

Guide to Residential Living 2025-2026

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

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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 and their guests, 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 University Director for Housing Operations 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 9:00 a.m. to 5:00 p.m. housing@pace.edu, or by phone at (914) 773-3676.

Mission of Residential Life at Pace University

We create a supportive and vibrant residential community that enhances student learning and success.

Vision of Residential Life at Pace University

Living in our residence halls will transform students into engaged global citizens.

The Residential Curriculum

The Residential Curriculum at Pace University aims to provide intentional opportunities for resident students to actively participate in experiences that help build skills and habits essential to their future success. Our Residential Curriculum unifies our practices by implementing strategies defined by our departmental learning goals and outcomes to create a seamless transition between the residential experience and the classroom. Resident students will participate in one-on-one meetings with their RA, community meetings, and planned events and activities. Additionally resident students will take an active role (with support from the Residential Life Staff) in developing roommate, suitemate, and community agreements to foster a learning environment that promotes self-awareness, develops interpersonal relationships in a global community, contributes to community engagement, and supports academic success.

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 diverse 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 considering 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, interpersonal conflicts, and many other issues. 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 issues that are important 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, to ensure they will not continue to be exposed to danger, be reassigned at the discretion of Residential Life and/or Housing. 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 2025-2026

Event or Action Item	Date
First day of fall classes	September 2, 2025
Last day to cancel and move out of fall housing and receive a partial reversal of fall housing fees (the processing of fee reduction will be based on date cancellation form is received AND move out is confirmed, in accordance with the Cancellation Policy)	September 29, 2025
Spring Term Housing applications available to non-Fall residents (fall residents do not need to reapply for spring housing)	October 15, 2025
Last day to cancel spring 2026 housing without penalty via Housing Cancellation Form at MyHousing	November 1, 2025
Winter Break Housing applications available	November 1, 2025
Thanksgiving break – residence halls remain open; students are not required to leave during break	November 28 to December 1, 2025
Spring Term Housing applications due for non-Fall residents to be guaranteed spring housing	December 1, 2025
Winter Break Housing applications due - winter break housing applications received after this date subject to late application fee	December 9, 2025
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, 2025, at 12:00 p.m.
Winter Break - only students who have applied for winter housing may remain on campus during this time.	December 20, 2025, at noon to January 20, 2026
Residence Halls reopen for the spring semester (for students returning from the fall term)	January 25, 2026
First day of spring classes	January 26, 2026
Fall Room Reservation applications available – students may start submitting applications via MyHousing (including payment of housing deposit) for fall 2026. Complete information about the process will be sent to all resident students on this date.	February 28, 2026

Spring Break – residence halls remain open; students are not required to leave during break	March 29 to April 5, 2026
Summer Housing applications available (via MyHousing) - summer housing is limited in availability and cannot be guaranteed	March 17, 2026
Late Move-Out request form (for end of spring term) available for end of spring term move-outs – extensions other than graduating seniors, summer housing students, and athletes remaining for post-season play are limited to no more than 3 days (May 16) and subject to a per-day fee of \$45	April 4, 2026
Last day for returning students to apply and deposit in order secure guaranteed housing for the fall 2026/spring 2026 academic year - all returning student housing applications and deposits received after this day will be referred to the non-guaranteed waitlist	April 15, 2026
Summer Housing applications due – submissions after this date are not guaranteed summer housing and will be accommodated only on a space available basis; the summer housing application will close on this date or the date we have filled the space available for student summer housing	April 21, 2026
Late Move-Out request form (for end of spring term) due – any submissions after this date are subject to an additional fee	April 28, 2026
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 have submitted a Late Move-Out request)	May 16, 2026, at 12:00 p.m.

Office of Residential Life Staff

There is an Office of Residential Life on each campus, 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 student development and crisis management and provides the day-to-day management of their facility. Residents are encouraged to contact any member of the Residential Life Staff.

Below is a brief description of who we are and what we do:

Director of Residential Life (DRL)

The Director of Residential Life is the primary and leading voice in all residential living experience matters. The DRL plays a critical role in the overall development of an inclusive and academically supportive environment for all students on campus. The DRL is charged with creating and maintaining a safe and inclusive residential experience, building and sustaining a positive campus community through intentional interactions and events, assessing and revising department policies, procedures, and outcomes, and overseeing the department budget.

Associate/Assistant Director of Residence Life (ADRL)

The Associate/Assistant Directors for Residential Life are responsible for overseeing the operations, training and Residential 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 community development, crisis management 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 Residential Curriculum initiatives in their respective halls. The RD can also offer assistance with roommate conflicts. Members of the RD staff also serve as Case Resolution Facilitators as needed. The RD staff also plays an essential role in managing crisis situations that impact the residential community and buildings.

Assistant Residence Director (ARD)

Assistant Residence Directors assist in a variety of aspects of the Residential Life program, which may include, RA supervision, special projects, and managing aspects of the Residential Curriculum. ARDs also serve on the crisis response team.

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 curricular 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 6:00 p.m. and 8:00 a.m. on weekdays, and from 6:00 p.m. Friday through 8:00 a.m. 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 or Residential Life 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 resident 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.

The Housing Operations Team

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.

The Housing Operations team is comprised of the Assistant Vice President for Student Affairs Business Operations and University Director of Housing Operations (referred to as University Director of Housing Operations for the purposes of this guide), three Assistant/Associate Directors of Housing Operations, and a team of Housing Operations Coordinators.

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

New York City Campus access - additional information:

- All residence halls on the NYC campus require card-swipe for access. In most cases the required card will be the student ID, although for residents of 55 John a separate access card will be issued. Students must be prepared to also show their card to the guard if and when requested to do so.

Pleasantville Campus access - additional information:

- Entrance 3 is open, and a Security Officer is assigned to that post on a 24-hour basis, 7 days a week.
- Entrance 2 will remain secured until further notice.
- Entrance 1 is open periodically as needed.
- 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 a.m. – 10:00 p.m 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 of these buildings.
- Resident students who wish to have a car on the Pleasantville campus should work with the safety and security office to obtain a resident student parking permit decal. Students must have a parking permit decal to park on campus, and must park in the area(s) designated for their parking permit.

Internet Service

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

All residence halls EXCEPT 55 John Street have internet service managed by Pace University. For all buildings except 55 John Street, please contact the ITS Help Desk directly for assistance with internet service. The service contact number is (914) 773-3333, or students may [submit a Help Desk Ticket](#).

For assistance with Internet related concerns in 55 John Street, contact the provider at (866) 897-3084 to submit a ticket with the support team.

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, MMORPG'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: The following device(s) are not authorized for use in the residence halls:

- Wireless routers or any third-party networking device

Devices Not Recommended: There are some devices that may 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)

Recommendation to meet campus computer standards:

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 and distributed through a smart locker system or if necessary, the student mail rooms during posted hours. In Pleasantville, all mail will be delivered to the Elm Hall student mailroom during posted hours with distribution through smart lockers upon request and availability. [Refer to the Mail Services website for more information on distribution procedures.](#)

Mailing Addresses:

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

Name

Pace University

99 Castleton Street

Residence Hall Name and Room XXXX (enter your room number here)

Pleasantville, NY 10570

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

- The mail rooms are closed on the weekends and holidays. All deliveries will be received and processed on the following business day.
- Packages may be sent through the mailroom, provided they are properly packaged, addressed and have a prepaid label attached.
- Any expensive or valuable packages should be insured or sent through a carrier with a tracking number (UPS, FedEx, etc.) Do not send or receive cash through the mail.
- Due to the volume of Pace University mail, delays may occur. [Contact Mail Services](#) directly to report any problems.
- All packages arriving at the university for non-residents, including previous residents who have moved out, will be returned to the sender. Under special circumstances, please notify the building's Student Mail Coordinator or [email University Mail Services](#) for further assistance.

- Mail and packages not retrieved by the end of the academic year will be returned to the sender or discarded. Contact Mail Services to make other arrangements. Update your saved addresses with any companies or other institutions you receive mail from (Amazon and other retailers, magazine subscriptions, government agencies, schools, etc.)

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. Students are prohibited from using chemical drain cleaners in residence hall bathrooms.

Maintenance

Maintenance issues in all residence halls except 55 John Street are addressed by Pace University Facilities staff and their vendors. Students in these buildings may submit a work order by logging on to the [University's work order system](#). Please note that you must be connected to the Pace University Network to access this request form. Maintenance concerns in 55 John Street are resolved by Educational Housing Services (EHS) and their vendors. Students in 55 John Street may submit a work order by logging on the [EHS work order system](#). Work orders laundry equipment must be submitted separately as directed (See the "Laundry Services" section of this document).

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. 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

Emergency maintenance situations, including major leaks and flooding, inoperative door locks, or other situations that endanger safety or property require an immediate response. These emergency maintenance issues should be reported to security by contacting (212) 345-1800 (NYC) or (914) 773-3400 (Pleasantville). 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. For further assistance, residents may also report these conditions to Housing Operations at (914) 773-3676.

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.

Seasonal changes and residence hall temperatures

During transitional weather periods (fall-winter and winter-spring), in which outside temperatures could have dramatic swings from day to night, it becomes difficult to maintain optimum temperatures in the residence halls. As there is work associated with switching from one setting to another, switching from cooling to heating daily is not feasible. During this time indoor temperatures may be warmer or colder than expected. In Martin Hall and North Hall, individual room air conditioner units will be removed during the cold weather months. Communications will be sent to notify residents about these transitions. Students with concerns about the temperature in their rooms should submit a work order with Facilities, or for additional support speak with their building's Residence Director or University Housing Operations. For urgent after-hours support contact the RA on-duty or Security.

Air Conditioning Units and Air Flow

Students must take care to ensure the proper running of their AC units. Do not place food or drinks (or other liquids) on top of AC units, as spills of such items can cause serious damage to the unit.

Students must keep the area in front of the AC unit clear (at least 12") in order to allow proper air flow. Students must also keep windows CLOSED when using the AC to cool the room. Failure to take these steps may reduce the effectiveness of the AC unit, and may also result higher levels of humidity/condensation in the room.

In cases where AC units do not turn on, students should submit a work order immediately.

In cases where cooling or heating units turn on but appear to not heat or cool air as desired, students must check the following first:

- Check with an RA or RD to ensure that they are properly activating and setting the unit. Many units differ in their programming and setting process.
- Determine if, based on the time of year, either the heating or cooling function may have been deactivated. In some buildings, the cooling function is terminated from late mid to late fall to mid to late spring, and the heating function is activated (the reverse is true prior to the changeover in the fall, and after the changeover in the spring).

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 swipes 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 cards. 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 may visit one of the Dining Service Managers or contact the Auxiliary Services Office.

Laundry Facilities

Laundry facilities are in each building with equipment provided and managed by third-party vendor. 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 ***fifth week of classes.*** 55 John Street laundry services are provided by an external (non-Pace) vendor. Students experiencing problems with laundry machines, or wishing 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 and are subject to disposal. 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 (setting them aside in the laundry room) from machines that have completed their cycle and are left unattended for more than 10 minutes.

Reporting Laundry Problems

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

- In Pace managed properties, you can [view and report service through the LaundryConnect service](#), or by contacting the laundry vendor, Automatic Laundry, directly:
 - Online at the [Automatic Laundry website](#)
 - By phone at (617) 969-4340
- In 55 John, follow the directions listed on the signs posted in the laundry room

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

- In Pace managed properties, report via the University's [Facilities as a Work Order system](#) (students must be on the Pace network to submit through this site)
- In 55 John Street, report through the [EHS work order system](#).

Laundry Room Locations (NYC):

- *15 Beekman* – The laundry room is located on the 12th floor
- *182 Broadway* – The laundry room is located on the 4th 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 (Pleasantville):

- 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 1st floor in the DE section
- Townhouses – the laundry rooms are located next to Townhouse 14 and 26

Guidelines for Using Laundry Facilities

- **Promptly Remove Laundry** - It is recommended that you do not leave laundry unattended. Do not leave clothes in the washer or dryer after the cycle has been completed, as others may be waiting to use the machines. Set an alarm for yourself if needed.
- **Be Respectful** - Use one or two machines at a time during peak hours. Treat everyone's clothing like your own. Give others 15 minutes after their cycle has finished to remove another person's clothes from the washer or dryer, and place finished laundry in a basket or designated area. Do not throw clothing on the floor.
- **Be Tidy and Clean Out Lint Traps** - Keep the laundry room neat. Empty lint trays after each use. Carefully place lint in the provided trash cans, wipe up any spills, and clean up any other messes made. Leave washer lids or doors open after use and leave dryer doors closed.
- **Read Garment Care Labels** - It is advised that you read all garment care labels before laundering your clothes and note that some clothes may be too delicate for machines, even on recommended settings.
- **Don't Overload the Machines** - Overloading machines with laundry, as well as using too much detergent, can damage your laundry and the machines, causing disruptions in service.
- **Use Lower Heat Settings** - Drying materials on settings that are too high can damage laundry and machines. Certain synthetic materials are especially susceptible and will burn and break down if dried on temps that are too hot.

Mold

Mold can occur in any building, as mold spores are present in the air at all times. While most common molds found indoors don't pose a health risk to most people, it is critical that steps are taken to reduce the risk that mold will form, and to assess and abate mold whenever it occurs. Mold growth can occur in any space where conditions are conducive for it to flourish. This includes areas that are poorly ventilated and/or where humidity is high.

Students are expected to take proactive steps to maintain an environment that reduces these risk factors. Doing so includes:

- in rooms where students manage the thermostat (air conditioning and heat settings), keeping air conditioning on when temperatures and humidity are high, and keeping windows closed while the air conditioning is on

- not allowing large stacks of clothing and other soft items to remain stationary over very long periods of time, particularly under and behind beds
- frequently changing and cleaning sheets and comforters that may be pressed between the bed and the wall of the room
- keeping the air intake area in front of air conditioning units clear so air in the room may properly circulate
- submitting a work order immediately upon the first signs of mold so that it can be evaluated and properly treated

Students are permitted to use moisture/humidity reducing items such as a fan to circulate air, a dehumidifier, or moisture reducing products (such as Damp Rid or similar products) in recessed areas (e.g. behind beds, in corners, or in closets).

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 and contact the Residential Life team for additional support.

Submitting a pest control service request:

- **All Residence Halls EXCEPT 55 John Street:** please use the [Pace University work order system](#) (students must be on the Pace network to submit through this site)
- **55 John Street:** please use the [EHS work order system](#)

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 Equipment and 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. The Fire Safety Director will make the Fire Plan for each building available to residents of that building, as required by New York City and State law. Evacuation procedures are posted on the back of the front door of each residence hall room/suite/townhouse. You can also find evacuation procedures and locations for all Pace buildings on the [Pace University Fire Safety](#) page.

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 has been discontinued in Pace residence hall rooms.

15 Beekman 25th Floor Terrace

Residents are expected to be familiar with and abide by all rules and guidelines outlined in the Outdoor Terrace Policy. Failure to abide by these policies may result in disciplinary action, including loss of terrace access. Report any safety concerns to Security at (212) 346-1800.

Terrace Hours of Operation will be 8:00 a.m. to 11:00 p.m. daily, unless otherwise posted. Hours may be limited during break periods and intersessions. The terrace is actively monitored by security video with live recording. Individuals are expected to keep all personal belongings secure. Accidentally or intentionally releasing items off the roof is dangerous and illegal.

Residents and their guests are permitted on the terrace only during the posted hours of operation. The terrace may close intermittently for inclement weather, maintenance and semester breaks.

Enter the terrace by swiping your Pace ID during the posted hours. To exit, press the "Exit" button on the post next to the door and manually open the door (an automated door opener is also available for those who need it).

While using the terrace, individuals may not:

- climb, lean on or hang any items from the fencing
- climb on outdoor furnishings
- engage in any activities that involve the throwing or bouncing of objects
- post any items on the terrace
- conduct staged filming without prior approval
- smoke (including vaping and use of other electronic smoking devices)
- leave guests unattended
- move or add furniture on the terrace; indoor furniture is not permitted on the terrace

While using the terrace, individuals must:

- limit time on the terrace to one hour when the terrace is crowded and others are waiting to use the space
- be respectful of our neighbors and residents and keep noise to a reasonable volume
- remove all trash and personal items from the terrace when exiting

Townhouses on the Pleasantville Campus

The Townhouses are our apartment style living option at Pace University-Pleasantville. Residents living in the Townhouses are expected to abide by all expectations in this document unless otherwise noted. The below are exceptions to other expectations in this document, or additional information, for students living in the Townhouses due to the unique nature of the community.

- Standard and reasonable kitchen appliances are permitted in the Townhouse kitchen as long as they do not produce open flame and all other health and safety expectations are followed.
- One small refrigerator per bedroom that does not exceed 4.3 cubic feet is permitted.
- Each Townhouse is equipped with 2 fire extinguishers: one near the front entrance and one in the kitchen. These cannot be moved or touched unless in case of emergency. If you notice any

issues with the fire extinguishers in your Townhouse, you should report it to security. The university will inspect fire extinguishers throughout the year.

- Knives meant for cooking are allowed to be stored and used in the Townhouse kitchen. Knives used for any other reason are not permitted. All knives must be less than 14 inches.
- Grills- there are grills throughout the Townhouse community that can be used by residents who agree to the following safety measures:
 - The grills are meant to grill food only. Grills should not be used to create fires larger than needed for individual grill use.
 - If a fire gets out of control or spills out of the grill, residents must contact security immediately at (914) 773-3700.
 - Nothing should be placed in the grill other than coal, wood, and the food being grilled.
 - Lighter fluid and gasoline are not permitted.
 - Residents must ensure the fire is completely out before leaving the grill.
 - Residents using grills must clean up after themselves.
- Garbage, recycling and waste should be disposed of in one of the three areas for the Townhouse community: near the upper parking lot, in the middle of the community, and near the Townhouse circle. Garbage and waste should not be left outside of individual Townhouses.
- Furniture in the Townhouses may not be brought outside.
- Large items and items that may damage the building or grounds, may not be kept outside of a Townhouse for extended periods of time.
- FSL Houses- Recognized fraternities and sororities on the Pleasantville campus may apply to be granted an official Fraternity and Sorority Life (FSL) Townhouse. Organizations with an approved FSL house are granted additional privileges such as decorating their spaces and leaving certain storage over the summer, in return for guaranteeing they will keep the house at full occupancy. This privilege can be removed at anytime by the University.

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. These policies apply to Pace students, including Law Students, who live in residence halls on the New York City or Pleasantville campuses. Unless otherwise stated within a specific policy, these policies are in place at all times, including the fall, winter, spring and summer terms, and all intersessions.

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, residents assigned to such a location will be required to sign an addendum to the 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. Residents 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 residents have been explicitly instructed otherwise by the university. In cases where policies appear to be in contradiction, residents 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 at the discretion of the Residential Life and/or Housing staff, 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.

Gender Affirming Roommate Matching

In keeping with the mission of Pace University to promote and support diversity, the University Housing Operations in New York City and Pleasantville offers [Gender Affirming Roommate Matching](#) for resident students who wish to be matched with roommate in a way that is not limited by traditional binary definitions of gender.

Dates of Occupancy

The room rate covers the cost of the fall and spring academic semesters as listed in the Housing Application and Housing Agreement. The residency periods covered in the Housing Agreement for the 2025-2026 academic year are:

- Fall term: September 4, 2025, through 24 hours after the student's last final exam or December 18, 2025, at 12:00 p.m., whichever comes first.
- Spring term: January 21, 2026, to 24 hours after the student's last final exam of the Pace Spring Semester or 12:00 p.m. on May 13, 2026, 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 official occupancy periods. Additional housing fees may apply to students who arrive early or depart later than the occupancy periods.

Winter and summer housing are not included in the standard residency period. Winter and summer housing are not guaranteed, and require separate application and fees.

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 promote 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 of inspections. 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. Roommates can be held jointly responsible for health and safety policy 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 approximately 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, they must contact a Resident Assistant or their Residence 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.

Any non-emergency room change or transfer requests must be submitted online through MyHousing, by completing the Room Assignment Change Request Form located under Applications and Forms. 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 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 a Room Assignment Change Request Form 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.

The Room Assignment Change Request Form will be closed in the last weeks of each semester. Students wishing to request a room change when the form is not available can email housing@pace.edu for non-critical room change requests, or contact their Residence Director if the matter is urgent.

Roommate/Suitemate/Housemate Agreements

Roommate and Suitemate Agreements serve as flexible contracts developed jointly by member within a shared space, outlining agreed-upon boundaries and expectations for the shared living space and experience. Roommate and Suitemate Agreements are mandatory for every resident student who shares a space with another student. The agreements are facilitated by a Resident Assistant during the first three weeks of the Fall semester or once a room change occurs. Agreements can be modified at any point during the semester, and all members of the shared space are expected to uphold each agreement. The strategy of utilizing Roommate and Suitemate Agreements encourages students to contribute to and understand how their actions impact their community. Professional staff will challenge and support resident students to recognize, practice, and implement their core values for personal and professional growth through the agreement process.

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/suitemate/housemate agreement. The agreement is a document that allows residents in conflict to stipulate specific expectations and provides a means by which to hold one another accountable to those agreed upon terms.
- *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 Housing 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 fulfill these expectations, they may be referred to the Student Conduct Process.

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 Residence 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 a Residential Life or University Housing Operations professional staff and updated with charges from maintenance. (Residents at 55 John Street can also be charged for maintenance by EHS.)

By approximately June 1st (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, suite, or the entire campus (if appropriate) will be billed a proportionate share of the cost of repair or replacement. For this reason, the Offices 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. Any student billed for damages will be notified by professional staff via their Pace University email.
- Payment of all damage charges must be sent directly to Student Accounts. The Offices 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.
- ID Photo – new students are required to submit their ID photo to the ID Office well in advance of arrival in order to ensure that their printed photo ID is available when they check in. For this reason, new students will not be permitted to select a move in appointment until after they have submitted their ID photo.
- Immunization/Vaccination Requirements – while students may initially move into the residence halls with these requirements pending, students must eventually meet all immunization and health requirements set by the University, and by state and local government and health authorities, in order to remain in residence. Student Accounts notifies students of these requirements and their associated deadlines.
- 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 into 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 into the residence halls. Check-in will take place by appointment only. Students will be invited to sign up for move in appointments via MyHousing. Appointments for move-in will be available at the start of the semester, and through the first week of classes for those who may prefer to arrive late.

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 by the Residential Life Staff or by Housing Operations 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

All students must move out of the residence hall at the end of the term specified in their agreement, unless they have been assigned to housing for the upcoming term and receive approval to remain on-campus during the transitional period.

End of Semester/Year Check out procedures are set by Residential Live and University Housing Operations, and are communicated to residents by Housing Operations via email, and by the Residential Life Staff 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.

Cancellations will not be processed (e.g. assignment will not be removed and any applicable billing updates will not be made) until such time as the resident's departure has been

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](#). Any resident who would like to participate in the room selection for the following fall must have a zero balance and must submit a room deposit as part of their housing application.

Release by the University:

The university reserves the right to:

- Terminate a student's Housing Agreement in the event the student fails to
 - a. meet financial obligation to the university
 - b. maintain required academic standards
 - c. meet university immunization compliance requirements
 - d. 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 Departure from Residence (Voluntary)

- If a student wishes 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 Fee 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.

Removal and Involuntary Early Departure from Housing

Students are no longer eligible to remain in university housing if they are not registered as a full time student by the end of the registration period, if at any time they drop to zero registered credits, if they are sanctioned to removal from housing as a result of a Resolution Meeting, or if they are deemed to be an imminent danger to themselves or others (interim removal).

Note Regarding Student Account Responsibility: students are required to maintain awareness of their account and registration status. It is their responsibility to register for classes in accordance with billing due dates outlined by Student Accounts, and the registration processes and deadlines provided by the Registrar's Office and their own academic department and advisor. It is first and foremost the student's responsibility to ensure that they are in good standing and registered for each term, and to fully understand the consequences of moving into the residence halls (or remaining moved-in, if residing in housing in the fall term and continuing on for the spring term) and not being registered as a full time student.

This policy stipulates the departure timeframe and process that students will be expected to follow if they are involuntarily removed from housing (including summarily removal, if they are removed as the result of a conduct sanction, or if they must leave housing as a result of an account or registration issue). As noted, in some cases, **immediate removal** is required, and in others, more time may be afforded to plan their departure.

- **Immediate Removal: Interim removal from housing** – when a student is determined to be a potential threat to themselves or the community, the university reserves the right to summarily remove them from housing. When students are summarily removed from housing, they will receive written confirmation from the Dean for Students (or their designee who is issuing the interim removal). This confirmation will include details of the required timing of their departure. Interim removal is most often issued as a temporary measure, pending the resolution of the Student Conduct Process. For this reason, students removed from housing in this way will not be required to remove all of their belongings and fully move out (unless they wish to do so), but should remove anything they will need, as they will have limited access their room during the period of interim removal. In most cases, summarily removed students will:
 - be required to depart campus housing immediately (in most cases, the same day that the interim action is issued).
 - have their building access terminated. In cases in which a student has been issued a hard key, the student may be required to return their keys, and/or the room lock may be changed.
 - be provided with supervised access to their belongings in order to pack what they need; as additional items may be needed, they will have the opportunity to request supervised access to their things.
- **Non-Immediate Removal: Removal from housing as result of a case resolution sanction** – when students are removed from housing as a result of a Student Conduct Process, their sanction notification should include details of the required timing of their departure. The case resolution facilitator in the case will identify the date and time by which the student must complete their move out process. The student must communicate with the case resolution facilitator if they wish to request more time (such a request would be considered separate from any formal appeal of the Case Resolution Process outcome). In most cases, the removal timeline will, to the degree possible, provide reasonable time for students to safely identify where to go, pack and move out.
- **Non-Immediate Removal: Removal related to account and/or registration status** – students who are unable to register for a term, or whose registrations are dropped to zero credits due to their account not being in good standing, are not permitted to remain in campus housing

indefinitely. They must either seek and attain resolution of those issues, or submit a cancellation form and move out of residence.

- o Students who have moved into housing, and whose accounts are not in good standing and/or who are not registered for any classes (whether because they never registered themselves, or because their registration was dropped as a result of account issue), will be permitted to remain in housing if they have a reasonable plan of action that will allow them to address their account issues and/or become registered for the term.
- o Students who remain in housing while they pursue resolution of their account and/or registration for the term will be held to the cancellation policy, which does not allow any refund of semester fees after the end of the 4th week of each term.
- o Students seeking to resolve account issues and/or become reinstated for a term must do so by the end of the 4th week of classes, or they will be required to move out. Access will be terminated at that point if student has not taken the necessary steps to become registered, move out, or make further appeal to Director of Housing Operations to request to remain in housing for an extended period.
- o Students who move out of housing because they are unable to become registered for a term may only appeal for a reduction in their housing liability after they fully move out.
- o In order to properly move out, students must complete a housing cancellation form and indicate the date they will move out. No appeal of the cancellation policy (for reduction of housing liability) will be considered unless the student properly completes a cancellation form.
- o Upon requesting to appeal costs, the student will be given access to the **Housing Fee Reduction Appeal Form** via MyHousing. This form will collect required information and explain the process through which request for fee reductions are considered and either approved or denied.
- **Removal from housing as result of dropping below full-time academic status** – Students must be registered as full-time as they begin the semester. Students who wish to begin a semester below full-time status must request permission to enter housing for the term as a part-time student. Requests of this nature must be made in writing (by email) to the Director of Housing Operations. Students may, through the academic course withdrawal process, drop below full-time status during the course of the semester provided that they do not drop to zero credits. Students who receive permission to remain in housing as part-time students will not need to take any further action with housing, but are strongly advised to communicate with financial aid to determine the impact their part-time status may have on their aid package, and also with their academic advisor, to determine the impact their part-time status will have on their academic progress. Students who drop to zero credits for any reason after moving in (or who move in without ever being registered for classes) may not remain in housing. They are required to submit a cancellation form and make plans to move out as soon as it is clear that they will not be formally enrolled in at least one course for the term. They should not wait to be directed to do so.

Keys, Room Access, Building Access and Lockouts

Each student's ID card gives them access to their assigned residence hall (except 55 John Street where students 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 or suite.

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 lock change. 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 (typically weekdays 9:00 a.m.–6:00 p.m.): visit security (in NYC go to the security desk in your building; on the Pleasantville campus go to the security desk in Alumni Hall) for assistance.
- During evening hours (weekdays 6:00 p.m. to 9:00 a.m., 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.

Housing Eligibility

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 fewer than 12 credits to complete graduation requirements. This includes students engaged in student teaching for that semester.
- 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 Housing (Summer I and Summer II Terms)

Pace students living on campus during the summer terms are accountable to all policies addressed in this guide. In order to be eligible for housing during Summer I or Summer 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 Terms there is limited space and priority is given to registered students.
- Serving on the Summer Resident Assistant Staff.

Townhouse Occupancy (Pleasantville - after check-in)

A Townhouse is considered to be full when there are eight (8) residents living in the house (or fewer if any individual rooms have been designated as single accommodations). RA houses are considered full when there are seven (7) residents living in the house (or fewer if any individual rooms have been designated as single accommodations). 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. Please refer to the "Empty Beds" section for details on filling vacant spaces.

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 are subject to change and may not be open.

Semester Break

- Winter and Summer break are not included in the residential periods covered by the standard academic year housing agreement. University residence halls are closed for the duration of the Winter and Summer Breaks except to residents who have applied for and paid the additional cost for these periods.
- Winter 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.
- Except for those who have applied for and paid the additional cost for these periods, residents will not have access to their rooms during this time. If residents need access to their space at this time, they must receive permission from the Residential Life or Housing Operations Staff and must be escorted by staff to the space until they depart.
- Dining Services will not be available during these breaks and, if available, the transportation schedule will be limited.

- The university is not required to provide housing to any student during the Semester Break.
- Prior to winter break, students will receive instructions they must follow for preparing their room for the break, moving out for the break, winter housing, cancelling spring housing (if they plan not to return) and returning for the spring term.

Housing Accommodations

Students who wish to apply for a housing accommodation must contact the Office of Student Accessibility Services. Students applying for a housing accommodation must have medical documentation to support their request. To view the housing accommodation process, please visit the [Office of Student Accessibility Services](#) website. Once approved for a housing accommodation, Student Accessibility Services will communicate directly to the Office of Housing Operations of the accommodation. Housing Operations will work with the student to fulfill the accommodation based on availability.

Alternative Housing Policy

Pace University reserves the right to secure alternate housing when demand dictates that as a necessity. In such a case, resident students who may be assigned to an alternate housing location will be notified prior to their arrival on campus.

If alternate housing takes the form of a master lease (one in which Pace secures a number of bed spaces and provides on-site staff support) students must follow all Pace policies (including those university-wide, specific to the Guide to Residential Living), as well as any additional policies required by the location's administration. In cases where two policies are similar but one is more restrictive, the more restrictive policy should be followed unless explicitly instructed otherwise by the university. In cases where policies seem contradictory, students should seek guidance from Pace University Housing Operations or the Residential Life Staff.

Policy and Notification of Changes

The VP For Student Affairs/Dean for Students, the University Director of Housing Operations, or their designee 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 VP For Student Affairs/Dean for Students, the University Director of Housing Operations, or their designee 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.

University Guiding Principles of Conduct

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.
- 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

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 and off of 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.

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](#)).

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

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.

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.

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.

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.

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

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.

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.

Interim 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, Interim Action may be taken against the student. A student may also be subject to interim 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. Interim Action may include (but is not limited to) removal from residence halls, reassignment to another room or residence hall, assessment by the counseling center, restriction of guest privileges, and/or the implementation of a "no contact order" or "behavioral contract" (which addresses specific behaviors which may not violate university policy in individually, but which may pose a substantial disruption to the daily operation of the university). In such cases involving removal from residence, if necessary and appropriate, steps will be taken to eject the student from the University's premises.

Interim actions include, but are not limited to:

- No Contact Order - a directive instructing two or more students to avoid any direct, indirect or proxy contact or communication
- Behavioral Contract – a directive instructing a student to avoid engaging in specific behaviors which are deemed to be disruptive or interfere with the safe and efficient operation of the university
- Interim Removal from or Reassignment of Housing – temporary removal from housing or reassignment to another room or building pending further conduct action and resolution

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 alcoholic beverages of no more than 12% ABV and no more than 72 ounces in volume in the privacy of their room
- 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. For the Pace University campus, this is defined as no more than 72 ounces of alcoholic beverages, with no greater than 12% alcohol by volume. Neither the volume nor the percentage of alcohol by volume may exceed these amounts.
- 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 Director of Residence Life or their designee.
- Individuals may not supply alcohol to another person who is underage.
- 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.
- Beer kegs, boxed wine, or any excessive consumption device (including funnels used for alcoholic consumption) is not permitted in any residence hall. Other items such as empty alcohol bottles, funnels, flasks, etc. may be used as evidence of alcohol possession in our student conduct process.
- Mass consumption of alcohol, or any activity which promotes the mass consumption of alcohol, are strictly prohibited.
- Any table used for drinking games will be confiscated and discarded. It will not be returned at any point of the year.
- Empty alcohol bottles may be present in the residence halls, but they must be cleaned/rinsed out and clearly being used for display. Empty bottles may be used as evidence of possession and or consumption of alcohol for the purposes of the conduct process of there is residue of alcohol in them or other factors suggest their contents were recently consumed.
- 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.

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. Students are prohibited from using chemical drain cleaners in residence hall bathrooms.

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. As a protected bicycle storage area is provided for the Pleasantville campus, students on that campus are not permitted to store bicycles in their rooms or suites.

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 areas, such as leaving dirty dishes in the sink, using the appliances improperly, discarding materials improperly, etc. may result in referral to the Student Conduct Process or the assessment of an administrative fine (cleaning fee).

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. As guests in the NYC residence halls must be signed in individually, this consent must be issued in advance (please refer to the Guest Policy). In Pleasantville, as guests are not signed into campus, underage guests must be prepared to demonstrate consent from a parent or guardian on request.

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

Compliance with the final decision/sanction rendered by a case resolution facilitator 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 interim suspension from the residence halls and/or interim 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 interim 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 entry door of their room/suite/townhouse. Any additional items must be mounted in such a way as to not incur further damage to the door. No stickers are permitted.

Posting materials that may be deemed to violate university bias, discrimination or harassment policies will result in referral to the Title IX Office or the Student Conduct Process. University staff reserve the right to remove, or may request that a student remove, material from their door if there is reason to believe its presence creates a hostile environment.

Postings (UGPC 6A1-A3 and 9)

Posting within the residence halls, including hallway walls, elevator landings, in elevators, and all common areas, is at discretion of the Residential Life staff. The Office of Residential Life on each campus will have the authority to approve items for posting. Anyone wishing to have items posted in the residence halls must submit the postings through the approval process of the Office of Residential Life on their campus for review and approval

Unauthorized posting of materials in the residence halls 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 cannabis, and the use of controlled substances without a valid prescription is prohibited. Even if a student has been prescribed medical cannabis in their home state it is **still not permitted** on the Pace University Campus at all. The

presence of cannabis odor, trace elements of cannabis, cannabis 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)

(Alarms vs. Announcements)

Students must listen to alarms or building announcements for indication of appropriate actions to take during emergencies. These may include:

- Live announcements from a Pace University Fire Life Safety Director (FLSD)
- Recorded messaging
- Audible alarms and strobes

In most cases a live Fire Life Safety Director or recorded message will explain the nature of the emergency and/or will provide emergency action instructions to all building occupants during emergencies. In cases in which an alarm sounds without a follow up announcement providing clarifying directions, students should evacuate the building.

Pace University Security will support students with mobility challenges in all emergency situations. Students who will need assistance for themselves and/or an ESA during an evacuation should notify Security in advance. For complete information on the University's fire safety report, please contact the Security office at (212) 346-1800 for NYC or (914) 773-3400 for Pleasantville.

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.

15 Beekman, 182 Broadway, 33 Beekman

An alarm 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 any limits to their mobility, 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, Pleasantville (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.

- 1st offense: reflection paper and \$100 fine, 2 conduct points
- 2nd offense: Probation, \$250 fine, 4 conduct points
- 3rd 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.
- Extension cords must be plugged directly into the wall. They may not be plugged into multi-plug adapters or other extension cords.

- 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 and/or voice recording 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 offices.

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, incense, hookah pipes and tobacco pipes are prohibited.

Halogen lamps, and wax melters or lamps that use incandescent light bulbs (including lava lamps or other devices) are strictly prohibited.

Cooking appliances, including but not limited to hot plates, toasters/toaster ovens (except for townhouses, as noted), and heating units with an open flame or high-intensity heat source are prohibited in residence hall rooms. Townhouses may have one (and no more than one) toaster or toaster oven (not both), provided that it is stored and used in the kitchen, is UL approved, is rated at 1200 Watts or less, and has total overall dimensions of no more than 20" wide x 14" deep x 12" tall.

Space heaters are prohibited except in cases where their use is specifically approved by the facilities staff to address a short-term heating concern.

The use and possession of refrigerators and microwaves is restricted to those appliances as provided by the University, with the following exceptions:

- Additional refrigerator units may be permitted under the following circumstances:
 - Students who have been approved by Student Accessibility Services to have a microwave and/or refrigerator may have the approved appliance in their room, provided it adheres to the criteria set in their approved accommodation
 - Residents of the townhouses may have up to 1 additional refrigerator per room
 - Residents of 15 Beekman, in suites with an occupancy of 7 students or more, may have up to 2 additional refrigerators per suite. All residents of the suite (at the time the unit(s) is/are brought into the suite) must be unanimous in their agreement to allow the additional appliance.
 - One small countertop refrigerator (designed for cosmetic storage) per resident is permitted provided they do not exceed 4 liters in capacity, and provided that their use does not violate rules regarding power strips and extension cords.
- In all cases in which an additional appliance is brought into a room, suite or townhouse:

- o additional appliances must be UL approved
- o additional refrigerators may not exceed a size limit of 4.3 cubic feet
- o placement of additional refrigerator(s) may not create a barrier to exiting the room
- o units placed below a bed must be provided 12" of space between it and the wall and any additional items stored beneath the bed
- o in the townhouses and 15 Beekman, additional refrigerators may not have an attached microwave

The use and possession of coffee makers is restricted to those that are UL approved, have an automatic shut-off, and have a water reservoir capacity of 6 cups or less.

All personal health and hygiene appliances (e.g. personal humidifiers, air purifiers, etc.) are permitted only if they do not generate heat, are UL approved, and have an auto shut-off feature.

One dehumidifier may be used per room (or common space in suites) provided that it is UL approved, the reservoir does not exceed 10 pints in capacity, and the occupants take care to regularly empty the reservoir.

The University reserves the right to remove any appliance that is specifically prohibited, or which is determined to present a risk to student safety or building operations

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

The university is subject to fire inspection by local government and state authorities. Fines that the University receives as a result of such inspection, which are imposed due to student fire safety violation(s) in their room/suite, townhouse, or communal areas, will be billed to the students' university account. In cases where more than one student is determined to share joint responsibility, all are subject to being billed a portion of the charge. Some common examples of violations that may result in such fines include, but are not limited to, covering smoke detectors, hanging items from fire suppression equipment, causing fire or a fire alarm through negligence, blocking egress, attaching too many paper items to the walls, etc.

Furnishings (UGPC 2B and 9)

Residents are responsible for preserving the condition of all furnishings provided in their rooms.

Residents may not bunk or un-bunk beds, or raise or lower the level of their bed, themselves. A work order must be submitted to have beds bunked or un-bunked. Not all bunked beds can be un-bunked, and the facilities staff reserves the right to deny requests for beds to be un-bunked.

Residents may rearrange furniture in their room (except with respect to bunking and un-bunking beds) but may not dismantle it or exchange it with other furnishings from other rooms. Furniture arrangements must not limit movement within the room or obscure egress.

Room furnishings may not be removed from assigned locations, even if one or more beds in a room is unassigned. Alterations or damage 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.

Explicitly prohibited furniture (and furnishing related) items include (but are not limited to):

- Furniture with 50% or more of its surface covered in upholstery
- Waterbeds
- Lofts
- Personal mattresses
- Beanbag chairs
- Futon chairs
- Headboard attachments that require the bed or walls to be damaged for their installation
- Headboard attachments that are powered (including those with extensions, USB or wireless charging ports, or lights) that do not adhere to extension cord restrictions
- Sofas
- Any furnishing that impedes egress from the room
- Any furnishing in which the total dimensions of each piece do not exceed 80 inches (total inches can be calculated by adding the longest width, the longest height, and the longest depth together when fully extended, such as legs or sides, and when fully assembled, in the case of stacking storage units
- Exercise Equipment: weightlifting apparatus, pull-up bars, barbells/ free weights over 25lbs,
- 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.

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.

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 interim 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 Student Accessibility Services Office 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 to the Pleasantville campus** are encouraged to pre-register via the Security office digital form before arriving at Entrance 3. Guests who are not pre-registered, will need to show their identification when they reach Entrance 3 and register with Security at the guard booth. This will include a listing of which resident is hosting the guest.
- **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 Guest Policy**
 - i. **Definition:** A short-term guest is someone who arrives and leaves **on the same day** during the designated **guest registration hours**.
 - ii. **Host Limits:**
 1. Residents may host **up to two (2) short-term guests at a time**.
 2. There is **no limit** to the number of short-term guests a resident may have over time, if the two-guest maximum is not exceeded at any one time.
 - **Overnight Guest Policy**
 - i. **Definition:** An overnight guest is anyone who remains on campus after the designated guest registration hours, typically 1:00 a.m.
 - ii. **Host Limits:**
 1. Residents may host **up to two (2) overnight guests at a time**.
 2. Each guest may stay for a **maximum of five (5) consecutive nights**.
 3. Each night a guest stays counts as **one (1) overnight visit**.
 - iii. **Monthly Limits:**
 1. Residents may host **up to ten (10) overnight visits per month**, regardless of the number of guests.
 2. Each individual guest is allowed a **maximum of ten (10) overnight visits per month across all residence halls and hosts**.

- 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 halls without approval of a parent or guardian. In New York City a guest exception for underage guests must be submitted and approved at least 72 hours prior to the guest's arrival. In Pleasantville, pre-approval is not required, but approval of a parent or guardian must be provided by the guest on request. 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.
- 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)

All keys issued to students are the property of Pace University or its partners and cannot be duplicated outside the University. Students are responsible for ensuring their ID is used only for legitimate purposes and not loaned to others. Residents will incur the cost of replacement keys and core changes should they duplicate their room key.

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. ***This includes creating cards, fobs, or other item or media that duplicates the RFI Coding or electronic programming of the any access media that has been officially provided by the university.*** Using a duplicate or altered University ID card may result in disciplinary action, including suspension or expulsion. 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.

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. Kitchen knives for use in community or townhouse kitchens are permitted.

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 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. Students living in University residence halls are also

required to follow all posted instructions and University directives regarding the disposal of garbage, trash and recyclables.

Maximum Occupancy by residents and their Guest(s) (UGPC 1B and 9)

For fire safety and safe evacuation, the maximum occupancy for all spaces (including all residents of the room or suite and their guests) is limited to three times the maximum assignable residency of a room, suite or townhouse. 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 enforces quiet hours Monday through Thursday 11:00 p.m. through 8:00 a.m., and Weekends 1:00 a.m. through 10:00 a.m. In addition residents must observe 24 hour quiet hours as scheduled during 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. Students with an approved ESA must also follow all other requirements stipulated by Student Accessibility Services, including but not limited to, keeping the animal in their room except as necessary to walk the animal, keeping the animal out of common spaces or other student rooms, keeping the animal on a leash when outside the student's room, meeting all health, hygiene, training, vaccination, and age requirements.

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.

Pace University does not provide storage solutions for any resident belongings. If needed, it is the responsibility of each resident to research, contract and arrange these services, including the pick-up, storage, and drop-off of their belongings. Pace is not responsible for any student belongings handled or stored by any vendors.

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 with any fire safety equipment is unlawful and strictly prohibited. This includes, but is not limited to smoke detectors, locks, fire extinguishers (including both built in fire suppressant systems and hand-use fire extinguishers, such as those furnished in certain hallway spaces and in townhouse units), window stops, sprinklers, emergency panic bars, stairwell alarms, fire pull stations, and exit signs. 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. Any of the behaviors described here may result in a fine, Student Conduct action and/or criminal prosecution.

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

The University reserves the unconditional right to enter any room occupied by students pursuant to the Housing 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.

Staff may confiscate any suspicious, prohibited or illegal items that they may find in the room or on their person. When conditions allow, in lieu of confiscation, residents may 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 given to the police (in cases where their continued presence on campus is deemed to be unsafe or unlawful), held by the security staff, held by the Residence Director, or discarded (in cases where disposal is required and can be safely done). For items kept by staff (security or RD) students may contact the staff holding the item within 72 hours to retrieve their item if they provide evidence that the item will be immediately removed from campus. Arrangements may be made for extension of storage, but such arrangements must be made (by the student) within 72 hours. Otherwise, the item is subject to being disposed of after the 72-hour period.

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 entrance. Failure to do so may result in a fine and/or Student Conduct 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 interim 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 and Wall Decorations in Resident Rooms/Suites/Townhouses (UGPC 9)

No draperies, tapestries, or any other decorative materials should hang from the ceilings. Doors and walls should not have more than 15% of the entire wall area (including the portion of the wall concealed by furniture) or door area covered with combustible decorative material such as posters, pictures, or textiles. Tapestries may not be hung as a bed canopy. Tapestries cannot cover windows, electrical outlets, any sprinkler or fire alarm. Lights cannot be strung around, or be touching, the tapestry. Residence Life staff have the right to remove any decorations 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)

Sitting in windows, and/or extending head, arms, legs or upper body through windows is strictly prohibited. Throwing or dropping objects from a window is strictly prohibited. Tampering with or removal of window stops, or other safety equipment is not permitted and will result in a fine.

- In rooms where windows have screens, students may not remove or otherwise tamper with the screens.
- Speakers should not be placed on or played from windows.
- Entering or exiting residence halls or rooms by students or their guests via windows, or fire doors is prohibited.

Student Resolution Options and Procedures

Students who are subject to the University's student conduct process 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, Informal, or a Formal Resolution. Administrative Resolution is for first time and low-level violations of the Guiding Principles of Conduct. If the Administrative Resolution does not result in an agreement of the charges for which the student accepts responsibility and the sanctions to be imposed, the student may elect to have the alleged charges resolved through an Informal Resolution. Formal Resolution is only reserved for incidents where a student may be separated from the university (suspension, residence hall removal/ban, or expulsion).

[Full details of the Case Resolution Process can be found here.](#)

Amnesty through Responsible Action

Alcohol and Other Drugs

At Pace University, the wellbeing of students is of primary importance. Each student plays a critical role in creating a community of care. Pace encourages students and student organizations to ensure the well-being of others by taking responsible steps to seek assistance for individuals who are intoxicated/impaired (including themselves). When this occurs, the University honors that care by prioritizing educational and supportive responses. The University will not hold students or student organizations who take such action (for themselves or others), or for whom such action is taken, accountable for violations of the University's alcohol and other drug policies (except for driving under the influence).

To be eligible for Amnesty through Responsible Action you must:

1. **CALL for help:** In medical emergencies, immediate action should be taken by calling Campus Security at (914) 773-3400. In non-emergency situations, responding staff or emergency personnel can also be sought by contacting, for students in residence halls, your Resident Assistant on-duty (phone number varies by building).
2. **STAY** with the person until responding staff or emergency personnel arrive and you have been told your assistance is no longer needed.
3. **COOPERATE** with responding staff or emergency personnel, including all requests for information and assistance.

In a situation where a student or member(s) of a student organization takes responsible action (for themselves or for others) and calls, stays, and cooperates, or has such action taken for them, the responding party (e.g., Security, Resident Assistant, Emergency Personnel) will fully document the incident. Students will be asked to provide their name, UID, and contact information to the responding party(ies). Students and if applicable, student organizations will receive a notice from the Office of Community Standards and are expected to attend a meeting with a staff member regarding the incident.

If it is determined through this meeting that the student or student organization followed all required steps to be eligible for Amnesty through Responsible Action, the student or student organization will not

be held accountable for alcohol or other drug related policy violation (except for driving under the influence). The student or student organization may still be asked to complete an alcohol or other drug intervention and to complete educational activities. For example, a student or may be required to participate in Alcohol Edu or alcohol and other drug evaluation for substance abuse through the Counseling Center. Student organizations may be asked to participate in educational activities. Amnesty through Responsible Action applies only to alcohol and other drug related policies. If other policy violations occurred, or may have occurred, the student or student organization will participate in the student conduct process related to those policies and may be found responsible.

For Amnesty through Responsible Action to apply, the student or student organization must agree to timely completion of any educational assignment, recommended assessment, and/or treatment. If a student who receives medical assistance fails to complete the required course of action, or exhibits a pattern of problematic behavior with alcohol, that student or student organization may be subject to formal disciplinary action.

As with any incident involving alcohol, parents of students under the legal drinking age will be notified of the 2nd offense and/or any alcohol or drug transport to the hospital. A student organization that facilitates the acquisition of alcohol may also be required to notify its advisor, provide an educational program for its members, and/or change its processes for hosting events.

Should the student or student organization be found responsible for a subsequent violation of Pace University policy, any Amnesty through Responsible Action the student has received will be reviewed for the purposes of determining an appropriate outcome but will not be counted as a prior violation.

If a student or student organization is involved in multiple incidents in which Amnesty through Responsible Action is received or determined, disciplinary action may be taken if the student is found to be repeatedly placing themselves or others at risk.

Sex-Based Misconduct

The health and safety of every student at Pace is of utmost importance. The University realizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Pace strongly encourages students to report domestic violence, dating violence, stalking, sex-based harassment, or sexual assault to University officials. A student bystander or student incident participant acting in good faith, who reports or discloses any incident of domestic violence, dating violence, stalking, sex-based harassment, or sexual assault to Pace University officials or law enforcement will not be subject to the University's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault, in accordance with the University's Drug and Alcohol Use Amnesty Policy.

The most up-to-date information about this and many other policies can be found on our [Sexual and Interpersonal Wellness Policies and Procedures](#) page.

Quick Reference of Items Explicitly Prohibited in the Residence Halls

A number of different sections of this guide indicate several items that are prohibited. This list is provided as a quick reference summary of most, although not all, such items. Students are still responsible to abide by all prohibitions listed in this guide, even if it is not reflected in the list below.

Some items on the list may be permitted if included as part of an approved medical accommodation with the Student Accessibilities Services Office.

Prohibited items include (but are not limited to):

- Furniture and appliances
 - Furniture with 50% or more of its surface covered in upholstery
 - Sofas
 - Waterbeds
 - Personal mattresses
 - Beanbag chairs
 - Futon chairs
 - Headboard attachments that require the bed or walls to be damaged for their installation, or that are powered (including those with extensions, USB or wireless charging ports, or lights) that do not adhere to extension cord restrictions
 - Lofts
 - Any furnishing that impedes egress from the room
 - Any furnishing in which the total dimensions of each piece do not exceed 80 inches (total inches can be calculated by adding the longest width, the longest height, and the longest depth together when fully extended, such as legs or sides, and when fully assembled, in the case of stacking storage units)
- Technology
 - E-bikes and E-bike batteries
 - Externally mounted antennas
 - Wireless routers or any third-party networking device
- Alcohol and other Drugs
 - Alcohol, except in accordance with the Alcohol Policy
 - Drugs, except prescription medication (prescribed to the person in possession of the medication)
- Fire safety and chemical hazards
 - Candles, incense, hookah pipes and tobacco pipes
 - Halogen lamps, and wax melters or lamps that use incandescent light bulbs (including lava lamps or other devices)
 - Cooking appliances, including but not limited to hot plates, toasters/toaster ovens (except for townhouses; please refer to the detailed policy for full information), and heating units with an open flame or high-intensity heat source

- Refrigerators and microwaves except those included with the unit (and with respect to microwaves, except for townhouses; please refer to the detailed policy for full information)
- Space heaters are prohibited except in cases where their use is specifically approved by the facilities staff to address a short-term heating concern
- Chemical cleaners for drains
- Incendiary devices, explosives, or dangerous weapons (including any item or material which could be used to inflict injury or harm or to intimidate)
- Other prohibited Items
 - Toy and Imitation Weapons
 - knives with a total unfolded length in excess of 4 ½" (kitchen knives for use in community or townhouse kitchens are permitted)
 - Exercise Equipment, including weightlifting apparatus, pull-up bars, barbells/ free weights over 25lbs