INTRODUCTION
Additional policies, procedures and regulations are detailed in the booklet titled *A Supplement to University Policies and Procedures for Graduate Students.* The publication is on file in administrative offices and in the libraries.

ACADEMIC INTEGRITY
Students must accept the responsibility to be honest and to respect ethical standards in meeting their academic assignments and requirements. Integrity in academic life requires that students demonstrate intellectual and academic achievement independent of all assistance except that authorized by the instructor.

The use of an outside source in any academic paper, report or submission for academic credit without the appropriate acknowledgement is plagiarism. It is also academically dishonest to submit anything in electronic form as one's own that is the work, either fully or in part, of someone else. It is unethical to present as one's own work, the ideas, words or representations of another without the proper indication of the source. Therefore, it is the student's responsibility to give credit to any quotation, idea or data borrowed from an outside source.

Students who fail to meet the responsibility for academic integrity subject themselves to sanctions ranging from a reduction in grade or failure in the assignment or course in which the offense occurred to suspension, dismissal or expulsion from the University. Students penalized for failing to maintain academic integrity who wish to appeal such action may petition the department chair for a hearing on the matter.

ACADEMIC STANDARDS
Every matriculated graduate student is required to maintain a cumulative scholastic average of "B" (3.00). A student whose academic performance causes his or her average to fall below this average is subject to academic review. Depending on the degree of the academic deficiency, a student may be placed on probation or dismissed from the program. A student with a cumulative grade point average below 3.00 is considered academically deficient whether or not he or she receives written notification of this status. Programs within schools may have additional criteria for determining academic deficiency. Please consult individual programs sections of this catalog.

ACADEMIC REVIEW – DEPARTMENT OR SCHOOL
A student with serious academic deficiencies will be dismissed from the program. A student who is dismissed for academic reasons may appeal the dismissal within 30 calendar days from the date of the dismissal letter. A student may not register for or attend classes while an appeal is pending. The Academic Standards Committee of the Department or School is responsible for deciding the merits of an appeal. The appeal must be in writing and addressed to the chair of the Academic Standards Committee. The appeal should indicate in sufficient detail that (1) the student's poor academic performance is due to unusual or non-recurring events, (2) there will be no recurrence of these events, and (3) the student has taken or will take appropriate action to ensure that his or her cumulative grade point average will reach the minimum 3.00 in no more than two semesters. A student may submit additional written evidence or include any other information which may be helpful to the committee in reaching its determination.

The Academic Standards Committee of the Department or School will consider the letter of appeal, any supporting evidence supplied by the student, and the student's past academic record in reaching its decision. If the appeal is accepted by the committee, the student will be placed on probation. All committee decisions are final.

GRADUATE GRADING SYSTEM
A letter grade is awarded as a measure of student performance only by the faculty member assigned to a particular course and section. The spectrum of letter grades ranges from A through F; in addition, certain plus and minus refinements to the letter grades are available to allow faculty greater flexibility in the measurement of student performance. Specific grading policies are established by the instructor in a given course.

Each letter grade translates into a numerical equivalent or quality points as cited below:
Grade/Quality Points
A 4.0
A- 3.7
B+ 3.3
B 3.0
B- 2.7
C+ 2.3
C 2.0
F 0
I-F 0
K 0
P 0
I Incomplete. Used at the discretion of the instructor due to absence from final examination or when required course assignments are not completed. "I" becomes a failure and a grade of I-F is assigned to the course unless removed within six weeks after the conclusion of the semester. If, however, in the judgment of the instructor of the course, deficiencies are so extensive that they cannot be made up within the allotted time period of six weeks, a grade of F will be assigned immediately at the end of the semester.
P Pass. Assigned in certain designated courses. Students receive credits, when applicable, but no quality points are assigned.
K Grade pending. In specific courses or in special circumstances, with the permission of the Dean, a grade of K (pending) may be given to enable the student to complete work in progress. The extension may not exceed one year from the end of the semester in which the K grade is assigned.

The quality point average (QPA) is obtained by dividing the total number of quality points by the number of credits completed or attempted at Pace, including a grade of F or I-F but not grades of K or P. A minimum QPA of 3.00 is required for graduation.
GRADE APPEAL PROCESS

As a general principle, the instructor has sole authority to establish standards of performance and to exercise judgments on the quality of student performance, but in a manner that reflects reasonable and generally acceptable academic requirements. Grades assigned in this fashion are final except as the instructor may wish to review them. No faculty member, administrator or other individual may substitute his or her judgment of the student’s performance for the reasonable judgment of the instructor.

Students who believe that a final grade received in a course was not determined in a manner consistent with the principle described above may challenge that grade by first arranging, within a reasonable period of time (approximately 10 school days from the time that the student knew or should have known of the final course grade), to meet informally with the instructor to establish a clear understanding of the method by which the grade was determined. Every effort should be made to resolve the matter at the level of the instructor and the student. Students who have difficulty arranging a meeting with the instructor should consult the Department Chair.

If after the meeting with the instructor the student wishes to continue the grade challenge, the student may appeal in writing (with copies to the instructor and the Dean of the School) within a reasonable period of time to the chair of the department that offers the course in question. The statement should clearly state the basis for questioning the grade received in the course. It should be noted that if the Chair is the instructor, the appeal is to the Dean of the School.

The Chair’s decision to have a grade reviewed or not is final. If the Chair decides that the method by which the student’s grade was determined was not proper, the Chair will apprise the instructor of the basis for questioning the grade and request that the instructor review the grade. If the instructor, for any reason, does not review the grade, the Chair will request that at least one other faculty member qualified to teach the course in question review the grade. In the process of such a review, the faculty member(s) is(are) authorized to assign a grade change and may, if necessary, require additional examination of the student’s performance as a basis for the grade change.

Students may, at any point in this appeal process, solicit the advice and assistance of an individual faculty or staff member. This individual’s authority in these matters is limited to mediating the relationship between the student and the instructor and/or chair. Change of grades or withdrawals are not permitted once a degree has been awarded.

REPEAT GRADES

Grades earned in courses that are repeated are averaged in the same manner as that described under the heading “Graduate Grading System” and all grades remain on the transcript. A student may request, however, on a one-time basis, that the repeat passing grade for a course in which the grade of "F" (or "I-F") was originally received be the only grade for the course averaged in the calculation of the QPA. However, both grades (the original "F" or "I-F" and the repeat grade) will be shown on the transcript. Transcripts will be footnoted to indicate that the QPA has been recomputed. Students wishing to apply for recomputation of their QPA must file a written request with the Graduate Registrar’s Office. (Specific Departments may not allow repeat grades.)

ADVISEMENT

Academic advisement concerning programs of study, courses and relationship of graduate work to career goals is available to all matriculated students. It is strongly recommended that students meet with their advisor prior to registration. Doctoral students should consult with the director of the doctoral program for academic advisement.

PROGRAM LOAD

Students are advised to assume credit and course loads that consider the time and energy demands required for their studies in addition to those imposed by employment and other responsibilities. For example, students engaged in full-time employment are advised to limit their program of study to two courses during the fall and spring semesters and one course in each summer session. Generally, it is recommended that full-time students take no more than 15 credit hours during each of the fall and spring semesters.

All international students studying at Pace University on student visas are required to enroll for a full-time program each fall and spring semester in order to comply with the regulations of the U.S. Immigration Service.

For information on the length of time required to complete a particular graduate program, consult the section of the Graduate Catalog that describes the program.

See “Tuition Assistance Program” for program load requirements for this form of financial aid.

COURSE SEQUENCING

Students should normally complete preliminary skills and basic courses before proceeding to advanced courses. Students must complete all prerequisites before enrolling in a course. Students who have not met the prerequisites may be required to withdraw from classes at the start of the semester. Adherence to prerequisites is an important part of good education. The prerequisite course teaches materials that the faculty assume are known by all students entering an advanced course. This knowledge will not be taught during the advanced course. Students without proper prerequisites will not be prepared for certain aspects of the course and may impede the learning process of students who are properly prepared.

FULL-TIME STATUS

Students are considered full-time if they satisfy one of the following:

1. They are enrolled for a minimum of 9 credit hours per semester.
2. They are registered in a full-time academic internship as verified by the department.
3. They are working full time on a dissertation and are maintaining matriculation.

In special cases, preparation for examinations, non-credit or remedial courses, practice teaching, clinical practice, research or other academic activities may be substituted for part of the credit requirement if approved by the school as part of an appropriate plan of study for the student. Students following such a plan of study must apply to the chair of their department for full-time certification.

It should be noted that in some instances financial aid and/or housing eligibility may require enrollment in a minimum of 12 credits or the equivalent per semester. Students interested in maintaining such eligibility should consult the Financial Aid Office and/or the Office of Campus Activities & Student Development for specific details.
TRANSFER CREDITS AND RESIDENCY
Each candidate must satisfy the residency requirement of Pace University in order to qualify for an advanced degree. For each graduate degree at Pace, students are required to successfully complete a minimum of 30 credits in residence at the University.

Graduate courses from other institutions may be applied toward any master’s degree or doctoral degree, subject to the aforementioned residency requirement and the approval of the department. A maximum of two graduate courses from another institution may be applied toward the master's degree with the exception of the M.S. in Education offered by the Department of Psychology where different criteria apply. The New York State Department of Education requires that Pace University consider grades earned for Study Abroad as if they were grades earned in residence. This pertains only to courses taken at those institutions with which the University has consortia and contractual agreements.

Courses related in content and number of hours to those in the student’s program of study may be accepted if they have been completed with a minimum grade of “B” at another regionally accredited graduate school within the past five years. If a course previously completed is not equivalent to a course in the student’s program, transfer credit may be granted for an elective requirement on the recommendation of the chair of the student’s program. Transfer credit may also be granted for graduate coursework completed in an undergraduate program with a minimum grade of “B” at a regionally accredited school within the past five years.

Please see the front section of this catalog for additional specific requirements appropriate to individual degree programs.

CHANGE OF PACE UNIVERSITY GRADUATE PROGRAM
The University recognizes that some graduate students may wish to change schools or programs at some point in their studies. Those wishing to do so must meet the admission requirements of the school and program that they wish to enter and comply with the appropriate change procedure as follows:

To change schools or apply for an additional graduate credential, an "Application for Change of School/Additional Graduate Credential" should be filed with the Office of Graduate Admission. To change programs within a school, an "Application for Change of Program" should be filed with the Registrar’s Office. If the change of school or program is approved, only those credits accepted in the student’s new program will be included in the calculation of the quality point average associated with the new program.

MULTIPLE DEGREES (INTERNAL TRANSFER)
Students may apply appropriate credits from one Pace graduate degree to another with the written approval of the new program’s Dean; such credits must have been completed with a minimum grade of "B." No Pace graduate degree can be earned with fewer than 24 credits distinct to that degree earned in residence at Pace University.

MAINTENANCE OF MATRICULATION
Matriculated Master’s students may maintain matriculation in the program during a temporary absence from classes by submitting payment of a matriculation fee for each semester not in attendance (not including summer sessions). Doctoral students must maintain matriculation by payment of a fee each semester. Requests to maintain matriculation must be made within the first four weeks of the semester. The matriculation fee entitles the students to use the library facilities of the University and to take advantage of the early mail registration for the subsequent term.

RESUMPTION OF STUDY
Resuming students who have not been in attendance for one or more semesters (not including the summer sessions) and have not maintained matriculation nor have attended another graduate institution must apply to the Graduate Registrar’s Office and obtain approval from the academic department at least two months before the opening of the semester. The student will be notified in writing whether or not the request for resumption of studies has been approved. In general, the requirements for graduation are those listed in the catalog when the student originally enrolled. If a student interrupts studies for a period of more than three years, the student must comply with the requirements of the catalog in effect when the semester study is resumed. In addition, only courses completed within the previous five years may be applied to the resuming student’s degree program.

WITHDRAWAL POLICY
Students receive no credit for courses they discontinue. All withdrawals are subject to the tuition refund policy cited in the class schedule. Withdrawal after the second week of class in a 14 or 15 week semester or its equivalent will result in a grade of "W" which will not affect the student's GPA. Withdrawals are permitted prior to the dates indicated below:

- **Regular 14/15-Week Semester**: End of eighth week of class
- **Two-Track (7 Weeks)**: End of second week of class
- **Four-Week Term**: End of second week of class
- **Six-Week Term**: End of second week of class
- **Six-Weekend Modules**: End of second week of class
- **Intensive Weekend**: End of first week of class

* A withdrawal during the ninth and tenth weeks of a 14/15-week semester requires the permission of the instructor of the course and the Dean of the School in which the student is matriculated.

Students who do not withdraw through the touchtone telephone system, via the web (www.pace.edu) or file for withdrawal with the Registrar’s office within these time frames will continue to be registered for the course(s) and will be assigned an "F" in the course(s) affected if they have not completed the course requirements.

Under exceptional circumstances, a student may withdraw without academic penalty from a class after the established time limit, but only with permission from the school which administers the student’s program in consultation with the school from which the course originates.
REQUIREMENTS FOR GRADUATION

Certain time limits are set for completion of all degree requirements:

Doctoral Programs 10 years
(6 years for advanced level Psy.D. students)
Master's Program 6 years
(7 years for part-time students in M.S.Ed.)
Advanced Professional Certificate Program 3 years

Under extenuating circumstances a request for extension of this time may be submitted for consideration by the Department Chair or Dean of the School, dependant on departmental policies.

To qualify for a degree or certificate, each student is required to meet the course requirements of his or her program of study and satisfy a minimum number of approved courses in residence at the University. In addition, the student must obtain a cumulative quality point average of at least 3.00 in order to graduate.

See the front section of this catalog for specific requirements appropriate to each degree program.

PACE UNIVERSITY UNDERGRADUATES IN GRADUATE COURSES

Pace undergraduate students in their junior and senior years who have a minimum cumulative quality point average of 3.00/5.00 (depending on the College/School in which the course is to be taken) may petition to register for a graduate course for which they have the prerequisites. Students must receive written permission from the Chair or Dean (depending on the program) of the department offering the graduate course. A maximum of two courses (6-8 credits) may be counted toward both the undergraduate and a graduate degree. However, the quality points earned in the course(s) will be calculated only in the student's undergraduate GPA.

FEDERAL REGULATION STUDENT ACCESS TO EDUCATION RECORDS/ FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974, commonly referred to as the (Buckle Amendment, became effective November 19, 1974. This Act has the following purposes: (a) To protect the privacy of educational records by limiting the release of records maintained by the University and information contained therein, with written consent of the individual student, with some exceptions in special circumstances (e.g., parents of dependent students); (b) to establish the rights of students to inspect and review their educational records and (c) to provide guidelines for the correction of inaccurate or misleading information contained in such records. The University grants access to students requesting an opportunity to review records as provided in this legislation.

The law covers many of the educational records of all present and former students of Pace University. This includes part-time as well as full-time students. The term "educational records" includes all records, files, data, and other materials that contain information directly related to a student and are maintained by Pace University or by a person acting for Pace. Not included among the materials to which a student shall have access are the following:

1. Financial records of a student's parents.
2. Confidential letters and statements or recommendations placed in an individual's file prior to January 1, 1976.
3. Letters of recommendation in those circumstances specified by the Act in which a student may waive his/her right of access.
4. Records maintained solely for law enforcement purposes by Pace.
5. Records of instructional, supervisory, administrative, and certain educational personnel, which are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute, who performs on temporary basis (defined in the institution personnel policy) the duties of the individual who made the record.
6. Records relating to individuals, who are employed by the institution, which are made and maintained in the normal course of business, relating exclusively to individuals in their capacity as employee, and which are not available for use for any other purpose. (Records of individuals in attendance at an institution who are employed as a result of their status as students are education records - e.g., Work Study)

Any student who wishes to review his/her official University records is asked to file a written request with the administrator responsible for the record in question. All legitimate requests will be honored within five working days. Valid identification will be requested at the time of review and a University official will be present throughout the period of inspection. Copies of the material will be available at the cost of $10 per page.

After viewing the records, a student who believes that the information or data contained therein are incorrect, misleading or otherwise in violation of privacy or any other of his/her rights may request a hearing. Such a hearing enables the student to challenge the accuracy or appropriateness of the information contained in the records. The Dean for Students is responsible for arranging a hearing according to the procedures established by the University for this purpose.

Pace University will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is: A person employed by the university in an administrative, supervisory, academic, research, legal or support position. A person elected to the board of trustees. A person employed by or under contract to the university to perform a special task, such as a consultant, attorney, auditor or collection agent. A school official has a legitimate educational interest if the official is: Performing a task that is specified in his or her position description or by as contract agreement, performing a task related to a student's education, performing a task related to the discipline of a student providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Controller General and state and local educational authorities in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. If required by a state law requiring disclosure that was adopted before November 19, 1974.

6. Organizations conducting certain studies for or on behalf of the university.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully served subpoena.

10. To appropriate parties in a health or safety emergency. In addition to the foregoing, the law provides that Directory Information may be released to all parties seeking this information without prior consent of the student unless the student has specifically requested that prior consent be obtained in all cases.

At Pace University, Directory Information is on file in the Registrar's Office and includes student's name, date of birth, major field of study, email address, attendance dates, degrees and honors and awards received. In addition, participation in intercollegiate sports and the height and weight of athletes are considered Directory Information. Student athletes who do not wish this information made public without their prior consent must so advise the director of athletics in writing.

Students who wish their prior consent to be sought before Directory Information is made available to third parties must file their written requests in the Registrar's Office. Pace will honor any student's request to withhold any or all of the Directory Information applicable to said student but cannot assume responsibility to contact that student for subsequent permission to release such information, regardless of the effect upon that student. Pace assumes no liability for honoring that student's instructions that such information be withheld.

Students also have the right to file complaints with the Family Educational Right and Privacy Act Office (FERPA) concerning alleged failures by the university to comply with the Act.

A Pace University Policy Statement in connection with this Act may be obtained from the Dean for Students Office.

**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.

**POLICY STATEMENT REGARDING PROGRAM ACCESS FOR DISABLED STUDENTS**

Pace University takes seriously its obligation under Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act of 1990 not to discriminate against qualified disabled individuals in its federally-assisted programs or activities. The University recognizes it has a responsibility under these laws to ensure that no disabled student who can meet the academic and technical standards requisite for admission to or for participation in its programs is excluded from such participation or otherwise discriminated against because of the absence of educational auxiliary aids or other reasonable accommodations which are necessary to provide the disabled student an equal opportunity to obtain an education in the most integrated setting appropriate to the student's needs.

Pace University believes that its responsibility to ensure the availability of necessary auxiliary aids ordinarily can be met by assisting disabled students in obtaining such aids from governmental units, such as the state vocational rehabilitation agencies, or from private charitable organizations. Accordingly, disabled students will be expected to exercise reasonable self-help in obtaining and maintaining funding from outside sources for required aids. In the event a disabled student has been turned down by outside agencies for aids which the University has determined are necessary to give the student an equal opportunity to obtain the same educational benefit from the course or courses in which the student seeks to enroll as may be obtained by a non-disabled student, and the student is unable to afford to pay for such aids on his own, the University will take whatever reasonable action is necessary to fulfill its obligation to ensure that the student is not denied the right to participate in any such class or classes because of the absence of educationally necessary aids.

To ensure the availability of necessary aids or other reasonable accommodations at the start of any particular semester, a disabled student who believes he/she will need an auxiliary aid or other accommodation in order to participate in a course or courses offered by Pace University must notify the Counseling and Personal Development Office on their respective campus of the need for such assistance prior to the beginning of the first day of classes for that term. Such notice is required in order to give the student and the University a reasonable period of time in which to evaluate whether the requested aid or accommodation, including testing variations, are necessary to provide the disabled student an equal opportunity to benefit from the University's education programs, to identify sources for purchasing, leasing or hiring any necessary aid, and, if possible, to obtain funding for required aids from appropriate sources.

Once the Counseling and Personal Development Center determines eligibility for necessary auxiliary aids and/or reasonable accommodations, it will coordinate with departments and faculty in establishing and implementing an accommodation plan. The only way to obtain auxiliary aids or other accommodations is to follow the foregoing procedure.

Mr. Geoffrey Harter is the University Compliance Officer for Section 504 and the Americans with Disabilities Act. Any student, faculty, or staff member with disabilities should feel free to contact the Compliance Officer.