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MESSAGE FROM THE DEAN FOR STUDENTS

Dear Student:

Welcome to the Pace Law School Community. The Office of Student Services is responsible for ensuring that your non-academic needs are met while you are engaged in the study of law. My department supervises programs and services such as residential life, financial aid, the campus store, dining services, student organizations, disability issues, disciplinary and grievance issues, as well as health services and counseling. I also act as an advocate, articulating student needs and concerns and clarifying the rights, privileges and responsibilities that accompany community membership. I will collaborate with faculty and staff to support the academic mission, with particular emphasis on out of class activities.

This handbook, effective August 2013, supersedes all of our previously published rules and regulations, announcements, statements, and publications with which it is inconsistent. Please note that the rules and regulations set forth are binding for all matriculated Pace Law students as well as those who are on leave of absence or are visiting at other law schools. All Pace Law students are expected to have read and understood this Handbook. Pace Law School reserves the right to change its rules, regulations, graduation requirements, course offerings, tuition, fees, and any other material set forth in this handbook at any time during the year without prior notice. Changes become effective when posted on the Pace Law School website. Any questions concerning the contents of the Handbook should be addressed to the Office of Student Services.

The Office of the Dean for Students is located on the first floor of Aloysia Hall, Room 109. If we can be of assistance to you, please do not hesitate to contact me at (914) 422-4146 or by e-mail at adagostino@law.pace.edu. In addition, you may contact the Director of Student Services, Stephanie Chow, at (914) 422-4233 or at schow@law.pace.edu. The Student Services Administrator, Doreen Arriaga, can also be reached at (914) 422-4136 or at dlorengnard@law.pace.edu.

Again, congratulations and I look forward to working with you as a member of the Pace Community.

Sincerely,

Angela D’Agostino
Dean for Students

Stephanie Chow
Director of Student Services

OFFICE OF THE ASSOCIATE DEAN OF ACADEMIC AFFAIRS

The Office of the Associate Dean for Academic Affairs is responsible for the overall development and delivery of the academic program of the Law School. This includes the construction of the academic schedule, and along with the Registrar, the supervision of registration. In addition, the Associate Dean oversees the Honor Board, the Moot Court Program, and the Law Reviews. This Office also manages the student academic advisement and academic success program.

ACADEMIC RULES AND REGULATIONS

1. APPLICABLE RULES AND REGULATIONS

Law students are required to observe all School of Law and University Rules and Regulations. Violations of University Rules and Regulations may result in the imposition of sanctions in addition to sanctions for violation of Law School Rules and Regulations.

A. Obligations of Law Students

Law students have an obligation to be familiar with Law School and University rules, regulations and policies. Law Students have a further obligation to read e-mails and other communications from the University and Law School Administrators and the Law School faculty. Law students have a further obligation to keep their addresses and other contact information current with the Registrar.
2. STATEMENT OF DEAN’S AUTHORITY
The Dean has the authority to review any law school decision, action or policy upon allegation that it is arbitrary or capricious and to overturn any law school decision, action, or policy found by the Dean to be demonstrably arbitrary or capricious.

3. THE HONOR CODE OF PACE UNIVERSITY SCHOOL OF LAW
All members of the Academic community have an affirmative duty to report to the Registrar any credible information, knowledge, or reasonable belief that a violation of the Honor Code has occurred. Upon receipt of the report of a violation, the Registrar should inform one or both of the Faculty Investigators assigned by the Nominating Committee to investigate allegations of Honor Code violations, the Chair of the Academic Standing Committee and the President of the Student Honor Board.

The Investigator shall determine whether a violation has occurred and determine whether to attempt to resolve it through informal resolution. If the investigation determines a violation has occurred, but does not result in an informal resolution, the allegation of violation shall be resolved by formal adjudication. Formal adjudication shall be conducted by a panel of students, drawn from the Honor Board, and faculty, drawn from the Academic Standing Committee. Penalties for violations of the Honor Code may include suspension and expulsion.

All law students are responsible for reading and knowing the contents of the Honor Code. It can be found on the Website by going to the tab for Current Students and from there to the Registrar, and from there to Policies and Procedures. A link to the Honor Code will appear. You can also block and paste the link—http://www.law.pace.edu/files/honorcode.pdf—into your browser. Please note that the Honor Code can also be found on pages 28–47 in this Handbook.

4. GENERAL REQUIREMENTS FOR THE J.D. DEGREE
A. Hours of Credit and Academic Course Requirements
1. Graduation Requirements: Candidates for the J.D. degree matriculating before the fall semester of 2007 must successfully complete 84 credits to qualify for graduation. Candidates for the J.D. degree matriculating in or after the fall semester of 2007 must successfully complete 88 credits to qualify for graduation. The degree is awarded upon recommendation by the Faculty after satisfactory completion of the degree requirements, including satisfactory completion of all required courses and the upper level writing and skills requirements. No credit is given for any course for which a grade of “F” is received. See Rule 6E. Candidates must achieve a grade point average of at least 2.30 by the time of graduation in order to receive a J.D. degree. A candidate who has fulfilled the requisite number of credits but has not, at the time of graduation, achieved at least a 2.30 GPA will not receive a J.D. degree. No student can graduate in less than 24 months or more than 84 months after first matriculating into law school, whether at Pace or at another law school. See also Rule 7I.

2. Certification by Faculty: The Faculty of the Pace University School of Law semiannually approves certification of those students who have completed all of the requirements for their degrees in the preceding semester, subject to the following provisos:

   a) The Law School shall only provisionally certify any student against whom an Honor Code investigation or an Honor Board proceeding is pending.

   b) The Law School shall only provisionally certify any student who has received a disciplinary sanction as the result of an Honor Code investigation or an Honor Board proceeding until all terms of such sanction have been satisfied.

   c) The Law School shall withdraw its certification of any student against whom an Honor Code investigation or Honor Board proceeding is commenced after the certification date, based on events alleged to have occurred during the preceding semester, and shall replace the original certification with a provisional certification.

      (i) A student provisionally certified pursuant to any of these provisos shall be certified without further faculty action immediately upon termination of all Honor Code investigations or Honor Board proceedings without sanction, or upon satisfaction of the terms of any Honor Code investigation or Honor Board sanction, provided that the student has otherwise completed all degree requirements and is qualified to graduate.

      (ii) For purposes of this rule, "preceding semester" means the fall semester at the end of which a December certification occurs or a spring semester at the end of which an April or May certification occurs.
3. Academic Honors at Graduation:
   Summa cum laude 3.80–4.0
   Magna cum laude 3.60–3.79
   Cum laude 3.25–3.59

B. Residency Rules: The American Bar Association and the New York Court of Appeals require that a student spend the equivalent of three full years in residency to obtain a J.D. degree and be certified to take the bar examination.

1. Full-time Students can satisfy this requirement by spending 6 full time semesters in residence. A student is full-time if the student is paying full-time tuition and taking 10–16 credit hours. If employed, a full-time student must certify that he or she is working no more than 20 hours per week.

2. Part-time Students can satisfy the requirement by spending 8 part-time semesters in residence. A student is part-time if the student is paying part-time tuition and taking 8–13 credit hours.

3. Summer School Students may earn partial residency units by taking 4 or more credits in summer school. A student is a summer school student if the student is taking 4 or more credits in the summer and is paying for all of those credits.

4. Calculating Residency Weeks: To graduate, students must have the equivalent of 6 units of residency. Residency is calculated as follows:
   a) Full-time: Students receive 1 unit of residency for every full-time semester. Over three years (six semesters) this totals 6 units of residency.
   b) Part-time: Students receive .75 units of residency for every part-time semester. Over four years (eight semesters) this totals 6 units of residency.
   c) Summer School: Students who take 4 credits in summer school receive .375 units of residency (half a part-time semester). Students who take 5 or more credits receive .5 units of residency (half a full-time semester). Students who take fewer than 4 credits receive no residency units.

C. Limitations on Allocation of Credits: Under the Rules of the New York Court of Appeals and the ABA, of the 84 or 88 credits required to graduate, no more than an aggregate of 19 of the 84 credits or 20 of the 88 credits may fall into the following categories:
1. A maximum of 19 credits of the required 84 credits or 20 of the 88 credits for “experiential credits” in live client clinics, externships and simulation courses, not including “academic credits” awarded in those courses;

2. A maximum of 10 credits taken at a non-law graduate school, either as a joint degree candidate or otherwise, may be substituted for “experiential credits”; and

3. A maximum of 4 credits in co-curricular activities (Moot Court, Law Review), externship, guided research, or continued clinical fieldwork may be substituted for “clinical credits”;

D. First Year Required Curriculum
1. Full-Time Students
   Fall Semester               Spring Semester
   Civil Procedure (3)        Civil Procedure (3)
   Contracts (4)              Constitutional Law (4)
   Torts (4)                  Property (4)
   Fundamental Legal Skills I (3) Fundamental Legal Skills II (2)

2. Four-Year Program: Day Division*
   Fall Semester               Spring Semester
   Civil Procedure (3)        Civil Procedure (3)
   Torts (4)                  Contracts (4)
   Fundamental Legal Skills I (3) Fundamental Legal Skills II (2)

* Part-time Day Program students must take Property and Constitutional Law in the Spring semester of their second year of studies.
E. Upper Level Required Courses

1. Federal Income Tax I: All full-time day students are required to take Federal Income Tax during their second year of law school. All part-time students are required to take federal income tax during their second or third year of law school. To defer taking the course to the last year of Law School, a student must receive permission from the Vice or Associate Dean for Academic Affairs (“Academic Dean”) on a form available from the Registrar’s office or website.

2. Professional Responsibility: All full-time students matriculating in or after the fall semester of 2007 are required to take Professional Responsibility during their second year of law school. All part-time students matriculating in or after the fall semester of 2007 are required to take Professional Responsibility during their second or third years of law school. To defer taking the course until the last year of law school, a student must receive permission from the Academic Dean on a form available from the Registrar’s office or website.

3. Upper-Level Writing Requirement: All students must complete a writing project under the supervision of a Professor. It is the student’s responsibility to inform the Professor at the beginning of the semester that the student is taking the course to satisfy the upper level writing requirement. The Professor must certify to the Registrar at the end of the semester that all of the elements of the requirement have been met. Only faculty-supervised writing may satisfy the requirement. Participation in Moot Court competitions or contests does not satisfy the requirement. The required permission forms can be found in the Registrar’s office or website.

   a) Courses that Satisfy the Requirement: Any course that is certified by the Academic Dean as satisfying the requirement may be taken to satisfy it. A list of courses that have been certified will be included in the Registration materials each semester. This list includes:
      (i) All seminars,
      (ii) The Federal Judicial Honors Program,
      (iii) Advanced Appellate Advocacy,
      (iv) Guided Research with a full-time faculty member, (only students with a cumulative GPA of 3.0 or higher or with 3.0 or higher in the specialty area of their proposed project are eligible for guided research), and
      (v) Any other upper-level course, provided that a full-time or adjunct professor teaching the course or the clinic and the Academic Dean agree that the student may use the course in question to satisfy the requirement.

   b) Law Review Notes: Students enrolled in any of the law reviews may satisfy the requirement by writing their note or comment. A full-time professor must review and certify that student notes and comments meet the substantive requirements of the upper level writing requirement.

   c) Requirements of the Written Project: The written project must be in the form of a scholarly article, a legal memorandum, or a trial or appellate brief. The written product must be at least 25 double-spaced pages. It must demonstrate legal research and analysis, and contain ample citation to legal authority. Journals, diaries, and other writings that do not reflect research and analysis do not meet this requirement. Except for the suggestions of editors and faculty, the written product should reflect the individual work of the student.

      a. To satisfy the upper-level writing requirement, a course MUST contain the following elements:
         i. submission of a draft;
         ii. feedback on the draft in any combination of the following forms: oral, written, checklists, audiotapes; and
         iii. submission of a final product.

      b. To satisfy the upper-level writing requirement, a course SHOULD contain the following elements:
         i. a required writing text;
         ii. research logs (not necessarily graded);
         iii. an outline (not necessarily graded);
         iv. a self-critique or peer-critique experience; and
         v. either (1) a minimum of two hours of class time devoted to the teaching of writing, or (2) individual student-teacher
conferences; feedback on further drafts at the option of the professor.

4. Upper Level Skills Requirement: Students matriculating in the fall of 2007 or later must successfully complete a course approved by the Faculty Curriculum Committee as an upper level skills course. Approved upper level skills courses are:

- **Live-Client Clinics**
  - Barbara C. Salken Criminal Justice Clinic
  - Criminal Justice Clinic: Post-Conviction Project
  - Environmental Litigation Clinic
  - Equal Justice America Disability Rights Clinic
  - Investor Rights Clinic
  - Securities Arbitration Clinic

- **Externships**
  - Corporate Externship
  - Criminal Justice (Prosecutorial) Externship
  - Environmental Law Externship (NY only)
  - Family Court Externship
  - Federal Judicial Honors Externship
  - Legal Services/Public Interest/Health Law Externship

- **Simulations**
  - Advanced Appellate Advocacy
  - Advanced Legal Research
  - Advanced Real Property
  - Advanced Trial Advocacy
  - Drafting Legal Documents
  - Environmental Commercial Transactions
  - Environmental Skills
  - Interviewing, Counseling and Negotiation (ICN)
  - IP Agreements and Licensing
  - Law Practice Management
  - Matrimonial Practice
  - Mediation and Arbitration (3 CR option only)
  - Patent Practice and Procedure
  - Pre-trial Civil Litigation Simulation (PCLS)
  - Trial Advocacy

Students may not satisfy both the Upper Level Skills requirement and the Upper Level Writing requirement with the same course.

5. Required Course for Students with a 2.5 or Lower GPA: All students who, at the end of their first year, have a GPA of 2.50 or lower are required to enroll during the next semester in a class designated by the Academic Dean as appropriate for students in need of academic assistance. The purpose of this course is to give students special assistance in analytical examination taking skills.

6. Transfer Students: For purposes of required upper level courses, transfer students matriculate when they matriculated at their original law schools.

F. Academic Success Achievement Program (ASAP) for Students at Risk of Not Passing the Bar Examination

1. The following students are required to participate in ASAP as a condition of continued enrollment in the Law School:
   a. All students who achieve less than a 2.67 GPA after the first semester;
   b. All students who achieve less than a 2.80 GPA after the first year or after any subsequent semester;
   c. Transfer students unless excused by the Academic Dean;
   d. Students returning from a leave of absence unless excused by the Academic Dean.

2. Students who are required to participate in ASAP must:
   a. Complete with a passing grade during the second semester of the first year an Intensive Skills Development class designated by the Academic Dean.
b. Complete with a passing grade during the fall semester of their second year a class designated by the Academic Dean as appropriate for students in need of academic assistance. The purpose of this course is to give students special assistance in analytical and examination taking skills.

c. Complete with a passing grade during their final year a class designated by the Academic Dean as appropriate for students in need of academic assistance. The purpose of this course is to give students special assistance in analytical and examination taking skills relevant to passing the bar examination.

d. Participate in all other ASAP programs as designated by the Academic Dean.

e. Beginning with the class entering in the Fall 2012 semester, participate in the Supplemental Bar Skills Program as a condition of receiving from Pace Law School certification to sit for the New York State bar examination. See Rule 9B.

3. Once a student is required to participate in ASAP, that student must participate in all ASAP requirements, regardless of any improvement in the student’s GPA. Nonetheless, the Academic Dean may excuse from further participation in ASAP a student who has demonstrated extraordinary academic achievement.

G. Attendance Requirement: The School of Law requires that all students regularly and punctually attend classes. The right to continue registered in a course or to take examinations in a course is conditioned upon regular attendance. In the event that a student persistently violates this policy, the Professor, in her discretion, may impose sanctions, including the disqualification of the student from taking the final examination or from receiving credit for the course.

The New York State Board of Law Examiners requires that each application for admission to the Bar be supported by a law school certificate of the applicant’s “good and regular attendance.” Similar requirements are made by other state bar examining committees.

5. ELIGIBILITY TO REMAIN IN J.D. PROGRAM

A. Good Standing: To be in good standing a student must achieve and maintain a cumulative grade point average of at least 2.30.

B. Calculating GPAs: The grade point average for a student is calculated by dividing the numerical total of grades for each credit taken by the total of credits attempted, including grades of “F” and “1–F,” but not grades “W,” “I,” or “P.”

C. Academic Dismissal:

1. Students Who Have Completed Their First Semester:

   All students who complete the first semester with a GPA of less than 1.50 are academically dismissed with no opportunity to petition the Academic Standing Committee for readmission and no right of appeal.

2. Students Who Have Completed Two or More Semesters:

   a) All students who complete their second semester or any subsequent semester with a cumulative GPA of less than 2.0, are academically dismissed, with no opportunity to petition the Academic Standing Committee for readmission and no right of appeal.

   b) All students who complete their second semester or any subsequent semester with a cumulative GPA of at least 2.0, but less than 2.30, are academically dismissed from the Law School, but may petition the Academic Standing Committee for readmission to proceed to the next semester.

       1) For a student in this category to be readmitted, he or she must establish to the satisfaction of the Academic Standing Committee that he or she has the demonstrated ability to succeed in law school and pass the bar examination.

       2) The petition should be addressed to the Chair of the Academic Standing Committee.

       3) The Academic Standing Committee may consider the written record and may grant readmission on the basis of the written record alone.

       4) Any student not granted readmission on the written record will be afforded an opportunity for a personal appearance before the
Committee and the Committee may offer a student a personal appearance prior to acting on the written record.

5) In making its determination, the Committee shall review the student’s record and performance by, *inter alia*, assessing the student’s written work, and speaking with the professors in whose classes the student was enrolled and with any other persons whom the Committee believes may have relevant information about the student. The Committee may take into consideration any nonrecurring circumstance which may have affected the student’s performance and the student’s improvement (if any) during law school.

6) Any student readmitted by the Committee shall be required to participate in ASAP (see Rule 4F, above) for the remainder of his or her time at the Law School. The Committee may impose additional conditions for readmission.

7) If the student is readmitted, and then fails at the end of his or her next or any subsequent semester to attain or maintain a cumulative GPA of at least 2.30, the student is academically dismissed from the law school, with no opportunity to petition the Academic Standing Committee for readmission and no right of appeal.

3. Transfer Students
   a) All transfer students who complete their first semester at Pace or any subsequent semester at Pace with a cumulative GPA of less than 2.0 are academically dismissed, with no opportunity to petition the Academic Standing Committee for readmission and no right of appeal.

   b) All transfer students who complete their first semester at Pace or any subsequent semester at Pace with a cumulative GPA of at least 2.0, but less than 2.30, are academically dismissed from the Law School but may petition for readmission, under the procedures described above in Rule 5C2b.

### 6. GRADING SYSTEM

A. Letter Grades: Students will be marked on the following grading scale, using both letter grades and letter designations:

- **A** (4.00) Excellent
- **A-** (3.67)
- **B+** (3.33)
- **B** (3.00)
- **B-** (2.67) Good
- **C+** (2.33)
- **C** (2.00)
- **C-** (1.67)
- **D** (1.00) Poor
- **F** (0) Failing
- **P** Pass in a pass/fail course
- **W** Authorized withdrawal
- **I** Incomplete or unauthorized withdrawal; becomes I-F if not made up within six weeks; becomes F if not made up within six months.
- **AUD** Auditor—no course credit

**NOTE:** An A+ is awarded in an exceptional circumstance and the grade will appear on the student’s transcript as an A+. However, it is an honorary designation that is not calculated in the GPA. An A+ is not awarded for class participation.

B. Class Rank: A student’s class rank is compiled at the end of every semester after all grades for all students have been entered. Students are ranked within their separate divisions throughout their three or four years of law school. In a student’s final semester of law school, the two divisions are merged into one graduating class with a combined ranking. The combined ranking for students graduating in January is determined at the end of the following Spring semester.

C. Grading Guidelines:

1. Grading Policy for 1st Year, Required Courses: The following curve applies to courses normally taught in the first-year day division, with the exception of Crim/LAW I & II, and those
same courses in the evening division, whenever they are offered in that program. The range and norm for each grade are recommended, not mandatory. However, the mean GPA for every first-year courses, except for Crim/LAW, must fall between 2.50 and 2.95.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Range</th>
<th>Norm</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>0–7%</td>
<td>5%</td>
</tr>
<tr>
<td>A-</td>
<td>3.6</td>
<td>5–15%</td>
<td>10%</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
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<td>15%</td>
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<tr>
<td>B</td>
<td>3.0</td>
<td>15–25%</td>
<td>20%</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>15–20%</td>
<td>18%</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>10–20%</td>
<td>15%</td>
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<tr>
<td>C</td>
<td>2.0</td>
<td>5–15%</td>
<td>10%</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>0–8%</td>
<td>4%</td>
</tr>
<tr>
<td>D &amp; F</td>
<td>1.0 &amp; 0</td>
<td>0–6%</td>
<td>3%</td>
</tr>
</tbody>
</table>

2. Grading Policy for Upper Level Classes: The following upper level curve applies to all upper level courses except for courses having an enrollment of twenty or fewer students and courses evaluated primarily on the basis of research and writing or other lawyering skills. The range and norm for each grade are recommended, not mandatory. However, the mean GPA for every required course that is not taught in the first-year day division must fall between 2.65 and 3.10. For all other upper-level courses, the recommended mean GPA is between 2.65 and 3.10.

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<thead>
<tr>
<th>Grade</th>
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<th>Norm</th>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>5–15%</td>
<td>10%</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>5–15%</td>
<td>10%</td>
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<td>B+</td>
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<td>B</td>
<td>3.00</td>
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<td>25%</td>
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<tr>
<td>B-</td>
<td>2.67</td>
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<td>15%</td>
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<tr>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>C-</td>
<td>1.67</td>
<td>0–4%</td>
<td>2%</td>
</tr>
<tr>
<td>D &amp; F</td>
<td>1.0 &amp; 0</td>
<td>0–2%</td>
<td>1%</td>
</tr>
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3. Compliance with Mandatory Mean GPA Policies: If the mean GPA for a course subject to the mandatory grading policies is outside the required range, the Registrar shall notify the Academic Dean before posting the grades and the Academic Dean shall give the professor an opportunity to re-grade the papers. If the professor refuses to bring the mean GPA to within the required range, the Academic Dean will then assign grades to bring the class average within that range.

4. If Grades Deviate from Recommended Norms of Grading Guidelines: All grades shall be submitted to the Academic Dean before they are posted. When grades, after adjustment to reflect class participation (if any), deviate from the norms of the grading guidelines, not including the mandatory mean GPA dealt within Rule 6C3, the Registrar shall notify the Academic Dean before posting the grades and the Academic Dean may ask the professor to justify the grades. If the Academic Dean makes such a request, the Academic Dean and the professor shall make such arrangements as are necessary to preserve grading anonymity. Following their consultation, the Academic Dean may suggest that a change in the grades would be appropriate, although the professor is not required to follow any suggestion for change made by the Academic Dean. Grades will be posted only after such review is complete.

5. Grading Policy for J.D. Courses with LL.M Students:
   a) If Instructor Grades on a Curve: In courses taken by both LL.M. and J.D. students, when the professor intends to grade on a curve, all examination papers should be given numerical scores. The numerical scores, and their corresponding examination numbers should then be given to the Registrar, who will prepare and return to the instructor a distribution chart showing the distribution of numerical scores achieved by J.D. students. The instructor will then construct the J.D. grading curve based on that distribution. The instructor will assign letter grades to the LL.M. students based on the J.D. grading curve.

   b) If Instructor Assigns Absolute Grades: If the instructor assigns “absolute” grades, i.e. reads through each examination and immediately assigns the final letter grade to the examination, no special procedures are necessary, provided that the instructor bears in mind that the standard for each grade level should be whatever the instructor feels is the appropriate J.D. standard. Thus, if the
instructor has in mind a level of performance that justifies an “A,” every paper meeting that standard, whether a J.D. or a LLM paper, would receive an “A.”

D. Grading of Auditor’s Exams: Persons registered to audit a course may, with the permission of the instructor, take the final examination in the course provided that the examination is identified and provided that the grade is not taken into account in determining the grades of the matriculated students in the course.

E. Failed Courses: A student who fails a required course must retake the final examination at the next regularly scheduled examination period for that course. The professor may require the student to repeat the course by attending classes. If the student obtains a passing grade for the second examination in the required course, a “P” will be recorded alongside the “F” on the student’s record and the student will receive the assigned credits for the course.

A student who fails an elective course may retake the final examination in that course at the next regularly scheduled time. The “F” received will remain on the student’s record. If the student obtains a passing grade for the second examination in the course, however, the student will receive credit for the course.

In either case, the original failing grade is computed in the student’s cumulative quality point average. The Academic Dean may, for sufficient academic reasons, waive the requirement of completion of a failed required course as described above upon the substitution of such other courses or programs as the Academic Dean may prescribe.

F. Grades of Incomplete: If a student does not submit a paper by the end of the semester in a course requiring a paper, the professor may submit a grade of “I” (Incomplete) in a paper course. An “I” is not factored into the student’s GPA. If the student fails to submit the paper within six weeks after the grading deadline, the “Incomplete” becomes an “I-F” (Incomplete-Fail). From that point forward, an “F” is calculated into the student’s GPA. It is the student’s responsibility to contact the Professor and the Registrar to resolve the “Incomplete” within that initial six-week period. This means that the Registrar must either receive a grade for the paper within the six week period, or the Professor must advise the Registrar in writing that he or she has granted a further extension, and specify the time limit of the extension not to exceed six months after the end of the grading period. Six months after the end of the grading period, the “I-F” becomes a permanent “F” and can no longer be changed.

If a student is excused from an examination (See Rule 10(C)), the student will receive an “I” in the course. The “I” is not factored into the student’s GPA. The student must arrange to take the examination in that course during the next regularly scheduled examination period when that course is given. If the student fails to take the examination at that time, the “I” becomes an “F” and the exam can no longer be taken. The “F” is factored into the student’s GPA.

G. Dean’s List: Students who achieve a 3.33 or above in a semester will be on the Dean’s List for that semester.

H. Grading Deadlines: Professors shall submit grades in their courses to the Registrar no later than four weeks after the last day of the examination period.

7. RULES REGARDING STATUS

A. Timing of Courses

1. 3-Year Full Time and Part Time Programs: Classes in the three-year day program are scheduled principally between the hours of 9:00 am and 5:00 pm, Monday through Friday, with some electives beginning at 8:00 am and others running to 6:00 pm. Classroom capacity or class format may occasionally require limitation of the number of students who may register for specific elective courses or sections.

B. Normal Course Load for Both Programs: In both programs the first year course of study is required. Thereafter, the normal course load is 13 to 16 credit hours per semester for full-time students and 9 to 12 credit hours per semester for part-time students.

C. Overloads and Underloads: Although a normal course load is 13–16 credit hours, full-time students may register for 10–12 credits as an underload with the permission of the Academic Dean. Full-time students matriculating before the fall semester of 2007 may not register for more than 16 credits. Full time students matriculating in or after the fall semester of 2007 may register for 17...
credits as an overload with the permission of the Academic Dean. Although a normal course load is 9–12 credit hours, part-time students may register for 8 credits as an underload with permission of the Academic Dean. Part-time students may register for 13 credits as an overload with the permission of the Academic Dean, which can be given only if the student works no more than 20 hours a week. Overload permission will normally be granted only if the student has a strong law school academic record. Underload permission will normally be granted only if the student, through summer school attendance or otherwise, is significantly ahead of his or her class in credits. Students in the full-time program may not, however, carry fewer than 10 credit hours per semester and part-time students may not carry fewer than 8 credit hours per semester. Request forms can be found on the Registrar’s website.

D. Dropping and Adding Courses: All students must register during the official registration periods preceding each semester. Late registrants will be required to pay a late registration fee of $100.00.

Any student seeking a change from an initial registration, including the addition of a course, the withdrawal from a course or a change in course section, must file a drop/add form with the Registrar’s Office during the first week of a given semester. No permission for the change is required during that time. After the first week of classes, approval of the Academic Dean and the professor must be obtained to add or drop a course. After the fourth week of classes, approval of the Academic Dean and the professor must be obtained to add or drop a course, and if the student drops a course during that time period, the student will receive a W on the student’s transcript. After seven weeks, permission of the Academic Dean is required and will only be granted with good cause shown. The student will receive a W on his or her transcript. No student may withdraw from a class after the last day of classes. First year students may not withdraw from or switch sections in first year courses. All first year requirements must be completed before taking upper-class courses, except during the second year for part-time students.

E. ABA Rule on Accelerating Graduation: In accordance with the American Bar Association Accreditation Rules, by registering for and taking a sufficient number of credit hours of summer school classes a student may, with permission, accelerate graduation by not more than one semester. Thus, a full-time student who attends summer school may graduate in two and a half years and a part-time student may graduate in three and a half years. See Rule 4B.

F. Change of Status Between Full-time and Part-time: After the first year of law school, students may change from the full-time program to the part-time program (day or evening) or from the part-time program to the full-time program but only with permission of the Academic Dean, who has sole discretion to grant or deny a transfer request. It is the student’s responsibility to keep track of weeks in residence, whether he/she remains in one program or switches from one program to another. Change of Status forms must be completed before the Late Registration Week.

G. Taking Courses at Other ABA Approved Law Schools: Students wishing to pursue courses in other law schools must obtain the prior written approval of the Academic Dean. Permission will be granted only under extenuating circumstances such as the illness of a family member or a work transfer. A maximum of 30 credit hours taken as a visiting student (or transfer) may be transferred to Pace and applied to the Pace degree requirement. All courses must be approved by the Academic Dean prior to registration at the visiting school. Grades of “D” or better will be accepted by Pace for credit towards the Juris Doctor degree.

H. Taking Graduate Courses at a Graduate School at Pace University: Students may take up to 10 credits towards their J.D. degree at any of Pace University’s Graduate Schools. Except as provided in Rule 8, only graduate courses taken after the student has completed the first year of law school can be applied to the J.D. degree. All graduate courses must be approved by the Academic Dean prior to registration at the visiting school and must be related to the law course of study.

I. Withdrawal from Law School: If a student finds it necessary to withdraw from the School of Law, he/she must file a written application with the Associate Dean for Student Affairs for permission to withdraw. A student withdrawing without approval of the Associate Dean for Student Affairs will automatically receive a failing grade in all courses. A student who withdraws in good standing may be readmitted under regulations prescribed by the Dean and Faculty. Full-time students must complete their J.D. degree within 5 years of enrolling. Part-time students must complete their J.D. degree within 6 years of enrolling. See also Rule 4A1.

8. ADMISSION TO THE BAR
A. Rules Governing Admission to the Bar: At an early date students should familiarize themselves with the character and other qualifications for admission to the bar in the states in which they intend to practice. Several states require that a student, shortly after beginning the study of law, register with the board of bar examiners in that state. Some states prescribe certain law school courses or course loads as requirements for admission to the bar.

New York has no early registration requirement. In general, the requirements for admission to and graduation from the School of Law reflect the rules of the New York State Court of Appeals which govern admission to the Bar of the State of New York. Detailed information with respect to the New York bar examination may be obtained from New York State Board of Law Examiners, 7 Executive Centre Drive, Albany, NY 12203-5, phone (518) 452-8700 or (800) 342-3335 (Within NY state only), Fax: (518) 452-729 and the official Website: http://www.nybarexam.org for information about the bar exam and bar admissions. The Director of Academic Success maintains some information regarding bar admission requirements in other states. The most complete and up-to-date information regarding requirements in other states may be obtained by looking at the Websites of the board of bar examiners in the state in question. Frequently asked questions about the bar exam can be found on the law school’s Academic Success website.

B. Supplemental Bar Skills Program:

1. Beginning with the entering class in the Fall of 2012, all students who have been required to participate in the Academic Success Achievement Program (ASAP) pursuant to Rule 4F, above, must, as a condition of certification for the New York Bar Examination, participate in the Supplemental Bar Skills Program.

2. Beginning with the entering class in the Fall of 2012, all graduates who wish to sit for the New York Bar Examination for the first time more than three years after graduation, must, as a condition of certification for the New York Bar Examination, participate in the Supplemental Bar Skills Program immediately prior to sitting for the exam.

9. RULES AND PROCEDURES APPLICABLE TO ALL FINAL EXAMINATIONS

A. Requirements of a Final Examination: Final examinations are required in all courses in the School of Law except as otherwise provided by the professor. Unexcused absence from a final examination will result in a failing grade in the course, and the failure will be counted in computing the student’s cumulative grade point average.

Violaions of the examination rules constitute academic dishonesty. Violation of examination rules must be reported to the Honor Board. See Rule 3.

1. Maintaining Academic Honesty During Exams: No student may give or receive assistance in answering the examination questions at any time, at any place, or in any manner during the course of the examination. No student may consult any paper, book, notes, outlines, tapes or other material within or outside the examination room unless expressly authorized by the faculty member and then only to the extent of the authorization. During open book examinations only the materials approved by the professor are allowed in the examination room. Calculators are allowed only if the professor agrees. Laptop computers are not allowed unless the student is taking an exam using secure exam software in a computer exam room.

It is the responsibility of all proctors to safeguard against cheating. Students should comply with any requests by a proctor pertaining to the exam (seat assignments, scrap, unnecessary noise, snacks, etc.). During the course of the examination, the proctor is the person in authority and should be treated as such.

Upon reporting to the assigned examination room students must occupy alternate seats. Any books, materials, or other miscellaneous personal belongings which the student brings into the examination room must be stored, during the examination, at the front of the room.

B. Scheduled Exam Times: All students enrolled in a course must take the examination at the scheduled date and time unless the exam is rescheduled under 10C. Room assignments for examinations will be posted on the website and at the Registrar’s office before the commencement of the examinations. Students must take the examination in the assigned room and must be in the
assigned room at the scheduled time. A student who arrives late will not receive any extra time to take the examination. Only the Registrar can grant exceptions to any of these rules.

C. Rescheduling Final Examinations: Only the Registrar can Reschedule an Examination.

1. Conditions for Rescheduling of an Examination: Examinations will be rescheduled only if the student:
   a) has two or more exams that are being given on the same calendar day. Students must notify the Registrar’s Office of this conflict two weeks before the end of classes. The Registrar will determine which examination to reschedule, although the student may indicate a preference.

   b) is ill on the examination day. The student must call the Registrar’s Office and let them know he/she won’t be sitting for a particular exam on that day. The student must present a signed note from his or her physician to the Registrar’s Office attesting to the illness before being allowed to schedule a make up exam.

   c) has a business emergency on the examination day. The student must present a signed note from his or her employer attesting to the emergency prior to the exam day.

   d) has an emergency in his or her immediate family on the examination day. The student must call the Registrar’s Office and let them know he/she won’t be sitting for a particular exam on that day. The student must present a note that attests to the emergency before being allowed to schedule a make up exam.

   e) has previously submitted a letter from a member of the clergy verifying religious grounds for deferment. Make-up exams must be taken on the day assigned each semester.

2. Excused Absence from Examination: The student must notify the Registrar of the absence or the intended absence and the reasons therefore prior to the time scheduled for the commencement of the examination in question. An excused absence must fall within 10C1(a)-(e).

3. Unexcused Absence from Examination: Failure to take an examination on the regularly scheduled day, or on the day set for the rescheduled examination, without notifying the Registrar constitutes failure to complete work in the course in question, and the student will receive the grade of “F” for the course.

D. Examination Procedures: Each student will receive an examination booklet, examination number, and exam questions. The questions are to be kept face down until the proctor announces the beginning of the examination. Specific exam instructions will be given by the proctor. Any questions or problems during the examination should be addressed to the proctor, who will then, if necessary, consult the faculty member whose examination is being administered. Examinations must be written in pen, except as specified in Rule 10A1.

1. Examination Booklets: Pages may not be removed from or added to the examination booklet. Pages or booklets used for outlines or rough drafts must be marked with the student’s exam number and submitted to the proctor with all other exam materials in the envelope provided. No answers should be written on scrap paper.

2. Leaving the Exam Room: Examination questions and booklets may not be removed from the examination room. During the examination, a student may leave the room, only to go to the bathroom, with the proctor’s permission. Only one student may be out of the room at a time. The student must sign in and out of the room and must turn all papers and booklets over to the proctor during his absence. Proctors will announce the designated bathrooms to be used during the exam. Under NO circumstances are students allowed to go anywhere else. Students may never use telephones for any reason at all, while taking an examination.

3. Completing Exam before Expiration of Scheduled Time: When a student has completed the examination before the expiration of the scheduled time, or when the proctor announces the close of the examination, the students should quietly collect all materials and put them into the envelope provided. All exam materials, whether used or not, must be submitted to the proctor, i.e., a) the exam questions; b) all booklets used; c) all scrap paper; d) any other handouts. It is an honor code violation for a student to retain examination materials—any student who removes any exam materials from the examination room will be reported to the honor board. Before leaving the room, the student must sign out on the sheet kept by the proctor. The student will sign his or her name and accurately record the
time of signing out. Failure to submit the above papers promptly to the proctor at the close of the examination may result in a lowering of the grade or refusal on the part of the professor to accept the student’s paper as fulfillment of the examination requirement.

E. Computerized Exam Program: If a student is taking an exam on a laptop as part of the computerized exam program, that student must be registered for the program and undergo the required training in every semester in which the student uses a computer to take an exam. Students choosing this option must arrive in the examination room no later than one half hour before the examination is scheduled to begin. The software must be installed on the computer and functioning properly. If the software is not functioning properly, the student may not take the exam on the computer and must take it by hand. If students have difficulty with the computer during the exam, the student must immediately begin to complete the exam by hand in the bluebook. Students are expected to charge laptop batteries before coming to the exam in case of a power emergency. All other rules relating to exam procedures and anonymity apply to students using computers.

F. Take Home Examinations: If a professor decides to give a take-home exam instead of a regular examination, the following rules apply:

1. Students must pick up and drop off exams at the Registrar’s office. If the exam is distributed in class or electronically from the professor, students must return it as required by the professor or to the Registrar’s office. Before the exam is distributed, the Professors will announce to the students, in writing, pick up and drop off information.

2. Examinations will not be accepted by e-mail or fax.

3. If a student has a question during a take-home exam, the student should call the Registrar’s office which, if necessary, will contact the professor and act as a liaison between student and the professor. It is a violation of the anonymity policy for a student to call a professor with a question about an examination while taking the examination.

G. Anonymous Grading: The Law School maintains a strict policy of anonymity in the administration and grading of final examinations. A student shall not under any circumstances reveal the student’s identity on his examination papers other than by the student’s examination number. Only the Registrar can reschedule exams. Under no circumstances may a student discuss with a professor the possibility of taking a make-up examination and under no circumstances may a student tell a Professor that he or she is taking a make-up examination. Such actions violate the Law School's anonymous grading policy. If a Professor becomes aware that a specific student is taking the exam on a different date, the Professor must prohibit the student from taking the exam, as that information will violate the anonymity rule. Actions by a student to defeat the anonymity policy are an Honor Code violation.

1. Anonymous Number System: Final exam numbers are distributed at the end of each semester; for summer classes you should use your Spring exam number. You will receive your number by e-mail after you have completed the online Student Course and Teacher Evaluation Surveys (SCATES) for each of your courses. Dean Jeffery Miller will send an email to you at the end of each semester with the dates you have to complete the surveys and a link to Student Course and Teacher Evaluation Surveys (SCATES).

   Online SCATES afford students the flexibility to do them at their convenience within the announced dates. Please complete the surveys for each of the courses you are enrolled in and provide comments at the end of the forms. Pace Law School and your professors take your feedback seriously and use the information in evaluating and improving teaching performance.

   Shortly after completing the SCATES online, you will receive an automated e-mail from the Law Registrar with your unique examination number. Please keep this number secure and with you during the exam period; also, save it so that you can review your exams during the review periods (dates posted later). If you accidently delete the e-mail and do not remember the number, contact the Law Registrar’s Office. You must have completed online SCATES for each of your classes and present a photo ID to the Registrar to get a duplicate of the number already sent to you by e-mail. Each semester you will receive a new, unique examination number and may not use a number from a prior semester.
2. Only the Registrar Knows the List of Student Exam Numbers: The Registrar will keep the list of student numbers in a secure place. No one other than the Registrar will have access to the list during the examination and grading periods.

H. Guidelines for Review of Graded Exams by Students: After every examination period, a review period will be scheduled during which students may discuss examinations with the faculty member in whose course the examination was taken. Students should contact Faculty directly to determine how an individual faculty member is conducting exam review. Students must have their exam number with them to see an exam. Reminder: No grade can be changed except for mechanical or transcription error and then only with the permission of the Academic Dean. See section I.

1. Faculty may choose to keep their exams in their offices and arrange for individual review with students. In that case, students should contact the faculty member directly for an appointment to review exams.

2. Faculty may choose to have exams reviewed in a central reviewing room. These reviews will take place under exam conditions with a proctor in the room. Students may review as many exams as they desire.

I. Policy on Grade Changes: An instructor may change a student's examination grade, subject to the approval of the Academic Dean, but only in the event of:

1. computation error (e.g. a mistake in addition).

2. a clerical error (e.g. failing to include the score for one or more parts of an examination in the student total score, or miscopying one or more scores on the examination).

3. if the instructor overlooked part of an examination, e.g., if pages of a bluebook became stuck together so that the instructor did not read one or more pages, this alternative would permit inclusion of credit for the work on those “missed” pages. This alternative is not intended to authorize the instructor to re-evaluate any portion of an examination that the instructor has already read and graded; such re-evaluation is improper.

J. Posting of Grades: Grade distributions for all courses are in binders and are available at the Registrar's counter. Individual grades are available on the Pace Portal.

10. TUITION, FEES AND EXPENSES

A. Tuition: Every effort is made by the University to minimize increases in tuition and fees; however, the University must reserve the right to change or add to its tuition and fees at its discretion. Incoming students should be aware, however, that tuition will probably rise during their course of study.

Under flat rate tuition, tuition depends on the program in which the student registers and not directly upon the number of credits taken. Students who register as part-time pay the semester rate for that program and receive .75 units of residency of the 6 units required for graduation. Students who register as full-time pay the semester rate for that program and receive 1 unit of residency of the 6 units required for graduation. Tuition for summer school, however, is paid on a per credit basis. All students enrolling in the full-time program will be required to pay 6 full semesters of tuition and part-time students will pay the equivalent to the 6 full-time semesters over an 8 semester period. Please note that summer school courses and tuition will not reduce the tuition obligation.

B. Failure to Pay Tuition: University policy requires that the semester's tuition be paid on or before the first day of classes. Payment can be made by credit card, personal check, scholarship awards and federal or private loans or a combination of any of these forms of payment. Students who have not made the minimum payment by the first day of classes will be assessed a $108 late fee. Students who have not paid by the end of the sixth week of classes will have their registrations voided.

If a registration is voided, it may be reinstated with permission from the Academic Dean, when payment is made. If registration is not reinstated prior to the second payment due date, the student will be assessed an additional $108 late fee. Additional fees may be attached as required by University policy.
Before registrations are cancelled, students will be notified at least once by the Dean of Students. Every effort will be made to assist students in meeting tuition obligation to the Law School.

C. Tuition Cancellation Policy: Students who must withdraw from the School of Law must file a written application with the Dean of Students for permission to withdraw.

<table>
<thead>
<tr>
<th>Percentage of Time of Withdrawal</th>
<th>Tuition Cancelled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before opening day of semester</td>
<td>100% (excluding deposit)</td>
</tr>
<tr>
<td>First week of scheduled course meeting</td>
<td>80%</td>
</tr>
<tr>
<td>Second week of scheduled course meeting</td>
<td>70%</td>
</tr>
<tr>
<td>Third week of scheduled course meeting</td>
<td>25%</td>
</tr>
<tr>
<td>Fourth week of scheduled course meeting</td>
<td>20%</td>
</tr>
<tr>
<td>During and after fifth week of scheduled course meeting</td>
<td>0%</td>
</tr>
<tr>
<td>Before opening date of Summer Semester</td>
<td>100%</td>
</tr>
<tr>
<td>First week of scheduled course meeting</td>
<td>75%</td>
</tr>
<tr>
<td>Second week of scheduled course meeting</td>
<td>25%</td>
</tr>
<tr>
<td>During and after third week of scheduled course meeting</td>
<td>0%</td>
</tr>
</tbody>
</table>

Calendar weeks will be used in determining elapsed weeks from the opening day of the semester. For first year students, the first day of Orientation Week instruction is the opening date of the semester. The effective date of withdrawal for computing any cancellation due to the student, is the day when the written application is granted by the Dean of Students. Application, reactivation and installment fees, deposits, and the other miscellaneous fees listed on this page are not refundable.

Students who have elected to pay on the installment plan are responsible for completing all payments if a balance exists after tuition cancellation.

1. Military Service: Any student required to discontinue attending classes because of induction into a United States military service may be given a complete refund of all tuition and fees, except the application and general institutional fees, if orders to report for active duty are received within the first two weeks of class. Thereafter, students may choose either a pro-rated refund or an application of full credit of tuition and fees, excluding the application and general institutional fees, to a possible future enrollment.

2. Serious Illness: If a student withdraws from all his/her classes during the first half of the semester due to serious illness, a pro-rated cancellation of tuition and special course fees will be permitted. The policy applies to the student's personal illness only, and must be documented with an original copy of a physician's diagnosis and recommendation and, if working, disability papers. Any resulting credit balance may be refunded to the student. If the withdrawal takes place during their first two weeks of the semester, a one hundred percent tuition cancellation will be allowed, provided the resulting credit remains on account to be used within a one year period. If withdrawal takes place after two weeks, a pro-rated cancellation will be permitted but any resulting credit must be held on account to be used within a one-year period.

3. Business Transfer: A student who is forced to discontinue attendance because of a permanent business transfer out of the New York City metropolitan area will receive a pro-rated refund of the semester's tuition if the transfer takes place at any time during the first eight weeks of class. Written substantiation of the transfer from the employer must be presented at the time of withdrawal.

D. Federal Student Financial Aid

1. Satisfactory Academic Progress Standards: For continuing students there are certain minimum academic progress standards which must be met to maintain eligibility for the federal student aid programs. A detailed description of those standards will be provided by the Financial Aid Office upon request. Generally, a minimum 2.3 cumulative quality point average must be maintained and the program must be completed in six semesters for students in the day program and eight semesters for students in the evening program.

2. Return of Federal Aid: If a student withdraws from school, it may be necessary to return some portion of federal aid. Please see the Financial Aid Office for details.
ACADEMIC SUCCESS PROGRAM

The Academic Success Program offers numerous services throughout your law school years. The first year program assists students to adjust to the new style of learning and writing. Skills Workshops are offered to all students wishing to master skills essential for law school achievement. Individual skills development, academic counseling, and legal writing assistance are also available.

The upper level program allows students to continue to develop and hone analytical and writing skills that are vital for success in law school and on the Bar exam. Individual skills training and writing assistance, which often focus on Bar Exam questions, are available and encouraged. The upper level program also includes a for-credit bar skills class and a summer supplemental bar program.

The Director or Associate Director are available to meet with any student on an individual basis to discuss academic performance, academic counseling, Bar Exam related issues, and methods to improve or maintain academic performance.

Any student interested in learning more about the following programs should contact: Danielle Bifulci Kocal, Director of Academic Support at extension 44108 or dkocal@law.pace.edu.

Dean’s Scholar Program

Selected first year students are invited to apply to participate in the Dean’s Scholar Program. Under this program, first year students meet in organized study groups for one hour per week for each of their substantive courses. The study groups are facilitated by successful third year students, referred to as Dean’s Scholars, who focus on legal analysis and exam preparation. Through weekly discussions and constant exposure to exam-type questions, students are better able to make the transition to law school learning. In addition to offering weekly study sessions, Dean’s Scholars hold weekly office hours open to all first year students. During this time, the Dean’s Scholar is available for individual mentoring and study skills assistance.

Study Skills Workshops

Study skills workshops are designed to provide assistance to law students as they acquire the skills that are necessary to be a good law student. Each Fall, the Office of Academic Success encourages all first year students to attend a series of workshops. The workshops, which focus on study skills, range from briefing to time and stress management to exam preparation. Skills workshops are offered to upper level students as well. Significant emphasis is placed on exam writing and legal writing style.

Individual Tutoring and Mentoring Sessions

Individual skills mentoring is available to provide additional learning resources to those students who are deficient in writing and analytical skills. Danielle Bifulci Kocal, Director of the Academic Success Program, and Elizabeth Corwin, the Associate Director, are available to provide such assistance to such students. Students who take advantage of this assistance often see a great improvement in their legal writing and analysis and, subsequently, their academic performance.

Principles of Legal Analysis

This course is designed to increase the analytical skills of second year students with an eye toward increasing their GPA and assuring a greater likelihood of success on the Bar Examination. The course, which is required for those students who do not perform well during their first year of law school, is designed to assist students in developing their writing and analytical skills. Students are required to produce several written assignments, and will receive individual feedback throughout the semester.

Advanced Analytical Skills

Pace Law School is proud to be among the first law schools in the country to offer a for-credit supplemental Bar preparation course. Advanced Analytical Skills builds on the analytical, writing
and organizational skills necessary to enhance a student’s ability to prepare for the Bar exam. Students will become thoroughly familiar with the format and components of the Bar exam. Students will review and outline some substantive topics, learn methods by which to review the tested areas of law, write outlines, complete practice essays, complete Multistate Performance Test questions, multiple choice exam questions and receive feedback on written answers.

Students will learn to apply the critical skill of legal analysis writing. They will improve their ability to analyze facts, use legal authorities to identify the issues and sub-issues presented by a problem, and evaluate the strengths and weaknesses of legal arguments. Students’ writing skills will be developed through an emphasis on audience assessment and attention to legal and factual analytical reasoning. Memorization skills, time management and stress management techniques will also be taught. This course will be required for certain students based on their GPA, but is highly recommended for all students taking the New York Bar Exam.

Bar Preparation Workshops

In addition to the Advanced Analytical Skills course, the Academic Success Program also offers a series of workshops for third and fourth-year students during the spring semester, geared towards preparing them for the different components of the Bar Exam. Workshop topics include The Nuts and Bolts of the NY Bar Exam, The MPT Explained and Making the MBE Your Strong Point.

Academic Success Achievement Program (ASAP)

ASAP is a program designed to assist poor-performing students improve their grades in law school and pass the Bar Exam. The program is outlined in the Academic Rules and Regulations section of the handbook, item 4(f).

LAW REVIEWS

Participation in law reviews is an important component of your legal education. Many law reviews are operated and edited entirely by students. Student participation is highly encouraged because it aids in the development of essential legal writing skills.

Pace Law Review

Providing a forum for discussions of novel and new developments in the law, the Law Review is student-edited and published two times a year. Under the direction of student editors, associates spend three hours a week editing articles for publication, checking for grammar and accuracy of footnotes and citations.

Each of the associates is required to write a case note or case comment of publishable quality to appear in the Law Review. Material for the journal is submitted by leading legal scholars from outside and inside the Law School.

Pace Environmental Law Review

Devoted to commentary and analysis of environmental law issues, the Review publishes scholarly articles in the field, the annual Lloyd Garrison Lecture in Environmental Law, the winning briefs of the Pace Environmental Law Moot Court competition and the proceeding of an annual colloquium on environmental legal issues.

Pace International Law Review

Edited and published by students, the Pace International Law Review covers scholarly materials in the rapidly growing field of international law. Two issues are published annually—one focusing on public international law and one on international commercial law.

MOOT COURT PROGRAM

In addition to earning two credits, participation in the program offers students a wonderful opportunity to develop your written and oral advocacy skills—a combination that few other legal programs allow. As a member of a Pace moot team, you will have the chance to work with other students and a faculty advisor in order to craft an appellate brief and a strong oral argument. Students
can apply to participate in one of several moots, which include topics ranging from constitutional law to international commercial arbitration. Students have the opportunity to travel to Vienna, or can participate in our very own Grand Moot, which takes place at our law school. The Program offers a wonderful experience, which you will carry with you throughout your career.

Academic Credit:
Moot Court Course: Law 872—Each student who is selected, participates and represents Pace Law School in the following Moot Court Competitions will be eligible to receive two academic credits:

- The National Moot Court Competition
- The Frederick Douglass Moot Court Competition
- The International Environmental Moot Court Competition
- The Willem C. Vis International Commercial Arbitration Moot
- The Philip C. Jessup International Law Moot Court Competition

Advanced Appellate Advocacy: Law 849—Students selected for the Grand Moot program will be automatically enrolled in a two credit spring semester section of Advanced Appellate Advocacy.

ADMINISTRATIVE SERVICES

Office of Student Assistance (OSA)—Student Accounts Office
This office maintains students’ financial records, produces statements of account, bills students for tuition, fees, dorm, health insurance and other student related fees, and approves and initiates refunds to students, via Higher One. Meal Plans may be purchased at the OSA window or charged against an existing credit on account. Payments may be submitted directly to the OSA Office; private loan checks may be endorsed and negotiated; refunds for overpayments, or tuition cancellations or other credits may be requested. The Office also accepts departmental and student organization deposits, and disburses petty cash. With proper documentation, the office will bill third parties on behalf of the student; employers, outside scholarship organizations, etc. This office works closely with the Office of Student Assistance—Financial Aid Office and the Office of Student Services.

Office of Student Assistance (OSA)—Financial Aid
Application Process and Filing Dates for Financial Aid Programs

Eligible students in good standing who meet the federal application guidelines may file The Free Application for Federal Student Aid (FAFSA).

Students who would like to apply for the Federal Direct Loan Program (FDLP), the Federal Perkins Loan, the Federal College Work-Study Program, or the Trustee Tuition Grant must apply annually by filing the FAFSA on the web at (http://www.fafsa.ed.gov). The annual priority filing date of FAFSA applications for consideration of need-based financial aid programs is February 15th prior to each academic year. Applicants may report estimated income on the FAFSA if Federal tax returns are not completed prior to February 15th. Students whose FAFSA’s are received by the Federal Student Aid Programs by the February 15th deadline will be given priority consideration for the following need-based programs; Trustee Tuition Grant, Federal Perkins Loan, and Federal College Work-Study Program. Qualifying candidates who demonstrate financial need as determined by the Federal Expected Family Contribution (EFC) will be considered for the awards on a first-come-basis until such time as funds are exhausted.

Students may file the FAFSA after February 15th to apply for the FDLP. It is strongly recommended to file the FAFSA application not less than ten weeks from the start of classes to ensure the availability of funds for the payment due dates and other educational related expenses, such as housing and living expenses.

When filing the FAFSA application, it is necessary to list Pace University’s federal code for White Plains, 002727.

Approximately two weeks from your FAFSA file date, a Student Aid Report (SAR) should be received with the information you reported. It is important to review the information and make any necessary corrections or up-dates as early as possible to ensure adequate time for revisions and the processing of your financial aid.
A Review of Programs Coordinated by the Financial Aid Office

Federal Direct Unsubsidized Stafford Loan
The maximum Federal Direct Loan is $20,500 for a standard academic year (two semesters). The loan has no income cut-off or credit requirements. New loans as of July 6th, 2006 have a fixed interest rate of 6.8%. A 2.0% loan fee is deducted from the loan amount. The loan is disbursed no earlier than 10 days before the first day of class. Interest that accrues on the unsubsidized portion of the loan while the student is in school can be paid quarterly, or it may be capitalized or added onto the principal of the loan. Repayment of principal begins six months after graduation or after the student ceases to be enrolled at least half-time. At least half-time enrollment during a semester is required to qualify for a loan during that semester. There is no penalty for prepayment, and a number of relatively flexible repayment options are available. The loans are processed by the Financial Aid Office. Students are required to sign a master promissory note (MPN) and Loan Entrance Counseling (LEC) online at www.studentloans.gov. The MPN and LEC must be completed once (first time borrowers) and is valid for 10 years.

Federal Perkins Loan
These loans have an interest rate of 5% and an interest subsidy until nine months after the borrower leaves school, at which point repayment begins. The loans are awarded on a first-come basis to early applicants with exceptional financial need. Typical annual awards range from $1,000 to $2,500.

Direct Graduate PLUS Loans for graduate or professional students
Graduate or professional students are now eligible to borrow under the Direct PLUS Loan Program up to their cost of attendance minus other estimated financial assistance. Direct PLUS loans have a fixed interest rate of 7.9%. Students should exhaust their federal Stafford loan eligibility before applying for a Direct PLUS loan.

A student must be enrolled in school at least half time, be a U.S. Citizen, U.S. Permanent resident or an eligible non-citizen. A credit check is required and you must submit a FAFSA. There is a 4% origination fee charged by the federal government. Applications are available at the Financial Aid Office. Students will also need to complete Master Promissory Notes and Loan Entrance Counseling online at www.studentloans.gov.

Federal College Work-Study
The primary purpose for this program is to promote the part-time employment of students who have financial need. Employment may be secured at Pace University or with off-campus non-profit organizations. Depending on the availability of funds, full-time summer positions may be awarded to continuing students. Typical annual awards range from $1,000 to $4,000 in potential earnings. Awards are made on a first-come basis to qualifying applicants. Please contact the Financial Aid Office regarding the Federal College Work-Study Fact Sheet for program details.

Private Educational Loans
Students who meet certain credit requirements may qualify for one of several private educational loans in an amount not to exceed the Cost of Attendance (COA) minus other financial aid. Apply four-six weeks before you require the loan funds. You must apply on line with the respective lender of your choice. In advance of applying for the loan, it is advisable to order a credit report from Experian Inc. at (800) 682-7654 or http://www.experian.com, so that you can have an opportunity to correct any errors or problems with the report. Please visit www.studentlendinganalytics.com to view a list of lenders currently offering private student loans.

School of Law Trustee Tuition Grant
This is a need-based grant program funded by Pace University School of Law. It is awarded to new students. A typical annual award is $4,000. Annually, awards are made on a first-come basis to qualifying applicants until funds are exhausted, so it is important for students to apply early each year. The grants are generally renewable each year to on-time (based on date of filing and
Other Helpful Loan Information

Deferments: Students should contact their lenders for deferment requests and any necessary forms pertaining to any previous federal student loan(s). Generally, deferment forms are completed by the registrar’s office.

Consolidation: There are several types of programs. Two specific types are: the Direct Consolidation Loan and the FFEL Consolidation Loan, each with different deferment options and repayment options. Loan Consolidation information is available at www.finaid.org.

Satisfactory Academic Progress Standards: For continuing students there are minimum academic progress standards that must be met to maintain eligibility for the federal student aid programs. A student must have achieved a cumulative grade point average of at least a 2.30 to be eligible to enter the third or subsequent semester of law study.

If a student receives a probationary semester the student must contact the Financial Aid Office to discuss a one-time waiver of the 2.3 or good standing requirement in order to secure loans.

Summer School Attendance: To receive loans for summer school study abroad programs or courses, students must be registered for a minimum of six (6) academic credits.

Refund of Financial Aid: If a student withdraws from all or a portion of their classes in a given semester, it may be necessary to return all or a portion of your financial aid. Please see the Financial Aid Office for details. If a student is academically dismissed after a refund is processed and disbursed, once all tuition and fees have been cancelled, the student must return any dispersed portion back to the institution.

Veterans’ Benefits: G.I. Bill. Veterans who have served in the Armed Forces on active duty for more than 180 days are eligible for monthly payments through the Veterans Administration. Full-time students receive at least $376 a month. The amount increases with the number of dependents. Part-time students receive less. Pace University is fully approved to conduct college-level education programs for veterans.

The Office of Veterans Affairs is located in the Registrar’s Office on each campus. Personal and career counseling, assistance in completing applications for veterans’ assistance, and outreach and placement are all available through this office. Veteran students are urged to use these services and are encouraged to check at least once a semester on the status of their enrollment certification.

Loan Repayment Assistance Program (LRAP):

The purpose of the Loan Repayment Assistance Program is to direct benefits to graduates who would otherwise be precluded from accepting qualifying employment in the public or not-for-profit sector, and who are unable to continue to work in those positions because of the level of income generally available in those sectors, coupled with high student loan debt after graduation from law school.

Employment Covered by the Program: The program is available to students who accept full time legal employment (i.e., 35 hours or more per week) for a non-profit organization, an agency that provides legal services to the indigent or poor, or a legal position in a law related state, federal or local government agency.
Income Calculation: Qualifying income for purposes of Loan Repayment Assistance Program includes the graduate’s adjusted gross income as determined by a graduate’s federal income tax form. A graduate spouse’s income or domestic partner’s income will be included in the determination of LRAP benefits.

Annual Awards: The award recipient(s) will receive a maximum LRAP forgivable loan award of $5,000 per year, distributed at the end of each year, for three consecutive years immediately following graduation.

Application Procedures and Deadlines:

Applications are available online at www.law.pace.edu/currentstudents/LRAP.html
Applications must be submitted annually no later than December 1st, by students who graduate in the immediately preceding calendar year.

For further information and frequently asked questions, please visit www.law.pace.edu/currentstudents/lrap.html.

Registrar’s Office
The Registrar’s Office is the keeper of all student records. The Office is also responsible for the duplication and administration of all examinations, grade processing, ranks, Dean’s List letters, distribution of the course schedule, registration for all courses, transcript processing, certifications to all state bars and loan companies, exam schedule, academic calendar, room assignments and students’ mail folders.

The Office of the Registrar is located on the 1st floor of Aloysia Hall. Office hours are 9:00 am to 6:00 pm, Monday and Thursday, and 9:00 am to 5:00 pm on Tuesday, Wednesday, and Friday. When classes are not in session and during the summer session, office hours are 9:00 am to 5:00 pm Monday to Friday.

Identification Cards
All students must have a Pace University Identification card. The initial card is free. The card must be displayed (on lanyard provided) at all times while on Pace University property. Replacement ID cards are subject to a $10 processing fee. Student ID cards are property of the University and may be revoked in the case of abuse.

CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT & THE PUBLIC INTEREST LAW CENTER
The Center for Career and Professional Development (“CCPD”) and the Public Interest Law Center (“PILC”) offer comprehensive services to Pace Law School J.D. and LL.M. students and alumni. The CCPD works to educate students and alumni about the diverse career paths open to them. Through one-on-one counseling, access to online resources and proprietary CCPD career guides, and participation in speaker panels, programs and networking events, the CCPD helps students build the knowledge, confidence and contacts to identify and reach their career goals. Services include: conducting programs on all aspects of the job search and application process; holding fall and spring on-campus recruiting programs and an annual Winter Career Fair; career panels with expert practitioners; educating students about outside programs and career fairs; and assisting students in identifying and applying for fellowships, scholarships and judicial clerkships. The CCPD actively works to identify employment opportunities and facilitates ways for students and alumni to meet, network, and build relationships with legal employers and practicing attorneys in a wide array of fields. Students are encouraged to take advantage of the many services the CCPD provides. The Public Interest Law Center (PILC) guides students interested in public interest opportunities and careers. PILC was created in 2008 to centralize the Law School’s public interest components and to provide counseling, resources and opportunities for our students and alumni.

CCPD & PILC Staff
The Assistant Dean for Career and Professional Development, along with Elyse Moskowitz, Associate Director, Counseling and Professional Development, Antoinette Pugliese, Assistant
Director, Career Development and Programming, and a part-time Advisor, provide individual career counseling and advice on all aspects of searching for permanent positions, internships, and part-time positions in government and the private sector (law firms and corporations) as well as judicial clerkship opportunities. CCPD counselors advise students and alumni on methods for identifying and researching private and public sector positions and employers, review resumes and cover letters, evaluate and coach interviewing skills, and work with students individually on how best to conduct the job search. The Assistant Dean, Assistant Directors, and all Advisors have J.D. degrees and prior legal practice experience. Nicole Moncayo, Director, Employer and External Relations, Strategic Professional Development Initiatives (and Pace Law Class of 2003), coordinates the CCPD’s fall and spring on-campus interview and recruiting programs along with Lauren Vacciana-Gordon, the CCPD’s Recruitment Coordinator. Lauren also handles all job postings received from employers seeking to hire Pace Law students and alumni and sits at the front of the office and assists with all students, alumni, and employer matters. Jennifer Friedman, Director of the Public Interest Law Center, and Assistant Director Andrea Putnam manage its efforts, including public interest student counseling and programming, the law school’s summer funding programs for public interest internships, the public interest students’ online auction, and the Pro Bono Justice program which offers a range of opportunities for students to gain hands-on legal experience while helping people in need of legal assistance.

**Location and Hours**
The CCPD is located in Room 207 of the Aloysia Building, on the second floor, and the PILC is in Aloysia 305. The CCPD is open Monday through Friday from 8:30 am to 5:00 pm, with additional hours available by appointment. The CCPD also hosts a drop-by table from 12:00 pm to 1:30 pm and from 5:00 pm to 6:30 pm outside the cafeteria approximately twice a month during the academic year. Students may schedule a counseling appointment in the CCPD or PILC by visiting the CCPD reception desk, calling the CCPD’s main number at (914) 422-4217, or emailing Lauren Vacciana-Gordon at lvacciannagordon@law.pace.edu. (NB: Pursuant to National Association of Law Placement and Pace Law School policies, full-time first year students may not schedule individual counseling appointments at the CCPD or PILC until after October 15, but may attend educational programs offered by the CCPD or PILC. Part-time first year students seeking employment during the academic year may make an appointment once the school year begins.)

**Website and Career Guides**
The CCPD and PILC websites contain information about their offices, as well as information on judicial clerkships and public interest law opportunities, internet resources, general job search tools, and provide access to several proprietary resources and career guides as well as several sample resumes and cover letters, instructional webinars, and videos of past programs. Some of our career guides include: a comprehensive Legal Employment Guide; Evening Student Supplement; LL.M. Legal Employment Guide; Guide to Alternative Dispute Resolution; Guide to District Attorney’s Offices; Guide to Environmental Law; Guide to Legal Careers in Government; Guide to Intellectual Property Law; Guide to International Law; and Guide to Legal Academic Careers. On the site you can also find a link to Symplicity (www.law.pace.edu/symplicity), the law school’s proprietary job posting site where, along with postings for internships and job opportunities, students and alumni can also find upcoming programs and events, the on-campus interview (OCI) program schedule, and additional sample resumes and cover letters. Contact the CCPD for the username and password needed to access protected guides and other materials.

**Symplicity Career Service Management System**
Symplicity is a state-of-the-art, online career center management program that stores information held by the CCPD regarding students and employers. Student, alumni and employer information, encrypted to ensure security, are available at all times from any internet connection. Once registered, students may enter or change their contact information and profile, upload and save resumes, cover letters, recommendations and writing samples, access employer job postings, and apply for on-campus interviews online. Students may search for jobs by employer, class year, location, practice area, or any number of search criteria. All students who wish to use CCPD services must register on Symplicity and are encouraged to become familiar with this invaluable tool.

**Mock Interviews**
To help students prepare for employer interviews, CCPD and PILC counselors conduct mock interviews throughout the year. Counselors tailor interviews to help students prepare for particular employers in the public or private sector, such as law firms, district attorneys’ offices, and not-for-profit organizations. Mock interviews may be recorded for future viewing and immediate feedback and advice is provided. It is highly recommended that all students participate in a mock interview at least once during their law school career.

**On-Campus Interview Programs**
Each fall and, on a smaller scale, each spring, the CCPD runs an On-Campus Interview and Recruitment (OCI) Program. Through OCI, the CCPD brings some private and public sector employers onto campus to interview upper level students for summer and post-graduate positions. Additional employers participate in OCI through resume collect. This process enables employers to receive materials from qualified students online and then select students to be interviewed in the employers’ offices. Students receive an informative OCI packet by email in the spring semester and again over the summer outlining student participation guidelines and processes.

**Winter Career Fair**
Every March, the CCPD & PILC host the Law School’s Annual Winter Career Fair. The Career Fair presents current students and recent graduates with an opportunity to speak with representatives from private and public sector employers, many of whom are Pace Law graduates. In the past, participating employers have included multi- and specialty-practice law firms, corporations, government entities, and public sector organizations. Each student has the opportunity to speak to employers one-on-one and, in the past, many participating employers have accepted student resumes. This is a wonderful opportunity for students to learn about diverse employers and practice areas and to get advice about career paths and internship and employment opportunities in a variety of fields.

**Career Panel Series**
Each year the CCPD and PILC sponsor a series of career panels and programs. Each program focuses on a different area of practice or type of employer and features a panel of practitioners who share their advice and individual career path. The panelists are available to answer questions and talk individually with students. Past programs have included: Careers in Prosecution; Public Interest panels (including separate presentations on environmental careers in the public sector); Careers in Federal Government; State Government and Local Government; Alternative Dispute Resolution (arbitration and mediation) Careers; and Academic Legal Careers; to name only a few. Students are encouraged to attend the career panel series and take advantage of the opportunity to meet practitioners and scholars in their fields of interest.

**University Non-Discrimination Statement**
The University is strongly committed to maintaining working and learning atmosphere that is free from unlawful discrimination, harassment and retaliation. The University is also an equal opportunity employer that is strongly committed to making all personnel decisions without regard to actual or perceived sex, gender or gender identity; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation or affectional status; genetic predisposition or carrier status; military or veteran status; status as a victim of domestic violence, sex offenses or stalking; or any other characteristic protected by law federal, state or local law, rule or regulation. All University employees, supervisors, administrators, officials, faculty members, students, and applicants, as well as everyone with whom the University does business (e.g., outside vendors, consultants, contractors) are prohibited from engaging in unlawful discrimination and/or harassment based on any of these protected characteristics. Any employer who fails to comply with Pace University’s non-discrimination and anti-harassment policy will be prohibited from utilizing the services of the Center for Career and Professional Development.

**Questions**
The CCPD and PILC are happy to respond to any questions about their services, on-line registration process, database management system, or website. Please contact the CCPD at (914) 422-4217 or careers@law.pace.edu, and the PILC at publicinterest@law.pace.edu.
DEPARTMENT OF LAW SCHOOL INFORMATION TECHNOLOGY SERVICES

The Law ITS Help Desk is located in Aloysia Hall room 302, and the phone number is (914) 422-4290. For the quickest service, students should email the help desk at lawits@law.pace.edu. The Help Desk is open for walk-ins from 9:00 am to 5:30 pm Monday through Thursday, and on Friday from 9:00 am to 5:00 pm. These times are subject to change based on need and staffing; there are altered summer and holiday hours.

Law ITS information (including the information in this document) and additional web resources, are available in the Information Technology section of the Pace Law School website. To access this section, please direct your browser to https://law.pace.edu/ITS or, from the http://law.pace.edu homepage, select the link for Current Students on the top of the page, and then the link for Information Technology Services on the navigation page to the left of the page. Please visit the ITS site often for updates and announcements.

Students of Pace Law School have a significant resource available to them in the Law ITS Help Desk. Law ITS is responsible for providing technical assistance and essential information to all students, student journals and organizations, faculty, and staff.

The Law ITS mission is to:

- Provide friendly and efficient support to the students, staff, and faculty of the Pace Law School, and create opportunities for professional development through the availability and application of innovative technologies for students, staff, and faculty.
- Execute continuous self assessment and employ diversity of opinions and cultures to inform excellent results.
- Maintain the highest ethical standards when managing data and upholding privacy standards and advocate commitment to environmental and fiscal sustainability.

Always feel free to contact Law ITS with technical issues – we are here to help. Our preferred method of contact is by email. If you send an email from your Pace Law School email account to lawits@law.pace.edu, a work order is automatically created in our system and queued to be attended to as soon as possible (within 1-2 business days). If we are unable to assist with a particular issue, we will be able to point you in the right direction to get you the help you need.

Some of the things Law ITS can do for you are as follows:

- Diagnose and/or troubleshoot laptop configurations and/or security issues.
- Assist with Pace licensed software installations (e.g. Antivirus, VPN).
- Recommend hardware/software purchases.
- Assist with network resource access.
- Provide information on configuring email settings.
- Provide technical support for Pace-owned technology resources (printers, library computers).
- Provide technical support on final exam software.

Appropriate Use Policy for Information Technology

Please note that registered law students are responsible for reading and abiding by the Appropriate Use Policy. It is your responsibility to access the document on the web at http://www.pace.edu/pace/about-us/administration/its/about-its/policies-projects/it-appropriate-use-policy or by searching for it on the www.pace.edu website. Should allegations arise which implicate a student in misuse of IT resources, it will not be deemed a defense that he or she was unfamiliar with the policy. Pace University reserves the right to amend or otherwise revise this document as may be necessary to reflect future changes made in the IT environment.

Access to technical resources at Pace University School of Law is a privilege and carries with it a responsibility to protect those resources. It is the policy of this Law School and Pace University that
all computing, telecommunications, and associated network facilities be used ethically and legally, in accordance with the University’s mission and all applicable licenses and contracts. Students are not permitted to install, delete or otherwise modify the software or hardware on the computers in the Law Library or anywhere else at the Law School or University. Any use that would impede teaching, learning or research, hinder the functioning of the Law School or University, violate an applicable license or contract, damage community relations or relations with institutions with whom Pace shares responsibility, or violate federal copyright law, violates this policy. Violation of this policy may result in suspension of privileges to access the information technology involved, initiation of disciplinary procedures or, in extreme cases, criminal prosecution under federal or state law. Students are responsible for all usage that is done under his or her User Name. Students should never disclose their passwords to anyone else.

Accounts
Students are assigned network accounts at the beginning of their first semester at Pace Law School for use through their entire law school tenure. There is a single login required for all Pace University resources in the pace.edu domain. Your username or account login will be required to identify yourself when accessing all resources on the intranet and network, including email, student-use workstations in the library, authentication on the wireless network, the MyPace portal, and additional resources. Your Pace username will be your initials followed by randomized numbers and a character (example: js12345w). If you do not know your Pace username, you can search for it in the Pace University White Pages.

Using the Pace University White Pages to find contact information:

- Direct your internet browser to http://whitepages.pace.edu
- To find your Pace username, type your name in the field titled Search by Name
- Select Students or All from the dropdown list in the field for Search Scope
- Click the button to Search when ready.
- In the Results pane, select the View Details link for your name from the list
- Your contact information will open in a new window

Your Pace username or user ID will be the Pace email address provided without the @pace.edu.

All Pace Law School students are provided two email addresses—one is the Pace University User Name followed by @pace.edu (e.g. js12345w@pace.edu), and the law school specific email address which is generally first_initial_last_name@law.pace.edu (e.g. JSmith@law.pace.edu.) All email is delivered to the one mailbox at https://email.law.pace.edu. Pace Law School uses Microsoft Exchange Server for email and each student is provided with a 2 GB mailbox. Postini is the spam filtering service used by Pace Law School; a daily Quarantine Summary will be sent to all students by email to review.

MyPace Portal
MyPace portal provides access to student records, including grades and financial statements. Students will access the MyPace portal to register for all classes. This is also where students can go to learn their “U” number—a numerical identifier that is used in place of Social Security numbers at Pace University.

To access MyPace Portal:
- Direct Internet Explorer to http://portal.pace.edu
- Log in using your User Name and password
- Click on the Students tab and explore to become familiar with the portal
- To locate your U-number click Check your registration status (for example), and you will see your U-number in the top-right corner of the page, to the left of your name.

Computer Labs
At Pace Law School students will use technology resources intensively, including word processing, on-line research, and email. The Law Library has two computer labs. The main lab is on the first floor of the Library opposite the Circulation Desk. This lab has sixteen computers, two networked laser printers, one digital scanner and dedicated LexisNexis and Westlaw printers. The
Law Library also has a computer lab on the third floor of the Glass Building with twelve computers. This lab is used only for teaching; training sessions in online research take place in this lab. There are also six public access computers located in the carrels opposite the Reference Desk on the first floor of the Library. These computers print to the laser printer behind the Circulation Desk. There are additional computers for student use in other locations on campus. There are six computers in the Preston Student Lounge, two across from the registrar’s desk, and other strategic locations throughout the campus.

All public use computers are configured to remove user information and data when logged off, shutdown, or restarted. It is very important that students remember to save all their work to removable shared drive and save their work often to this location.

Applications, Downloads, and Account Management (http://adam.pace.edu)

Through ADAM, you can activate your MyPace Portal Account, Change, Unlock, or Reset your Password, and set e-mail Forwarding. A free copy of MS Forefront Antivirus is available for download. Visit adam.pace.edu to access.

Web Space

Pace University provides web space free of charge to all students, faculty and staff. Point your browser to http://webpage.pace.edu for instructions. You will be required to activate your account using your Pace User Name and password.

Exam4

Exam4 is a web-based word processing program that allows students to take final exams on personal laptops while locking down access to other applications on the computer. When exam time is near, further instructions will follow on where and how to obtain the latest version of the software and download licenses for Pace University Law School student use.

Lexis and Westlaw

Lexis and Westlaw passwords are given to all students, and students can access these databases via the Web. These accounts are for educational use only; students are not permitted to use their accounts for non-educational use or to allow anyone else to use their passwords. There are dedicated Lexis and Westlaw printers in the main computer lab. Printing on the Lexis and Westlaw dedicated machines is free, but there are monthly limits on printing set by the vendors.

Network Access and Connectivity

Pace University User Names are required to access computers and related software in the Law Library, network printers, server storage and other network resources. This account is also required to connect to the wireless network on the majority of the campus, as well as to activate the jack in your dorm room if applicable.

The Law School’s wireless network spans the majority of the campus, and is constantly being expanded. Personal laptops can access the wireless network with a wireless card that is WiFi certified and meets the 802.11 g/n wireless standard. Both Windows and Mac computers are able to connect to the Pace wireless network.

Network Printing

Students may send a print job over the wireless network. These printouts will be released to printers located in the law library. Students will receive a $30.00 credit for printing at the start of the Fall, Spring, and Summer semesters. To release a print job, or to use a different feature (like scanning), simply swipe your Pace OneCard. If your OneCard is not available, you can release a print job by entering your username and password. The prices for printing services are 6¢ per page printed or copied (double sided by default, 6¢ per side) and 2¢ per scan of an image, picture, or document to e-mail. There is no charge for Lexis and Westlaw printing if search results are sent to these dedicated printers. There is also a high powered scanner in the computer lab for student use. Scanned documents may be sent to an email address.

TWEN
The West Education Network (TWEN) is an online extension of the law school classroom. Using TWEN, students can access course materials, participate in class discussions, and exchange e-mail messages with instructors and classmates while at school or at home. To participate in TWEN students need a Westlaw password, which can be obtained from the Library. Students may access the TWEN homepage through the Law School website, on the Current Students page under Syllabi & Assignments. Please note: TWEN is not administered by Law IT. For general or technical questions regarding TWEN, call (800) 486-4876 or send an e-mail message to academic@westgroup.com.

Students may find a syllabus and/or first assignment in various places. First assignments are posted on the bulletin board in the student lounge. Syllabi are generally available directly from the professors’ assistants. In addition, students may find first assignments and syllabi on TWEN. If you do not find anything on TWEN or the bulletin board, it is probably because the professor has not posted anything.

CALI

Computer Assisted Legal Instruction (CALI) is also used at the Pace Law School. Students can pick up CALI lesson disks in the Library Computer Lab.

OFFICE OF STUDENT SERVICES AND RESIDENTIAL LIFE
(OSS)

OSS Staff
Angela D’Agostino, Dean for Students, Stephanie Chow, Director of Student Services and Denessa Loregnard, Administrator for Student Services, support the development of community within the Law School.

The Dean and the Assistant Director are both graduates of the Pace Law program, part-time and full-time programs respectively, and bring over 20- years of higher education administration experience to the office. The administrator has had an impressive career to date in higher education program development, implementation and execution.

Location and Hours
OSS is located on the first floor of Aloysia Hall, Room 109. OSS is open from 9:00 a.m.-5:00 p.m. with additional hours available by appointment. Students may schedule an appointment with the Dean or Director by e-mail, telephone or by e-mailing lawstudentservices@law.pace.edu.

Reasons to Visit Student Services
- You have a question, concern or problem and you are unsure where to go, or with whom to speak.
- You want to find out about services for students with disabilities and/or implementation of services.
- You are having personal problems that may be affecting your academic performance.
- You need to miss classes or an examination due to an illness or another personal problem.
- You have questions about student insurance.
- You are a member of a student organization and have questions about your budget or hosting an event.
- You want to publicize a school-sponsored activity on the law school calendar.
- You have suggestions or ideas about improving student life and would like to talk about it.
- You have financial aid concerns.
- You would like to apply for endowed scholarship and upper level financial assistance.
- You are in need of emergency loan money due to an extraordinary circumstance.
- You need to apply for a leave of absence.

Residential Life
Community living is a valuable experience, which provides opportunities and rewards that will last a lifetime. Exposure to new people, ideas, cultures and ways of thinking create an environment ripe for growth and learning.
At Pace, our residential life program is centered in the belief that community living is an integral part of the total educational experience. The staff is committed to providing facilities, programs and services that complement your academic development and promote your personal and social development. Students are viewed as whole individuals working toward integration with others and enjoying the privileges of community membership, while accepting its inherent responsibilities.

Our programs, rules and guidelines are designed with your safety and welfare in mind. Your involvement in the community as self-regulating adults is the key to making the residence halls places where students:

- meet others and successfully live together through peer interaction and learning complementing your academic program;
- assume responsibility and accountability for your own lives and living environments;
- develop friendships and relationships which are respectful, civil and mutually satisfying;
- participate in educational, social and cultural programs;
- develop skills through participation that will enhance your Pace experience and prepare you to contribute as members of outside communities.

The Residence Director has an office located in Dannat Hall and may be contacted at (914) 422-4107.

UNIVERSITY POLICIES, DISCIPLINARY AND GRIEVANCE PROCEDURES

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 nonacademic 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.

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:

1. Students and other persons participating in a class or activity related to a class (such as, for example, internships and field trips) must comply with a faculty member’s reasonable standards of behavior for the class and/or related activities.

2. Theft, willful destruction or damage to or misuse of any University property or property owned by any member of the University community is prohibited.

3. 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.

4. The unlawful use, possession, sale, distribution or manufacture 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.)

5. Obstruction of or interference with the normal operations and processes essential to the University is prohibited.

6. Interference with academic freedom (including speech in the classroom and by University-approved guest speakers) is prohibited.

7. Strict compliance with the University’s policies and procedures concerning demonstrations and rallies is required.

8. Strict compliance with the University’s policies and procedures concerning the appropriate use of information technology is required.

9. 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. Such actions may include, for example, violence or threats of violence.

10. Members of the University community are required to comply with the instructions of a University administrator, or other duly authorized agent of the University, to, 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 a mechanical device (such as a fire alarm).

11. 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.
12. Engaging in violence or intimidation against another person and destroying property because of bias or prejudice while on University premises or at University-sponsored events violates the University’s Hate/Bias-Related Policy and is prohibited. Such conduct by students and employees (including faculty), whether on or off campus or at a University-sponsored event, is also prohibited.

13. 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 Assistance, the University bookstore, the University library, University housing, the Student Development Office, and Security.

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

15. 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. 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.

16. Gambling is not permitted on University premises or at any event sponsored by a student group or organization.

17. Solicitation by students, student clubs and student organizations including, but not limited to, fund raising, on University premises or in connection with a University-sponsored event is prohibited without the prior approval of the Director of Student Development and Campus Activities or the Dean for Students.

18. “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.)

19. Other members of the University community, such as applicants for academic admission and employment, visitors, guests, vendors, contractors and other third parties, are prohibited from soliciting and distributing on University premises or in connection with University-sponsored events without prior approval from the Director of Security.

20. 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.

21. The falsification of University documents is prohibited.

22. 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 by the University.

23. Conduct on or off campus in a manner the University determines reflects adversely on the good name and reputation of the University is prohibited.

24. Conduct by students and employees (including faculty) on or off campus that violates local, state or federal laws may also constitute a basis for disciplinary action by the University.
25. Without appropriate prior authorization, video recording devices, including, but not limited to, cell phones equipped with a camera, may not be used on University premises or at University-sponsored events, other than in an emergency, in any area or circumstances where the recording of images reasonably would be considered to be inappropriate.

26. 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.

DISCIPLINARY PROCEDURES AND HEARINGS

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, he/she continues 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 injunctive procedures are to be used or civil authority is required, the President, or in the President’s absence, the Provost, and in the absence of the President or the Provost, another designated officer, shall authorize such action after consultation with faculty and student representatives to the maximum extent practicable. Summary suspension may be applied to a student’s residence hall status.

In all cases involving summary action, the following procedure will be observed:

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

B. The Dean for Students shall immediately determine whether the summary suspension shall be continued or modified pending determination of the matter. The Dean for Students may terminate the summary action if it is determined at any time that the summary action was taken without substantial evidence to support it.

C. Notice of termination, continuance or modification of the summary action and the substance of the disciplinary charge against the student, if any, shall be reduced to writing and forwarded to the alleged violator by the Dean for Students personally or by first class and certified mail, return receipt requested, within ten (10) 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 Resolution Attempt), whether he/she wishes to have the charge determined by an Informal or Formal Hearing pursuant to University’s Procedures for a Disciplinary Hearing.

The alleged violator shall have ten (10) days within which to contest in writing, the Dean’s decision regarding continuation or modification of the summary suspension. If the Dean does not terminate the summary suspension within three (3) days following his 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 his/her demand, to an immediate Informal or Formal Hearing of the charge, as described below. If the alleged violator fails to respond to the Dean’s request regarding the choice of an Informal or Formal Hearing, the Dean may convene
a 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 Resolution 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, with supervisors or administrators at sequentially higher levels. If the matter is not resolved by an Informal Resolution Attempt, the alleged violator shall be requested to designate whether he/she wishes 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 he/she desires within ten (10) days following the University’s request for same, an Informal or Formal Hearing will be implemented, as described below.

**Procedures for a Disciplinary Hearing**

The Hearing Officer may be an Assistant Director, or a Director within Student Affairs, an Assistant Dean for Students, a Dean for Students, or the Judicial and Compliance Officer.

**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 his/her 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.

1. Responsibilities of the Hearing Officer:
   a. To insure the procedural guidelines are followed.
   b. To maintain proper decorum at all times. The Hearing Officer reserves the right to remove anyone who disrupts the proceedings.
   c. The Hearing Officer, a party and/or the party’s advisor, may ask questions of the witnesses.
   d. 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.

2. Procedural Guidelines:
   a. Each of the parties or his/her advisor shall be afforded an opportunity to present an opening and closing statement.
   b. The complaining party and his/her witnesses shall be heard first.
   c. 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.
   d. Each of the parties or his/her advisor shall have an opportunity to hear and question adverse witnesses.
   e. Each party, in addition to his/her advisor, may have three observers present during the Hearing.
   f. If any party plans to have an attorney present to act as the party’s advisor, the party must notify the Hearing Officer forty-eight (48) hours in advance of the session in order to allow
for University Counsel to be present. If University Counsel cannot attend the prescheduled session, the Hearing Officer will set another date convenient for all parties.

g. 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.

h. A finding of the Hearing Officer shall be based on a fair preponderance of credible evidence.

i. 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.

j. If the alleged violator fails to appear at the Hearing, the Hearing Officer may, at his/her 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.

k. If the alleged violator appears, but walks out as a result of free choice, the session will continue in his/her absence. No negative inference will be made as a result of his/her departure.

l. 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 one (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 his/her expense.

m. As soon as practicable following the conclusion of the Hearing, a written decision will be forwarded to all parties. The decision will be sent to the local Dean for Students for proper recording.

**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 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. Must be documented and applied by an appropriate Hearing Officer through the disciplinary due process. All financial transactions should be coordinated with appropriate SARs and 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 applicable University publications (i.e. Catalog, Student Handbook, Guide to Residence Living).

- **Educational Sanction**
  Community service 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 authorized University officer.

- **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, etc.

- **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.]

- **Suspension**
  A suspended student will be temporarily deprived of all rights and privileges normally accorded an enrolled student. Separation from a residence, 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. Annotation of this sanction on the student’s academic record is permissible in the case of separation from the University. A student may be suspended from residence and not from the University. Must be documented and applied by an appropriate Hearing Officer through the disciplinary due process.

- **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. Annotation of dismissal from the University is permitted on 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 Dean for Students. Must be documented and applied by an appropriate Hearing Officer through the disciplinary due process.

- **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. Annotation of expulsion on the student’s academic record is permitted. Must be documented, and must applied by the Dean for Students or higher authority in the case of expulsion from the University or residence hall.

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 off a semester, or officially withdraws from any course or courses, regardless of the method of instruction, by filing a written notice at the SARS office, by accessing Pace University’s Voice Response System, or withdraws using the SARS 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 due process or the imposition of any disciplinary sanction pending the investigation or proceedings involving criminal or civil charges.

Disciplinary sanctions which do not restrict or revoke a student’s rights or privileges or otherwise effect the student’s status as enrolled; or sanctions applied as a result of informal resolution as prescribed in the Student Handbook, are non-appealable.
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 effect students consistent with their stated, published, or implied role or responsibility.

A Dean for Students may take disciplinary action in cases where he/she observes a student violating rules or regulations, or the terms of a previously applied disciplinary sanction, or pending adjudication of a complaint, without obligation of following additional or parallel due process. In the case of previously applied sanctions, The Dean may also act upon the report or observation of a fellow staff member.

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 his/her designated authority.

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

Appeal Process for Disciplinary Action

A student who is found guilty of violating a University regulation and subsequently disciplined, may request an appeal, providing this request is made in writing within five (5) regularly scheduled class days following the date the student receives notification of the Hearing Officer’s decision. If the Hearing Officer was an Assistant Director, a Director, or an Assistant Dean for Students within Student Services, the appeal shall be to the Dean for Students. If the Hearing Officer was a Dean for Students, the appeal shall be to the University Judicial Compliance Officer.

DRUG AND ALCOHOL POLICY

Pace University has a strong commitment to a healthy and safe environment for all members of the University community. Any use of alcohol and drugs that is illegal or violates this Policy will not be tolerated.

It is the policy of the University that the unlawful use, possession, sale, distribution, or manufacture of controlled substances and alcohol on University property or at University sponsored programs and activities are prohibited. Even though its possession or consumption may otherwise be lawful, alcohol, except in limited circumstances, is not permitted on University property or at University sponsored programs and activities.

There are two exceptions to the prohibition against the possession and consumption of alcohol on University property and at University sponsored programs and activities. One exception to this Policy is for the moderate possession and consumption of alcohol at University sponsored programs and activities by individuals legally permitted to possess and consume alcohol, provided prior written approval from the appropriate University representative has been granted. The second exception permits students, except for those who reside in Maria’s Tower, who are at least 21 years of age to possess and consume a moderate amount of beer or wine (not hard liquor) in their residential housing room.

This Policy applies to each member of the University community -- students, faculty, and staff -- as well as to contractors, vendors, licensees, invitees and visitors.

This Policy is in compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, and it is distributed to every student and faculty and staff member.

Health Risks Of Controlled Substances And Alcohol

The illegal use of controlled substances and alcohol and the abuse of alcohol and prescription drugs may lead to permanent health conditions including, but not limited to, disorders of the central nervous system, reproductive functioning, cardiovascular and pulmonary systems, and endocrine functioning. In addition, there may be both short-term and long-term effects on cognition, memory, retention,
information processing, coordination, athletic performance, academic performance, and the exercise of judgment.

**Controlled Substances.** All drugs, whether illegal or prescribed, alter the chemical balance of the body. The misuse of drugs may lead to addiction and even death. Drug addiction and abuse can cause serious damage to the brain, stomach, lungs, liver, kidneys, heart, and the immune and reproductive systems. The sharing of needles is a significant factor in the spread of HIV.

**Alcohol.** Inappropriate use and abuse of alcohol is often associated with lower academic performance and failures, sexually transmitted diseases and unplanned pregnancies, vandalism, aggressive behaviors including sexual assault and rape, injuries, death, and prosecution for crimes related to the consumption of alcohol. Even small amounts of alcohol may impair the ability to concentrate, as well as the judgment and coordination required to drive a car safely thus increasing the likelihood that the driver will be involved in an accident. Small to moderate amounts of alcohol may also increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol can cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses may result in respiratory depression and even death. When used in conjunction with other depressants of the nervous system, even a small amount of alcohol can result in these effects.

Repeated use of alcohol may lead to dependence or addiction. The sudden cessation of alcohol consumption produces withdrawal symptoms such as severe anxiety, tremors, hallucinations and convulsions, and can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, may also lead to permanent damage to vital organs such as the brain and liver.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Infants with fetal alcohol syndrome have irreversible physical abnormalities and mental retardation. Further, research shows that children of alcoholic parents are at greater risk than other children of becoming alcoholics themselves.


**Legal Sanctions**

**Possession Of A Controlled Substance.** It is a crime under federal law to knowingly or intentionally possess a controlled substance unless the possession is otherwise permitted by law. e.g., the controlled substance has been obtained pursuant to a valid prescription. The penalties for the conviction of the unlawful simple possession of a controlled substance, sometimes referred to as personal use amounts, are severe. The penalty for the first conviction is up to one year imprisonment, a fine of at least $1,000, or both. The penalty for the second conviction is imprisonment for not less than 15 days but not more than 2 years and a fine of not less than $2,500. If there have been two or more prior convictions, the penalty is a period of imprisonment between 90 days and 3 years and a minimum fine of $5,000.

A conviction for the possession of a mixture or substance which contains a cocaine base (such as crack cocaine) is subject to even more severe penalties. The penalty for the conviction of possession of a cocaine based controlled substance is imprisonment for a period of 5 to 20 years and a fine of no less than $1,000, provided the amount exceeds 5 grams for the first conviction, 3 grams for the second conviction, and 1 gram for each subsequent conviction.

**Trafficking In Controlled Substances.** It is a violation of federal law to knowingly or intentionally manufacture, distribute, or dispense, or possess with the intent to manufacture, distribute, or dispense a controlled substance. As shown on page 26, penalties for trafficking in controlled substances are considerably more severe than those for the possession of a personal use amount of a controlled substance. (U. S. Department of Justice, Drug Enforcement Administration, Drugs of Abuse
Moreover, if a person 18 years or older distributes a controlled substance to a person under 21 years of age, the penalties will be doubled for a first conviction and tripled for subsequent convictions. Similarly, penalties will be doubled for a first conviction and tripled for subsequent convictions of distributing, possessing with intent to distribute, or manufacturing a controlled substance in or within 1000 feet of an elementary or secondary school, college or university, playground, or public housing facility, or within 100 feet of a youth center, public swimming pool, or video arcade facility.


Alcohol. It is a misdemeanor to sell or give, or cause to be sold or given, any alcoholic beverage to any person under the age of 21. A person convicted of selling or giving any alcoholic beverages to someone under age may be imprisoned for up to 1 year and fined up to $1000. Further, no person under the age of 21 may possess an alcoholic beverage with the intent to consume it. The penalties for possession of an alcoholic beverage with the intent to consume it include a fine not exceeding $50, completion of an alcohol awareness program, and/or community service not to exceed thirty hours.

It is a violation of New York law for a person under 21 years of age to present written evidence of age which is false, fraudulent or not his or her own, for the purpose of purchasing or attempting to purchase any alcoholic beverage. Such conduct is subject to payment of a fine of, depending on the number of prior violations, between $50 and $700, community service, or both, and completion of an alcohol awareness program or evaluation to determine whether the person suffers from alcoholism or alcohol abuse. Using a false or fraudulent written instrument officially issued or created by a public office or governmental instrumentality (e.g., a driver’s license) to procure alcohol is also a crime. The penalties include imprisonment of up to seven years and a monetary fine.

It is unlawful to drive while intoxicated, i.e., blood alcohol content of .08 and higher, or “in an intoxicated condition.” It is also a criminal offense for anyone to operate a motor vehicle if the person’s ability to operate the vehicle is impaired by alcohol or other drugs.

A person under 21 years of age who drives a motor vehicle and whose blood alcohol content is between .02 and .07, is subject to civil sanctions of monetary penalties and fees, and revocation or suspension of his or her driver’s license.

The penalties for driving while intoxicated and driving while impaired, and the penalties for drivers who are under 21 and whose blood alcohol content is between .02 and .07, may be found in Appendix C. (See Appendix C – Drivers License Penalties.)

University Sanctions

Any violation of the University’s Drug and Alcohol Policy may be disciplined in accordance with the University’s disciplinary procedures for students and for employees. Further, the University may refer the student or employee for criminal prosecution. Any sanction imposed by the University is independent of, and in addition to, any penalty imposed in connection with a criminal conviction.

The sanctions that may be imposed on a student include, but are not limited to, probation, and suspension, dismissal and expulsion from University housing and/or the University. The sanctions imposed on an employee may include the termination of his or her employment.

The sanctions described below are illustrative of the range and severity of sanctions that may be imposed on a student, but they do not constitute a complete list of the possible sanctions. In determining a sanction, the University will consider the nature and severity of the violation, the impact of the transaction on the Pace community as well as on the community at large, and the student’s disciplinary history.
Controlled Substances. Violations of the University’s Drug and Alcohol Policy relating to the unlawful possession, use, or distribution of controlled substances, even if a first offense, are considered to be extremely serious. Such violations may result in more severe disciplinary sanctions, even if there is no harm to the student, others, or property, than if the violation related to the use of alcohol. In addition to probation, suspension, dismissal or expulsion, the student may be fined up to $200, and referred to a drug use assessment and required to comply with any recommendations.

Alcohol. There are 3 levels of alcohol violations. Greater sanctions may be imposed for each successively higher level of violation:

Level 1. Generally, a first violation and there is no harm to the student, others, or property. Sanctions include, but are not limited to, an admonition; a probationary period; participation in an alcohol prevention program (e.g., Alcohol 101); a fine of $100 or, in lieu of a fine, submitting to an alcohol use assessment and complying with any recommendations; and, community service.

Level 2. Generally, a repeat violation or a first violation that caused harm to the student, others, or property. Sanctions include, but are not limited to, submitting to an alcohol use assessment and complying with any recommendations; a probationary period; suspension, dismissal or expulsion from the University and/or University housing; a $200 fine; and, community service.

Level 3. Generally, a repeat violation indicative of a pattern of inappropriate behavior including disregarding previous admonitions, or a serious first or second violation involving harm to the student, others, or property. Sanctions include, but are not limited to, suspension, dismissal or expulsion from the University and/or University housing; a probationary period; a $300 fine; community service; and, submitting to an alcohol use assessment and complying with any recommendations.

Reporting Requirements

Any employee, including a student employee, who works in any capacity under a federal grant or contract must notify his or her immediate supervisor of his or her conviction for a violation of any criminal drug statute (including misdemeanors) occurring in the workplace no later than 5 calendar days after such conviction. This applies to direct charge employees and to indirect charge employees who perform any support or overhead functions related to the grant. The supervisor must then promptly report the conviction to the Vice President for Human Resources. Under the Drug-Free Workplace Act, the University is required by law to report the conviction to the federal funding agency within 10 days of receiving notice of the conviction from the employee or from any other source.

Parental Notification

If the University determines that a student under the age of 21 violated the Drug and Alcohol Policy, the University may disclose to a parent or legal guardian of the student, information regarding any violation of any federal, state, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or controlled substances. If practicable, the student will be informed in advance that his or her parents or legal guardian are going to be given notice of the student’s violation of the University’s Drug and Alcohol Policy.

Counseling and Treatment

Students and employees who have concerns about their use of alcohol or other drugs are urged to seek assistance. Faculty and staff may obtain counseling or referrals from Human Resources (212-346-1630 in New York; 914-773-3810 in Westchester); the Pace University Employee Assistance Program, which is administered by CIGNA’s Life Assistance Program (1-800-538-3543); and
through the internet at http://www.cignabehavioral.com/cgi. The User ID is “lap” and the Password is “member”. Resources for students who are seeking counseling or referrals include the Dean for Students (212-346-1306 in New York; 914-773-3351 in Westchester); Office of Residential Life (212-346-1295 in New York; 914-923-2790 in Westchester); and the Center for Student Development and Campus Activities (212-346-1590 in New York; 914-773-3767 in Westchester).

Other resources available to all members of the University community include the Counseling Center (212-346-1523 in New York; 914-773-3710 in Westchester); and University Health Care (212-346-1600 in New York; 914-773-3760 in Westchester).

Organizations that provide support and assistance to individuals with substance abuse problems and to their families include:

- Alcoholics Anonymous 212-870-3400
- Al-Anon and Alateen 212-941-0094 (Greater New York)
- Cocaine Anonymous 212-929-7300 or 212COCAINE (212-262-2463)
- Covenant House Nineline 800-999-9999
- Marijuana Anonymous 212-459-4423
- Nar-Anon 800-984-0066
- Narcotics Anonymous 212-929-6262 or 212-929-7117
- Nicotine Anonymous 415-750-0328 or 877-879-6422
- LIFENET Crisis Referral Hotline 800-543-3638

A list of substance abuse treatment facilities can be found in Appendix D. (See Appendix D - Student Handbook - Substance Abuse Treatment Facilities.) Additional substance abuse treatment facilities are available at www.findtreatment.samhsa.gov/facilitylocatordoc.htm.

SMOKE FREE LEARNING AND WORK ENVIRONMENT

An increasing number of studies document the health hazards of environmental tobacco smoke on both the smoker and non-smoker. In order to minimize health risks, improve the quality of air, and enhance the campus environment, Pace University has adopted a smoke-free policy.

The smoke-free policy applies to all University facilities on all campuses. This includes all meeting rooms, computer operations rooms, classrooms, offices, hallways, elevators, public or reception areas, restrooms, gymnasiums and corridors, and other common-access areas. Common-access areas of all residence halls are smoking–prohibited areas. Smoking is allowed in a dormitory room by mutual consent of its residents.

- Smoking is prohibited within 50 feet of all building main entrances.
- Smoking is prohibited in the eating facilities on all campuses.
- Smoking is prohibited in all areas where a safety hazard exists, such as storage and hazardous materials handling areas.

- Smoking is prohibited in all Pace University vehicles used for transporting employees and/or students, supplies or any other use.
- Smoking is prohibited in the Security Guard Booths.

REGULATION OF CONDUCT ON CAMPUSES AND COLLEGE PROPERTY USED FOR EDUCATIONAL PURPOSES

Section 6430—General Provisions:
Pace University has established rules and regulations as enumerated in this Handbook and in
other University publications, in compliance with the New York State Education Law and the
General Municipal Law for the maintenance and enforcement of public order.

Item 11 of the Pace University Guiding Principles of Conduct expressly provides that engaging
in any of the following conduct constitutes a violation of University rules and regulations and shall be
considered sufficiently serious to warrant disciplinary action: “Any action or situation involving
physical or mental abuse such as harassment; intimidation or hazing (defined as subjecting a person
to treatment intended to put him/her in a humiliating or disconcerting position), the forced
consumption of liquor, drugs or other liquid or solid substance for the purpose of initiation into or
affiliation with any organization; or other conduct that recklessly or intentionally endangers or
threatens the health, safety or welfare of any person, regardless of whether or not the behavior occurs
on or off University premises, or University operated property or at University sponsored activities.”

Such rules and regulations shall govern the conduct of students, faculty and other staff as well as
visitors, licensees, and invitees on Pace campuses, properties, and at University sponsored activities.
The penalties for violations of these rules and regulations are clearly set forth in this Handbook and
shall include provision for the ejection and ban of a violator from Pace University campuses. In the
case of a student, staff or faculty violator, penalties may include suspension, expulsion or other
appropriate disciplinary action, and in the case of an organization which authorizes such conduct,
withdrawal of permission for that organization to operate on Pace University property or at any Pace
sponsored activities or events on or off campus. Such penalties shall be in addition to any penalty
pursuant to the penal law or any other law to which a violator or organization may be subject.

A copy of these rules and regulations shall be given to all students enrolled at Pace and shall be
deemed to be part of the by-laws of all organizations operating on Pace campuses. Organizations
agree to annually review their by-laws with individuals affiliated with such organizations.

(Compliance with Chapter 597, Article 129-A as amended; Section 6430: September 30, 2003).

President’s Advisory Committee on Campus Security

In 1999, in compliance with federal and state laws, Pace University established the President’s
Advisory Committee on Campus Security. The committee is comprised of a minimum of six
members, at least half of which are female: one third of the committee are students appointed by
Student Government Associations, one-third being faculty appointed by campus faculty councils, and
one-third being administrators appointed by the President of Pace University.

The committee reviews current campus security policies and procedures and makes
recommendations for their improvement. It specifically reviews current policies and procedures for:

a) educating the campus community, including security personnel and those persons who
advise or supervise students, about sexual assault
b) educating the campus community about personal safety and crime prevention
c) reporting sexual assaults and dealing with victims during investigations
d) referring complaints to appropriate authorities
e) counseling victim’s, and
f) responding to inquiries from concerned persons

The committee reports in writing to the president on its findings and recommendations at least
once each academic year; the report is available upon request.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime
Statistics Act, 20 U.S.C. §1092(f) and section 6433 of New York State Education Law, Pace
University’s campus crime statistics can be found on the Pace University Web site at
http://www.pace.edu/ (select “S” from the A-Z index, then Safety and Security, then Campus
Statistics).

The Presidents’ Advisory Committee on Campus Security will provide upon request all campus
crime statistics as reported to the United States Department of Education. (USDE)
The USDE Web site for campus crime statistics is http://securityoncampus.org. The Pace
University official charged with responsibility for collecting and reporting campus crime statistics is
the executive director of Safety and Security, (914) 773–3700.
Upon request, the University shall provide a hard copy of Pace’s campus crime statistics, mailed to the individual requesting the report, within 10 days of the request, and that information will include all of the statistics that the University is required to ascertain per federal law. The President’s Advisory Committee, the executive director of Safety and Security, and the president will take steps to inform students and prospective students of the existence of the campus crime statistics on an annual basis and other safety policies and procedures of the University.

In compliance with section 6434 of the New York State Education Law, Pace University has implemented a plan providing for the investigation of any violent felony offense occurring at or on the premises of Pace University and providing for the investigation of a report of any missing student. These plans provide for the coordination of the investigation of such crimes and reports with local law enforcement agencies. Such plans include but are not limited to written agreements with appropriate local law enforcement agencies providing for the prompt investigation of such crimes and reports.

Pace University campus crime statistics can be found at


In addition, the Pace University President’s Advisory Committee on Campus Security will provide upon request all campus crime statistics as reported to the United States Department of Education. Contact Mr. Vincent Beatty, Executive Director, Safety and Security, at 914-773-3604, to request a hardcopy of the University’s campus crime statistics. The United States Department of Education reports campus crime statistics at http://ope.ed.gov/security/index.aspx.

Pace University Security and Police Coordination Plan for Investigation of Criminal Offenses (Including Violent Felony Offenses) and Missing Students Reports


PACE UNIVERSITY FERPA POLICY

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

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

- The right to have access to and review his or her education records maintained by the postsecondary institution.
- The right to seek amendment of his or her education records that contain inaccurate and misleading information.
- The right to limit the disclosure of personally identifiable information in his or her education record.
• The right to file a complaint about alleged FERPA violations with the Family Policy Compliance Office of the Department of Education.

FERPA protects personally identifiable information in a student’s education records. Education records are defined under FERPA as those records, files, data, video and audio tapes, handwritten notes and other material that contain information that is directly related to a student and maintained by Pace University or a party acting for the University. There are exceptions, however, to the definition of education records. For example, the term education record does not include:

• Records kept in the sole possession of the maker, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the records.

• Records of the Safety and Security Department of the University.

• Records relating to a student’s employment with the University.

• Records maintained by a physician, psychiatrist, psychologist, and other health care professionals in connection with treatment of a student.

• Records created or received by the University after a student is no longer in attendance and that are not directly related to the student’s attendance at the University.

• Grades on peer-graded papers before they are collected and recorded by the instructor.

Personally identifiable information includes, but is not limited to:

• The student’s name.

• The name of the student’s parents or other family members.

• The address of the student or the student’s family.

• The student’s social security number or student identification number.

• Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name.

• Any information that alone, or in combination with other information, is linkable to a specific student that would allow a reasonable person who does not have knowledge of the relevant circumstances to identify the student with reasonable certainty.

**Access to and Review of Education Records**

Under FERPA, a student has the right to have access to and review his or her education records with the exception of the following records: (i) information contained in an education record concerning students other than the student whose education record is being accessed; (ii) financial records, including any information those records contain, of the student’s parents; and (iii) confidential letters and statements of recommendation placed in the student’s education records after January 1, 1975 provided the student has waived his or her right to review those letters, and confidential letters and statements of recommendation placed in the student’s education records before January 1, 1975 and used only for the purpose for which they were specifically intended. (In order to waive the right to review confidential letters and statements of recommendation in a student’s education record, the student must submit a completed and signed [Waiver of Right to Review Confidential Letters and Statements of Recommendation](#) form to the Office of Student Assistance.)
Any student who wishes to access and review his or her education records must submit a dated written request to the custodian of the record, e.g., the Office of Student Assistance, a department chair, a program director, a faculty member. No later than 45 days after receiving the student’s request, the custodian will make arrangements for the student to review his or her education records. A representative of the University may be present during the inspection, and the student may be required to present valid photo identification before accessing the records. Photocopies of the records are available upon request and for a fee of fifteen cents per page.

**Amendment of Education Records**

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

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

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

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

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

**Disclosure of Education Records to Third Parties**

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

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

- To University officials with a legitimate educational interest in the personally identifiable information to be disclosed. A University official includes, without limitation, faculty; officers; administrators; administrative assistants and clerical staff; safety and security staff; trustees; attorneys; auditors; health care providers; members (including student members) of University-sponsored committees and disciplinary boards; student employees assisting other University officials in performing their duties and responsibilities for the University; and a contractor, volunteer or other party to whom the University has outsourced University services or functions. A University official has a legitimate educational interest in the personally identifiable information to be disclosed if the official needs to review the education record in order to fulfill his or her professional duties and responsibilities for the University.

- To officials of another school in which the student seeks or intends to enroll

- To the parents of a tax-dependent student as defined in section 152 of the Internal Revenue Code of 1986.

- In connection with the student’s request for or receipt of financial aid if the information is necessary to determine the eligibility, amount or conditions of the aid, or to enforce the terms and conditions of the aid.

- In connection with a health or safety emergency if knowledge of the personally identifiable information is necessary to protect the health or safety of the student or other individuals.

- To the parents of a student under the age of 21 at the time of disclosure, and the disclosure concerns the student’s violation of a federal, state or local law or University policy regarding the use or possession of alcohol or a controlled substance, provided the University has determined the student has committed a disciplinary violation with respect to the use or possession, and the disclosure does not conflict with any state law that prohibits such disclosure.

- Directory information (see discussion below of directory information).

- To comply with a judicial order or lawfully issued subpoena.

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime.

- The final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense may be released to any third party if the student who is the alleged perpetrator is found to have violated the University’s policies. Disclosure under this exception is limited to the name of the student perpetrator, the violation committed, and any sanction imposed. The disclosure shall not include the name of any other student, including the victim or a witness, without the prior written consent of the other student.

- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and state
and local educational authorities for audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.

- To organizations conducting studies for or on behalf of the University for the purposes of administering predictive tests or student aid programs, or improving instruction.

- To accrediting organizations to carry out their accrediting functions.

**Directory Information**

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

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

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

**Complaints of Alleged Failures to Comply with FERPA**

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

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

AFFIRMATIVE ACTION POLICY STATEMENT

The Affirmative Action Policy of Pace University is adopted pursuant to its commitment to the principles of equal opportunity for all minorities and women, which specifically pledges the University to a policy of non-discrimination toward any person in employment or in any of its programs because of race, color, religion, disability, national or ethnic origin, sexual orientation, age, sex or marital status. Pace University admits, and will continue to admit, qualified students of any race, color, religion, disability, national or ethnic origin, sexual orientation, age, sex or marital status, to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not, and will not discriminate on the basis of race, color, religion, disability, national or ethnic origin, sexual orientation, age, sex or marital status, in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Persons who believe that their rights or privileges have not been respected or violated under the policy may address their concerns or claims by contacting Pace University’s Affirmative Action Officer, Ms. Arletha Miles at (914) 773-3856 or (212) 346-1310.

AIDS/HIV POLICY

The American College Health Association (ACHA), with the assistance of the American Council on Education and the Centers for Disease Control, has recommended that institutions not adopt blanket policies concerning students with Acquired Immune Deficiency Syndrome (AIDS) or AIDS Related Conditions (ARC). Instead, it suggests that the institution analyze and respond to each case as required by its own particular facts.

The following facts, according to ACHA, are derived from the best epidemiological data currently available and provide the basis for the guidelines offered by the ACHA:

- Students or employees with AIDS, ARC or a positive Human Immunodeficiency Virus (HIV) antibody test do not pose a health risk to other students or employees in an academic setting.
- AIDS is thought to be transmitted by intimate sexual contact or by exposure to contaminated blood. Although HIV can be found in many body secretions of those who are infected, its presence there is not necessarily correlated with disease transmission by those fluids.
- There has been no confirmed case of transmission of AIDS by any household, school or other causal contact.

The Public Health Service states that there is NO RISK created by living in the same house as an infected person; caring for an AIDS patient; eating food handled by an infected person; being coughed or sneezed upon by an infected person; casual kissing; or swimming in a pool with an infected person. The University adopts the following recommendations of the Public Health Service:

- a. Even though they may be asymptomatic, persons with confirmed positive HIV antibody tests may transmit infection to others through anal or vaginal sexual intercourse, the sharing of needles, and possibly, exposure to others through oral-genital contact or intimate kissing.
- b. The efficacy of condoms in preventing infection with HIV is unproven, but the consistent use of them may reduce transmission.
- c. Toothbrushes, razors and other implements that may become contaminated with blood should not be shared.
- d. Persons with AIDS, ARC, or confirmed positive HIV antibody tests should not donate blood, plasma, other body organs, other body tissues or sperm.
- e. If persons with confirmed reactive (positive) antibody tests have accidents involving bleeding, contaminated surfaces should be cleaned with household bleach freshly diluted 1:10 in water.
f. Any student or staff member seeking medical, dental, or eye care, should advise the practitioner of their positive antibody status so that appropriate evaluation can be undertaken and precautions can be taken to prevent transmission to others.

The following guidelines of the ACHA have been adopted by the University and they are applicable to all students or employees who are known to be infected with the virus (HIV), thought to cause AIDS; this includes those who have a condition meeting the surveillance definition of AIDS itself, those who have one of the lesser manifestations of infection, such as ARC, and those who are currently healthy but have evidence, by the presence of a serum antibody to HIV, of exposure to and infection by the virus.

1. Consideration of the existence of AIDS, ARC or a positive HIV antibody test shall not be part of the initial admissions decision for those applying to attend the institution.

2. The University shall not undertake programs of screening newly admitted or current students for antibody to HIV; neither shall mandatory screening of employees be implemented.

3. Most students who have AIDS, ARC or a positive HIV antibody test, whether they are symptomatic or not, should be allowed regular classroom attendance in an unrestricted manner as long as they are physically able to attend classes.

4. There is no medical justification for restricting the access of students with AIDS, ARC or a positive HIV antibody test to student unions, theaters, restaurants, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities or other common areas.

5. The University, through seminars and distribution of materials shall provide all students, and particularly resident students and residence hall staff, with education about AIDS.

6. Neither new nor currently enrolled students are required to inform campus health authorities if they have AIDS, ARC or a positive HIV antibody test. However, students are encouraged to do so, in order for the University to provide proper medical care referrals and education.

7. Those who advise the University that they are immunologically compromised may be excused from institutional requirements for certain vaccinations, notably measles and rubella vaccines, as those vaccinations may lead to serious consequences in those with poorly functioning immune systems.

8. University health services are familiar with sources of confidential testing for the antibody to HIV, where both pre and posttest counseling are available, and can refer students or employees requesting same.

9. Decisions about residential housing of students with AIDS, ARC or a positive HIV antibody test shall be made on a case-by-case basis. The best currently available medical information does not support the existence of a risk to those sharing dormitories with infected individuals. However, in some circumstances, there may be reasonable concern for the health of those with AIDS or ARC who might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living situation. In such situations, if private residence hall rooms are available, the University may recommend that students with AIDS or ARC be assigned private rooms in the interest of protecting the health of those students.

10. The University has adopted safety guidelines for the handling of blood and body fluids of all students. Laboratories used in a teaching context, such as those required in biology courses, should be safe experiences. Laboratory courses requiring exposure to blood, such as finger pricks for blood typing or examination, should use disposable devices.

11. Consistent with the Family Education Rights and Privacy Act of 1974 (the “Buckley Amendment”), no specific or detailed information concerning complaints or diagnosis shall be provided to faculty, administrators, or outside persons, groups, agencies, insurers, employers, institutions or even parents, without the express written permission of the patient in each case.

12. The duty of physicians and other health care providers to protect the confidentiality of information is superseded by the necessity to protect others only in very specific, threatening circumstances. University health services must strictly observe public health reporting requirements for AIDS. The number of people in the University who are aware of the existence and/or identity of students or employees who have AIDS, ARC or a positive HIV antibody test shall be kept to an absolute minimum, both to protect the confidentiality and privacy of the infected persons and to avoid the generation of unnecessary fear and anxiety among other students and staff.

13. The University encourages regular medical follow-up for those who have AIDS, ARC or a positive HIV antibody test.
SEXUAL ASSAULT, STALKING, AND DOMESTIC AND INTIMATE PARTNER VIOLENCE

It is the policy of Pace University to provide a safe environment, one that is free from violence, for every member of its community. Accordingly, the University prohibits and does not tolerate acts of violence that occur on University owned or controlled premises or at University-sponsored off-campus programs or events. Violent acts covered by this policy include sexual assault, stalking and domestic and intimate partner violence against any member of the University community.

This policy applies to all students, faculty and staff, as well as to visitors, guests, vendors, contractors and other third parties. Violators of this policy are subject to criminal prosecution as well as discipline by the University, including, but not limited to, termination of employment, expulsion from the University, and/or other appropriate sanctions that may be imposed by the University.

Pace University is committed to the following goals:

- Providing up-to-date information regarding the laws applicable to sexual assault, stalking and domestic/intimate partner violence and the criminal penalties for commission of those offences;
- Providing information to help members of the University community identify situations that involve sexual assault, stalking or domestic/intimate partner violence on college campuses;
- Providing clear and concise guidelines for students and other members of the University community to follow in the event that they or someone they know have (or think they have) been the victim of sexual assault, stalking or domestic/intimate partner violence;
- Providing an education program, which includes orientations for incoming students and other programs to help students and other members of the University community prevent sexual assault, stalking and domestic/intimate partner violence.
- Educating and training staff members, including counselors, security officers and Student Affairs and Human Resources staff to assist victims of sexual assault, stalking or domestic/intimate partner violence;
- Assisting victims of sexual assault, stalking or domestic/intimate partner violence in obtaining necessary medical care and counseling; and
- Ensuring that disciplinary procedures are followed in the event that the alleged perpetrator is a Pace student or employee.

DEFINITION OF SEXUAL ASSAULT[2]

Sexual assault is defined in this policy as any unwanted physical contact, or attempts to have physical contact, of a sexual nature without the clear and express consent of both individuals, or under threat or coercion. A sexual assault can be committed by a male or a female on a member of the opposite or the same sex. Sexual assault can occur forcibly and/or against a person’s will. It can also occur when a person is incapable of giving consent (i) due to intoxication by drugs or alcohol, (ii) because she or he is under the age of 17, and/or (iii) because she or he has a disability (whether temporary or permanent, or mental or physical) or is unconscious or asleep and consequently is unable to give consent. Consent must be given freely, voluntarily, and with knowledge of the act proposed by the other person.

Examples of sexual assault include, but are not limited to, rape (whether by an acquaintance or a stranger) including penetration with a body part or foreign object, sodomy, oral copulation, sexual abuse, sexual battery, fondling (e.g., unwanted touching or kissing for purposes of sexual gratification), and threats of sexual assault.[3]

DEFINITION OF STALKING[4]
In simplest terms, stalking is the unwanted pursuit of another person. By its nature, stalking is not a one-time event. The individual's actions must be considered in connection with other actions to determine if someone is being stalked. It includes repeated harassing or threatening behavior toward another person, whether that person is a total stranger, slight acquaintance, current or former intimate partner, or anyone else. Stalking behaviors can include any behaviors if they have no reasonable legitimate purpose, depending upon the context in which they are done. The acts committed are limited only by the stalker's creativity, access, and resources. [5]

**DEFINITION OF DOMESTIC/INTIMATE PARTNER VIOLENCE**

Domestic/Intimate Partner violence is abusive behavior - emotional, psychological, physical, or sexual - that one person in an intimate relationship uses in order to control the other. It takes many different forms and includes behaviors such as threats, name-calling, preventing contact with family or friends, withholding money, actual or threatened physical harm and sexual assault. Stalking can also be a form of domestic/intimate partner violence.

Most domestic/intimate partner violence is committed against women by their male partners or ex-partners. It also occurs in lesbian and gay relationships and occurs too often in teenage dating relationships. In a small number of cases, men are abused by female partners. Every victim of domestic/intimate partner violence, whether female or male, gay or heterosexual, has the right to legal relief.[6]

**WHAT TO DO IF YOU HAVE BEEN THE VICTIM OF SEXUAL ASSAULT, STALKING OR DOMESTIC/INTIMATE PARTNER VIOLENCE**

**Safety.** If you have been the victim of sexual assault, stalking or domestic/intimate partner violence you may be fearful for your safety. If so, it is important to get to a place that is safe and secure as soon as you can. It may be helpful to contact someone you can trust and who will stay with you until the crisis has subsided and you feel safe again. This person may be a friend or a counselor or another person of your choosing.

**Medical Attention.** If you have been injured or believe you may have been injured as a result of a sexual assault, stalking or domestic/intimate partner violence, seek immediate medical attention. Injuries and medical treatment can be identified during a medical examination. In addition, if you have been raped, evidence that will be needed in case you decide to press criminal charges can be obtained during a medical examination. If you have been raped, it is important to try to preserve all physical evidence so that it can be collected during a medical examination. Therefore, do not bathe, shower, douche, or change clothing before a medical examination. Testing for sexually transmitted disease can be conducted during a medical examination and any necessary follow up arranged.

**Reporting A Crime.** Sexual assault, stalking and domestic/intimate partner violence are crimes and the University urges victims to report crimes. Reporting a crime is not the same as pressing criminal charges; the decision to press criminal charges can be made at a later time. Sexual assault, stalking and domestic/intimate partner violence may be reported to the University’s Safety and Security Department and/or to the local police department, both of which are available 24 hours a day to aid victims. Pace University has adopted a Security and Police Coordination Plan for Investigation of Criminal Offenses (Including Violent Felony Offenses) And Missing Students Report, which provides for the investigation of any violent felony offense occurring at a University owned or leased facility or at a University-sponsored off-campus program or event.[7] University security officers and the local police can help ensure your safety at the scene as well as accompany you to the hospital for medical attention or arrange for ambulance service.

**Counseling.** Immediate crisis intervention services are available to victims of a sexual assault, stalking, or domestic/intimate partner violence as well as longer term supportive services. There are hotlines that are staffed 24 hours a day by staff trained to help you deal with the legal, medical and emotional issues associated with a sexual assault, stalking and domestic/intimate partner violence. The University’s Counseling Center is available to provide psychological support to victims of a sexual assault, stalking and domestic/intimate partner violence and to assist them in evaluating their options for legal action and medical care. Deans for Students, Directors for
Residential Life, Residential Advisors and Human Resources staff can also refer you to appropriate resources.

The phone numbers and addresses for resources available to victims of sexual assault, stalking and domestic/intimate partner violence may be found in Appendix B to this policy.

**INTERNAL UNIVERSITY PROCEDURES FOR HANDLING SEXUAL ASSAULT, STALKING AND DOMESTIC/INTIMATE PARTNER COMPLAINTS AGAINST MEMBERS OF THE UNIVERSITY COMMUNITY**

The University shall act promptly in response to information that a student, faculty member or staff member has committed a sexual assault or has engaged in stalking or domestic/intimate partner violence. Upon receipt of a complaint, pursuant to the appropriate University procedures, the University will investigate promptly the allegations and implement appropriate sanctions. Except as otherwise provided for, all members of the University community are expected to cooperate with the University's investigation and disciplinary and discrimination grievance procedures, and failure to do so may be grounds for discipline. Any member of the University community who retaliates against an individual reporting or complaining of sexual assault, stalking or domestic/intimate partner violence will be subject to University disciplinary action.

If you believe that you are the victim of a sexual assault committed by a Pace student, faculty member or staff member, you may file a complaint with the University’s Equal Opportunity and Affirmative Action Office even if the assault did not occur on campus and/or at a University-sponsored off-campus program or event. The University urges the prompt reporting of complaints of sexual assault and encourages people who believe they have been subjected to sexual assault in violation of this policy, to invoke the University’s discrimination investigation and grievance procedures [http://pace.edu/human-resources/affirmative-action](http://pace.edu/human-resources/affirmative-action) which are incorporated by reference into this policy.

If you believe that you are the victim of stalking or domestic/intimate partner violence committed by a Pace student, faculty member or staff member, if you are a student, you may report the incident(s) to your campus Dean for Students; and if you are an employee, you may report the incident(s) to the Vice President for Human Resources. If you are a visitor, guests, vendor, contractor or other third party, you may report the incident(s) to University Security. The University urges the prompt reporting of complaints of stalking and domestic/intimate partner violence and encourages people who believe they have been subjected to such conduct in violation of this policy, to invoke the University’s investigation and disciplinary procedures applicable to students, faculty and staff. [http://www.pace.edu/general-services/safety-security](http://www.pace.edu/general-services/safety-security) [http://www.pace.edu/human-resources](http://www.pace.edu/human-resources/) which are incorporated by reference into this policy.

Even if the alleged victim does not file a disciplinary or discrimination grievance complaint, the University may, at its discretion, initiate an investigation or disciplinary or discrimination grievance procedure against the accused party and impose appropriate sanctions. Furthermore, if a Pace student, faculty member or staff member is accused of committing a sexual assault, or has engaged in stalking or domestic/intimate partner violence on a person not associated with the University, the University reserves the right to investigate and impose such sanctions as may be appropriate, whether or not criminal charges have been or will be brought or a civil action commenced, and even if the assault did not occur on campus or at a University-sponsored off-campus program or event.

Pending completion of the an investigation or disciplinary or discrimination grievance procedure and/or the criminal proceeding, at the request of the alleged victim or the accused party, or pursuant to the University’s own initiative, the University may implement changes in the academic, living, and/or workplace environments of the alleged victim and/or the accused party, provided such changes are reasonably practicable.

The University’s investigations and its disciplinary and discrimination grievance procedures are separate from and independent of any criminal or civil proceedings that may be initiated as the result...
of a sexual assault, stalking or domestic/intimate partner violence. Consistent with the Pace University Security and Police Coordination Plan for Investigation of Criminal Offenses (Including Violent Felony Offenses, the University reserves the right to report any crime that is brought to its attention to the appropriate law enforcement agencies. Furthermore, at the request of the alleged victim or the accused party, or at the University’s own initiative, the University may suspend its internal investigation or disciplinary or discrimination grievance procedure until the completion of any criminal proceedings.

Any faculty member or employee in a supervisory capacity who witnesses or receives a written or oral report or complaint of sexual assault must promptly report it to University Security or the University’s Equal Opportunity and Affirmative Action Officer. A failure to comply with this obligation is a violation of this policy and may subject the offender to disciplinary action. This obligation to report sexual assault does not apply to an individual who is required by her or his profession and University responsibilities to maintain the confidentiality of certain communications received while performing those University responsibilities, e.g., counselor. Nevertheless, such individuals should, to the extent it is consistent with their role and the purpose of their position, strongly encourage any person who believes she or he has been subjected to sexual assault to report it to University Security or the Equal Opportunity and Affirmative Action Officer.

SANCTIONS

If it is determined either through criminal prosecution or a civil action or by the University’s investigation in response to a report or complaint that a member of the University community committed a sexual assault, stalking or domestic/intimate partner violence, the University will impose appropriate sanctions. Sanctions may include, but are not limited to, termination of employment; suspension or termination of faculty status; letters of apology; warnings; reprimands; academic probation; suspension from employment, the University and/or residence halls; demotions; expulsion from the University and/or residence halls; reassignments of work or class, and/or residential space; reduction in wages; community service; a prohibition against contacting the alleged victim; and the like. Any sanction imposed by the University is in addition to any penalty that may be imposed as a result of a criminal proceeding.

PREVENTING SEXUAL ASSAULTS AND OTHER VIOLENT ASSAULTS

Crime may be prevented by anticipating, recognizing, and appraising crime risk and initiating some action to remove or reduce the risk. Actions that can reduce the risk of becoming a victim of a sexual assault and other violent assaults include but are not limited to:

1. If you feel uncomfortable traveling on campus by yourself at night, you may use the University’s Safety and Security Department’s escort service or the campus bus.
2. Avoid working or studying alone in buildings at night.
3. Lock the door to your room when you are sleeping.
4. Never prop open exterior doors; a door that is propped is an invitation to a thief or attacker.
5. Comply with the rules of your residence hall. Sign in visitors. Do not allow anyone you do not know to enter the residence hall with you when the outside doors are locked.
6. Never allow access to residence halls or apartments to anyone you do not know; do not open the door unless you know the caller.
7. Do not use windows or fire escapes to enter or exit residence halls.
8. Call the University Safety and Security Department or notify the Resident Assistant if you see anyone in a residence hall who appears suspicious or does not belong there.
9. Never hitchhike or pick up hitchhikers.
10. Lock your car doors and keep your car windows rolled up whenever possible. Always check the rear seat of your car before entering your automobile.

11. Use only your last name and the initial of your first name on your door, mailbox, and telephone listing.

12. Never dress in front of a window. Draw blinds and curtains after dark. Call the University Safety and Security Department immediately if you believe someone is loitering outside your window, door or building.

13. Never hide your keys outside your room or apartment. Do not put your name and address on your keys.

14. Be clear about your own sexual intentions and communicate your limits clearly. Do not give mixed messages. Say "yes" when you mean "yes" and "no" when you mean "no."

15. Trust your instincts. If you feel uneasy or sense something is wrong, get away from the situation immediately. Do not worry about being polite.

CONFIDENTIALITY

The University recognizes that confidentiality is particularly important to victims of sex crimes, stalking and domestic/intimate partner violence. If the victim seeks counseling from a licensed medical professional (for example, a staff psychologist at a Pace Counseling Center), those communications will be confidential. The University encourages victims in all circumstances to seek counseling in order to confidentially discuss her/his options and to begin recovery.

Information shared with other University representatives (for example, Security personnel, Deans for Students, Residence Hall Directors and Assistants, Human Resources staff and University administrators) is not confidential. However, while the confidentiality of those communications cannot be guaranteed, every effort will be made to maintain confidentiality on a “need to know” basis. Generally, the wishes of a victim not to report a sexual assault or incident of stalking or domestic/intimate partner violence to the police will prevail, though the University reserves the right to notify the police when it believes that such reporting is necessary for the protection of the University community. In addition, the University must adhere to legal mandates such as the Campus Security Act, which requires the University to issue campus-wide security alerts and make an annual report documenting the occurrence of violent crimes on campus, including sexual assault. However, these alerts and reports do not include any information identifying the individuals (including the victims) linked to these crimes.

AMENDMENTS

Like all of the University's policies, this policy statement does not create a contract and may be modified or amended at any time at the University's sole discretion. If the University makes any modifications or amendments to this policy, it will, to the extent possible, provide timely notice of the changes.

PACE UNIVERSITY POLICY STATEMENT REGARDING HATE/BIAS-RELATED CRIME

Policy Statement:

The New York State Legislature found and determined that “criminal acts involving violence, intimidation, and destruction of property based upon bias and prejudice have become more prevalent in New York State in recent years. The intolerable truth is that in these crimes, commonly and justly
referred to as “hate crimes,” victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation. Hate crimes do more than threaten the safety and welfare of all citizens. They inflict on victims, incalculable, physical and emotional damage and tear at the very fabric of free society. Crimes motivated by invidious hatred toward particular groups not only harm individual victims but send a powerful message of intolerance and discrimination to all members of the group to which the victims belongs. Hate crimes can and do intimidate and disrupt entire communities and vitiate the civility that is essential to healthy democratic process. In a democratic society, citizens cannot be required to approve of the beliefs and practices of others, but must never commit criminal acts on account of them.

Pace University’s Guiding Principles of Conduct clearly and unequivocally states that “membership in the University community is accompanied by the responsibility to maintain and foster an environment characterized by freedom of expression, inquiry and exchange of ideas and respect for the dignity and uniqueness of each individual.” In addition, the University has established standards of behavior to ensure the safety of all members of the University community. The commission of a crime of violence, intimidation, or destruction of property by a member of the Pace community is unacceptable. The commission of such a crime out of bias or prejudice is repugnant and will not be tolerated. The University, through its disciplinary, grievance or employment practices and procedures and/or by referral to local law enforcement officials, will seek appropriate redress including criminal prosecution against any student, staff, or faculty member who violates this policy. The University will also refer to local law enforcement officials, violations of this policy by contractor and vendor personnel, licensees, invitees and visitors, and reserves the right to eject and or bar those violators from University premises and activities.

Definition: Under the New York State Hate Crimes Act of 2000 (codified as Article 485 of the New York State Penal Law), a person commits a hate crime when he or she commits an offense specified in the Act and either:

A. intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or

B. intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct.

Copies of applicable current University policies and procedures; applicable federal, state, and local laws as well as applicable regulations concerning hate crimes; and the penalties under New York State law for commission of hate crimes are available in the offices of Security, the Affirmative Action Officer, the Dean for Students, Student Affairs, Human Resources, and the Counseling Center on each campus. These offices offer brochures, workshops, and seminars to educate the campus community. From time to time, special notices and articles are also posted, distributed or appear in student newspapers and other University publications.

**Hate/Bias Related Crime Reporting**

There are numerous ways available within the University to report a hate/bias-related crime. Hate/Bias crimes may be reported to the Affirmative Action Officer (AAO), who is the University official delegated with responsibility to investigate all reports of discrimination within the University.

The AAO has offices in New York (212) 346–1310 and Westchester (914) 773–3856. All crimes, including hate/bias-related crimes, may be reported to the Campus Security Office, Dean for Students, Office of Multicultural Affairs (New York) or Diversity Programs (Westchester) or the Human Resources Offices. All crime emergencies on campus may be reported to the Pace Campus Security via the Intra University Emergency Phone, extension 777.
If you are unsure as to whether a hate/bias-related crime may have occurred, or desire to speak with someone confidentially, you may contact the Counseling Centers in New York (212) 346–1526 or Westchester (914) 773–3710.

The University is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. §1092(f), to report all hate/bias-related crimes to the United States Department of Education as part of its annual crime statistics reporting. You can find these statistics on the Pace University Website at www.pace.edu (select “S” from the A-Z index, Safety and Security, Campus Statistics). When a hate/bias-related crime occurs on campus, the University community will be notified at the time and in the manner described in the section on Safety and Security, Crime Reporting, which is in this handbook.

**Procedures for Handling Hate/Bias-Related Crimes**

Complaints involving hate/bias-related crimes may be initiated through University Disciplinary Procedures or University Grievance Procedure, both of which are described in the Handbook. Complaints involving faculty or staff should be initiated through the Human Resource Office. Any compliant involving a bias-related crime may be made directly to local law enforcement agencies.

**Penalties for Commission of a Hate/Bias-Related Crime**

Internal University sanctions against a student, student group or organization can include a wide range of penalties as enumerated in the handbook including actions such as warning, restitution, probation, and up to and including expulsion (permanent separation) from the University. Penalties against faculty and staff are determined through established employment practices and may include up to termination.

In addition, the New York State Hate Crimes Act of 2000 revised the State Penal Law to impose criminal penalties for hate crimes. Such penalties include incarceration.

**Hate/Bias-Related Crime Prevention Information**

Pace University is intent on insuring a safe and secure environment, free from bias and prejudice for all its community members. The University provides to new students each year, information on bias-related crime, alcohol and drug use, sexual harassment and sexual assault, and general crime prevention through various means including orientations, this Handbook, and in other relevant publications and brochures. The University also provides information and encourages discussion of these and related topics through workshops, seminars, discussion groups, media presentations, and a wide variety of activities, events, and programs sponsored by the University departments and student organizations. Students are also exposed to these issues through the curriculum of University 101, the required extended orientation course taken by all freshmen. Counseling and Support Victims and/or witnesses to hate/bias-related crimes may obtain counseling and support from the University Counseling Center, University Ombuds, Offices of Multicultural Affairs or Diversity Programs, or the Dean for Students. Faculty and staff may seek counseling and support through the University Employee Assistance Program. The above policy, information and procedures are in compliance with the New York State Hate Crimes Act of 2000 and section 6436 of the New York State Education Law.

**President’s Advisory Committee on Campus Security**

**UNIVERSITY GRIEVANCE PROCEDURES – STUDENT GRIEVANCES**

The University views students as responsible citizens who are integral members of the academic community. Policies and practices pertaining to student relations and services should reflect this point of view. All University officers will make every effort to ensure that this philosophy is implemented.

It is recognized however, that regardless of how well intentioned people may be, complaints and misunderstandings are bound to arise. It is the purpose of the Student Grievance Procedures to ensure that these disagreements are expressed, explored and resolved promptly and confidentially.
**Applicability of Procedures**
The Student Grievance Procedures shall apply to student grievances relating to the following:

**Discrimination:** Allegations of unlawful discrimination on the basis of race, creed, color, national or ethnic origin, religion, age, sex (including sexual harassment), marital status, sexual preference or disability in any educational or employment program, policy or practice of Pace University.

**Student Programs, Facilities and Services:** Allegations of violations of University policies and procedures with respect to programs, services, activities or facilities.

**Student Relations:** Allegations of unfair treatment from faculty, administration, staff or fellow students.

The following Student Grievance Procedures shall not apply to claims relating to academic standing, grading or discipline, except where discrimination is alleged. Such matters are within the jurisdiction of the Academic Standing Committee and the Dean of the school.

**Definitions:**
- **Student Services Officer:** Designated University official responsible for student life or services.
- **Dean for Students (Dean):** Administrator responsible for the coordination and implementation of University policy regarding student services on each campus (including the Law School).
- **Affirmative Action Officer (MO):** Administrator responsible for coordination of University personnel policy and procedure regarding discrimination claims (Telephone No. (212) 346-1310).
- **University Grievance Reserve Pool (Pool):** The group from which panelists will be drawn to hear grievances, shall be composed of faculty, staff and students to be selected by the University in consultation with the AAO. Notwithstanding any provision to the contrary in this Procedure, pursuant to the Faculty Grievance Procedure adopted by the University, if a complaint is against a faculty member, the Hearing Panel shall be the appropriate Faculty Council Grievance Committee rather than a hearing panel selected from the Pool.
- **Discrimination Hearing Panel (Panel):** Three member panel formed to conduct a hearing with respect to a formal, written complaint alleging discrimination.

The Panel shall be selected from the Pool in the manner set forth on the following page.

**Procedure:**

**Informal**
1a. Discuss the problem informally with the student, faculty member, dean or staff member involved and where appropriate, with supervisors or administrators at sequentially higher levels.
1b. A student may not proceed to formal review unless informal review with those persons cited above has been exhausted.

**Formal**
- Claims regarding student programs, facilities, services and student relations:
  1a. If for any reason the grievance is not resolved informally to the satisfaction of the student within a reasonable period of time, the student should contact the Dean.
  1b. The student shall prepare and submit a formal written complaint on a form provided by the Dean, which shall serve as the basis for all further consideration.
  1c. The Dean shall conduct an investigation of the facts upon which the complaint is based. As soon as practicable, the Dean shall notify the grievant of the results of the investigation.
  1d. If for any reason the student is not satisfied with the results of the investigation conducted by the Dean, he/she may ask the Dean to submit the matter to the Student Services Officer.
  1e. As soon as practicable, the Dean shall:
     (i) Prepare a statement summarizing the actions taken.
     (ii) Append such statement to the student’s complaint form.
     (iii) Forward the complaint form to the Student Services Officer.
1f. Upon receipt of the formal complaint, the Student Services Officer shall consult with the University official having authority over the area or subject matter of the grievance. Within thirty (30) days following receipt of the complaint, the Student Services Officer shall render a decision and convey such decision to the student in writing.

1g. If the student is not satisfied by the decision obtained by the Student Services Officer, he/she may ask the Student Services Officer to appeal to the President of the University (President) on his/her behalf.

1h. As soon as practicable, the Student Services Officer shall apprise the President of the details of the grievance and serve the President with a copy of the written complaint.

1i. As soon as practicable after receipt of the written complaint, the President shall render a final decision which shall be conveyed in writing to the student.

Student programs, facilities, services and student relations procedure to be suspended if issue of discrimination arises on same grievance: If an issue of discrimination arises at any time during the course of the foregoing procedure, such procedure shall be suspended pending resolution of the discrimination issue pursuant to the Discrimination Claim Procedure, as follows: Discrimination Claims: if for any reason the complaint is not resolved informally, or if an issue of discrimination has arisen during the course of the foregoing procedure, within a reasonable period of time, the grievant should contact the AAO.

1a. The AAO shall discuss the problem or issue involved with the grievant and develop a plan to explore and resolve the grievance in keeping with the intent of University policy and practice.

1b. If for any reason a complaint is not resolved to the satisfaction of a student, he/she may ask the AAO to convene the Panel for a formal hearing.

1c. The AAO shall assist grievant in the preparation of a formal written complaint or amend the complaint drafted prior to the discovery of a discrimination issue.

1d. As soon as practicable after preparation of the formal complaint the AAO shall:

   (i) Serve the complaint upon the respondent if applicable.

   (ii) Convene a Panel from the Pool.

**Grievance Hearing Panel Selection**

1a. The grievant and the respondent shall each select one panelist from the Pool. The third panel member shall be selected by the aforesaid two panelists, and shall serve as Chairperson of the Panel.

1b. In the event that either party does not select a panel member, the AAO shall fill the vacancy or vacancies from the Pool.

1c. In the event the first two panelists selected cannot agree upon a third panelist, the AAO shall make such selection from the Pool.

1d. The AAO shall be an ex officio, non voting member of the Panel.

**Hearing Procedures:** The hearing is not intended as a trial before a court of law and, therefore, adherence to the strict rules of evidence is not required. Questions relating to the competency, relevancy or materiality of evidence and the latitude in conducting cross examination shall be based upon the Panel’s determination of what is just, fair and reasonable under the circumstances.

**Procedural Guidelines**

1a. Each of the parties shall be afforded an opportunity to present an opening and closing statement.

1b. The grievant and his/her witnesses shall be heard first.

1c. The respondent shall be given an opportunity to testify and present evidence and witnesses, but shall not be compelled to testify against his/her will nor shall an inference be drawn from the failure to testify.
1d. Each of the parties or their advisors shall have an opportunity to hear and question adverse witnesses.

1e. The decision of the Panel shall be based solely upon evidence presented at the hearing.

1f. A finding of the Panel shall be based on a fair preponderance of credible evidence.

1g. The burden of proof shall rest with the grievant.

1h. A tape recording of the hearing shall be made at the University's expense. Said recording shall be retained by the AAO for a period of one year. A party to the proceeding may obtain a written transcript or a copy of the tape recording at his/her expense.

1i. The failure of a party to either respond to the complaint or to participate in a hearing shall not preclude the panel from proceeding and rendering its decision.

1j. Within thirty (30) days after the conclusion of the hearing, the Panel shall prepare a written opinion as to whether the charges alleged in the complaint have been substantiated, stating the findings relied upon for such conclusion. A minority opinion and recommendation regarding action to be taken may be included. When such opinion is completed, the Panel shall serve copies thereof upon the parties and shall submit the opinion to the President. The Panel’s opinion and recommendations are advisory in nature and are not binding upon the President.

Decision and Notice of Decision: As soon as practicable after receipt of the Panel’s opinion, the President shall render a written decision as to whether the charges have been substantiated. Such decision shall be communicated to the parties.

Remedial Action: if the President finds that the grievance’s charges have been substantiated, he/she shall confer with the grievant to determine appropriate corrective action. The University will implement corrective action upon receipt from the grievant of a signed statement releasing the University from all claims, which grievant might have arising out of the incidents or conditions upon which the grievance was based.

Miscellaneous General Provisions
Time Limits: All time limits contained in the foregoing procedure may be extended by mutual written consent of the parties or by the AAO.

Confidentiality of Proceedings: The University shall take all reasonable steps to insure the confidentiality of all proceedings, and the records produced therefrom. However, should any matter developed during the course of the proceedings become public knowledge, the University reserves the right to issue appropriate statements.

COUNSELING AND PERSONAL DEVELOPMENT CENTER

Helping you to realize your full potential for growth and development is a major goal of the Counseling and Personal Development Center. The counseling process teaches you to think objectively about yourself and your relationships with others. This is accomplished through a variety of services that are provided to you free of charge. These services include:

Personal Counseling
Staff psychologists are available for you to discuss any personal or emotional difficulties in complete confidentiality. Services range from counseling for temporary personal and professional problems to crisis intervention in response to rape, sexual harassment and sexual abuse.

Counseling for Students
The University strives to meet the special needs of students with disabilities and to ensure access to educational and other programs and facilities that are open and available to all Pace students. These students (including those with learning disabilities) are encouraged to contact the Counseling and Personal Development Center immediately following admission to advise the Center of the nature and history of individual disabilities. Staff psychologists will evaluate the information provided and assist each qualified student in arranging for reasonable accommodations and appropriate auxiliary aids through referrals and available institutional resources.
Pace staff work cooperatively with professionals from the NY State Office of Vocational and Educational Services for Individuals with Disabilities, the Commission for the Blind and Visually Handicapped and other public and private agencies.

RESOURCES FOR STUDENTS WITH DISABILITIES
Beginning a career at Pace Law School is an exciting and challenging experience. If you are a student with a disability, this experience can be especially challenging. Resources are available to students with disabilities through the Office of Disability Services to enable them to have equal access to Pace University’s educational programs and facilities.

The same rigorous admission and academic standards apply to students with and without a disability. In order to support the continued success of students with disabilities, the University prohibits discrimination on the basis of disability and is committed to providing equal access for students with disabilities to its facilities, programs, and activities. The University’s commitment to equal educational opportunities for students with disabilities includes providing reasonable accommodations for the needs of students with disabilities.

Disabilities and Accommodations
Federal law, including the Rehabilitation Act and the Americans with Disabilities Act, both as amended, as well as state and local laws prohibit institutions of higher education from discriminating against students with disabilities. The Americans with Disabilities Act defines an individual with a disability as a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual, has a record of such an impairment, or is regarded as having an impairment.

Students with, among others, hearing, visual, or mobility impairments, or psychological conditions may be eligible for a reasonable accommodation. More specific examples of impairments include such things as specific learning disabilities, attention deficit and hyperactivity disorder, traumatic brain injuries, bipolar disorder, vision and hearing loss, cerebral palsy, paraplegia, and certain chronic health conditions.

Major life activities include, but are limited to, activities such as seeing, hearing, learning, reading, concentrating, communicating, standing, walking, eating, sleeping, speaking, caring for oneself, thinking, and the operation of a major bodily function.

Each student diagnosed with a particular disability will have a different level of functioning even within the same disability category. Further, compensation skills will also vary from one student to another and in the same student over time. Therefore, accommodations are determined on a case-by-case basis according to a student’s documented needs, guidelines suggested by federal and state law, and criteria developed by the University.

Identifying and implementing a reasonable accommodation for a student with a disability is an interactive process that includes shared responsibility between the University and the student. Accommodations include, for example, academic adjustments or modifications, auxiliary aids and services, and adjustments to make the campus, residential housing and transportation accessible. Academic adjustments include such things as extended time to complete examinations, a distraction-reduced testing environment, permission to record classes, and course substitutions. Examples of auxiliary aids and services are note-taking services, readers and/or scribes for examinations, sign language interpreters, and caption services.

The University is required to provide a reasonable accommodation; it is not required to provide the specific accommodation requested by the student. In providing accommodations, the University is not required to lower or effect substantial modifications to essential requirements or to make modifications that would fundamentally alter the nature of the service, program or activity. Thus, for example, although the University may be required to provide extended time within which to complete a test, it is not required to change the substantive content of the test. Personal attendants, individually prescribed devices, readers for personal use or study, wheelchairs, hearing aids, and other devices or services of a personal nature are the responsibility of the student, not the University. Finally, the
University is not required to make adjustments or provide auxiliary aids or services that would result in an undue burden on the University. Funding for auxiliary aids and services may be available from certain state agencies such as, for example, the New York State Adult Career and Continuing Education Services—Vocational Rehabilitation. For those auxiliary aids and services that are likely to be funded by a state agency, the University may require the student to apply to the agency for funding. The University may provide assistance with the application for funding.

**Request for an Accommodation**

To request an accommodation for a qualifying disability, a student must self-identify and register with the Office of Disability Service. The Office of Disability Services is housed in the Counseling Center on the Pleasantville campus. The Coordinator of Disability Services for the Westchester campuses may be contacted at 914-773-3710 or the Administration Center at 861 Bedford Road, Pleasantville.

Notifying other University offices, faculty or staff does not constitute giving notice to the University of a request for an accommodation. No one, including faculty, is authorized to evaluate the need and arrange for an accommodation except the Coordinator of Disability Services. Moreover, no one, including faculty, is authorized to contact the Coordinator of Disability Services on behalf of a student.

It is the student’s responsibility to request an accommodation. Because some accommodations may take considerable time to arrange, students are urged to contact the Coordinator of Disability Services in order to request an accommodation as soon as possible after receiving notice of admission to the University. Untimely requests may result in delay, substitution, or an inability to provide an accommodation. If a request for an accommodation is submitted late, the Coordinator of Disability Services will, nevertheless, make every reasonable effort to process the request for an accommodation.

Before an accommodation will be provided, the student may be required to submit medical and/or other diagnostic information concerning the student’s impairments and limitations. If the information provided is unclear or incomplete, the student may be required to provide additional information or participate in further evaluations.

The Coordinator of Disability Services will, in conjunction with others as may be appropriate, evaluate the information provided by the student and health care providers; refer the student for additional testing and evaluation as may be necessary; make recommendations for the accommodations to be provided to the student; and, assist in arranging for the implementation of the accommodation to be provided.

If a student experiences difficulties with the implementation of the accommodation or, if after it has been implemented, a student has concerns that the expected results of the accommodation are not being met, the student must promptly notify the Coordinator of Disability Services. The Coordinator of Disability Services will, as may be appropriate, endeavor to remedy the situation. If a student disagrees with the accommodation recommended by the Coordinator of Disability Services, he or she should promptly appeal the recommendation to the Interim Director for Compliance at 914-923-2892.

University Administrators who have concerns about a reasonable accommodation recommended by the Coordinator for Disability Services for his or her class, should contact the Coordinator on the appropriate campus.

Depending on the nature of the disability and the accommodation provided, a student may be required periodically to submit medical and/or diagnostic information demonstrating the current status of the disability and/or to renew the request for an accommodation. Any questions about the services offered by the University to students with disabilities or the procedures for requesting an accommodation should be directed to the Coordinator of Disability Services for the Westchester campuses at 914-773-3710.
Confidentiality
The information and documents provided to the University in support of a student’s request for an accommodation shall be maintained as confidential. Individually identifiable information will not be disclosed except as may be required or permitted by law or pursuant to a release signed by the student.

Complaints of Disability Discrimination
If a student has concerns that he or she has been discriminated against because of a disability, he or she should contact the University’s Affirmative Action Officer at 212-346-1310 or 914-773-3856.

CREDIT CARD MARKETING POLICY
Pace University prohibits the advertising, marketing, and merchandising of credit cards to any person on premises owned or leased by the University and at University sponsored events by any company or person including, without limitation, employees, faculty members, students, visitors, guests, vendors, contractors, clubs, and organizations.

OFFICE OF INTERNATIONAL PROGRAMS AND SERVICES
The Office of International Programs and Services is available to assist you during your initial transition to Pace and in the years to come. The office acts as a resource center for students, faculty and administrators by encouraging and supporting the enrollment of international students within Pace University, and providing advising on study abroad opportunities to all Pace students. The office collaborates with faculty and administrators to develop new programs in other countries and improve existing linkages and services. The staff is committed to international education and to working with the community to achieve the goal of internationalizing Pace.

For more information call (914) 773-3447 or (212) 346-1368.

DINING SERVICES
The dining hall is located in Preston Hall and can be accessed through the Tudor Room or from the Classroom Building, as well as from the main entrance beside the campus dormitory, Dannat Hall. Lackmann Food Service is the vendor for the dining hall. In addition to weekly specials that will be posted, a variety of daily items including hot and cold entrees will be available.

The cafeteria is open:
Monday–Thursday ........................................8:00 am–8:00 pm
Friday ..........................................................8:00 am–2:00 pm
Saturday ......................................................10:00 am–4:00 pm

OFFICE OF SAFETY AND SECURITY
The primary responsibility of the Security Department is to ensure the safety and security of the students, faculty, staff and visitors to the University.

Pace University security provides a 24 hour-a-day patrol presence on campus. All security personnel receive mandatory pre-employment training in accordance with federal and state laws. They also receive additional in-service training on a monthly basis. Security officers respond to an array of situations during their tour of duty. These requests for service may include medical emergencies or response to a fire or intrusion alarm. Security officers prepare incident or accident reports, and refer matters to other Pace departments or outside agencies, as necessary.

White Plains Preston Hall (914) 422-4111
The Security Department also provides the following services to the University community:
• Provides an escort service between any two points on campus between dusk and dawn
• Administers the University parking program, including issuing Parking Decals and enforcing regulations
• Maintains a Central Station where fire and intrusion alarms, emergency telephone systems and closed circuit TV cameras are monitored

Crime Reporting
Consistent with legal requirements, members of the Pace community will be advised on a timely basis regarding the occurrence of crimes on campus.

Special security notices are prepared in the event that a crime is committed on campus and are distributed throughout the University. These notices provide the facts related to the incident and alert members of our community to prevent future incidents from occurring. Incidents can be reported to campus security 24 hours a day. The Safety and Security Department also maintains statistics on campus crime and disciplinary referrals relating to violations of the University drug, alcohol and weapons policy. Statistics are published on the Safety and Security website and on the Department of Education website.

Lost and Found
Pace assumes no responsibility for personal property missing from or lost on University premises. You should exercise care for all personal property including apparel, handbags, wallets, briefcases, office articles, books, pictures, laptops or equipment. Missing property should be reported to the Safety and Security Department, which makes every reasonable effort to help recover it. Anyone finding unidentified property should bring it to the campus Security Office immediately.

Fire Safety
If you suspect or see a fire, sound the alarm and evacuate the building by way of the nearest stairwell. Close doors behind you and never use the elevator unless directed to do so by emergency personnel.

If thick smoke is encountered, increase your visibility by crawling low to the floor. Toxic chemicals from smoke can be deadly in minutes.

Check doors and metal knobs to see if they are hot. If they are, do not open the door. Use a wet shirt or towel to cover the crack at the base of the door to prevent smoke penetration.

If you are trapped, go to the window to signal for help. If there is a phone, call security and 911 to report your location.

Once you are out of the building, report location of individuals with disabilities or others needing assistance to emergency personnel. Assemble at least 100 feet from the effected building.

Individuals with disabilities should look for areas of refuge like stairwells with fire doors or safe areas in classroom buildings.

Please take fire alarms seriously and do not ignore them. Do not worry about taking personal property with you; time is of the essence.

Take responsibility for prevention; follow all rules relating to fire safety.

Tampering with smoke alarms, pulling false alarms or misusing fire protection equipment is a criminal act and will be prosecuted. University disciplinary proceedings will also take place. These are dangerous pranks and should be reported immediately.
TRAFFIC OFFICE

Pace University provides parking areas on campus for use by students, faculty, staff and for the purpose of conducting university business. The method of registering vehicles and the regulations governing their use on campus are stated below.

All vehicles brought on campus must be registered with the Safety and Security Department. You must register your vehicle at the beginning of each academic year. The Safety and Security Department will also issue temporary parking permits. Special permits are available for students with unique needs or disabilities.

Parking is permitted in designated areas only and prohibited in crosswalks, fire lanes, bus stops, unpaved areas, spaces reserved for the disabled and any other areas designated as “restricted parking.” You will be issued a Parking and Traffic Guide at time of registration.

Vehicles parked in violation will be ticketed and in some cases towed at the owner’s expense. Chronic violators will be referred to the Dean for Students for appropriate disciplinary action. With the exception of some designated parking spaces, all parking is on a first come, first serve basis. Possession of a parking permit or pass authorizes parking but does not guarantee a parking space.

Pace University assumes no responsibility for theft or damage to any vehicle. Complete parking and traffic regulations are available in campus security offices.

Registration
Any member of faculty, staff or student body who operates a motor vehicle while on campus property must register that vehicle with the university in order to receive a campus parking decal. In order to obtain the campus parking decal, each applicant must show a valid state vehicle registration to verify the description and license plate of the vehicle. Applicants must also show proper Pace identification.

Special Parking Privileges—Handicapped Persons
Parking spaces for handicapped persons are reserved for those who have special handicapped license plates or permits for handicapped parking issued by the State, County or Town of residence. Members of the university community who suffer a temporary disability, which clearly affects their ability to walk, may apply to the Safety and Security Department for a temporary handicapped parking permit. Any person with a temporary disability must present to the Safety and Security Department a doctor’s letter on official stationery specifying the medical problem. This medical documentation must include an expiration date for handicapped parking privileges. Unauthorized parking in a handicapped space will result in a $100 fine and an immediate tow.

Visitors
Students are responsible for their guests. Guests must obtain a temporary parking permit and comply with all university regulations.

All other information may be found in the Parking and Traffic Guide issued by the Security Office.

TRANSPORTATION
Shuttle Bus
The Law School runs a shuttle bus that provides transportation from the lower parking lots to the law school buildings. In addition to the on-campus service, we provide transportation to and from the White Plains Metro North train station, as well as to the local grocery store on Fridays for campus students. The schedule can be found on the Pace Law School website at www.law.pace.edu/currentstudents/shuttle-bus.html.

WEATHER CLOSING POLICY
This policy applies to closings on all weekdays including Saturdays.
The University President or his designees have the authority to make closing decisions in the event of inclement weather. While the University may consult with the Law School, Deans cannot make closing decisions on their own.

Decisions to cancel day classes will be made as early in the morning as possible. Similarly, decisions to cancel evening classes will be made by mid-afternoon, if at all possible, before 2:00 pm. However, the decision to close or delay classes is made by the University and not by the Law School.

When newspaper/radio/TV weather reports predict an impending weather emergency for the next day, all faculty, staff, and students should attempt one or more of the following:

1. Call the Registrar’s Office at (914) 422-4001.
2. Check the Law School Website or the University Website.
3. Call the emergency closing numbers listed below.
4. Tune into the designated radio stations also listed below.

The Director of the Law Library will make a decision regarding the opening of the law library. Information regarding library opening and hours will be posted on the law school website and information disseminated to students via email as soon as possible.

In the event of a delayed opening, students should go to the class normally in session at the time of the delayed opening if an hour or more of class time remains. If not, students should report to the next scheduled class.

In some cases, an individual professor may have to cancel a class due to inclement weather when the University is open. In such cases, the law school will post the information on the law school website, and email all students, informing them of the class cancellation.

If the University decides to close while classes are in session, the Registrar’s office will:
• notify those classes;
• notify all Faculty and Adjunct Faculty scheduled to teach the remaining classes;
• communicate the closing decision to the Dean for Students to place this notice on the Law School website; and
• send out an e-mail to all Faculty, Adjunct Faculty, students and staff.

Campus Closing Information
University Weather Message (914) 773-3398
AM WFAS 1230
FM WFAS—103.9/www.wfasfm.com
FM WHUD—100.7/whud@broadcast.com
www.law.pace.edu

UNIVERSITY HEALTH CARE
The following services are available on the Pleasantville campus:

Care of acute illnesses and common infections: Respiratory infections, including strep throat, bronchitis, earaches; gynecological and urinary infections; back strain, first aid, gastrointestinal problems and many more.

Health Maintenance: Routine physicals, including school and pre-employment exams, annual pap smears, routine and emergency contraceptive services, allergy injections, lab tests, acne care, blood pressure monitoring, immunizations and more.

Personal Health Maintenance Program: Improve your health and quality of life through nutrition, stress management, physical fitness, and smoking cessation.
The staff of University Health Care provides Pace University students, faculty, staff and their family members and alumni with a wide range of primary health care services and a unique Personal Health Management program. Certified nurse practitioners, with physician consultation when indicated, deliver services ranging from emergency first aid (lacerations not requiring sutures, bruises, and minor burns) to thorough history and physical exams, including gynecologic exams. They can prescribe medications.

Residents in need of medical attention due to illness or emergency during hours when University Health Care Offices are closed should contact the Security who will assist you in obtaining the necessary help and transportation.

In the event a resident is diagnosed as having a medical condition or illness which poses the threat of transmission to or significant disruption of the residence community, in consultation with the Dean for Students, University Health Care may require the resident to vacate his/her room until such time as it is determined that he/she may return. NOTE: All students born after January 1, 1957 must show proof of immunity to Measles, Mumps, and Rubella.

HEALTH INSURANCE

We are pleased to announce the continuation of a program at Pace University that underscores the University’s commitment to health and wellness and reaffirms our desire to enable you to complete your education at Pace without the worry of extreme financial hardship brought on by illness or injury.

The University, in cooperation with Hagedorn & Company, has designed a mandatory Student Accident and Sickness Insurance Plan for domestic students attending Pace, at a very reasonable rate.

The STUDENT ACCIDENT AND SICKNESS INSURANCE PLAN FOR DOMESTIC STUDENTS ATTENDING PACE UNIVERSITY (BROCHURE), that describes the policy Terms, coverage, exclusions, and premiums, may be found on the Pace University website, in Adobe Acrobat (.pdf) format, at www.pace.edu/HealthInsurance, and may be downloaded and printed to your personal computer/printer in its entirety.

Please note that the Accident/Sickness Insurance fee will automatically be included on your student invoice if you are a full-time student, and must be paid with your tuition. For purposes of this plan, full-time is defined as being enrolled as a full-time day division student, paying full-time tuition.

If you have existing Accident and Sickness insurance coverage under another policy (self, parent, spouse, etc.) you may waive the mandatory Pace University coverage. The only way for you to waive the Pace University coverage is via the internet, using the PacePortal. Please print the confirmation page as proof that you have waived the coverage. You must waive the Pace Insurance Plan each year you are enrolled.

Providing false information on an on-line waiver request, or letting existing coverage lapse without informing the University may result in a charge for Pace Insurance coverage to the student’s account and/or disciplinary action. The University or its agent(s) reserves the right to verify information regarding alternate coverage provided by the student as part of his/her on-line request to waive out of the Pace Insurance Plan.

Any part-time student registered for six (6) or more credits may voluntarily choose to purchase the Pace Insurance Plan. All students that have the Pace Insurance Plan may also enroll his/her spouse, domestic partner, and/or dependents in the plan (please see the Part-time Student and Dependent Enrollment Form for details). These Enrollment Forms are available through the Pace website at www.pace.edu/HealthInsurance.
By continuing this policy, the University reaffirms its commitment to enabling you to complete your education protected from the potentially devastating financial effects of injuries or illness. Please feel free to contact the Office of the Dean for Students, ([914) 422-4136], or the University Health Care Offices [NY, (212) 346-1600]; Westchester, [(914) 773-3760] if you have any questions.

**Immunization Policy**

All students matriculated in a degree program, enrolled for 6 or more credits, and participating in classes on a campus at Pace University must comply with the New York State Department of Health immunization requirements for admission (and continuation) as a Pace student detailed below.

Students enrolled solely in online courses are not required to be in compliance. Once registered for a course requiring attendance on campus, these students must meet all requirements.

**Students will not be allowed to register or attend classes unless they are in full compliance with the requirements of the New York State Department of Health Public Health Laws regarding Measles, Mumps, Rubella, and Meningitis.**  
**A completed Immunization Requirement Form must be submitted.**

**Meningitis**

New York State Public Health Law (NYS PHL 2167) requires institutions, including colleges and universities, to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria, whether they live on or off campus.

Pace University is required to maintain a record of the following for each student:

- Certificate of Immunization for meningococcal meningitis disease; or
- A response to receipt of meningococcal meningitis disease and vaccine information signed by the student or the student's parent or guardian; AND, EITHER
- Self-reported or parent recall of meningococcal meningitis immunization within the past 10 years of the student’s first date of enrollment at Pace University; or
- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.

Pace University strongly encourages first-year resident students to receive the meningitis vaccination. Students may submit this requirement electronically at: [http://www.pace.edu/paperless](http://www.pace.edu/paperless).

The University Health Care Center does not offer the meningitis vaccine.

**Measles, Mumps and Rubella**

PHL 2165 requires that students born on or after January 1, 1957 provide proof of immunizations to register for classes. Students eligible for a birth exemption, medical exemption, or religious exemption must check off the appropriate box in Part Three of the Immunization Requirement Form and submit the necessary documentation.

- **Measles** – 2 doses given after 1968, after your first birthday and at least 28 days apart (the first dose is considered Day 0)
- **Mumps** – 1 dose
- **Rubella** – 1 dose

**Acceptable Proof of Immunity:**

- Vaccination card from childhood
- Immunization records from your health care provider
- High school’s immunization records
- Physician documented proof of disease (proof of disease is not acceptable for rubella)
- A dated lab report reflecting blood tests proving immunity to Measles, Mumps and Rubella (a.k.a. Blood Antibody Titer)

Please be aware that New York State immunization requirements may differ from those of other states and you may need to receive additional vaccinations in order to be in compliance.

Records need to:
- Clearly indicate the vaccines, dates, name and location of the doctor or clinic
- Be stamped and signed by the doctor or clinic
- Be easily readable

**MMR Vaccination is available at the University Health Care Center for $15.** These offices can also process blood antibody titer tests for Measles, Mumps, and Rubella.

**By Mail:**
Pace University
OSA – Immunization Compliance
One Pace Plaza,
New York, New York 10038

**Do not mail your records to any other office. It will delay processing and/or notification of any illegible or incomplete documentation.**

**In-person:**
Completed Immunization Requirement Forms may be dropped off at the OSA/Student Solutions Center at your home campus.

**By Fax:**
(914) 989-8309: include name, student ID number and telephone number.
Send scanned documents to immunization@pace.edu.

For more information, please go to http://www.pace.edu/office-student-assistance/immunization.

**STUDENT ORGANIZATIONS AND ACTIVITIES**

Student Organizations, representing many fields of interest, attempt to provide additional experiences that will aid in developing the individual. These groups offer opportunities for leadership, recognize scholarship, encourage citizenship and provide social experiences.

All recognized organizations fall under the jurisdiction of the Student Bar Association (SBA). The SBA Executive Board and Assembly are elected by the student body and are responsible for assisting in the policy-making decisions that affect organizations. All organizations are required to abide by all policies and decisions of the SBA and the administration.

**American Bar Association/Law Student Division (ABA/LSD).** The American Bar Association/Law School Division is comprised of elected representatives from its member schools. At Pace the elected representative serves on the executive board of the Student Bar Association. The representative also attends the annual American Bar Association Law School Division convention. The purposes of the Division are to encourage student input to the ABA through their representatives and to develop programs to aid law students in developing their legal skills.

**American Constitution Society.** The American Constitution Society (ACS) for Law and Policy is a group of students concerned about the pervasive conservative orthodoxy in American law and politics. The mission of the American Constitution Society is to harness the values of compassion and
respect for each individual, and to re-incorporate them into American law and politics, in order to build a stronger and more decent national community.

Asian American Law Students Association. The Asian American Law Students Association (AALSA) is an organization for students of diversity and for the School of Law as a whole. With the change of demographics, people of diversity are a significant and growing population nationally as well as globally. As lawyers serving this community, it will be necessary for us to be aware of different social and cultural dynamics in order to represent our clients zealously. We shall have a duty to be leaders in promoting awareness and education of cultural, political and legal times.

Black Law Students Association. The Black Law Students Association (BLSA) is made up of a group of law students devoted to concerns of African-American students. They provide an academic and social support system, send a representative to various conferences and conventions, and participate in the recruitment of minority students.

Corporate and Commercial Law Society strives to expand awareness of corporate and commercial law for students at any stage in their legal studies. By encouraging interaction between students and professionals, the Society aims to help students form long lasting ties with the corporate and commercial law world. CCLS will provide informational and networking events that facilitate learning in the corporate and commercial law areas.

Dispute Resolution Society. The Dispute Resolution Society strives to complement Pace Law students’ curricular exposure to dispute resolution with additional opportunities to learn about dispute resolution. Through DRS sponsored programs and events, students will have opportunities to network and interact with dispute resolution professionals.

Environmental Law Society. The Environmental Law Society (ELS) is a student-led organization committed to improving the environment through legislative action, citizen action forums, recycling programs, campus awareness activities, guest speakers and the annual Earth Day Celebration. ELS members attend local and regional conferences.

Federalist Society. The purpose of the Pace Law School Federalist Society is to foster critical thought and debate about the application of conservative principles to the law. The Pace Law School Federalist Society embraces the principle that the state exists to preserve freedom, that the separation of governmental powers is central to the integrity of the Constitution of the United States of America, and that it is emphatically the province and duty of the judiciary to say what the law is—not what it should be. The Pace Law School Federalist Society seeks both to promote an awareness of these principles and to further their application through its activities. This entails reordering priorities within the legal system so as to place a premium on individual liberty, traditional values, and the rule of law. It also entails restoring recognition of these norms among lawyers, judges, law students, and professors.

Gaelic Law Society. The Gaelic Law Society (GLS), whose name is derived from the ancient dialect of Ireland, is a student organization concerned with Irish-American current issues. The Gaelic Law Society meets several times a year, at which time members discuss and plan events.

Health Law Society. Following the development of the health law curriculum and the approval of the Health Law Certificate, a group of interested students formed the Health Law Society (HLS). One of its major goals is to build a supportive relationship with the surrounding community by developing an information source for community residents and facilitating their health care planning.

Intellectual Property Student Organization. The Intellectual Property Student Organization (IPSO) allows Pace Law School students who are interested in the general area of intellectual property law to keep abreast of major intellectual property law legislation and case law; network with firms that practice in the intellectual property law arena; and network with other Pace Law students interested in the intellectual property law field.

International Law Society. It is the mission of the International Law Society (ILS) at Pace University School of Law to introduce students to the ever-expanding field of International Law. By working with the faculty and administration to help shape the international law curriculum at the University as well as helping to set up internships both domestic and foreign, the society allows the students an outlet to attain their educational and career goals. The Society itself is an autonomous, student run organization chartered by the Association for International Law Students. By being involved with the Society, students are able to participate in moot court competitions, cultural discussion groups and career panels. It is our belief that in the competitive legal job market it is not enough just to have the highest GPA or Law Review, involvement and commitment to international law outside of the classroom also entices possible future employers.
Italian-American Law Students Association, ITALO is a group of students of Italian descent and any other interested students. ITALO sponsors speakers and enables members to network with lawyers and judges in Westchester County and New York City.

Jewish Law Students Association. The purpose of the Jewish Law Students Association (JLSA) is to have fun while learning about Jewish traditions and modern day concerns. JLSA holds discussions about current issues and co-sponsors social events with other organizations, which provide an excellent opportunity for students to meet and become an active part of the law school community. Other activities include the celebration of Holy Days and lectures on topics such as the relevance of Talmudic Law to modern law and practice, international law and the Arab-Israeli conflict, and the role of traditional Jewish values in modern law.

LAMBDA. The purposes of LAMBDA include: (1) to promote visibility for the lesbian, gay, bisexual, and transgender (LGBT) students at Pace Law School, (2) to serve as a forum to discuss areas of the law that affect the LGBT community, (3) to foster diversity and understanding in the Pace Law School community for all people, regardless of sexual orientation or gender identity, and (4) to serve as a vehicle to increase networking opportunities for LGBT Pace Law School student to help overcome the barriers that LGBT job applicants typically encounter.

Latin American Law Students Association. The Latin American Law Students Association (LALSA) is comprised of students working together to enhance the educational experience and the professional pursuits of law students committed to diversity in legal education.

National Lawyers Guild, The Pace Law School Chapter of the National Lawyers Guild (NLG) is an association dedicated to the support and defense of economic and social justice, and to progressive change rather than the acceptance of the status quo. We seek to unite the lawyers, law students, legal workers and jailhouse lawyers of America in an organization that shall function as an effective political and social force in the service of the people, to the end that human rights shall be regarded as the most sacred interest in this country.

Pace Law School Democrats, The Pace Law School Democrats (PLSD) seek to energize, amplify, and channel the political interests of Democratic law students. PLSD seeks to formulate a politics of inclusion, rather than division, promoting the traditional American values of fairness, equality, freedom, tolerance, and economic opportunity for all.

Pace Law School Republicans seek to energize, amplify, and channel the political interests of Republican law students. PLSR seeks to encourage traditional values, state sovereignty, and the conservative spirit among Pace Law School

Phi Alpha Delta. Phi Alpha Delta (PAD) is the largest of the three legal law fraternities and the only law fraternity represented at Pace. The Adolf Homburger Law School Chapter strives to uphold the principles and ideals of integrity, compassion, courage, and professional service. Our goal is to implement a well-rounded organization incorporating activities including, professional, academic, community service, fundraising, and networking events. The PAD chapter has over 80 student members and has received active encouragement and involvement from Pace Alumni and PAD Alumni in the area.

Public Interest Law Scholarship Organization, PILSO, established in Winter of 1990, provides grants on a competitive basis to students pursuing public interest law summer internships and careers. Funding for the grants comes from various on-campus events, faculty, and students. PILSO has provided many generous grants to Pace law students and has thus provided thousands of hours of volunteer legal services to public interest law organizations.

Sports, Entertainment & Arts Law Society. The Sports, Entertainment and Arts Law Society (SEALS) is a student-founded and led organization that strives to promote a greater awareness to the student body of the opportunities in lawyering in the sports and entertainment fields.

Student Animal Legal Defense Fund provides a form for education, advocacy, and scholarship aimed at advancing the interests and improving the lives of animals through the legal system and raising the profile of animal law. The organization accomplishes these goals by sponsoring campus literature tables, speakers and debates, movies, volunteer opportunities and other forums for learning about animal law.

Student Bar Association. The Student Bar Association (SBA), to which all members of the student body belong, is a service organization run by and for students. It coordinates the student body’s professional, social, curricular, and athletic activities. It represents student concerns to the faculty and administration. Representatives serve on faculty committees and attend faculty meetings. It sponsors speakers, orientation, mixers, a dinner-dance, and graduation activities.
Unemployment Action Center. The Unemployment Action Center Inc. is devoted to the representation of unemployment insurance claimants. Members are given training and are directly responsible for advising and representing claimants. The UAC gives law students exposure to pro bono work and cultivates an interest in public service early in their legal careers. IL students are encouraged to participate.

Women’s Association of Law Students. The Women’s Association of Law Students (WALS) provides a forum for information concerning women’s issues in the law. Each year WALS invites speakers to the school, sponsors lobbying and involvement with off-campus activities of concern to women.

Student Scholarly Publications

Pace Environmental Law Review: The Pace Environmental Law Review, a forum for the discussion of environmental law and concerns, is edited and published by students. The Review developed from and enhances programs offered by the School of Law, which is one of a handful of schools nationally to have a specialization in environmental law. Articles are solicited from professionals in the field. Membership is based upon academic standing, written competition, or submission of a publishable piece.

Pace International Law Review: The Pace International Law Review, edited and published by students, is devoted to the publication of scholarly materials in the rapidly growing field of international law. Each issue, which enjoys worldwide circulation, contains professional articles by some of the foremost authors and scholars in the field. Membership is based on academic performance and demonstrated writing ability. Candidates are chosen after their first year as day division students or their second year as evening students.

Pace Law Review: Pace Law Review, edited and published by students, is devoted to the study and publication of scholarly materials of professional legal interest. Each issue contains articles by professors, practitioners, and judges as well as student notes and comments on specific issues in law, recent decisions, and current legislation. Membership is based on academic performance and a writing competition. Candidates are chosen after their first year as day division students or their second year as evening division students. Every year, in co-sponsorship with the School of Law, the Law Review presents the Dyson Distinguished Lecture. This lecture by a distinguished legal scholar was made possible by an endowment by Charles Dyson, former President of the Board of Trustees of Pace University.