PACE UNIVERSITY
Elisabeth Haub School of Law

Guide to Residential Living 2026–2027

White Plains Campus

78 North Broadway
Aloysia Hall 101 & 102
White Plains, NY, 10603
Phone: (914) 422-4136

Welcome to On Campus Living!

This Guide to Residential Living is a resource outlining the services, guidelines, important information, community standards, policies, and procedures of our community. The policies contained in this document apply to all individuals living within Elisabeth Haub School of Law at Pace University's residence hall, including all properties owned and leased by Pace University. These policies apply year-round, including the summer term.

Residents with questions or concerns that are not covered in this document should contact the Residential Life staff Monday through Friday, from 9:00am to 5:00 p.m. at (914) 422-4136 or via the Residential Life email.

Email

Residential Life will use a student's Pace email (if enrolled in the law school) or preferred email if a non-Pace student residing in the residence hall from May 25, 2026- August 15, 2027. Administrative deadlines pertaining to room reservations, opening and closing, and other important information will be communicated via each student's Pace email address.

Facilities and Services

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Internet Service

All resident rooms have internet connectivity. Dannat Hall has internet service provided by Pace University. Please contact the help desk directly for assistance with internet service. The service contact number is (914) 773-3333, or students may submit a helpdesk ticket through the Pace ITS Help Desk. The RA staff can provide assistance with submitting work orders.

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 wireless to the degree necessary to support their academics, but our wireless service is not meant to support voice service, video streaming, MMPG's, etc., at all times. Students have a responsibility to monitor how their calls are being carried, whether over the Wi-Fi or through their data plan, and make choices about whether to make the call or not, and how long to talk. Pace does not purport to offer its wireless service to support all voice service and is never responsible for the cost of calls or other usage made through a student's data plan.

Appropriate Use Policy for Information Technology

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

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

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

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

- Wireless routers or any third-party networking devices

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

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

Recommended Computer Requirements:

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

Mail

Letters and magazines will be dropped off by the mailroom once per day and sorted by the Residential Life Staff in the evening. Each student has an individual mailbox in the residence hall and the code will be given out during the move-in process. Packages are only delivered to the mailroom located on the ground floor of Aloysia Hall. A mailroom staff member will reach out to the residential life staff to notify residents of a package received. Please check with the mailroom for pickup hours.

Mailing address:
Student Name, Dannat Hall, Room XXX
78 North Broadway
White Plains, NY 10603

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

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

Prior to check out, be sure that the mailroom has an updated address for forwarding purposes.

*Due to the tremendous volume of Pace University mail, a delay may occur from time to time. Report any problems through Pace University Mail Services.

Commercial Use

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

Custodial Service

In all residences, basic custodial service is provided for common areas, including corridors, lounges, elevator landings, and community bathrooms (excluding private bathrooms in all residence halls). 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 the residents' responsibility to maintain their individual room and all shared areas. Custodial service is not available to clean personal space, and students are required to maintain hygienic conditions in their room (see Health and Safety Inspections). If a common area needs cleaning or custodial service beyond the routine service provided, access to common spaces may be restricted and residents of a floor or building will share the expense of that additional cleaning.

Maintenance

Maintenance issues in all residence halls are addressed by Pace University Facilities staff. Students should report issues in the residence hall to the RA on duty.

If a maintenance issue is not resolved in a timely manner, contact your RA or the RA on duty or email Residential Life. 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 the Office of Student Affairs will generally attempt to give notice to students through their Pace email regarding preventive maintenance plans. However, when Facilities finds it necessary to access a room because of an urgent or time sensitive issue, residents might not receive notice before maintenance occurs.

Emergency maintenance situations, including major leaks and flooding, inoperative door locks, or other situations that endanger safety or property require an immediate response. During regular office hours, residents should report these conditions to a member of the RA staff or by contacting security at (914) 422-4111.

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

Dining Services

Hours of operation for residential dining are found at the Pace Eats dining website.

Laundry Facilities

Laundry facilities are located in the basement of Dannat Hall. All laundry services are included with the housing fee. If students experience issues with a laundry machine, or wish to report malfunctioning, please call the number posted in each laundry facility and/or reach out to a member of the Residential Life staff.

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 for more than 24 hours. Students are encouraged to allow a 10-minute grace period before moving someone else's laundry out of a washer or dryer that has completed its cycle, but residents are permitted to remove items (and set them aside in the laundry room) from machines that have completed their cycle and are left unattended for more than 10 minutes.

If there are specific problems with the Laundry Machines, those should be reported through the Automatic Laundry service portal.

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 contact a member of the residence hall staff and they will submit a work order through the University system.

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

Fire Safety Disclosure

All Pace University residence halls are equipped with smoke detection alarms, alarm pull stations, and sprinklers. It is a violation to tamper with or disable any fire protection equipment in the Residence Halls. Fire alarm drills are conducted each semester, and students are provided with the Fire Plan for their building as they move in, as required by state law. For complete information on the University's fire safety report, please contact the security office at (914) 773-4300.

Residential Life and Office of Student Affairs Administrative Policies

These policies govern the administrative and operational aspects of the Residential Life program at Pace University's White Plains Campus. 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.

Room Placement Policy

The University reserves the right to determine and assign the housing space to be occupied by the student and to reassign alternative accommodations as circumstances warrant. Should the student be assigned to an alternative accommodation, a proportionate rate differential may be charged or refunded upon date of reassignment.

Dates of Occupancy

The room rate covers the cost of the weeks contracted for that the student has selected and the Office of Student Affairs/Dannat Hall has approved.

Health and Safety Inspections

Student rooms will be inspected once during the summer (during the summer term) and periodically during the fall or spring semesters to assure compliance with health and safety related aspects of the University Guiding Principles and Residential Life policy. Staff are not required to notify students in advance. Staff will inspect rooms in pairs. In most cases, students will be given opportunity to resolve health and safety concerns before a re-inspection. Punitive action will only take place in especially egregious violations of health and safety regulations, or when a student fails to resolve the violation. 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.

Use of Assigned Space

Occupancy of space is permitted only to the student to whom the space is assigned. The University reserves the right to assign a resident to any vacant space or relocate any student residing in a room with a vacant space or an area requiring consolidation to a new space.

Room Condition and Reporting Damages

Residents of a room are responsible for ensuring that damages occurring during the year are 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.

Students are expected to report damages 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 relating to allegations of damages caused by Pace University staff or Pace University contractors must be made to the security office.

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. Within 48 hours of checking in, students must report any discrepancies to the RA. Proper completion of the RCR will prevent the student from incurring charges for damages present upon move in. The resident of a room will be held jointly accountable for damages found during or after check out. The RA is not responsible for the final and binding assessment of room damages as all RCR's will be reviewed by the RD and/or the Assistant Dean for Student Affairs or Designee and updated with charges from maintenance.

Damages and Fines

Although there is a good faith attempt to bill the individual(s) responsible; if the responsible person(s) cannot be identified, residents of a particular section, building, house or the entire campus (if appropriate) will be billed a proportionate share of the cost of repair or replacement. For this reason, the Office of the Assistant Dean for Students Affairs requests the cooperation of the residence community in identifying negligent parties.

Clearance to Check-In (Pace Students)

In order 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 and tuition and housing fees paid in a timely manner.
- Finances – Pace students must have their University Student Account paid, be within the payment threshold set by Student Accounts, or be on an approved payment plan.
- Immunization/Vaccination Requirements – students must meet all immunization and health requirements set by the University, and by state and local government and health authorities.

Students who are not in good standing may be required to leave at any time. Appropriate time will be given 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 hall but then need to leave will be held accountable for the costs of housing in accordance with the cancellation policy. This means that students will still be held responsible for some or all of the semester housing fee (depending on the day they move out), even if:

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

Check-in Procedures

Once a student is cleared, they will be able to check in to the residence hall. Check in will happen by appointment only. Students will be able to sign up for move in appointments – the staff will reach out with available times. Appointments for move in will be communicated to residents after May 15, 2026.

Before arriving, all residential students will be required to complete several items online, those will be emailed to the student by Office of Student Affairs or Dannat Hall. Once the move-in-time selection process begins, limited appointments will be available on a first-come, first-served basis.

Check-Out Procedures

Students leaving an assigned space for any reason (transfer, consolidation, contract termination, or end of year/session) must complete the check-out procedure for their building. Any portion of the check-out procedure not completed could result in a charge/fine. Failure to complete even one may result in a $75.00 improper check-out fine.

The Express Check-Out procedures generally include:

- When a student is ready to check out, they will notify the RA or RD.
- The room will then be inspected by an RA or RD within 24 hours of the check-out time, and a Room Condition Report will be completed.
- The student will be held responsible for any damages to the room. Students choosing to utilize the express check-out process waive their right to appeal the damage and administrative fees associated with their room condition or check out process.
- Failure to properly check out will result in an improper check out charge of $75, or room rent charges until the staff is able to confirm that the student has moved out.

Release by the University:

The University reserves the right to:

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

Early Withdrawal from Residence

- If a student wants to move out of their housing assignment, they must notify the RA on duty and/or email Residential Life to officially check-out of residence. Please follow the directions mentioned above.

Refunds

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

Keys and Lockouts

- When a resident checks in, they will receive keys for their room from Residential Life Staff.
- To ensure safety within the halls, please report all lost keys to the RA or RD so the lock can be changed.
- For Pace Students: Students' ID cards provide access to their residence hall. Any issues with respect to gaining access to a dorm room should be reported to an RA or RD who will resolve the issue with Security, as needed.
- Students must return any borrowed or assigned keys. A fee is charged for the replacement of any lost keys. If required, residents may also be billed for a new lock cylinder plus installation. See Keys (reference University Guiding Principle 26).

Community Kitchen and Additional Policies

There is a Community Kitchen that has a standard-sized refrigerator for use.

See Refrigerators/Micro Fridges and Fire Safety Prohibitions: Appliances, Candles, Halogen Lamps, Hookah Pipes, Incense, Open Heating Elements, Open Flames, E-Cigarettes, or Tobacco Pipes (reference University Guiding Principle 26) for further information.

Policy and Notification of Changes

The Assistant Dean for Student Affairs or designee may, with proper notice to the resident student population, alter policies found in this Community Guide to Residential Living during the course of the summer and/or traditional academic year. Proper notice will consist of email notification to each student's email account. Similarly, the Assistant Dean for Student Affairs or 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 (UGPC)

General Statement of Policies

The University reserves the right, at its sole discretion and with or without prior notice, to promulgate new academic and nonacademic rules, policies and practices, as well as to amend or rescind existing academic and non-academic rules, policies and practices. By applying for enrollment and by enrolling each applicant and enrolled student, respectively, agrees to be bound by all of the University's rules, policies, practices, including, without limitation, the Guiding Principles of Conduct. Applicants and enrolled students who fail to comply with the University's rules, policies and practices are subject to discipline that may include, but is not limited to, denial of admission, denial of academic credits or a degree, suspension and/or dismissal from the University.

Academic Integrity

Students are required to be honest and ethical in satisfying their academic assignments and requirements. Academic integrity requires that, except as may be authorized by the instructor, a student must demonstrate independent intellectual and academic achievements. Therefore, when a student uses or relies upon an idea or material obtained from another source, proper credit or attribution must be given. A failure to give credit or attribution to ideas or material obtained from an outside source is plagiarism. Plagiarism is strictly forbidden.

Every student is responsible for giving the proper credit or attribution for any quotation, idea, data, or other material obtained from another source that is presented (whether orally or in writing) in the student's papers, reports, submissions, examinations, presentations and the like.

Individual schools and programs may have adopted additional standards of academic integrity. Therefore, students are responsible for familiarizing themselves with the academic integrity policies of the University as well as of the individual schools and programs in which they are enrolled. A student who fails to comply with the standards of academic integrity is subject to disciplinary actions such as, but not limited to, a reduction in the grade for the assignment or the course, a failing grade in the assignment or the course, suspension and/or dismissal from the University. A PDF of the Pace University Academic Integrity Code can be found online through the Pace University Student Handbook under the Policies and Procedures section.

Guiding Principles of Conduct

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

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

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

Residential Life Health, Safety, and Security Policies

All behavioral policies in Pace University residence halls are based on the University Guiding Principles of Conduct (UGPC), but not all prohibited or required behaviors are specifically detailed in the UGPC. Students are expected to adhere to both the letter and the spirit of the UGPC. The policies in this section help clarify how the UGPC impacts the behavior of resident students. Students are held accountable to ALL university policies and procedures, including those made available to them here and in other essential university documents.

Summary Action within Residential Life (reference all University Guiding Principles, with emphasis on 5, 10 and 26)

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

Alcohol Policy (reference University Guiding Principles 14, 15, 24, 26, and the University Drug and Alcohol Policy)

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

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

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

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

- Individuals under the age of 21 may not be in the presence of, possess, consume or purchase alcohol in the residence halls.
- Individuals 21 years of age or older may only possess amounts of alcohol consistent with personal consumption (specifically, 72 ounces of beer or beer product or 50 ounces of wine) and cannot be in the presence of, possess or consume alcohol in the presence of a minor.
- It is a violation to possess an open container of alcohol in the public or community areas, including outside. No open containers of alcoholic beverages will be permitted in any other public areas (e.g., lounges, hallways, kitchenettes, patios, porches, outside of the residence

hall, etc.) of any residence hall without the permission of the Assistant Dean for Student Affairs or their designee.

- Individuals may not supply alcohol to another person who is underage.
- No hard liquor is permitted in the Residence Hall, nor is it permitted at any social event.
- Individuals may only possess amounts of alcohol consistent with personal consumption: Specifically, 72 ounces of beer or beer product or 50 ounces of wine per "of age" person.
- Alcohol which is possessed, purchased, or dispensed illegally or in violation of any regulations will be required to be discarded in the presence of a Residential Life and Housing staff and/or Pace Security staff. Violators will face disciplinary action.
- Kegs, boxed wine, funnels or any other materials such as shot glasses that promote the mass consumption of alcohol are not permitted in the residence halls at any time.
- Mass consumption of alcohol, drinking games, or any activity which promotes the mass consumption of alcohol, are strictly prohibited.
- Examples of activities that promote that mass consumption of alcohol include but are not limited to:
    - Drinking Games
    - Water Pong
- Any table used for drinking games will be confiscated and discarded. It will not be returned at any point in the year.
- Decorative alcohol bottles of any kind are not permitted in the Residence Hall.
- Beer kegs, hard liquors, or any excessive consumption devices are not permitted in any residence hall. Other items such as empty alcohol bottles, shot glasses, funnels, flask, etc. may be used as evidence of alcohol possession in our student conduct process.
- University officials have the right to request appropriate ID when questioning a resident or guests for appropriate age.
- Students or guests possessing alcohol in violation of the alcohol policy will be required to dispose of the alcohol in the presence of staff and/or Pace Security staff. Guests will be removed from building immediately. Students who violate the alcohol policy are subjected to disciplinary action.

Antennas (reference University Guiding Principle 26)

External antennas of any type are prohibited, including satellites.

Bathrooms

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

In keeping with Pace University's policy of nondiscrimination on the basis of gender identity or actual or perceived sex, Pace University allows individuals to use a sex-specific restroom 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 (reference University Guiding Principle 26)

There is a bike lockup outside of Dannat Hall. Student bikes may not be stored inside the residence hall.

Communal Kitchens

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

Consent

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

Cooperation and respect for University Staff (reference University Guiding Principles 1, 9, 10 and 26)

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

Curtains (reference University Guiding Principle 26)

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 walls.

Discrimination (reference University Guiding Principles 11 and 12, Affirmative Action Statement Policy, Statement Regarding Sex Discrimination, and Policy Statement Regarding Hate/Bias-Related Crimes)

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

Doors/Mounted Items (reference University Guiding Principles 2 and 26)

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

Postings (reference University Guiding Principle 17, 18, 20, 26)

Posting notices, flyers, ads, and other informational items must be approved by the Assistant Dean for Student Affairs, or designee. All flyers must have an "approved for posting" stamp to be posted within the halls. No postings advertising events with alcohol or offensive materials will be approved for posting.

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

Drugs/Controlled Substances (reference University Guiding Principles 4, 15, 24, 26, University Drug and Alcohol Policy)

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

Emergency Evacuation (reference University Guiding Principles 5, 9, 10, 24 and 26)

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 which 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.

White Plains:

Resident Assistants will instruct residents on proper evacuation procedures at the first section meeting. Residents are encouraged to ask questions at any time if any procedure seems unclear.

Once a building wide 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.
- All residents should evacuate the building to designated area (100 feet from building).
    - The area next to Gerber Glass Library is the appropriate designated area.
- 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 Staff and/or Security. At that time students are permitted to re-enter in an orderly fashion.
- For emergency evacuation purposes it is expected that all residents will notify any Residential Life 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 is. 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.

Entry into Student Rooms

The University reserves the unconditional right to enter any room occupied by students in the interest of health, safety, and conduct of its residence hall program. Residential Life, staff in the Office of Student Affairs, and other authorized University personnel may enter a 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 of belief that a crime or violation of the University's rules and regulations has been or is being committed.

Extension Cords (reference University Guiding Principle 26)

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

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

External Fixtures

Any external antennas, aerials, connecting wires, posters, signs, or banners affixed to buildings are prohibited. The University may remove said objects without notice.

Filming (reference University Guiding Principles 25 and 26)

To protect residents' right to privacy and undue disruption of their community, filming may not be done in any area of the residence halls without the written approval from the ORHL and Public Affairs.

Fire Safety Prohibitions: Appliances, Candles, Halogen Lamps, Hookah Pipes, Incense, Open Heating Elements, Open Flames, E-Cigarettes, or Tobacco Pipes (reference University Guiding Principle 26)

Possession of candles (unless wicks are removed) and incense is prohibited. Microwaves (with the exception of Micro-fridge combination unit), hot plates, toaster ovens, Keurigs or coffee makers without automatic shut off, and heating units with an open flame or heating coil are prohibited in resident rooms. Approved cooking appliances must be used in designated areas (e.g., shared community kitchens). Halogen lamps are strictly prohibited. Hookah pipes and tobacco pipes of all kinds are prohibited.

Furnishings (reference University Guiding Principle 2)

Residents are responsible for all furnishings provided in their rooms.

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

No couches, chairs or futons are permitted unless a resident can provide manufacturers' certification that furniture meets the national standard for fire retardant of upholstered furniture. (California Tech. Bulletin 117 is the accepted standard). Written documentation is required prior to bringing additional furniture into Residence Hall.

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

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

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

Residents are permitted to bring personal items, such as rugs, throw pillows, and bedspreads. Residents are encouraged to use personal items that are fire retardant. Furnishings and any item

brought into the room must be arranged in a manner that does not obstruct clear access to exits, including windows.

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

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

Guest Policy (reference University Guiding Principle 26)

- A guest is defined as anyone in a residence hall room that is not assigned to that specific space by the University.
- Guests will be held accountable for their behavior and may be asked to leave the residential buildings and/or campus.
- Individuals under thirteen years of age are not permitted in the residence halls between the hours of 9:00 PM and 9:00 AM. Exceptions may only be made by special permission from the Assistant Dean for Student Affairs or designee.
- Any resident of Dannat Hall who invites a guest into the building, both a Pace non-resident student and a non-Pace community member, is responsible for all actions of their guest.
- Guests must be accompanied by the resident they are visiting at all times. Residents cannot invite guests into the building and leave the guest in the building alone during class time, etc. If a resident exits the building, the guest must exit the building as well.
- There is a guest sign in book at the front desk in Dannat Hall. All guests must sign in and sign out. In the event of an emergency, it must be documented who is in the building.
- A guest is limited to a three (3) day stay in Dannat Hall each month.
- Violations of the guest policy may be charged as student conduct policy violations and can be revoked in cases where hosts or guest(s) create disturbances, either in the residence hall, 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. A guest may be prohibited from University property indefinitely if their behaviors go against University policies. In addition, the Residential Life Staff may, at any time, require a guest to vacate any Residence Hall.

Hover boards (reference University Guiding Principles 9, 10, 11 and 26)

The use and possession of hover boards, self-propelled scooters, and similar devices on University property, and/or storage at the University is prohibited. Should these devices be found on the campus, they will be confiscated by appropriate college staff. Such violations will be referred through the student conduct process.

Identification (reference University Guiding Principles 21, 24 and 26)

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 enter 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.

Residence Hall Access

- Keys are the property of Pace University and may not be duplicated.
- All residents are expected to carry their ID card at all times and cannot be duplicated or altered.
- Residents must never loan their card/keys to anyone.

Improper Room Transfer (reference University Guiding Principles 10 and 26)

Moving from one housing assignment to another without proper approval from the RD or the Assistant Dean for Student Affairs is prohibited.

Keys (reference University Guiding Principle 26)

The Pace University ID Card is programmed to give access to the residence hall for Pace students. Students will be issued keys to access their rooms/suites. Residents must carry their ID cards and room keys with them at all times and may not give their room key to another person. Residents should report lost or stolen ID cards/keys immediately to their RA or RD so the lock can be changed, and a new card/key can be issued at the student's expense. New ID cards can be obtained at the ID Card Office and residents will be charged a $25 replacement fee. A $30 fee will be applied for replacement keys, and $75 fee will be applied for lock core change. Keys are the property of Pace University or its partners and cannot be duplicated outside the University. Residents will incur the cost of replacement keys and core changes should they duplicate their room key.

Knives (reference Guiding Principles 3, and 26)

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

Littering, Garbage, and Recycling (reference University Guiding Principles 2, 24 and 26)

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

Maximum Occupancy (reference University Guiding Principle 26)

For fire safety and safe evacuation, occupancy limits for a resident's room is limited to six persons in a large single room and three persons in a small single room.

Noise (reference University Guiding Principles 5, 7 and 26)

Pace University prohibits excessive noise at night. In addition, residents must observe 24-hour quiet hours during midterm study periods and final exam periods. At no time should residents' noise level interfere with the academic community. All communities must practice 24-hour courtesy hours. Residents are responsible for discontinuing noisy activity if requested to do so by another resident or staff member at any time. Sound carries easily throughout the residence hall. 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 (reference University Guiding Principle 26)

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

Pets/Emotional Support and Service Animals (reference University Guiding Principle 26)

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 the Office of Student Accessibility Services) is ultimately responsible for the actions of the animal. Students must ensure proper noise control, hygiene, and care of their approved emotional support/service animal so that it is not disruptive to the educational pursuits of the community.

Property Loss or Damage (reference University Guiding Principle 2)

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. 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 the responsibility of each resident to ensure that there is proper ventilation in their space to avoid unhealthy situations.

If a student makes 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 (reference Guiding Principle 26)

Students are not permitted to use any clay, sticky tack, 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 damages to walls or walls that need to be repainted after move out if any damage occurs.

Refrigerators/Micro Fridges

No more than one (1) refrigerator unit is allowed per room.

Roof Access (reference University Guiding Principle 26)

Student access to roof areas is strictly prohibited.

Safety Equipment (reference University Guiding Principles 2 and 24)

The tampering of any fire safety equipment is unlawful and strictly prohibited. This includes, but is not limited to smoke detectors, locks, fire extinguishers, window stops, sprinklers, emergency panic bars, stairwell alarms, fire pull stations and exit signs. Such behavior may result in a fine, disciplinary action and/or criminal prosecution. Non-compliance with this policy will be documented for a violation of University policy through the student conduct process, which may

result in suspension or expulsion from the residence or Pace University. If a resident(s) is found responsible for pulling a fire alarm under false pretenses, they will be fined $250.00 and will be held accountable through the student conduct process. Additionally, one may be subject to criminal prosecution.

Searches and Confiscation

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

Smoking (reference University Guiding Principles 24 and 26, and University Student Handbook)

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

Residents, guests, and employees of the University are strictly prohibited from smoking in the residence halls, including student rooms, common areas, lobbies, lounges, activity rooms, stairways, doorways, and elevators. The area immediately around the main entrance to each residence hall is also considered a non-smoking area. The use of vapes, and E-cigarettes are also prohibited in these areas. Smokers must remain 50 feet from any residence hall. Failure to do so may result in a fine and/or disciplinary action.

Sports in the Halls (reference University Guiding Principles 5 and 9)

Horseplay 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 resident(s) responsible.

Stalking, Harassment, Bullying (reference University Guiding Principles 9 and 26)

No student shall perform acts that are intended to harass, threaten, or alarm another person. Examples include repeatedly following such person; repeatedly committing acts that alarm or

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

Student Behavior Online (reference University Guiding Principles 9,11 and 26)

The RA 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 (reference University Guiding Principle 24 and 26)

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

Weapons (reference University Guiding Principles 9 and 11)

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, Tasers or any other personal protection devices may be legal in the state and city of New York however it may be (at the discretion of the security staff) prohibited on campus, especially if there is reason to believe they are being used in a threatening or menacing fashion, or if their presence results in creating a "health and safety concern."

Windows (reference University Guiding Principles 2, 9 and 26)

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

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

Student Disciplinary Procedures and Hearings

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

Terms and Procedures for a Disciplinary Hearing:

Summary Action

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

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

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

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

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

The alleged violator shall have ten (10) business days within which to contest in writing, the Assistant Dean's decision regarding continuation or modification of the summary suspension. If

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

Informal Hearing Attempt

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

Non-Admission Resolution Option

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

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

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

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

Procedures for a Student Conduct Hearing: The Hearing Officer

The terms student conduct hearing and “student conduct meeting” are used interchangeably. The Hearing Officer is the Assistant Dean for Student Affairs or designee on the law school campus.

Responsibilities of the Hearing Officer:

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

Notice of the Charge(s)

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

Informal Hearing

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

Formal Hearing

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

Procedural Guidelines:

- Each of the parties or their advisor shall be afforded an opportunity to present an opening and closing statement.
- The complaining party and their witnesses shall be heard first.
- The alleged violator shall be given an opportunity to testify and present evidence and witnesses, but shall not be compelled to testify nor shall an inference be drawn from the failure to testify.
- Each of the parties or their advisor shall have an opportunity to hear and question adverse witnesses.
- Each party, in addition to their advisor, may have three observers present during the Hearing.
- If any party plans to have an attorney present to act as the party’s advisor, the party must notify the Hearing Officer 48 hours in advance of the session in order to allow for University Counsel to be present. If University Counsel cannot attend the pre-scheduled session, the Hearing Officer will set another date convenient for all parties.

- The decision by the Hearing Officer will be based solely upon the evidence presented at the session. The alleged violator's student file shall be deemed part of the record in evidence at the session.
- A finding of the Hearing Officer shall be based on a fair preponderance of credible evidence.
- It is the burden of the complainant to show that it is more likely than not that the alleged violator committed the violation(s) contained in the charge.
- If the alleged violator fails to appear at the Hearing, the Hearing Officer may, at their discretion, postpone to another date or, based on the record before the Hearing Officer, issue a decision as to whether there was a violation (s) as charged and, if so, impose an appropriate sanction.
- If the alleged violator appears, but walks out as a result of free choice, the session will continue in their absence.
- No negative inference will be made as a result of their departure.
- A tape recording of the hearing shall be made at the University's expense. The recording shall be maintained by the Hearing Officer for a period of 1 year following the date of issuance of the finding. A party to the proceeding may obtain a written transcript or a copy of the tape recording at their expense.
- As soon as practicable following the conclusion of the Hearing, a written decision will be forwarded to all parties. The decision will be sent to the local Assistant Dean for Student Affairs for proper recording.
- Please refer to the Pace University Policy and Procedure - Discrimination, Non Sex-Based Harassment and Retaliation.

Disciplinary Sanctions

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

- **Admonition**: A verbal warning that a student's conduct is improper or violates University rules or regulations coupled with a direction to cease and desist.
- **Reprimand**: A formal written notice that the student has engaged in improper conduct and a warning that subsequent violations may result in more severe disciplinary action.
- **Restitution**: Reimbursement by transfer of property, money or services to the University or member of the University community in an amount not in excess of the damage or loss incurred. All financial transactions must be coordinated with appropriate OSA, Finance, and Administration officials.
- **Fine**: A monetary amount assessed as a penalty for improper conduct or violation of University rules and regulations. Fines for specific violations are enumerated in University publications (i.e. Catalog, Student Handbook, Guide to Residential Living).
- **Educational Sanction**: Community restitution or required participation in a project or activity, either within or outside the University, during a period and in a manner consistent with the nature and severity of the violation(s) as determined by the Hearing officer in consultation with appropriate university personnel.
- **Restriction or Revocation of Privileges**: Alteration, limitation or revocation of certain privileges associated with membership or participation in the University community for a specified or indefinite period of time. Examples of such privileges include but are not limited

to: entering University property or facilities; use of or participation in programs, activities, events and services on or off campus; membership, election to or holding office in a club, organization or society; representing the University on a committee or in a program or activity; operation or parking of a motor vehicle on University premises; visitation by guests; participation in recreational, intramural or varsity athletic programs; use of University technology resources.

- **Probation**: Specified or indefinite period during which infraction-free conduct must be maintained coupled with a warning that subsequent improper conduct or violation of University rules or regulations may result in more severe disciplinary action including separation from residence and/or the University. [May include restriction and/or revocation of privileges as described above as well as winter/summer housing and room selection].
- **Suspension**: A suspended student will be temporarily deprived of all rights and privileges normally afforded to an enrolled student. Separation from a residence hall, class or classes and/or University facilities or premises and revocation of rights and privileges is for a specified period of time between one day and a full academic year. Conditions may be placed on the student's return. In the case of Suspension from the University the sanction may be recorded in the student's academic record. A student may be suspended from residence and not from the University.
- **Dismissal**: A dismissed student will be separated from residence or from the University community for a period of no less than one full academic year. A student may be dismissed from residence and not from the University. In the case of Dismissal from the University, the sanction may be recorded in the student's academic record. Conditions may be applied, and reinstatement to residence or as an enrolled student must be in the form of a petition, in writing to the Assistant Dean for Student Affairs.
- **Expulsion**: The most severe form of disciplinary action. An expelled student may not return to residence and/or the University. The student is permanently separated and loses all rights and privileges associated with membership in the University community. In the case of Expulsion the sanction may be recorded in the student's academic record. The decision to expel a student may be made only by the Director of Residential Life or higher authority in the case of expulsion from residence, or the Assistant Dean for Student Affairs or higher authority in the case of expulsion from the University.

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

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

When a student is separated from the University for disciplinary or academic reasons or violation of the Academic Integrity code, prior to the end of a semester, or officially withdraws from any course or courses, regardless of the method of instruction, by filing a written notice at the OSA, by accessing Pace University's Voice Response System, or withdraws using the OSA website, cancellation of tuition, student activity and special course fees only will be made. Please note: Application, general institution, and installment fees are non-refundable. Housing and meal plan

fees are governed by the Housing Agreement. Cancellation will be made according to the Tuition Cancellation Policy Schedule shown in the respective term Class Schedule Booklet.

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

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

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

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

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

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

Process for Appeal of a Disciplinary Action

A student, who is found responsible of violating a University regulation and subsequently disciplined, may request an appeal, providing this request be made in writing within five (5) regularly scheduled class days following the date the student receives notification of the Hearing Officer's decision.

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

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

If the Assistant Dean for Student Affairs is not the Appeal Officer, they shall forward the request for appeal to the Dean of the Law School. Upon receiving the written request for an appeal with the above information, the officer considering the appeal shall obtain a copy of the Hearing Officer's decision and may review it along with the entire record presented at the Hearing. The officer considering the appeal reserves the right to modify the decision of the Hearing Officer. As soon as practicable, the decision on appeal will be made and forwarded to all parties and to the local Assistant Dean for Student Affairs, for proper recording.

Releasing Disciplinary Information

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

Time Limits

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