be voided.

### **Appeal of Academic Dismissal Policy**

Students who have been dismissed from the MPH program and, if applicable, the College of Health Professions may appeal the decision of dismissal to the Academic Progression Appeals Committee (Appeals Committee), (see Academic Probation Policy and Academic Dismissal Policy). To initiate such an appeal the student must deliver a written appeal by overnight mail or personal delivery addressed to the chair, Academic Progression Appeals Committee, c/o Staff Associate for Appeals, Office of Academic Affairs, Health Science Department, 861 Bedford Road, Pleasantville, New York 10570. Alternatively, the written appeal may be sent as an email attachment to the Chair of the Academic Progression Appeals Committee to email [healthscienceappeals@pace.edu](mailto:healthscienceappeals@pace.edu). The written appeal must be received by the Appeals Committee within ten (10) calendar days from the receipt date of the initial MPH program progression correspondence informing the student that they have been dismissed. If the appeal is not received by the Appeals Committee on or before the tenth day, normally the appeal will be denied.

### **Standard For Granting an Appeal**

An appeal will be granted only if the student demonstrates to the satisfaction of the Appeals Committee that the student's unsatisfactory academic performance is due to (1) extraordinary and (2) non-recurring circumstances, and (3) is not representative of the student's academic ability.

### **Information Required**

The written appeal submitted by the student must include the following information:

1. The name, telephone number, address, and email address of the student appealing the

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<sup>5</sup> Subject to certain very limited exceptions, only students who satisfied the conditions of academic probation by the conclusion of the Probationary Semester will be restored to good academic standing and be eligible for enrollment in their MPH program.

- decision of dismissal; and
2. The name of the program from which the student was dismissed and confirmation of whether the student was dismissed also from the College of Health Professions; and
  3. The reason the student was dismissed from the MPH program, and, if applicable, the College of Health Professions; and
  4. Identification of the (a) extraordinary and (b) non-recurring circumstances that caused the student's unsatisfactory academic performance and subsequent dismissal from the MPH program; and (c) evidence that the unsatisfactory academic performance is not representative of the student's academic ability; and
  5. An explanation of why the information provided in item 4 above should result in the reversal of the decision to dismiss the student from the MPH program and, if applicable, the College of Health Professions; and
  6. A copy of the letter informing the student that they were dismissed from the MPH program and, if applicable, the College of Health Professions; and
  7. A statement that no grade appeals are pending or will be commenced after the appeal of the decision to dismiss has been submitted to the Appeals Committee with respect to grades issued that resulted in the student being dismissed.

### **The Appeals Process**

The Appeals Committee will meet as soon as practicable after the fall and spring semesters and each of the summer sessions to hear appeals of academic dismissals. The Appeals Committee will also meet at such other times as may be reasonably necessary.

In addition to considering the student's written appeal, ordinarily the Appeals Committee will require the student to appear at a hearing to, among other things, answer any questions the Appeals Committee may have or to provide additional information. At the hearing before the Appeals Committee, the student may present additional evidence in support of their appeal. As part of its deliberations, and at its sole discretion, the Appeals Committee may, among other things, take into consideration the student's academic record, request relevant information from faculty members concerning the circumstances that gave rise to the dismissal, and request information from persons knowledgeable about other issues before the Appeals Committee. The student will be permitted to respond to such information if it is adverse to the student **and** the Appeals Committee is likely to rely on it in making their decision. No advisors or representatives of the student may participate in the hearing before the Appeals Committee or the business of the Appeals Committee. Such advisors and representatives include, but are not limited to, attorneys, representatives, friends, classmates, and family members of the student.

If the appeal is granted, the student will be reinstated to the MPH program and the College of Health Professions as the case may be and placed on academic probation in accordance with the applicable conditions of probation set forth in the Academic Probation Policy (see Reinstatement After an Appeal below). If the appeal is denied, dismissal from the MPH program and, if applicable, the College of Health Professions will be effective as of the last day of the semester in which the student was on probation or was enrolled immediately prior to being dismissed.

The decision of the Appeals Committee requires a majority vote and is final and not subject to further review. The student will be notified of the decision of the Appeals Committee in writing as soon as practicable, usually within ten (10) business days following the date on which the Appeals Committee made its decision.

### **Reinstatement After an Appeal**

A student whose appeal is granted will be reinstated in their program and the College of

Health Professions on academic probation in accordance with the applicable conditions of probation set forth in the Academic Probation Policy. A student who is reinstated and satisfies the conditions of probation within the time permitted can re-take the courses they failed. If they fail another MPH course or fail to meet the required GPA, the student will be dismissed automatically from the program and the College of Health Professions. A student who is reinstated and fails to satisfy the conditions of academic probation within the time permitted, will be dismissed automatically from the College of Health Professions. If such occurs, ordinarily the dismissal will be final, and the student will not have the right to any further review or appeal.

### **The Academic Progression Appeals Committee**

The Appeals Committee consists of five full-time faculty members of the College of Health Professions, only three of whom ordinarily will hear a student's appeal. A member of the Appeals Committee, who was a participant in the circumstances that gave rise to the student's unsatisfactory academic performance and/or subsequent dismissal, must recuse him, her, or themselves from the Appeals Committee for the sole purpose of that student's appeal.

### **Reapplication for Admission to the MPH Program**

Students who were dismissed from the MPH program due to unsatisfactory academic performance may reapply for readmission to the program one year after the effective date of dismissal from the program. To be eligible for readmission, the student must meet all the admission standards in effect for the MPH program at the time of his or her reapplication. Students who are readmitted shall be subject to such terms and conditions as may be determined by the Health Science Department to be appropriate under the circumstances.

### **Leave of Absence, Medical Leave of Absence, and Resumption of Studies Policies**

Visit [Leave of Absence](#) online for Information regarding leaves of absence, including a medical leave of absence from the University, and [resuming studies](#) thereafter.

#### **Leave of Absence Policy for College of Health Professions (CHP) Programs**

Students enrolled in CHP programs who wish to take a Leave of Absence (LOA) must obtain prior written approval from their program director or department chair. This requirement is in addition to the existing university LOA policy, which allows students to withdraw from all enrolled classes up until the last day of the semester.

#### **Key Points**

- **Approval Requirement:** Before initiating an LOA, CHP students must consult with and receive written authorization from their program director or department chair.
- **Academic Standing Requirement:** Students must be in good academic standing at the time of the request to be granted an LOA. Requests from students not in good academic standing will be reviewed on a case-by-case basis, and approval is not guaranteed.
- **Impact on Reentry:** Students who take an LOA **without prior approval** are not guaranteed reentry into their program.
- **Cohort Considerations:** Given the structured nature of CHP programs and strict cohort sizes, unauthorized leaves may disrupt academic progress and program completion timelines.

#### **Procedure**

1. **Consultation:** Meet with your program director or department chair to discuss your intention to take an LOA, verify academic standing, and understand the implications for your academic progress.
2. **Approval:** Obtain written approval for the LOA from your program director or department

chair. Note: Approval for return is up to the discretion of your program director or department chair.

3. **University LOA Application:** After receiving program approval, complete the university's LOA application process as outlined in the [Pace University Leave of Absence Policy](#).

**Note:** This policy aims to ensure that students make informed decisions regarding leaves of absence and maintains the integrity and scheduling of CHP programs. Failure to adhere to this policy may result in delays in program completion or the inability to rejoin the program.

For more information or clarification, please contact your program director or department chair.

## **ACADEMIC REQUIREMENTS, THE LAST SEMESTER, AND ELIGIBILITY TO GRADUATE**

Normally, to be eligible to graduate from the MPH program, students must have satisfied all academic requirements no later than the end of the last semester (Last Semester) of the MPH Program in which they are enrolled (Program). In rare instances, a student who has been academically successful in the Program encounters academic difficulties in the Last Semester that make the student ineligible to graduate. Unless they qualify for the exception described below, students who have not satisfied all of the academic requirements by the end of the Last Semester will not be permitted to graduate and instead will be dismissed from the Program and the College of Health Professions.

The only students who qualify for this exception are those (i) whose cumulative grade point average (GPA) at the conclusion of the Last Semester meets the minimum standard for the Program; and (ii) who failed an MPH course during the Last Semester and the failure does not qualify the student for dismissal pursuant to the Academic Dismissal Policy; and (iii) who have not been on academic probation previously. Students who satisfy all three criteria of the exception will be permitted to continue in the Program the next semester the MPH course is offered that they failed in the Last Semester. The sole purpose of this additional semester is to permit eligible students to retake the MPH course they failed in the Last Semester. To be eligible to graduate after the additional semester, students must, in accordance with the requirements of their Program, receive a passing grade or higher for the MPH course **and** maintain the minimum GPA or higher. Students who do not receive a passing grade or higher in the MPH course **or** who fail to maintain at least the minimum GPA as defined by their Program will be ineligible to graduate and instead will be dismissed from the Program and the College of Health Professions. The dismissal is final and not subject to an appeal.<sup>4</sup>

## **ACADEMIC INTEGRITY CODE**

The most important rules of academic honesty are fundamental in the pursuit of knowledge and follow inevitably from a respect for commitment to the principles of truth. Pace University's Academic Integrity Code requires students to accept responsibility for being honest and to respect ethical standards in meeting their academic assignments and requirements. You can view the [University Academic Integrity Code \(PDF\)](#) online.

Integrity in the academic environment requires students to demonstrate intellectual and academic achievement independent of all assistance except that authorized by the course instructor. Therefore, students must always respond truthfully to faculty and credit must only be taken for research, ideas, or words that are original to the student. All data on academic or clinical assignments, client records, or results of research must be the student's own work or must be properly referenced<sup>5</sup>. Students must never present any work under false pretenses. The [Academic IntegrityCode \(PDF\)](#) prohibits all forms of

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<sup>4</sup> The grade for the MPH course may be appealed in accordance with the Grade Appeal Process: Step-By-Step Policy.

<sup>5</sup> All graduate students are required to use and comply with the Publication Manual of the American Psychological Association (6th ed.).



academic dishonesty and misconduct and provides non-exclusive illustrative examples of the kinds of conduct that are prohibited, including, cheating, fabrication, helping others to violate the Academic Integrity Code, plagiarism, misrepresentation, unauthorized possession or use of academic materials, unauthorized communication, forgery or alteration, theft or destruction of academic materials, submitting duplicative work, acts that are harmful to other students, and making false statements to faculty, administrators or the Academic Conduct Committee regarding a possible code violation. Students are responsible for familiarizing themselves with the University Academic Integrity Code.

### **Academic Integrity Code Procedure**

Pace University's [Academic Integrity Code \(PDF\)](#) outlines the Direct Resolution and Academic Conduct Committee hearing procedures by which the University determines whether a student violated the Academic Integrity Code. If the violation is addressed through Direct Resolution, sanctions that may be imposed include, but are not limited to a reduction in the grade or a failing grade for the paper, report, examination, data compilation, presentation or other assignment; and/or a failing grade for the course in which the violation occurred, and/or requiring the student to complete a learning intervention designed to increase the student's awareness of the significance and consequences of the violation. If the matter is referred to the Academic Conduct Committee and it is determined that the violation occurred by a preponderance of the evidence, depending on the severity of the violation, sanctions that may be imposed include, but are not limited to file notation, reprimand, academic disciplinary probation, suspension or expulsion from a program and/or the University. The Academic Integrity Code requires that all violations of the Academic Integrity Code be documented and reported to the chair of the program in which the student is enrolled and the chair of the University's Academic Conduct Committee. Without limiting the University's discretion to impose a severe sanction for any single Code violation, students found to have committed multiple violations of the Academic Integrity Code will generally be subject to more severe sanctions.

If a student is not satisfied with the resolution of an academic integrity violation, the student may follow the appeal process as outlined in the University's Academic Integrity Code.

### **ACADEMIC ADVISOR**

Every MPH student is assigned an academic advisor for the duration of the student's enrollment in the MPH program. It is the student's responsibility to ensure they satisfy the prerequisites for MPH courses. Students must meet with their advisors each semester prior to registering for courses.

### **APPLIED PRACTICE EXPERIENCE**

As a requirement established by the Council on Education for Public Health (CEPH), MPH students demonstrate the attainment of competencies through an Applied Practice Experience (CEPH, 2021). The Applied Practice Experience (APE) will consist of 120-hour work experiences that normally consist of a practicum or internship that may be **completed after the first semester and prior to the conclusion of the final semester**. The APE may also consist of a course-based activity such as performing a needed task for a public health or health care organization under the supervision of a faculty member as an individual or group of students; activities linked to service learning; or co-curricular activities (e.g., service and volunteer opportunities, such as those organized by a student association). Activities meeting the applied practice experience should be mutually beneficial to both the field site and the student. The APE will allow each student to demonstrate attainment of at least five MPH competencies, of which at least three must be foundational. Students will work under the supervision of a practicum advisor and site preceptor, who agree to jointly supervise responsibilities. The APE has been designed as a required 0-credit experience.

### **Student Eligibility Requirements**

1. Completion of one semester of foundation MPH courses.

2. Good academic standing. A student may not be actively on academic probation.

## **Learning Objectives**

The APE provides students with opportunities to apply knowledge and skills through direct experience in public health settings such as community-based organizations, state and country health departments, non-governmental organizations, foundations, academic institutions, or the private sector.

Learning objectives include:

1. Synthesize, integrate, and apply practical knowledge, techniques, and skills acquired from coursework.
2. Gain professional experience in an applied public health and/or community health setting.
3. Develop a portfolio of professional work products.
4. Develop confidence, professionalism, and a professional network in public health.

## **How to Start the Applied Practice Process (APE)**

### **1. Submit a Fieldwork Interest Form (FIF)**

The FIF must be submitted to the MPH APE Classes site. Students will then be directed to begin the Office of Career Services (OCS) Market Ready Process, as outlined below. Placement opportunities will be posted, and students may apply with an OCS-approved resume. In some instances, students may be directly matched to some opportunities by the Experiential Learning Team based on their FIF.

### **2. Attend All APE Information Sessions**

Attend APE information session held during the spring semester. All APE information sessions will be recorded and can be accessed on the APE Classes site.

### **3. Office of Career Services Market Ready Process**

MPH students commit to attending to the following responsibilities:

- Attending all mandatory information and training sessions offered by OCS and the placement site. This includes (but may not be limited to): Introductory session; Career Services Boot Camp; one-on-one Career Services appointments for branding and resume approval, and fieldwork site onboarding and orientation.
- Completing all checkpoints in the onboarding process by stated deadlines published on the MPH APE Classes site and on Handshake.
- Staying current with all fieldwork announcements posted to the MPH APE Classes site and copied to your Pace email from onboarding through to completion of requirements.
- Conducting oneself in a professional manner in all fieldwork related communications and activities.

### **4. Find a placement**

The options for the APE placement are broad and varied. The process of finding the right internship takes time, so it is important to begin your search early. Start looking at least one semester in advance.

Requirements for a placement include the following:

- The site must be an organization, agency, or community health center engaged in public health activities, allowing you to develop skills and MPH competencies
- The organization must provide a preceptor willing and able to spend regularly scheduled time with you to provide guidance.
- The organization exhibits willingness to gradually increase your responsibility and independence over the duration of the APE.

The preceptor is the person at the APE site who agrees to mentor you and oversee your day-to-day activities and projects that you're involved in. The preceptor should have expertise in assigned project areas, experience within the organization, and the ability and desire to supervise and mentor you. The preceptor is required to submit an evaluation of your performance at the conclusion of the APE.

**Resources:**

- [Pace University Office of Career Services](#)
- APE Classes Site for resources (you will be enrolled in the Classes site during the spring semester).
- Meet with MPH faculty, who have a wide network of public and global health connections.
- Network with colleagues and classmates who work in public health locally or internationally.

The APE should be a fulfilling and stimulating experience for students as well as a beneficial arrangement for agencies and the people they serve. Support in securing a suitable placement will be provided by the HSC Experiential Learning Team.

**5. Submit a Fieldwork Proposal Form**

Upon acceptance to a fieldwork opportunity, students must submit a proposal form. The proposal form outlines the proposed schedule, brief description of duties, brief description of the expected deliverables to the site, and possible topics for Capstone I. Proposals must be approved before students begin fieldwork.

- The Proposal Form serves as an agreement between the student and the preceptor and must be developed in consultation with the preceptor.
- Must be signed by you and internship preceptor.
- Must be approved by fieldwork director, prior to starting internship.
- Details about the proposal form will be provided during the information session.

**Requirements for APE Completion**

The requirements for completion of the APE include:

1. 120-hour practice/internship requirement after completing the first semester of coursework
2. Must complete two (2) deliverables/work products that address five (5) public health competencies.
  - Three (3) foundational competencies
  - Two (2) other competencies.
3. A signed and approved APE Proposal Form.

**Methods of Evaluation**

The school or program assesses each student's competency attainment in practical and applied settings through a portfolio approach, which reviews practical, applied work products that were produced for the site's use and benefit. Review of the student's performance must be based on at least two practical, non-academic work products AND on validating that the work products demonstrate the student's attainment of the designated competencies. Mid-semester and final evaluations of student performance will be sent to supervisors. Students must ensure that evaluations are completed and submitted to the Fieldwork Coordinator.

**Verification of Hours**

Students must submit signed time logs from supervisor of hours completed by December 1 for the fall semester and April 1 for the spring semester.

## Fieldwork Final Report

A final report must be written by each student upon completion of fieldwork. The final report must be submitted to the Fieldwork Classes site and to the Capstone I course.

## ADDITIONAL INFORMATION

### Career Services

Career Services provides undergraduate and graduate students and alumni of the College of Health Professions with information about careers and job searches. Career Services is a resource for HSC students and alumni who wish to explore employment opportunities and the best way to present themselves to prospective employers. For example, Career Services offers assistance in, among other things, preparation of resumes and cover letters, developing interviewing skills, and organizes an annual spring career fair. Career Services is located on the Pleasantville and New York City campuses. For additional information, visit [Career Services](#).

### Center for Strategic Initiatives and Grants (CSIG)

The Center for Strategic Initiatives and Grants is dedicated to supporting the academic mission of the school through external funding, facilitation of faculty scholarship, student opportunities, partnerships, and leadership development. The Center provides opportunities for faculty to develop their scholarship in education, research, and practice through a variety of partnerships at the local, national, and international levels, and access to internal and external funding. The Center facilitates student-centered learning experiences that further enhance the high-quality professional education of students to prepare them to embrace the professional challenges in health care in the 21st century. Graduate assistantships and information about sources of financial support for students are available on the [Center for Strategic Initiatives and Grants](#) website.

### Complaints

The College of Health Professions strives to provide an environment of mutual respect, cooperation and understanding. Notwithstanding this commitment, problems and concerns sometimes occur. Resources and procedures are available to students for resolving complaints and addressing concerns. For example, concerns about violations of University policies are addressed through the [University Grievance Procedure: Student Grievances](#).

Complaints of Sex-Based Misconduct and Discrimination, Non Sex-Based Harassment and Retaliation are addressed by the [University's Title IX Coordinator/Affirmative Action Officer](#) pursuant respectively the [University's Sex-Based Misconduct Policy and Procedure \(PDF\)](#), and the Pace University Policy and Procedure, Discrimination, Non Sex-Based Harassment and Retaliation. The Title IX Coordinator/Affirmative Action Officer, Bernard Dufresne, can be contacted at (212) 346-1310, or at email [bdufresne@pace.edu](mailto:bdufresne@pace.edu).

The Health Science Department Academic Progression Appeals Committee decides appeals of decisions dismissing students from the MPH program and the College of Health Professions for failing to satisfy the applicable academic standards.

Concerns or complaints about the College of Health Professions that are outside the scope of any existing University or College of Health Professions procedure may be addressed in accordance with the following procedure:

The complaint must be in writing and contain the date, the student's name, telephone number and email address, the program in which the student is enrolled, and as much detail as possible about the student's concerns.

Complaints or concerns about the College of Health Professions should be submitted to the applicable program chair for which the student is enrolled, and concerns about the Center of Excellence for Healthcare Simulation should be submitted to email [pmyers@pace.edu](mailto:pmyers@pace.edu). The chair or assistant dean will, in a timely manner, investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may, within five (5) business days of date of the notification, appeal the resolution in writing to the assistant dean.

### **Computer Resource Center**

The Computer Resource Centers offer students a wide variety of resources including Internet access, wireless laptop workstations, over 50 software packages, headphones, USB connections, scanners, high-powered printers, and MAC computers.

There are many computer labs across the campuses, visit [ITS Computer Lab: Satellite Campus Locations](#).

For additional information, visit the [Computer Resource Center](#).

### **Counseling Center**

The services of the Counseling Center address personal, academic and vocational problems. In addition, the Counseling Center is available to victims of sexual assault and can provide crisis intervention assistance, emotional support, information, and referrals to medical, police and other pertinent services. Information discussed during counseling sessions is confidential. The services of the Counseling Center are offered for no fee to all members of the Pace University community. For more information, visit the [Counseling Center](#).

### **Education Records**

The Family Educational Rights and Privacy Act, commonly referred to as FERPA, is a federal law that protects the confidentiality of student education records and provides for a student's right to review and request correction of such records. For more Information about a student's rights, visit the [Office of the Registrar](#).

### **Financial Aid**

Visit the [Financial Aid](#) website for Information about student aid opportunities.

### **Health Care**

#### **University Health Care (UHC)**

UHC offers a full range of primary care services to the Pace University community. UHC is staffed by nurse practitioners (registered nurses with advanced credentials who are certified to prescribe medications) and consulting physicians.

UHC is located at:

New York City  
161 William Street, 2nd Floor  
(212) 346-1600

Pleasantville  
Paton House, Ground Floor  
(914) 773-3760

Additional information may be found at the [University Health Care](#) website.

#### **Health Insurance**

Information about [accident and sickness insurance](#) may be found on the Pace University website.

#### **Immunization Compliance Policy**

Students are required to comply with the requirements of the New York State Public Health Law regarding immunity against measles, mumps, and rubella. Details about the [Immunization Compliance](#) requirements may be found on the Pace University website.

### **Meditation Room**

Meditation rooms are available on the New York and Pleasantville campuses at:

New York City	Pleasantville
One Pace Plaza, 2nd Floor	Wilcox Hall
Entrance is next Lecture Hall North.	Across from the elevator
Proceed thru the door for W205D	(no room number)
to enter the hall for room W204B.	

### **Lactation Room**

Lactation rooms are available for use at both campuses and require security access.

New York City	Pleasantville
One Pace Plaza	15D Miller Hall
2nd Floor West Side, W205A	
(same hallway as the computer labs	
W205 & W206)	

In New York City, access to both rooms can be given by visiting the Security office on the first floor of 161 William Street.

In Pleasantville, access to both rooms can be given by Security by calling (914) 773-3400.

### **Incomplete Work**

Information about course grades at the end of the semester may be found at [Grading System](#) in the Pace Catalog.

### **Learning Commons**

Learning Commons offers Pace University students tutoring for course writing assignments and general skill development related to reading and writing and workshops on study skills and time management. In addition, the Learning Commons also provides assistance in the use of the Publication Manual of the American Psychological Association.

For additional information, visit the [Learning Commons](#).

### **Libraries**

Beekman Library	Edward and Doris Mortola Library
New York City Campus	Pleasantville campus
(212) 346-1332	(914) 773- 3380

Library hours vary during semesters, vacations and summer sessions, and many library resources are accessible online. There are many databases available to support public health research.

For additional information about public health research resources, visit the [Libraries](#) website.

### **New Student Experience and Transitions**

New Student Experience and Transitions provides guidance, resources, and advocacy for you to create a solid foundation for success and supports you in becoming an active member of our Pace community. Our division is comprised of both the Office of First-Year Experience and the Office of Transfer Student Experience, and we work closely with all new students. For additional information,

visit the [New Student Experience and Transitions](#).

### **Office of the Registrar**

The Office of the Registrar provides information and services related to course registration, scheduling, academic catalogs, transcripts and conferral of degrees. The Registrar's office can be reached through the [Help Desk](#).

### **Safety and Security Department**

The Safety and Security Department is responsible for ensuring the safety and security of all members of the Pace University community 24 hours a day, 365 days per year. Safety and Security also issues parking permits and identification cards.

The locations and telephone numbers of Safety and Security are:

New York Campus 161 William St, 1st floor (212) 346-1800	Pleasantville Campus Alumni Hall (914) 773-3400	White Plains (Law School) Preston Hall (914) 422-4300
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For additional information, visit [Safety and Security Department](#).

### **Sources of Information**

Additional information about the MPH Program and Pace University may be found at the following:

- [Pace University](#)
- [Health Science Department](#)
- [Master of Public Health Program](#)
- [Pace University Student Handbook](#)
- [Pace University Graduate Catalog](#)

Students are responsible for knowing and complying with all applicable policies of Pace University and the Health Science Department.

### **Student Accounts**

The Student Accounts office assists with billing, payments, outside scholarships, immunization compliance, and Veterans Education Benefits.

Student Accounts can be contacted by telephone at (877) 672-1830, email [studentaccounts@pace.edu](mailto:studentaccounts@pace.edu), or via the [Help Desk](#).

## **PACE POLICIES PROHIBITING SEX AND NON-SEX BASED MISCONDUCT AND DISCRIMINATION**

### **Sex-Based Misconduct Policy and Procedures**

As part of its commitment to providing a safe environment for every member of the University community and to ensuring that no student, faculty, or staff member is excluded from participating in or denied the benefits of any University program or activity on the basis of sex.

Pace University prohibits sex-based misconduct. Sex-Based Misconduct includes sexual harassment, sexual assault, gender-based harassment, sexual exploitation, domestic violence, dating violence, and stalking. The University also prohibits retaliation against anyone who reports an incident of sex-based misconduct or participates in an investigation or proceeding related to any such report.

For additional information, view the [University's Sex-Based Misconduct Policy and Procedure \(PDF\)](#).

Members of the University community who have questions about the sex-based misconduct policy and procedures or accessing available resources should contact the executive director for Institutional Equity/Title IX Coordinator at (212) 346-1310.

### **Discrimination, Non-sex-based Harassment, and Retaliation**

Pace University is strongly committed to maintaining a working and learning environment that is free from unlawful Discrimination, Harassment, or Retaliation. The University is an equal opportunity employer and an academic institution which strongly believes that all employment and academic decisions must be made without regard to whether an employee or student possesses characteristics protected by federal, state, or local law.

All University officers, administrators, supervisors, staff, faculty members, students, visitors, and applicants, as well as vendors, consultants and contractors with whom the University does business are prohibited from engaging in discrimination, harassment, or retaliation.

For additional information, view the [University's Discrimination, Non Sex-Based Harassment and Retaliation Policy and Procedure \(PDF\)](#).

Members of the University community who have concerns about discrimination or harassment should contact the Executive Director Institutional Equity/Title IX Coordinator at (212) 346-1310.

### **Reasonable Accommodations for Students with Disabilities**

The University's commitment to equal educational opportunities for students with disabilities includes providing reasonable accommodations for the needs of students with disabilities. To request an accommodation for a qualifying disability, a student must self-identify and register with the Office of Student Accessibility Services for his or her campus.

Except for the Office of Accessibility Services, no one, including faculty, is authorized to evaluate the need and arrange for an accommodation. Moreover, no one, including faculty, is authorized to contact the Office of Accessibility Services on behalf of a student.

For additional information, visit [Students Accessibility Services](#) or contact:

New York City Campus  
(212) 346-1526

Pleasantville Campus  
(914) 773-3710

Members of the University community who believe that they have been denied a reasonable accommodation for a disability to which they may be entitled should contact the Title IX Coordinator/Affirmative Action Officer at (212) 346-1310.