

THE AILEY SCHOOL

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LUDLOW RESIDENCE SUMMER HOUSING HANDBOOK



**101 Ludlow Street
New York, NY 10002**

January 29, 2026

Welcome to the Ludlow Residence! The Ludlow Residence is located at the northwest corner of Delancey Street on the lower east side of Manhattan, a short subway ride from The Ailey School. Owned and operated by The School of Visual Arts (SVA), Ludlow is located within steps of subway and bus transportation. The Ludlow Residence offers single and double rooms in suite-style living. Residents can take advantage of the diverse neighborhood or relax outside on the 2nd floor terrace. The residence is a 24-minute train ride/commute from The Ailey School. (B/D train to Grand Street; F train to Delancey Street)

FEATURES OF THE LUDLOW RESIDENCE

- When required, well-enforced Health & Safety protocols may be in place to assure a safe living environment.
- Single- and double-occupancy rooms offer privacy to the mature student who prefers their own living space.
- A dedicated Ailey School Resident Assistant
- A welcoming, communal living environment with other Ailey students
- Neighborhood is safe, convenient, and bustling with activity. Near to basic conveniences such as banks, grocery stores, restaurants, transportation, etc.
- Air-conditioned rooms with amazing city views
- Furnishings include bed, desk, chair, dresser, microwave, small fridge, and a closet.
- Large communal outdoor deck
- Amenities such as electricity, internet connection, and laundry facilities are FREE (included in your housing payment.)
- 24-hour security and intercom system
- Short walk to other New York City attractions such as the East Village, Little Italy, Chinatown, and NoLiTa neighborhoods

COSTS:

The Ludlow Residence is for students ages 17 and older.

Summer 2026 cost: \$2835

Estimated Budget for 5-week Summer Intensive

The following is an estimate of the basic costs you will incur during the Summer Intensive.

5-Week: PROFESSIONAL DIVISION	If residing at the LUDLOW RESIDENCE
5-week Summer Intensive Tuition & Fees	\$2,994
5-week: Housing Costs	\$2,835
Food/Meals	\$1,600
Transportation	\$175
Laundry*	\$0
Entertainment/Activities	\$150
Miscellaneous	\$120
TOTAL	\$7,874

Laundry facilities are in the basement of the dormitory and may be used **free of charge. Students are responsible for doing their own laundry.*

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Room Details

Each room is fully furnished for each resident and has the following amenities:

- Extra-long twin bed
- 4 dresser drawers & a closet
- Desk & chair
- Storage cabinet
- Microwave & mini refrigerator
- Central air conditioning and heating
- Overhead lighting
- Wi-Fi & high-speed internet
- Cable ready

* Large windows with privacy shades

No other pieces of furniture may be moved into the residence.

What to bring

- Bedding for an extra-long twin bed
- Kitchen utensils, plates, and cookware
- Ethernet and cable cords
- Computer and/or TV
- Lamps, if you prefer additional lighting.
- Clothes & Hangers
- Towels and toiletries
- School ID and Government Issued Picture ID

Cooking is not permitted in the rooms. Students can use the microwave provided in the room or the Communal Kitchen.

The following is a list of acceptable appliances:

- Coffee makers
- Electric kettles
- Rice cookers
- Blenders are permitted but are **ONLY** allowed to be used in the communal kitchen. They can be stored unplugged in resident rooms.

The following is a list of appliances that are NOT ALLOWED in your room:

- Hotplates
- Toasters
- George Foreman (electric) grills
- Self-heating cooking appliances
- Panini presses

Prohibited items will be confiscated and not returned until your checkout date.

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Lower East Side Neighborhood

Sandwiched between Chinatown, NoLiTa, and the East Village, The Lower East side is one of the oldest neighborhoods of New York City. An integral part of New York City's history as an enclave for immigrants during the early part of the 20th century, this neighborhood once was home to a large population of Irish, Italian, Polish and Jewish families who immigrated to the US seeking a better quality of life. The New York City Tenement Museum is just a few blocks away. Although the East Village gentrification of the 1980's has spread to the Lower East Side, populating it with artists, musicians, and other 'hipsters', you can still find the best pastrami and rye sandwiches at Katz's Deli. In contrast, the neighborhood has vibrant art and music culture. The streets are lined with cafes, restaurants, art galleries, music venues and boutiques. The neighborhood also boasts several upscale, luxury buildings that were erected over the past 10 years and add a somewhat incongruous contrast to the existing landmark tenement buildings that once housed immigrant families. This neighborhood is a perfect combination of old-world New York and the trends of the growing Art-culture of today.

For a complete history of the neighborhood and it's metamorphosis from immigrant enclave to hipster haven, visit [The Lower East Side – Wikipedia page](#)

For a map of the neighborhood, visit [Google Maps – The Lower East Side of Manhattan](#)

For a walking tour of this vibrant neighborhood, watch [this video!](#)



Double (shared) Room at the Ludlow Residence

SUMMER HOUSING FINANCIAL ASSISTANCE

Limited housing assistance is available to offset housing fees at the Ludlow Residence. Eligible students are required to complete a financial need application and submit supplemental materials to be considered for assistance. Applications are due April 17th, 2026.

Application

After completing the Summer Housing Contract students will gain access to the full **Summer Housing Portal**. Use the Summer Housing Portal to upload/enter additional required information:

- Log in to our [Customer Portal](#) page. (Use the same Primary email and password you created when you filled out your initial inquiry and application form in the Apply Online Portal).
- Select “Summer Housing” from the top menu.
- Scroll through the Summer Housing Portal and select your name under **Housing Assistance Application**.
- Complete the required field on the Portal, upload necessary attachments and click Submit.

List of Materials

Financial Documentations: Supplemental materials are required to verify financial information.

- **Copy of FORM 1040** of the most recent tax return (*2024 or 2025 accepted*)

If you are dependent, you will need to include your parent/legal guardian's financial information. If you are not dependent, include only your financial information.

- **Financial Need Statement:** This statement helps us better understand each student’s financial circumstances and summer plans so that limited funding can be reviewed and allocated appropriately.

Incomplete application and documentation will not be considered and will delay your housing assistance application.

DO NOT EMAIL AND/OR MAIL YOUR HOUSING ASSISTANCE DOCUMENTS.

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PHYSICAL THERAPY SERVICES FOR LUDLOW RESIDENTS

The Ailey School offers Physical Therapy Services (PTS) **only to enrolled Professional Division students who are housed at either of the school's summer residences, McMahon Hall or the Ludlow Residence.**

The on-site physical therapy room is equipped with strength and cardiovascular equipment for cross training, including lower and upper extremity bikes, treadmill, a Pilates Cadillac (reformer and trapeze table), free weights, cable columns, rotation discs, and balance equipment.

A Physical Therapy fee each term covers in-person one-on-one visits and workshops. Two (2) visits are allotted per student for the summer.

Physical Therapy offers an excellent opportunity for dancers to learn about their own bodies.

- Only students being housed at McMahon Hall or the Ludlow Residence have a package of two (2) visits to see a Physical Therapist.
- To go beyond the original amount allotted, the same fee will need to be paid again to renew with an additional package. You may book appointments online to pay for a renewal package.
- Unused visits are forfeited at the end of the summer.

The Physical Therapists at The Ailey School are not medical doctors. They do not offer diagnoses of medical problems or physical conditions that are beyond the scope of physical therapy practice. However, they are Doctors of Physical Therapy and are trained to evaluate the musculoskeletal system and identify movement problems. Physical Therapists will offer evaluations of injuries and suggest treatment options. They will also evaluate 'problems' that may be specific to certain dance movements. Often these are problems of alignment/placement and corrections of these issues may prevent injury from occurring. The following services are offered by The Ailey School Physical Therapists:

- Injury clinics conducted by one of the physical therapists, which address minor aches and pains before they become major injuries.
- Dancers are individually evaluated by one of the physical therapists and advised on how to manage their injury and/or modify their activity. More serious injuries are referred to a physician for additional care. The physical therapists can direct you to a dance medicine specialist if an orthopedic physician referral is recommended.
- A note will be provided to the student's advisor if recommendations are made by the therapist to limit participation in class (for example, no jumping). The advisor will provide a copy of the approved note to the student, who must then tell their instructors.

If an "emergency" occurs, like a significant injury during class, when the PT room is closed an escort must go with you to the Injury Care room to virtually connect with an "on call" physical therapist. Ice will also be available if needed.

Advanced appointment reservations are required for non-emergency in-person one-on-one visits with a therapist. Schedule your appointment for a time when you can be home.

Making Appointments

You **must** make an appointment to see a Physical Therapist. All reservations must be made online using Physical Therapy's [online appointment portal](#) (Cliniko).

Students will be asked to create a Cliniko account based on the email provided when enrolling to the Summer Intensive:

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Junior Division: Student Accounts will be linked to a parent/guardian email. Appointments should be booked and managed by parents/guardians. Parents should **not** call the PT room to make an appointment.

The Summer Housing Staff is not responsible for booking and managing PT appointments.

Professional Division: Accounts will be linked to the student email. The Summer Housing Staff is not responsible for booking and managing PT appointments. Professional Division Students should make their own appointments.

A limited number of appointment slots are available each week.

Cancellations

If an appointment is missed without advance cancellation, the visit cannot be rescheduled. Therefore, it will be forfeited, lowering the number of allotted visits per semester.

To cancel a reservation early, make sure the appointment disappears on the Calendar associated to your Ailey school username.

For instructions on how to make your PT appointment please visit [HOW TO USE CLINIKO](#).

Appointment Etiquette

Always arrive on time for your visits, but no more than 10 minutes early. For your first visit, you will be asked to provide some information. The Physical Therapists keep notes on your evaluation and intervention.

Please wear the appropriate clothes so that your injury can be dealt with properly.

For example, if your injury is a knee injury, please do not attend a visit in a unitard. Wear shorts so the PT's can evaluate the skin area from your thigh to your foot.

At in-person sessions, there will be one student at a time. Cell phone use is not permitted in the PT room.

P.T. Emergencies

An emergency is defined as "An urgent need for assistance or relief; or a condition that would potentially require an ambulance or hospitalization."

A chronic condition or injury that is acting up is not an emergency. A pulled muscle, an over-worked or sore muscle/tendon, or a mild sprain, are also not considered emergencies.

Please keep this in mind when requesting to be seen by a PT because of an "emergency".

PT Staff Contact info:

Sheyi Ojofeitimi, DPT, OCS
212-405-9073

THE AILEY SCHOOL
Ludlow Residence Policies Summer 2026

TERMS OF OCCUPANCY

All Housing Agreements/Assignments are for the full 5-week Summer Intensive. Housing agreements cannot be canceled unless a student withdraws or is withdrawn from The Ailey School.

1. All residents must refer to the Ludlow Street Residence Policies at the end of this document. A violation of the rules of conduct or any of the residence policies constitutes grounds for disciplinary action, including removal from the Residence and/or The Ailey School.
2. Residents must also refer to the Ludlow Residence Hall Handbook published by SVA, as you are required to abide by all existing rules, regulations and policies of the residence as established by SVA. You will receive a handbook upon move-in.
3. The student will check-in and check-out of their room assignment on the dates established by The Ailey School Admissions Office and the Ludlow Residence Hall Director.
4. When applicable, Move-in and Move-out will be performed in accordance with Health & Safety protocols.
5. Residents are permitted to occupy only their assigned room. Residents are not allowed to reside in the room of another student under any circumstances.
6. Guests are permitted in the residence halls, as defined in the Ludlow Residence Hall Handbooks. Residents must accompany their guests at all times and are responsible for the conduct of their guests.
7. The School of Visual Arts and The Ailey School shall be authorized at any time to enter the assigned room for health and safety inspections, inventory, and maintenance repairs or to monitor compliance with the residence rules and regulations.
8. The Ailey School or the School of Visual Arts shall not be liable to the student for loss, theft or damage to personal property including artwork.
9. Housing payments are NON-REFUNDABLE. Students that cancel their reservation for the Ludlow Residence, withdraw from The Ailey School, get dismissed from the Ludlow Residence or The Ailey School, or who never move into their reserved space, will not receive any refund of their payments. There will be NO exceptions to this policy.

RULES AND REGULATIONS

The following Rules, Regulations and Policies have been determined, and are enforced by, The School of Visual Arts (SVA) and The Ailey School. Students who violate these rules and regulations are subject to eviction from the Ludlow Residence and/or dismissal from The Ailey School. All Ailey School residents are required to abide by the rules set forth by SVA, the Ludlow Resident Life Staff, and The Ailey School Resident Assistant at all times during their occupancy. This document is subject to amendments at any time and will be published and distributed thereupon.

COMMON AREA DAMAGE AND PROPERTY

No students are permitted to remove, damage, or deface (with graffiti markers, paints or other means) any property not their own, in the residence halls. Any costs to repair, replace or restore Ludlow Residence property to its original condition will be billed to whoever is responsible. The person(s) responsible will also face disciplinary action.

Common Area Damage: The furniture and other facilities of the residence halls must be kept in good condition. Damage to common areas of the residence halls is assessed at the end of each semester. If the individual or group responsible for the damage is not identified, the cost of the damage will be divided among the total resident population and deducted from their housing security deposits.

Personal (student) Property: SVA and The Ailey School make every effort to provide safe and secure living spaces. SVA and The Ailey School are not responsible for loss or damage to personal property. Students and parents are encouraged to obtain insurance for the student's belongings while they are staying in the residence halls. Family homeowner or renter's insurance policies may cover the student while he or she is residing at the Ludlow Residence, or renter's insurance is available through most insurance vendors.

EXTERMINATION/PEST CONTROL SERVICES

Exterminators make monthly visits to the residence halls. To request pest control services, fill out a work order online using the TMA system. Exterminators will be escorted to all rooms by security or by a member of the Ludlow Residence Life staff.

FIRE ALARM EVACUATION PROCEDURES

Evacuation plans are posted throughout residence hall buildings, and fire extinguishers and alarms are located on every floor. Every resident should be familiar with the evacuation procedures and the location of fire extinguishers. Students are responsible for informing their guests of fire evacuation procedures. Anyone concerned or confused about a safety precaution or procedure should consult the Ludlow Residence Life staff.

FIRE SAFETY

Smoke detectors and sprinklers are located throughout the residence halls. In addition, each room is equipped with a hardwired smoke detector and sprinkler system. Residents may not tamper with or cover the smoke detectors or sprinklers.

GUEST POLICY

The guest policy allows students to host visitors in a responsible manner. Maximum occupancy follows established fire codes and allows no more than two guests per resident student. All guests are required to sign in at the security desk and show a current government issued valid photo ID.

The guest's ID will be held at the security desk while the guest is in the building. All short-term guests must leave residence hall premises by 11:00 pm, unless prior approval to stay overnight has been granted. If a visitor stays past 11:00 pm, security or a residence life staff member will escort them off the premises. Failure to follow the guest policy will result in loss of guest privileges and disciplinary action.

GUEST RESPONSIBILITY

Every guest must have a host and be accompanied by the host while in the residence halls or apartments. Guests may not have residence keys at any time. Guests are expected to comply with all SVA and The Ailey School policies and regulations as well as federal and state laws. Students are responsible for the behavior of their guests and are held accountable for their actions. Should their guests violate any of the Ludlow Residence rules and regulations, the Ludlow Residence Hall Director (RHD), SVA Associate Director of Residence Life, SVA Director of Student Affairs or designee may deny the guest permission to be on premises.

OVERNIGHT GUEST PRIVILEGE

All overnight passes must be signed by a security officer before 11:00PM of the day of an overnight visit. Students wishing to sign in a guest under 17 to stay overnight in the residence halls require prior approval from the RHD. Students can have visitors stay overnight for no more than three consecutive days in a seven-day period, and no more than 10 days in a month. Should a student wish to have a guest stay for more than the three-day limit, prior approval from the RHD is necessary. A Request-To-Stay-Overnight form must be submitted to the RHD at least one business day in advance. Students may pick up approval forms from the security desk or the SVA Office of Residence Life prior to their guest's arrival.

HOUSING DEPOSITS

A non-refundable \$300 deposit is **required no later than April 17** to secure a student space in the Ludlow Residence housing. The deposit will be deducted from the total housing cost. The balance of the housing fee is **due in full by May 15, 2026**. At the end of the program your room must be left clean and damage free. ***Any damage or cleaning assessment made upon inspection of your room will be billed directly to the student. All unpaid assessments will be sent to collection.***

REFUNDS

Housing payments are NON-REFUNDABLE. Students that cancel their reservation for the Ludlow Residence, withdraw from The Ailey School, get dismissed from the Ludlow

Residence or The Ailey School, or who never move into their reserved space, will not receive any refund of their payments. ***There will be NO exceptions to this policy.***

ROOM OCCUPANCY POLICIES

Residents living in double rooms or adjoining suites are permitted only to occupy their assigned portion of the room. If a vacancy occurs within the room or suite, the resident(s) and/or any guests of residents remaining in the room/suite are not permitted to occupy the vacant space, including the bed, furniture, and other designated spaces or remove furniture from the space. When there is a vacant space in a room or suite, residence life may assign another resident to that space at any time.

ROOM INSPECTION AND ENTRY POLICIES

The SVA Resident Life Staff reserves the right to enter student living quarters to ensure the health and safety of students. Rooms may be entered for emergencies, monthly health & safety inspections, to complete repairs, conduct pest control procedures or to conduct an investigation if there is a reasonable cause to believe that someone may be in danger or in violation of SVA's, The Ailey School's, or civil regulations. Students found in violation of health and safety regulations will be given due notice to remove the violation. Failure to do so will result in disciplinary action followed by the confiscation of any item(s) causing the violation.

Preserving student privacy is of paramount importance to the SVA Office of Residence Life. Students who believe that their privacy has been compromised should notify their Resident Assistant or the Ludlow Residence Hall Director.

SECURITY

All residence halls maintain 24-hour security. The security officers are responsible for monitoring guest and security policies. When entering the building, students must present their Ailey School photo identification card to the security officer. Students and guests are required to provide photo identification when requested by a security officer or other Ludlow Residence official. If students have a concern regarding security services, they should speak to a residence life staff member. Guests of students are required to leave photo identification with the front desk security.

SMOKING POLICY

Smoking is prohibited in all residence halls.

RESIDENCE HALL VIOLATIONS AND DISCIPLINARY PROCEDURES

Residents who violate SVA and The Ailey School residence hall policies are subject to disciplinary action outlined in this handbook. Additional policies may be communicated to students by written notices posted in the residence hall. The residence hall violations and the disciplinary process are described in the following paragraphs. This process does not follow the rules of procedure used in court proceedings, and legal representation is not permitted in any hearing.

LUDLOW RESIDENCE HALL VIOLATIONS

IMPORTANT: Residents will be held responsible for any policy violations. Any resident or student who was present when a violation occurred may be subject to disciplinary action even though he/she did not actively participate in the offense. Prohibited items described in this section will be confiscated.

1. Tampering with fire extinguishers, alarms, sprinkler systems, smoke detectors, emergency exits or other safety equipment.
2. Possession and/or use of extension cords to power multiple appliances (as opposed to power strips, which are permitted).
3. Possession and/or use of flammable decorations, appliances or other property that may be deemed a fire hazard, including but not limited to candles, incense, and evergreens.
4. Possession and/or use of cooking and other household appliances in the Ludlow Residence, including, but not limited to heating coils, hot plates, microwave ovens, open-faced electrical appliances, and toaster ovens.
5. Possession and/or use of spray paint, spray adhesive, and spray glue.
6. Possession of unauthorized furniture.
7. Possession of weapons, including, but not limited to knives, mace, explosives, fireworks, firearms or ammunition.
8. Possession or storage of a gas engine or any form of combustible fuel in the residence halls.
9. Keeping pets or animals in any residence hall.
10. Possession, use or distribution of an alcoholic beverage or alcoholic beverage containers, including empty containers; or entering the residence hall in a severe state of intoxication.
11. Possession, use or distribution of an illegal or controlled substance and/or related paraphernalia.
12. Smoking in the residence halls, or possession of smoking devices such as bongs and hookahs.
13. Throwing or allowing objects to fall from residence hall windows, doors, terraces, ledges, roofs or other areas, any object or substance.
14. Unauthorized solicitation or recruitment of any kind.
15. Failure to maintain acceptable standards of personal hygiene or room cleanliness to the extent that such failure interferes with the general comfort, safety, security, health, or welfare of a member of the residence hall community.
16. Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health, or welfare of a member of the residence hall community or the regular operation of the College.
17. Any harassment or abusive behavior toward another individual.
18. Physical violence, actual or threatened, against any individual or group of persons.
19. Engaging in, or threatening to engage in, any behavior that endangers the health or safety of another person, property, or oneself.
20. Unauthorized access to or use of restricted areas in or about a residence hall, including but not limited to vacant rooms, roofs, ledges, terraces, basements, storage areas or emergency exits.

21. Violation of the Ludlow Residence Life Guest Policy.
22. Participating in or contributing to the unauthorized entry of another individual, including fraudulent misrepresentation, using false identification, etc., into any part of the Ludlow Residence Hall.
23. Theft, vandalism, or damage to another resident's property, SVA property, or Ailey School property.
24. Excessive noise as defined by any New York City ordinance or a residence hall policy on noise.
25. Failure to present a valid ID card or properly identify oneself when entering a residence hall or when requested to do so by any authorized Ludlow Residence staff member.
26. Unauthorized possession, use, or duplication of a residence hall room key.
27. Unauthorized residence hall room change or room occupancy violation.
28. Installing an unauthorized lock on a bedroom, bathroom, or suite door.
29. Failure to lock room doors.
30. Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags, or banners, that are inscribed, painted or affixed to any part of the inside or outside of a residence building (other than items affixed entirely inside a resident's room in a non-damaging manner).
31. Failure to comply with an administrative request from a Ludlow Residence staff member.
32. Failure to successfully complete the terms of a judicial sanction.

COMPLAINT REPORT

Any person may file a report that alleges a violation of a residence hall policy. Any complaint must be made in writing and submitted either to The SVA Office of Residence Life, 23 Lexington Ave, (mezzanine), or to the Ludlow Residence Hall Director (RHD), or through the completion of a voluntary statement that can be obtained from any security desk.

HEARING FOR POLICY VIOLATION

The RHD involved will, if necessary, consult with the SVA Associate Director of Residence Life as to whether a hearing should be held by the RHD, or in cases involving allegations of serious violations or repeat offenses, if it should be referred to the SVA Associate Director of Residence Life or the SVA Director of Student Affairs for a hearing.

The resident involved in the violation will receive notice that includes information about who will hear the case, the alleged violations, and the date, time, and location for the hearing.

During the hearing, the resident involved may present supporting information, including witnesses. If he/she does not attend the hearing, the SVA staff member hearing the case nonetheless will proceed based on the available information and determine an appropriate resolution. After the hearing is complete, the person hearing the case will make a determination. The resident student will be notified in writing of such determination, including any sanctions imposed.

SANCTIONS

Sanctions include, but are not limited to:

- Written warning
- Community service
- Probation
- Restitution to SVA and/or The Ailey School
- Educational project or research
- Counseling and/or mandatory clinical evaluation
- Residence hall or room reassignment
- Restriction of privileges
- Residence hall entry restriction
- Suspension from housing
- Dismissal from housing
- Referral to the Co- Directors of The Ailey School for the matter to be handled as a student code of conduct violation.

REVIEW OF DISCIPLINARY DECISION

A student who wishes to contest the outcome of a hearing is encouraged to speak first with the person that issued the sanction. However, if the student wishes to have the matter reviewed by another administrator, the student must submit a written request to the SVA Office of Residence Life within three business days after a copy of the written determination has been delivered to his or her room in the residence hall. The request form is available at the SVA Office of Residence Life, 23 Lexington Avenue, Mezzanine.

If the hearing was held by the RHD, the determination whether to grant a review, and if the review is granted, the review itself will be made by the SVA Associate Director of Residence Life. If the hearing was held by the SVA Associate Director, the determination whether to grant a review, and if the review is granted, the review itself will be made by the SVA Director of Student Affairs. If the hearing was held by the SVA Director of Student Affairs, the determination whether to grant a review, and if the review is granted, the review itself will be made by the SVA Executive Director of Student Affairs.

A review may be considered, but not necessarily granted, if the reviewer believes that: (1) a significant departure has occurred from the procedures described in this handbook that adversely affected the decision; (2) new information, unavailable at the time of the hearing, has become available and such information is reasonably likely to have substantially affected the decision; (3) the sanctions issued were too severe in relation to the student's record or nature of the violation.

The reviewer may or may not choose to hold a review hearing, or consider additional information, in his or her absolute discretion. The reviewer may determine to uphold the findings and sanctions of the initial hearing, or to modify any part of those findings and sanctions. The reviewer also may impose additional sanctions in light of new information discovered during the review process. Any decision by the reviewer is made in his or her absolute discretion and is final and not subject to further review.