

# GRADUATE ACADEMIC CATALOG

2019-2020



**PACE**  
UNIVERSITY

[www.pace.edu/register](http://www.pace.edu/register)

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# ACADEMIC

## 2019-2020 Academic Calendar

*(Dates subject to change)*

### April, 2019

4/8 Monday	Graduate Registration Begins for Fall 2019
4/22 Monday	Undergraduate Registration Begins for Fall 2019

### August, 2019

8/1 Thursday	Deadline to Submit Proof of MMR and Meningitis Immunization Compliance for Fall 2019 Entrance
8/1 Thursday	Fall 2019 Tuition and Fees Payment Due
8/24 Saturday	All "I" Grades for Summer I 2019 become "F" grades.

### September, 2019

9/2 Monday	Labor Day - University Closed
9/4 Wednesday	Fall 2019 Begins - Late Registration Begins
9/10 Tuesday	Last Day to Add Course Without Faculty Approval
9/17 Tuesday	Last Day of Late Registration for Fall 2019
9/17 Tuesday	Deadline for Undergraduate to File Pass/Fail or the Audit Option for a Fall 2019 Class
9/18 Wednesday	Withdrawal Period Begins - All Classes Receive a "W" Grade for Fall 2019
9/22 Sunday	International Student Deadline to Submit Mandatory Health Insurance Waiver Form for Fall 2019
9/22 Sunday	Domestic Student Deadline to Submit Mandatory Health Insurance Waiver Form for Fall 2019
9/29 Sunday	Rosh Hashanah (Evening) - No evening classes scheduled
9/30 Monday	First Day of Rosh Hashanah - No classes scheduled

### October, 2019

10/1 Tuesday	Deadline for Graduate/Doctoral Students to Submit Maintaining Matriculation Form (Fall 2019)
10/5 Saturday	All "I" Grades for Summer II 2019 become "F" grades.
10/8 Tuesday	Yom Kippur (Evening) - No Evening Classes Scheduled
10/9 Wednesday	Yom Kippur - No Classes Scheduled
10/14 Monday	Columbus Day - Classes scheduled
10/21 Monday	January 2020 Intersession Registration Begins
10/27 Sunday	Diwali - No Classes Scheduled
10/29 Tuesday	Last Day to Withdraw Without Permission for Fall 2019 Classes
Conflict/Deferred Midterm Exams	Please refer to the Conflict & Deferred Exam Application Deadline/Test Schedule ( <a href="http://www.pace.edu/osa/academic-scheduling/final-exam-schedules">http://www.pace.edu/osa/academic-scheduling/final-exam-schedules</a> )

**November, 2019**

11/4 Monday	Graduate Registration Begins for Spring 2020
11/5 Tuesday	Election Day - Classes scheduled
11/11 Monday	Veteran's Day - No classes scheduled
11/12 Tuesday	Last Day to Withdraw With Permission - Fall 2019 Classes
11/15 Friday	Conversion Day - Follows a Monday schedule, no Friday classes
11/18 Monday	Undergraduate Registration Begins for Spring 2020
11/27 Wednesday - 12/1 Sunday	Thanksgiving Break - No classes scheduled

**December, 2019**

12/1 Sunday	Deadline to submit Proof of MMR and Meningitis Immunization Compliance for Spring 2020 Entrance
12/10 Tuesday	Undergraduate Study Day - No Undergraduate Day classes scheduled
12/12 Thursday	Undergraduate Study Day - No Undergraduate Day classes scheduled
12/20 Friday	Fall 2019 Ends
12/21 Saturday- 1/1/19 Wednesday	Holiday and New Year Break - University Closed
Final Exams	Please refer to the Final Exam Schedule ( <a href="http://www.pace.edu/osa/academic-scheduling/final-exam-schedules">http://www.pace.edu/osa/academic-scheduling/final-exam-schedules</a> )
Conflict/Deferred Final Exams	Please refer to the Conflict & Deferred Exam Application Deadline/Test Schedule ( <a href="http://www.pace.edu/osa/academic-scheduling/final-exam-schedules">http://www.pace.edu/osa/academic-scheduling/final-exam-schedules</a> )

**January, 2020**

1/2 Thursday	January Intersession 2020 Tuition & Fees Due
1/2 Thursday	Spring 2020 Tuition & Fees Due
1/2 Thursday	January Intersession 2020 Begins
1/20 Monday	Martin Luther King, Jr. Day (University Closed - No classes scheduled)
1/26 Sunday	Last Day of January Intersession 2020 Classes (Online/In-Class Combination Courses)
1/27 Monday	Spring 2020 Semester Begins - Late Registration Begins
1/31 Friday	Last Day of January Intersession 2020 Online-Only Courses
1/31 Friday	Fall 2019 "I" Grades Become F "Grades"
Conflict/Deferred Exams	Please refer to the Conflict & Deferred Exam Application Deadline/Test Schedule ( <a href="http://www.pace.edu/osa/academic-scheduling/final-exam-schedules">http://www.pace.edu/osa/academic-scheduling/final-exam-schedules</a> )

**February, 2020**

2/2 Sunday	Last Day to Add Classes Without Faculty Approval (Spring 2020)
2/3 Monday	Graduate and Undergraduate Registration Begins for Early Summer 2020, Summer I 2020, Summer II 2020, and Late Summer 2020 Semesters
2/9 Sunday	Last Day of Late Registration for Spring 2020
2/9 Sunday	Deadline for Undergraduates to File Pass/Fail or the Audit Option for a Spring 2020 class
2/10 Monday	Withdrawal Period Begins - All Classes Dropped Receive a "W" Grade Spring 2020
2/11 Tuesday	Domestic Student Deadline to Submit Mandatory Health Insurance Waiver Form for Spring 2020
2/11 Tuesday	International Student Deadline to Submit Mandatory Health Insurance Waiver Form for Spring 2020
2/17 Monday	President's Day (University Closed - No classes scheduled)
2/23 Sunday	Deadline for Graduate/Doctoral Students to Submit Maintaining Matriculation Form (Spring 2020)

<b>March, 2020</b>	
3/8 Sunday	January 2020 Intersession "I" On Campus - "I" Grades Become F "Grades"
3/13 Friday	January 2020 Intersession Online Classes - "I" Grades Become F "Grades"
3/15 Sunday - 3/22 Sunday	Spring Break (No classes scheduled)
3/22 Sunday	Last Day to Withdraw Classes Without Permission (Spring 2020)
Conflict/Deferred Midterm Exams	Please refer to the Conflict & Deferred Exam Application Deadline/Test Schedule ( <a href="http://www.pace.edu/osa/academic-scheduling/final-exam-schedules">http://www.pace.edu/osa/academic-scheduling/final-exam-schedules</a> )
<b>April, 2020</b>	
4/1 Wednesday	Deadline to submit Proof of MMR and Meningitis Immunization Compliance for Summer 2020 Entrance
4/6 Monday	Last Day to Withdraw Classes With Permission (Spring 2020)
4/8 Wednesday	Passover begins (No evening classes scheduled)
4/9 Thursday	First Day of Passover (No classes scheduled)
4/10 Friday - 4/12 Sunday	Good Friday Through Easter (No classes scheduled)
4/13 Monday	Graduate Fall 2020 Registration Begins
4/20 Monday	Undergraduate Fall 2020 Registration Begins
<b>May, 2020</b>	
5/1 Friday	Tuition & Fees for Early Summer I and Summer I 2020 Semesters Due
5/5 Tuesday - 5/6 Wednesday	Undergraduate Study Day - No Undergraduate Day classes scheduled
5/16 Saturday	Spring 2020 Semester Ends
5/17 Sunday	Last day of Late Registration for Early Summer I 2020 Semester
5/18 Monday	Early Summer I 2020 Semester Begins
5/20 Wednesday	Early Summer I 2020 Semester Withdrawal Period Begins - All Classes Dropped Receive a "W" Grade
5/24 Sunday	Eid Al-Adha Holiday (No Classes Scheduled)
5/24 Sunday	Last Day to Withdraw Without Permission for Early Summer I 2020 Semester
5/25 Monday	Last Day to Withdraw With Permission for Early Summer I 2020 Semester
5/25 Monday	Memorial Day (University Closed)
5/26 Tuesday	Summer I 2020 Semester Begins
5/30 Saturday	Early Summer I 2020 Semester Ends
Final Exams	Please refer to the Final Exam Schedule ( <a href="http://www.pace.edu/osa/academic-scheduling/final-exam-schedules">http://www.pace.edu/osa/academic-scheduling/final-exam-schedules</a> )
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<b>June, 2020</b>	
6/1 Monday	Last Day of Late Registration for Summer I 2020
6/1 Monday	Deadline for Undergraduates to File Pass/Fail or the Audit Option for a Summer I 2020 Class
6/2 Tuesday	Summer 1 2020 Withdrawal Period Begins - All Classes Dropped Receive a "W" Grade
6/10 Wednesday	Domestic Student Deadline to Submit Mandatory Health Insurance Waiver Form for Summer I 2020
6/15 Monday	Summer I 2020 Last Day to Withdraw Without Permission
6/22 Monday	Summer I 2020 Last Day to Withdraw With Permission
6/27 Saturday	Spring 2020 "I" grades Become "F" Grades
<b>July, 2020</b>	
7/1 Wednesday	Tuition & Fees for Summer II and Late Summer II 2020 Semesters Due
7/3 Friday - 7/4 Saturday	Independence Day (No Classes Scheduled)
7/11 Saturday	Early Summer I 2020 Semester "I" Grades Become "F" Grades
7/11 Saturday	Summer I 2020 Semester Ends
7/13 Monday	Summer II 2020 Semester Begins
7/19 Sunday	Last Day of Late Registration for Summer II 2020
7/19 Sunday	Deadline for Undergraduates to File Pass/Fail or the Audit Option for a Summer II 2020 Class
7/20 Monday	Withdrawal Period Begins - All Classes Dropped Receive a "W" Grade Summer II 2020
7/28 Tuesday	Domestic Student Deadline to Submit Mandatory Health Insurance Waiver Form for Summer II 2020
<b>August, 2020</b>	
8/1 Saturday	Late Summer II 2020 Begins
8/1 Saturday	Deadline to submit Proof of MMR and Meningitis Immunization Compliance for Fall 2020 Entrance
8/2 Sunday	Summer II 2020 Last Day to Withdraw Without Permission
8/7 Friday	Last Day of Late Registration for Late Summer II 2020
8/8 Saturday	Late Summer II 2020 Withdrawal Period Begins - All Classes Dropped Receive a "W" Grade
8/9 Sunday	Summer II 2020 Last Day to Withdraw With Permission
8/14 Friday	Late Summer II 2020 Last Day to Withdraw Without Permission
8/21 Friday	Late Summer II 2020 Last Day to Withdraw With Permission
8/22 Saturday	Summer II 2020 Semester Ends
8/22 Saturday	Summer I 2020 "I" Grades Become "F" Grades
8/29 Saturday	Late Summer II 2020 Semester Ends

# Academic Policies and General Regulations

## Immunization Compliance

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### Measles, Mumps, and Rubella

Students born after December 31, 1956, who are registered in a degree or certificate program and enrolled for six credits or more in one semester, are required by New York State Public Health Law § 2165 to provide Pace University with proof of immunity to measles, mumps, and rubella within thirty days of the first scheduled day of classes in the first semester in which they are enrolled:

**Proof of Immunity.** There are several forms of acceptable proof of immunity, but only one form of proof of immunity for each disease is required.

Measles. Proof of immunity to measles may be established by one of the following forms of immunity:

- The student must submit proof of two doses of live measles vaccine: the first dose given no more than four days prior to the student's first birthday and the second at least twenty-eight days after the first dose; or
- The student must submit serological proof of immunity to measles. This means the demonstration of measles antibodies through a blood test performed by an approved medical laboratory; or
- The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had measles disease; or
- The student must submit proof of honorable discharge from the armed services within ten years from the date of application to the University. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services; or
- If a student is unable to access his/her immunization record from a health care provider or previous school, documentation that proves the student attended primary or secondary school in the United States after 1980 will be sufficient proof that the student received one dose of live measles vaccine. If this option is used, the second dose of measles vaccine must have been administered within one year of attendance at the University.

Mumps. Proof of immunity to mumps may be established by one of the following forms of proof of immunity;

- The student must submit proof of one dose of live mumps vaccine given no more than four days prior to the student's first birthday; or
- The student must submit serological proof of immunity to mumps. This means the demonstration of mumps antibodies through a blood test performed by an approved medical laboratory; or
- The student must submit a statement from the diagnosing physician, physician assistant, or nurse practitioner that the student has had mumps disease; or
- The student must submit proof of honorable discharge from the armed services within ten years from the date of application to the University. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the University pending actual receipt of immunization records from the armed services.

Rubella. Proof of immunity to rubella may be established by one of the following forms of proof of immunity:

- The student must submit proof of one dose of live rubella vaccine given no more than four days prior to the student's first birthday; or
- The student must submit serological proof of immunity to rubella. This means the demonstration of rubella antibodies through a blood test performed by an approved medical laboratory; or
- The student must submit proof of honorable discharge from the armed services within ten years from the date of application to the University. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the University pending actual receipt of immunization records from the armed services.

Beginning on the thirty-first day after classes begin, students who failed to provide one form of proof of immunity as described above for each disease will not be permitted to continue their attendance at the University and will be administratively withdrawn from the University. Attendance means the physical presence of the student at the University. Thus, students who fail to provide one form of proof of immunity for each disease by the thirty-day deadline will not be permitted, for example, to be on campus, or attend classes or any other curricular or extracurricular events, or be present in University housing. The time period may be extended to forty-five days if a student is from out of state or from another country and can show a good faith effort to comply with the requirements above of New York State Public Health Law § 2165, or when a disease outbreak occurs. If an extension is granted by the University, students who have not complied with New York State Public Health Law § 2165 by the forty-fifth day will not be permitted to continue their attendance at the University beginning on the forty-sixth day after classes began.

Students who are administratively withdrawn are responsible for all charges incurred during the semester up to the date they are administratively withdrawn. In addition, students will receive a withdrawal grade ("W") for each course in which they are enrolled on the date they are administratively withdrawn.

Students who do not provide one form of immunity for each disease as identified above within thirty days but are enrolled only in online courses, will not be administratively withdrawn from the University. Such students will be permitted to continue their online

courses but will not be permitted for any reason to be on campus, or attend classes or any other curricular or extracurricular events, or be present in University housing.

## Exemptions from Immunization Requirements

There are circumstances under which a student may be exempt from immunization requirements.

### Medical Exemption

If a licensed physician, physician assistant, or nurse practitioner, or licensed midwife caring for a pregnant student, certifies in writing that the student has a health condition which is a valid contraindication to receiving a specific vaccine, then a permanent or temporary (for resolvable conditions such as pregnancy) exemption from the immunization requirements may be granted by the University. The certification must specify those immunizations which may be detrimental and the length of time they may be detrimental. In the event of an outbreak of measles, mumps or rubella, medically exempt individuals may be excluded from classes and other curricular and extracurricular events, University housing, and/or campus in order to protect them from exposure.

### Religious Exemption

A student may be exempt from vaccination if, in the opinion of the University, the student or the parent or guardian of a student less than eighteen years old holds genuine and sincere religious beliefs which are contrary to the practice of immunization. The student requesting exemption from the immunization requirements may or may not be a member of an established religious organization. Requests for exemptions must be in writing and signed by the student if eighteen years of age or older, or the student's parent or guardian if the student is under eighteen. The University may, in its sole discretion, require documents that support the request for a religious exemption. In the event of an outbreak of measles, mumps or rubella, religiously exempt individuals may be excluded from classes and other curricular and extracurricular events, University housing, and/or campus in order to protect them from exposure.

## Meningococcal Meningitis Disease

Students of any age who are registered to attend classes and are enrolled for six credits or more in one semester are required by New York State Public Health Law § 2167 to satisfy one of the following two options within thirty days of the first scheduled day of classes in the first semester in which they are enrolled:

- Certificate of immunization for meningococcal meningitis disease; or
- A response to receipt of meningococcal meningitis disease and vaccine information provided by Pace University and signed by the student or, if the student is under eighteen years of age, by the student's parent or guardian; **and one of the following two options:**
  - a) Self-reported or parent recall of meningococcal meningitis immunization within the past ten years; or
  - b) An acknowledgement of meningococcal meningitis disease risks and refusal of meningococcal meningitis immunization signed by the student or, if the student is under eighteen years of age, by the student's parent or guardian.

Beginning on the thirty-first day after classes began, students who failed to satisfy one of the two options described above will not be permitted to continue their attendance at the University and will be administratively withdrawn. Attendance means the physical presence of the student at the University. Thus, students who fail to satisfy one of the two options by the thirty-day deadline will not be permitted, for example, to be on campus, or attend classes or any other curricular or extracurricular events, or be present in University housing. The time period may be extended to sixty days if a student can show a good faith effort to comply with the requirements above of New York State Public Health Law § 2167. If an extension is granted by the University, students who have not satisfied one of the two options above within sixty days will not be permitted to continue their attendance at the University beginning on the sixty-first day after classes began.

Students who are administratively withdrawn are responsible for all charges incurred during the semester up to the date they are administratively withdrawn. In addition, students will receive a withdrawal grade ("W") for each course in which they are enrolled on the date they are administratively withdrawn.

Students who do not satisfy one of the two options described above within thirty days but are enrolled only in online courses, will not be administratively withdrawn from the University. Such students will be permitted to continue their online courses but will not be permitted for any reason to be on campus, or attend classes or any other curricular or extracurricular events, or be present in University housing.

## Registration Policies

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Registration instructions are included in the Schedule Book, which is available online at [www.pace.edu/osa](http://www.pace.edu/osa).

## Registration Appointment Time

The first day in which a student may register for a given semester, whether in person or via their MyPace Portal account. The registration appointment time is determined by a student's classification.



## Holds

Students who have registration holds cannot register for courses; they can only drop courses in person. Holds are placed on students' files by various departments. In the event that a hold is indicated, the student should contact the appropriate department for instructions on how to clear it. Students should refer to their MyPace Portal account for a current listing of holds.

## Closed Classes

Up through the first seven calendar days of a typical Fall, Spring, or Summer term, students may enter a closed class that has not reached room capacity only with permission of one of the following: the department chair, the assistant/associate dean, or the advising office of the school/college in which the course is offered. After this time, the student needs the permission of the instructor and one of the following: the department chair, the assistant/associate dean, or the academic advising office\* of the school/college in which the course is offered. Permission from the Instructor and the assistant/associate dean is not guaranteed, and the Office of Student Assistance may reserve the right to decline any attempts at registration after the late registration period has ended for any given semester.

\*For non-degree seeking student, your advisor may be found in the Office of Graduate Admission.

## Late Registration Fee

The time period starting on the first day of classes for the Fall, Spring, or Summer session term, where any initial registrations by continuing students **will result in a late fee**. New students will not incur a late fee.

## Open Classes

Up through the first seven calendar days of a typical Fall, Spring, or Summer term, students may register in the normal manner, either in person or via their MyPace Portal. During the eighth through fourteenth day of a typical Fall or Spring term, the student needs permission of the instructor, chairperson, and academic advisor, and must register in person at the Office of Student Assistance. After the fourteenth day, or the seventh day of a typical Summer term, the student needs permission of the instructor and the assistant/associate dean or the academic advising office of the school or college in which the student is enrolled, provided there is ample seating capacity remaining in the course. Permission from the instructor and the assistant/associate dean is not guaranteed, and the Office of Student Assistance may reserve the right to decline any attempts at registration after the late registration period has ended for any given term.

## Student Enrollment Status (per semester)

A graduate student who is taking anywhere from 1 to 8 credits is considered a part-time student, whereby a graduate student who is taking 9 or more credits is considered a full-time student.

## Time Conflict

A student may request permission to register for a course that overlaps in time with another course. The signatures of both the instructor of the new desired course and the Assistant/Associate Dean of the school/college of the student's major are required. The student may register in person, with approval, after their registration appointment time with the Office of Student Assistance on their home campus.

## Withdrawal Policy

Students receive no credit for courses they discontinue. 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:

<b>Term Length:</b>	<b>Withdrawal Without Permission End of:</b>	<b>Withdrawal With Permission During the:</b>
Regular 14/15/16 semester	8th week of class	9 <sup>th</sup> and 10 <sup>th</sup> week of class
Two-track (7 Weeks)	2nd week of class	3 <sup>rd</sup> week of class
One-week term	4 <sup>th</sup> day of class	5 <sup>th</sup> day of class
Two-week term	1 <sup>st</sup> week of class	8 <sup>th</sup> - 9 <sup>th</sup> day of class
Three-week term	12 <sup>th</sup> day of class	13 <sup>th</sup> - 16 <sup>th</sup> day of class
Four-week term	2nd week of class	15 <sup>th</sup> – 19 <sup>th</sup> day of class
Five-week term	19 <sup>th</sup> day of class	20 <sup>th</sup> – 26 <sup>th</sup> day of class
Six-week term	3rd week of class	4 <sup>th</sup> week of class
Six-weekend modules	2nd week of class	15 <sup>th</sup> – 19 <sup>th</sup> day of class
Intensive weekend	1st day of class	2 <sup>nd</sup> day of class
Seven-week class	26 <sup>th</sup> day of class	27 <sup>th</sup> – 33 <sup>rd</sup> day of class
Eight-week class	4 <sup>th</sup> week of class	5 <sup>th</sup> week of class
Nine-week term	33 <sup>rd</sup> day of class	34 <sup>th</sup> – 40 <sup>th</sup> day of class
Ten-week term	5 <sup>th</sup> week of class	6 <sup>th</sup> week of class
Eleven-week term	40 <sup>th</sup> day of class	41 <sup>h</sup> – 47 <sup>th</sup> day of class
Twelve-week term	6 <sup>th</sup> week of class	7 <sup>th</sup> week of class
Thirteen-week term	47 <sup>th</sup> day of class	48 <sup>th</sup> – 54 <sup>th</sup> day of class

A “Withdraw With Permission”, requires the permission of the instructor of the course and the Assistant/Associate Dean of the school in which the student is matriculated. Students who do not withdraw online or file for withdrawal with the Office of Student Assistance within these times 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 requirements of the course(s). 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 that administers the student’s academic major, in consultation with the school from which the course originates. Withdrawals are not permitted after a degree has been awarded. Please consult the most current undergraduate/graduate catalog for complete information regarding University policies and regulations.

Note: It is the student’s responsibility to withdraw from courses he or she has registered for. Failure to officially withdraw will result in tuition liability. Students may withdraw online through the MyPace Portal or by filing with the Office of Student Assistance. Non-attendance of classes, informing the instructor of withdrawal, or stopping payment on a check does not constitute official withdrawal and does not relieve the student of his or her financial obligation, or entitle the student to a refund. A student who registers and does not attend class remains fully responsible for all financial obligations.

## Courses

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### Auditors (Students)

A student may enroll in a class as an auditor; however full tuition is paid to audit, while no grade or credit for the course is received. The student's transcript will be annotated with a grade of AUD. Students applying for an audit elective must complete the appropriate form(s) at [www.pace.edu/paperless](http://www.pace.edu/paperless) within the first two weeks of a regular semester and within the first week of a summer session.

### Auditors (Alumni)

Alumni of Pace University programs are eligible to audit certain undergraduate and graduate classes, subject to the approval of the instructor and to space limitations. Alumni may take one course per term on an audit basis. Tuition and the general institution fee are waived. The graduate is responsible for any course fees; such as, lab fees, clinical fees or special course fees. Students must have the necessary background of prerequisites for admission to courses. Interested alumni should file an Alumni Auditor Application at [www.pace.edu/paperless](http://www.pace.edu/paperless) beginning the first day of classes of the desired semester. The University reserves the right to restrict particular courses at any and all campuses.

Undergraduate alumni must have earned a Pace University bachelor's degree and may audit undergraduate courses only. Undergraduate associate degree and certificate recipients do not qualify for the Alumni Audit Program. Graduate alumni, master degree, doctoral degree, and post-master certificate recipients of Pace University may audit selected graduate and undergraduate courses.

Courses taken through the Alumni Audit Program will be recorded on a student's transcript with a grade of AUD and will carry no grade points towards a GPA calculation of any kind.

### Canceled Courses

Courses and/or sections of courses may be cancelled by the University at its discretion.

### Class Attendance Policy

Classroom instruction provides an educational experience that allows students to benefit from the guidance and abilities of the instructor, as well as the exchange of values and ideas among others in the class. For that reason, class attendance is important. Each instructor is authorized to establish a class attendance policy for his or her course in a manner that recognizes the occasional circumstance preventing a student from attending class while also ensuring the maintenance of educational standards and the likelihood that the student will meet course requirements.

### Class Admission

Admittance to courses listed in the semester class schedule shall be subject to the current admission policy of Pace University. Receipt of the semester class schedule or University catalog does not imply acceptance of new or former students who do not meet current academic standards. A student may not enter a class unless proper registration procedures have been followed. Students may register without special permission through the Late Registration period. After this date, registration is not guaranteed, and will require appropriate signatures and in person registration, to be considered.

### Class Examinations

Students who have two (2) scheduled final exams at the same time or more than two (2) exams on the same day may apply to take one of these exams on a separate date. The student must file an application with the department for the course they wish to take as a conflict exam.

### Conflict Examinations

Students who have two (2) scheduled final exams at the same time or more than two (2) exams on the same day may apply to take one of these exams on a different date. The student must file an application with the departmental secretary (PLV) or OSA (NYC) for the course they wish to take as a conflict exam. The required form is downloadable from the Final Examination website.

## Course Numbers

Each course has a subject, a course number and a title. The numeric value represents the academic level of the course, namely undergraduate, graduate, doctoral or Law. The University's course numbering system is as follows:

000-099	Adult and Continuing Education and Zero Credits
100-499	Undergraduate courses
500-999	Graduate/Doctoral/Law

## Course Restrictions

Independent Study, Unscheduled Tutorials, and other courses are restricted from Web registration as noted in the class schedule. Students may request entry to these courses, and, if approved, register after their registration appointment time with the appropriate departmental signatures in person at the Office of Student Assistance on their home campus. Approval is not guaranteed.

## Course Waivers

A student unable to take courses required by his or her major because he or she is ineligible to participate may resolve the difficulty in one of the following ways:

- The student may seek a waiver to substitute another course for the one that presents the difficulty.
- The student may seek a waiver to fulfill these requirements with equivalent work done independently. He or she must obtain a waiver of the requirement(s) from the department in which the course is offered, and should then proceed to register as described above for independent study. The 3.00 QPA requirement also applies to students taking an independent study under these circumstances, and a waiver should only be considered on an exception basis. The student's transcript will show credit received for independent study, not for the required course. The "Application for Waiver or Substitution" must be approved by the Assistant/Associate Dean of the school in which the student is matriculated and by the chairperson of the department of the waived course. If the course to be waived is part of the University Core Curriculum, it must also be approved by the Office of the Dean of the Dyson College of Arts and Sciences.

## Deferred Examinations

### (Absence from a Final Exam)

Students are permitted to take a deferred examination with the approval of their instructor for compelling reasons only, such as illness, emergencies, or other exceptional circumstances. Students who have sufficient reason to request a deferred examination are required to complete a deferred examination application form and have it approved by their instructor. The student must file an application through the departmental secretary (PLV) or OSA (NYC) for the course they wish to take as a deferred exam. The required form is downloadable from the Final Exam website. If the instructor is not available, students should contact the appropriate academic department for assistance. After obtaining the necessary signature(s), students must then submit the approved form to the Office of Student Assistance and pay the required fee of \$35.00 for one exam or \$50.00 for two or more exams.

## Designated Lecture Section

A designated lecture is a class with 60 or more enrolled students.

## Independent Study

The independent scholar will work under the direct supervision of a faculty member specifically qualified in the area of the student's interest. The area proposed for independent study need not be drawn from fields already offered in the curriculum, provided it constitutes a reasonable supplement to work already undertaken.

A student considering registering for independent study should consult with the appropriate department chair and/ or the faculty member with whom he or she is interested in working. The "Independent Study Application" may be obtained from the Office of Student Assistance's Paperless Form website. It should be completed by the student in consultation with the proposed supervising instructor. The student and instructor should agree on the description of the project and on the method of appraisal and grading, number of contact hours, due date, etc. The completed application should then be submitted for approval to the department chairperson and Assistant/Associate Dean of the school in which the independent study is undertaken.

After the application has been approved, the student submits the application to the Office of Student Assistance to process the course registration. Students must complete registration for independent study by the second week of the semester.

## Interession Courses

Courses are offered during the month of January, May, and August on a limited basis. Interession courses run anywhere from two weeks to four weeks long, and a student may take a maximum of four credits in any single interession term.

## Lab/Lecture Courses

Some lecture courses require a lab component, which will be listed as a separate class with its own CRN number in the semester class schedule. The CRN numbers for both the lecture class and the lab component must be used during registration in order to be registered for the class.

## Out-of Division Courses

Students who wish to register for Out-of Division courses will be required to register in person at the Office of Student Assistance on their home campus. Graduate students may register for undergraduate courses without approval. An undergraduate student must request written permission from his/her Assistant/Associate Dean and the Assistant/Associate Dean for the graduate course in order to register.

## Out-of Major Courses

Certain courses are offered for specific majors only. A student may request written permission to register for an Out-of Major course from the Chairperson of the department offering the course. If approved, the student may register in person at the Office of Student Assistance on their home campus.

## Prerequisite Policy

Before registering for a course, students should verify that they satisfy all prerequisites. Students who do not satisfy the prerequisites for a course will generally not be allowed to continue in the course. Waivers of prerequisites may be granted by the appropriate academic department for substantive reasons. Students who have taken courses at another college or university should have these courses evaluated before registering for courses in the same discipline at Pace.

## Religious Beliefs and Attendance

Pace University offers reasonable accommodation of students' religious beliefs. No person shall be expelled from or be refused admission as a student to Pace University for the reason that he or she is unable, because of his or her genuine and sincere religious beliefs, to register for or attend classes or to participate in any examination, course or work requirements on a particular day or days. Any student at Pace University who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any course or work requirements. It shall be the responsibility of the student who must be absent to provide reasonable advance notice to the faculty member teaching the course or the appropriate administrative official. It shall be the responsibility of the faculty and of the administrative officials of Pace University to make available to each student who is absent from school with appropriate advance notice because of his or her religious beliefs, a reasonable equivalent opportunity to register for classes or make up any examination, course or work requirements which he or she missed because of such absence on any particular day or days. No fees of any kind shall be charged by Pace University for making available to the said student such equivalent opportunity.

If registration, classes, examinations, course or work requirements are held on Friday after 4:00 p.m. or on Saturday, similar or makeup classes, examinations, course or work requirements or opportunity to register shall be made available on other days, where it is reasonable and practicable to do so. No special fees shall be charged to the student for these classes, examinations, course or work requirements or registration held on other days.

In effectuating the provisions of this section, it shall be the duty of the faculty and the administrative officials of Pace University to exercise the fullest measure of good faith. However, a reasonable make-up opportunity need not necessarily be the one preferred by or most convenient for the student. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

*Revised October 23, 2015*

## Textbook Information

To view textbook information, logon to Blackboard through the MyPace Portal at <https://portal.pace.edu>.

## Undergraduates in Graduate Courses

Pace undergraduate students in their junior and senior years who have a minimum cumulative quality point average of 3.00/3.25 (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 QPA.

## Video Conference Courses

Pace University's Video Conference Network allows simultaneous instruction at different sites. The technology used by the faculty includes video cameras, TV monitors, sound equipment, and electronic presentation technology.

## Disruption of Normal Academic Progress

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### Leave of Absence

For various reasons, students sometimes find it necessary or desirable to interrupt their enrollment at Pace University. The reasons for a leave of absence include, but are not limited to, the following: <sup>1</sup>

- To pursue academic endeavors elsewhere such as studying or conducting research at another institution
- Financial hardship
- An internship
- A serious medical condition of the student's spouse, domestic partner, sibling, parent, child or step-child <sup>2</sup>
- Employment obligations

A leave of absence pursuant to this Leave of Absence Policy may commence during a semester or prior to the beginning of a semester and is limited to two consecutive semesters, excluding summer semesters. A student, who is unable to complete the semester and applies for a leave of absence, must also withdraw from the courses in which he or she currently is enrolled and will receive a "W" for each course from which the student withdrew. Although the "W" grades will appear on the student's transcript, they will not affect the student's cumulative quality grade point average. In addition, the student will be subject to the Tuition Cancellation Policy and certain financial aid rules and procedures. (Further information about the impact of a leave of absence on a student's financial aid may be found below under Financial Aid.)

Students who are contemplating a leave of absence are encouraged to speak with their academic advisor prior to submitting a Leave of Absence Application. Academic advisors can provide information about the effect of a leave of absence on such issues as course sequencing and graduation date. After meeting with an academic advisor, in order to apply for a leave of absence, a student must:

- Complete a Leave of Absence Application.
- Submit the completed Leave of Absence Application for approval to the chair of the department in which the student's major is housed, or the assistant or associate dean of the school or college in which the student is enrolled, or the student's academic advisor.
- Submit the completed Leave of Absence Application with the signature of approval to the Office of Student Assistance.
- Provide whatever additional documentation the University may require concerning the student's request for a leave of absence.

Upon returning from a leave of absence, the student must complete a Resumption of Study Application. Information about resuming studies may be found in the Resumption of Study Policy.

**Length of a Leave of Absence** - Ordinarily, a leave of absence pursuant to this Leave of Absence Policy is limited to two consecutive semesters excluding the summer semesters and may be commenced at any time. For purposes of counting the two consecutive semesters, a leave of absence shall commence at the beginning of the first Fall or Spring semester after the student applies for and approval is granted for a leave of absence. A leave of absence due to non-medical reasons will not be approved for more than two consecutive semesters (excluding summer semesters).

Under certain circumstances, however, a leave of absence due to a serious medical condition of the student's spouse, domestic partner, sibling, parent, child or step-child may be extended for a total of four consecutive semesters (excluding summer semesters). For example, when a student applied for a leave of absence due to the serious medical condition of a parent, the expected time required for the parent to recover from an automobile accident was unknown. Subsequently, due to the prolonged recovery period, the student was unable to resume his or her studies on the date previously approved by the University. Under such circumstances, and following the same procedure set forth above, the student may request an extension of the leave of absence. In order to be eligible for an extension, the student must provide whatever documentation the University may require concerning the reason for the extension. A leave of absence due to a serious medical condition of the student's spouse, domestic partner, sibling, parent, child or step-child will not be approved for more than a total of four consecutive semesters (excluding summer semesters).

**Degree Requirements and Graduation Date** - Ordinarily, the degree requirements applicable to the student's declared major will not change due to the student's leave of absence. Nevertheless, there are circumstances when the degree requirements or program offerings will change while the student is on a leave of absence, e.g., requirements of the New York State Education Department, accrediting agencies or applicable law.

The time within which a student is required to complete the degree requirements ordinarily will not change because of a leave of absence, although the graduation date may change. For example, a student who is required to complete the degree requirements

within eight semesters is scheduled to graduate in May 2016 takes a leave of absence in the Spring 2015 semester. Because of the one-semester absence, the student's graduation date may be postponed one semester until December 2016 at which time he or she will have been enrolled for eight semesters. However, a student's graduation date may be postponed in excess of the number of semesters he or she was on a leave of absence if the student is enrolled in a program with required course sequences and the prerequisite courses are not offered every semester.

Students should check with their academic advisor before submitting a Leave of Absence Application, and again when resuming their studies, about the consequences, if any, of their leave of absence on degree requirements and graduation date.

Transfer Credits Earned During Leave of Absence - Students contemplating taking courses at another college or university during their leave of absence and transferring those course credits to Pace University upon their resumption of studies should consult with their academic advisor before enrolling in courses elsewhere. Transfer credits for such courses must be approved in advance by Pace University; otherwise, they may not be accepted by the University.

Financial Aid - Students on a leave of absence pursuant to this Leave of Absence Policy are considered to be withdrawn from the University for purposes of financial aid. Consequently, loan repayment obligations may be triggered. Students should speak to a representative of the Financial Aid Office for more detailed information about the status of their financial aid during a leave of absence prior to submitting a Leave of Absence Application.

Ordinarily, Pace-funded merit awards will be restored upon a student's resumption of studies after a leave of absence in accordance with this Leave of Absence Policy provided (i) all other requirements for such merit aid are satisfied, and (ii) the student resumes his or her studies by the date identified and approved in the Leave of Absence Application. If a student does not resume his or her studies on or before the date identified and approved in the Leave of Absence Application or obtain an extension of the leave of absence if the student is eligible for one, Pace-funded merit awards may be excluded from future financial aid awards. (Related information about the reinstatement of Pace-funded merit awards may be found in Reinstatement of Pace-funded Merit Award Following a Medical Leave of Absence Policy.)

International Students - The University is legally obligated to report a leave of absence for any reason by a student with an F-1 or J-1 visa to the Department of Homeland Security. Students with an F-1 or J-1 visa who take a leave of absence may not remain in the United States during the leave unless the reason for the leave is an illness that prevents the student from returning to his or her home country and appropriate documentation from a hospital in the United States has been provided.

Students with an F-1 or J-1 visa who are contemplating a leave of absence must first consult with an advisor in the International Students and Scholars Office, and again when they resume their studies after a leave of absence.

<sup>1</sup> Information about a leave of absence due to military service may be found in the Military Leave of Absence Policy.

<sup>2</sup> Students considering a leave of absence due to their own serious medical condition should consult the Medical Leave of Absence Policy.

## Military Leave of Absence

Pace University is required by federal law to readmit students who left the University or did not accept an offer of admission from the University in order to perform military service. The general requirements for readmission after military service are described below.

This Military Leave of Absence Policy (the "Policy") applies only to United States military veterans seeking readmission to the same program in which they were enrolled when they last attended the University. Veterans seeking admission to a different program are not eligible for readmission under this Policy, nor are veterans eligible who began their military leave of absence prior to August 14, 2008.

A student is eligible for readmission if during his or her leave of absence the student performed voluntary or involuntary active duty service in the United States Armed Forces, including service by a member of the National Guard or Reserve on active duty, active duty for training, or full-time National Guard duty under federal authority, for a period of more than thirty consecutive days. In order to be eligible for readmission under this Policy, the cumulative length of the absence and all previous absences from the University for military service cannot exceed five years, including only the time the student spent actually performing military service. Veterans who received a dishonorable or bad conduct discharge are not eligible for readmission under this Policy.

Ordinarily, unless notice is precluded by military necessity, a student (or an appropriate officer of the Armed Forces or official of the Department of Defense) must give written notice to the University Registrar, Office of Student Assistance, of the student's leave for military service as far in advance as is reasonable under the circumstances. To be readmitted students must give written notice to the University Registrar, Office of Student Assistance, of their intent to resume their studies no later than three years after completion of the military service, or two years after recovering from a service-related injury or illness. Students who do not submit a notification of intent to resume their studies within the required time periods may not be eligible for readmission under this Policy, but may be eligible for readmission under the University's Leave of Absence and Resumption of Studies Policies.

After the student provides notice of intent to re-enroll, ordinarily the University must readmit the student into the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when he or she was last in attendance at or admitted to the University. The student may also request a later admission date or, if unusual circumstances require it, the University may admit the student at a later date. If the University determines that the student is not prepared to reenter the program with the same academic status where he or she left off, or will not be able to complete the program, the University must make reasonable efforts at no extra cost to the student to enable him or her to resume or complete the program. Reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a

pretest as long as they do not place an undue hardship on the University. If, after reasonable efforts by the University, the University determines that the student is not prepared to resume the program where he or she left off, or the University determines that the student is unable to complete the program, or the University determines there are no reasonable efforts the University can take to prepare the student to resume the program or to enable the student to complete the program, the University is not required to readmit the student.

If the program in which the student was previously enrolled is no longer offered, he or she must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program.

If the student is readmitted to the same program, for the first academic year in which the student returns, unless there are sufficient veterans or other service member education benefits to pay the increased amount of tuition and fees, the student will be charged the same tuition and fees the student was or would have been assessed for the academic year the student left on a military leave of absence. For subsequent academic years, veterans admitted to the same or a different program may be charged the same tuition and fees as are other students in the program.

For additional information about readmission under this Policy, please contact the Office of Student Assistance, at [VeteranAffairs@Pace.edu](mailto:VeteranAffairs@Pace.edu) or 877-672-1830 (option 8).

## Medical Leave of Absence

Students sometimes find it necessary or desirable to interrupt their enrollment at Pace University due to their own serious medical condition. A leave of absence pursuant to this Medical Leave of Absence Policy may commence during a semester or prior to the beginning of a semester and ordinarily is limited to two consecutive semesters, excluding summer semesters. A student, who is unable to complete the semester and applies for a leave of absence, must also withdraw from the courses in which he or she currently is enrolled and will receive a "W" for each course from which the student withdrew. Although the "W" grades will appear on the student's transcript, they will not affect the student's cumulative quality grade point average. In addition, the student will be subject to the Tuition Cancellation Policy and certain financial aid rules and procedures. (Further information about the impact of a medical leave of absence on a student's financial aid may be found below under Financial Aid.)

Procedure - Students contemplating a medical leave of absence due to their own serious medical condition should contact the Office of Student Assistance to discuss the procedure and obtain the necessary forms. Students are encouraged to speak with their academic advisor prior to submitting a Medical Leave of Absence Application. Academic advisors can provide information about the effect of a medical leave of absence on such issues as course sequencing and graduation date.

In order to apply for a medical leave of absence, a student must complete a Medical Leave of Absence Application, a Consent for Communication Regarding Request for a Medical Leave of Absence and/or Resumption of Studies after a Medical Leave of Absence, and an Authorization for Information Release. The completed Application, Consent and Authorization must be submitted to the University Registrar, Office of Student Assistance, One Pace Plaza, New York, NY 10038. Upon receipt of these documents, the University Registrar will send a copy of the Authorization and a Treating Healthcare Provider's form to the student's treating healthcare provider in order to obtain information about the condition necessitating a medical leave of absence.

The completed Treating Healthcare Provider's form is to be returned by the treating healthcare provider to the Counseling Center or University Health Care, as the case may be, for review. If the Counseling Center or University Health Care approves the application for a medical leave of absence, the University Registrar will assist in obtaining the other necessary approvals.

Students are required to provide whatever additional information and/or documentation the University may require concerning the student's request for a medical leave of absence.

Upon returning from a medical leave of absence, the student must complete a Resumption of Study after a Medical Leave of Absence Application. Information about resuming studies may be found in the letter granting approval of the medical leave of absence and the Resumption of Study Policy, and from the University Registrar.

On occasion, a student who has a Pace-funded merit award may be incapable of complying with the Leave of Absence Policy in order to obtain an approved leave of absence at the time he or she leaves the University due to medical reasons and, consequently, is ineligible for the reinstatement of the Pace-funded merit award when the student resumes his or her studies. Under such circumstances, and provided the student has been approved to resume his or her studies in accordance with the Resumption of Studies Policy, if the student is denied reinstatement of his or her Pace-funded merit award because of the student's failure to timely comply with the Leave of Absence Policy, the student may appeal the denial to the Reinstatement of Pace-funded Merit Award Committee (the "Committee").

Only if the student demonstrates to the satisfaction of the Committee and the Provost that he or she satisfied each of the following three criteria will the appeal be granted:

- The student was absent for no more than four consecutive semesters (excluding summer semesters), beginning with the first fall or spring semester in which the student did not enroll at the University for medical reasons; and
- Once the student was capable of notifying the University of the reason for failing to comply with the Leave of Absence Policy, he or she followed the requisite procedure of the Leave of Absence Policy and was granted a retroactive leave of absence; and
- An extraordinary medical condition of the student or his or her spouse, domestic partner, sibling, parent, child or step-child reasonably prevented the student from complying with the Leave of Absence Policy in order to obtain an approved leave of absence at the time the student temporarily left the University.



Only upon receipt of sufficient evidence that the student satisfied each of the three criteria above, shall the Committee recommend to the Provost that the appeal be granted and the student's Pace-funded merit award be reinstated on the same terms and conditions as were in effect when the student stopped attending classes. The Provost shall accept the recommendation of the Committee provided he or she determines there is sufficient evidence that the student satisfied each of the three criteria above.

**Length of a Leave of Absence** - Ordinarily, a leave of absence pursuant to this Medical Leave of Absence Policy is limited to two consecutive semesters excluding the Summer semesters and may be commenced at any time. For purposes of counting the two consecutive semesters, a leave of absence shall commence at the beginning of the first Fall or Spring semester after the student applies for and approval is granted for a leave of absence.

Under certain circumstances, however, a leave of absence due to a student's serious medical condition may be extended for a total of four consecutive semesters (excluding Summer semesters). For example, a student may have experienced post-operative complications that resulted in a recovery period longer than was anticipated at the time the student applied for a medical leave of absence. Under such circumstances, and following the same procedure set forth above, the student may request an extension of the medical leave of absence. In order to be eligible for an extension, the student must provide whatever documentation the University may require concerning the reason for the extension. A leave of absence due to a student's serious medical condition will not be approved for more than a total of four consecutive semesters (excluding Summer semesters).

**Degree Requirements and Graduation Date** - Ordinarily, the degree requirements applicable to the student's declared major will not change due to the student's medical leave of absence. Nevertheless, there are circumstances when the degree requirements or program offerings will change while the student is on a medical leave of absence, e.g., requirements of the New York State Education Department, accrediting agencies or applicable law.

The time within which a student is required to complete the degree requirements ordinarily will not change because of a medical leave of absence, although the graduation date may change. For example, a student who is required to complete the degree requirements within eight semesters is scheduled to graduate in May 2016 takes a medical leave of absence in the Spring 2015 semester. Because of the one-semester absence, the student's graduation date may be postponed one semester until December 2016 at which time he or she will have been enrolled for eight semesters. However, a student's graduation date may be postponed in excess of the number of semesters he or she was on a medical leave of absence if the student is enrolled in a program with required course sequences and the prerequisite courses are not offered every semester.

Students should check with their academic advisor before applying for a Medical Leave of Absence and again when resuming their studies about the consequences, if any, of their leave of absence on degree requirements and graduation date.

**Transfer Credits Earned During Medical Leave of Absence** - Students contemplating taking courses at another college or university during their medical leave of absence and transferring those course credits to Pace University upon their resumption of studies should consult with their academic advisor before enrolling in courses elsewhere. Transfer credits for such courses must be approved in advance by Pace University; otherwise, they may not be accepted by the University.

**Financial Aid** - Students on a leave of absence pursuant to this Medical Leave of Absence Policy are considered to be withdrawn from the University for purposes of financial aid. Consequently, loan repayment obligations may be triggered. Students should speak to a representative of the Financial Aid Office for more detailed information about the status of their financial aid during a leave of absence prior to submitting a Medical Leave of Absence Application.

Ordinarily, Pace-funded merit awards will be restored upon a student's resumption of studies after a leave of absence in accordance with this Medical Leave of Absence Policy provided (i) all other requirements for such merit aid are satisfied, and (ii) the student resumes his or her studies by the date identified and approved in the Medical Leave of Absence Application. If a student does not resume his or her studies on or before the date identified and approved in the Medical Leave of Absence Application or obtain an extension of the leave of absence if the student is eligible for one, Pace-funded merit awards may be excluded from future financial aid awards. (Related information about the reinstatement of Pace-funded merit awards may be found in Reinstatement of Pace-funded Merit Award Following a Medical Leave of Absence Policy.)

**International Students** - The University is legally obligated to report a leave of absence for any reason by a student with an F-1 or J-1 visa to the Department of Homeland Security. Students with an F-1 or J-1 visa who take a leave of absence may not remain in the United States during the leave unless the reason for the leave is an illness that prevents the student from returning to his or her home country and appropriate documentation from a hospital in the United States has been provided.

Students with an F-1 or J-1 visa who are contemplating a leave of absence must first consult with an advisor in the International Students and Scholars Office, and again when they resume their studies after a leave of absence.

## Probation and Academic Dismissal

University students are expected to maintain good academic standing. The University considers a cumulative quality point average of "B" (CQPA) of 3.0 (Graduate Only) to be evidence of good academic standing, but specific college/schools or programs may have higher requirements. Please contact school or program administrator for specific program definition of satisfactory progress. Students are generally allowed one semester on probation to improve their academic performance and to raise their CQPA. However, students with serious or continuing deficiencies will be academically dismissed from the University. Please consult individual programs sections of this catalog for additional information.

Students who are academically dismissed from the University are allowed one appeal. Student appeals are made directly to the respective college/school. Please contact school or program administrator for the appropriate reinstatement procedure.

## Resumption of Studies

In order to resume their enrollment at Pace University after an interruption due to, among other reasons, a leave of absence pursuant to the Leave of Absence Policy or Medical Leave of Absence Policy, dismissals due to unsatisfactory academic performance, dismissals or suspensions due to disciplinary issues and, in certain circumstances, withdrawals, students must file a Resumption of Studies Application with the Office of Student Assistance.<sup>1 2</sup>

Procedure - In order to resume their studies at the University, at least three weeks prior to the commencement of the semester in which they wish to resume their studies, subject to the exceptions identified below, students must:<sup>3</sup>

- Apply to resume their studies on their home campus.
- Complete a Resumption of Studies Application.
- Submit the completed Resumption of Studies Application for approval to the chair of the department in which the student's major is housed, or the assistant or associate dean of the school or college in which the student is enrolled, or the student's academic advisor. Approval given to resume studies may be subject to certain conditions.
- Arrange for official transcripts from any university or college attended since the student's last enrollment at Pace University to be sent to the Office of Student Assistance at the University. (As stated in the Leave of Absence Policy and Medical Leave of Absence Policy, transfer credits for courses taken elsewhere during the leave of absence must be approved in advance by Pace University; otherwise, they may not be accepted by the University.)
- Submit the completed Resumption of Studies Application with the signature of approval to the Office of Student Assistance.
- Clear all "holds" on the student's account, including, without limitation, payment of all past due balances.
- Provide whatever additional documentation or approvals the University may request.
- Students are required to confer with an academic advisor before registering for any courses.

Exceptions to Procedure - In addition to any exceptions in the letter granting a medical leave of absence applicable to students applying to resume their studies after the medical leave, the procedure described directly above is subject to the following exceptions:

- One semester prior to the semester in which they wish to resume their studies, students in the School of Education, the Lienhard School of Nursing and the Physician Assistant Program must submit their completed Resumption of Studies Application to the Dean of the School of Education and Dean of the College of Health Professions, respectively, prior to submitting it to the Office of Student Assistance.
- International students who intend to resume their studies must first confer with a representative of the International Students and Scholars Office at least one semester prior to the semester in which they wish to resume their studies.

Degree Requirements and Graduation Date - Ordinarily, the degree requirements applicable to the student's declared major will not change due to the interruption of the student's studies. Nevertheless, there are circumstances when the degree requirements or program offerings will change while the student is on a leave of absence, e.g., requirements of the New York State Education Department, accrediting agencies or applicable law.

The time within which a student is required to complete the degree requirements ordinarily will not change because of a leave of absence, although the graduation date may change. For example, a student who is required to complete the degree requirements within eight semesters is scheduled to graduate in May 2016 takes a leave of absence in the Spring 2015 semester. Because of the one-semester absence, the student's graduation date may be postponed one semester until December 2016 at which time he or she will have been enrolled for eight semesters. However, a student's graduation date may be postponed in excess of the number of semesters he or she was on a leave of absence if the student is enrolled in a program with required course sequences and the prerequisite courses are not offered every semester.

Students should check with their academic advisor when resuming their studies about the consequences, if any, of the interruption of their studies on degree requirements and graduation date.

Financial Aid - Students interested in financial aid should speak to a representative in the Financial Aid Office about whether they are eligible for financial aid upon their resumption of studies.

Ordinarily, Pace-funded merit awards will be restored upon a student's resumption of studies after a leave of absence in accordance with the Leave of Absence Policy or Medical Leave of Absence Policy provided (i) all other requirements for such merit aid are satisfied, and (ii) the student resumes his or her studies by the date identified and approved in the Leave of Absence Application or Medical Leave of Absence Application. If a student does not resume his or her studies on or before the date identified and approved in the Leave of Absence Application or Medical Leave of Absence Application or obtain an extension of the leave of absence if the student is eligible for one, Pace-funded merit awards may be excluded from future financial aid awards. Pace-funded merit awards are not restored for students resuming their studies after a leave of absence due to a dismissal for academic reasons or a dismissal or suspension for disciplinary reasons. (Related information about the reinstatement of Pace-funded merit awards may be found in the *Reinstatement of Pace-funded Merit Award Following a Medical Leave of Absence Policy*.)

<sup>1</sup> Information about a leave of absence due to military service and resumption of studies may be found in the Military Leave of Absence Policy.

<sup>2</sup> This Resumption of Studies Policy is not applicable to students who interrupted their enrollment at Pace University, whether or not pursuant to the Leave of Absence Policy or Medical Leave of Absence Policy, and now wish to enroll in the iPace program. For information about the iPace program, including eligibility criteria, please contact [iPace@pace.edu](mailto:iPace@pace.edu).

<sup>3</sup> Students resuming their studies after a medical leave of absence must consult and comply with the terms and conditions for resuming their studies set forth in the letter granting them a medical leave of absence. If there is a conflict between this Resumption of Studies Policy and the terms and conditions in the letter, the letter supersedes the conflicting portions of this Policy. Students should contact the University Registrar for clarification about any conflicts as well as for complete information about the procedure for resuming their studies after a medical leave of absence.

## Academic Integrity Code

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Students are required to be honest and ethical in satisfying their academic assignments and requirements. Academic integrity requires that, except as may be authorized by the instructor, a student must demonstrate independent intellectual and academic achievements. Therefore, when a student uses or relies upon an idea or material obtained from another source, proper credit or attribution must be given. A failure to give credit or attribution to ideas or material obtained from an outside source is plagiarism. Plagiarism is strictly forbidden. Every student is responsible for giving the proper credit or attribution for any quotation, idea, data, or other material obtained from another source that is presented (whether orally or in writing) in the student's papers, reports, submissions, examinations, presentations and the like.

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

## Graduate Grades and Academic Standing

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### 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 "C" and "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 quality points as cited below. The quality point average (QPA) is obtained by dividing the total number of quality points by the number of credits attempted at Pace, including a grade of "F", but not grades of "W", "K", "P", "SAT", "UNS", or "AUD". A QPA of 3.00 is necessary for graduation.

Grade	Description	Quantitative
A, A-	Excellent	90-100%
B+, B, B-	Good	80-89%
C+, C	Satisfactory	70-79%
F	Failing	0-69%
K	Grade Pending*	None
P	Pass (Pass/Fail Course)	None
W	Authorized Withdrawal	None
I	Work Incomplete <i>becomes F - if not made up within six weeks</i>	None
I-F	Unauthorized withdrawal - <i>not eligible to make up work</i>	0-69%
SAT	Satisfactory	None
UNS	Unsatisfactory	None
AUD	Auditor - <i>No credit granted for course</i>	None

\*In specific courses (usually courses that continue the following semester) or in special circumstances, with the permission of the dean, a grade of K (pending) may be assigned. This extension may not exceed one year from the end of the semester in which the K grade is assigned.

## Quality Point System

Each letter grade translates into a numerical equivalent as cited below. The quality point average (QPA) is obtained by dividing the total number of quality points by the number of credits attempted at Pace, including a grade of "F", but not grades of "W", "K", "P", "SAT", "UNS", or "AUD". A QPA of 3.00 is necessary for graduation for graduate students.

Grade	Quality Points
A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
F	0
I-F	0

### Non-Quantitative Grades

Grade	Description	Quantitative
K	Grade Pending	None
P	Pass (Pass/Fail Course)	None
W	Authorized Withdrawal	None
I	Work Incomplete <i>becomes F if not made up within six weeks</i>	None
SAT	Satisfactory	None
UNS	Unsatisfactory	None
AUD	Auditor - <i>No credit granted for course</i>	None

### 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 "F" is assigned to the course unless removed within six weeks after the conclusion of the semester; students with an "F" grade will not be allowed to progress further in the program. 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 in Progress, grade pending

In specific courses (usually courses that continue the following semester) or in special circumstances, with the permission of the dean, a grade of K (pending) may be assigned. This extension may not exceed one year from the end of the semester in which the K grade is assigned.

## Change of Grade

No grade will be changed beyond six months after the end of the semester in which the course was taken. No grade will be changed or recomputed nor will withdrawals be permitted after a degree has been awarded.

## 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 chairperson.

If after 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 chairperson 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 chairperson is the instructor, the appeal is to the dean of the school.

The chairperson's decision to have a grade reviewed or not is final. If the chairperson decides that the method by which the student's grade was determined was not proper, the chairperson 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 chairperson 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 chairperson.

## 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 re-computation of their GPA must complete the paperless form. (Specific departments may not allow repeat grades.) Re-computation is not allowed once the degree has been awarded.

## Records

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### Transcripts of Records Policy

In accordance with the Federal Family Educational Rights & Privacy Act (FERPA) of 1974 and subsequent amendments, official academic transcripts cannot be released without the written consent of a student or alumnus. The University will not provide copies of academic transcripts to or on behalf of any student or alumnus with a delinquent outstanding balance. Pace University has contracted with the **National Student Clearinghouse** to handle all official transcript requests for current students, former students and alumni. Students may submit their request online via the Clearinghouse website at [www.getmytranscript.com](http://www.getmytranscript.com) or through the MyPace Portal at [www.pace.edu/MyPace](http://www.pace.edu/MyPace). There is no fee assessed for unofficial academic transcripts which can be obtained via MyPace Portal. Official Academic Transcripts are assessed a fee of \$7.25 per copy. All newly graduated students awarded after August 2016, will automatically be provided one official academic transcript free of charge which will be sent as hard copy via standard mail. Alumni with degrees awarded prior to August 2016 are entitled to one free official academic transcript, which will also be provided as hard copy via standard mail. Alumni requesting their first free copy must complete and return the **alumni transcript request form** to the Office of Student Assistance.

Official academic transcripts are sent directly via mail as hard copy or electronic delivery to the entity identified on their request. Please note, official academic transcripts sent via hard copy mail to students are marked "Official Transcript Given to Student in a Sealed Envelope". The University accepts no responsibility for the accuracy of an unofficial academic transcript after it has been printed.

### Family Educational Rights and Privacy Act (FERPA)

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.

### **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:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-5901  
Phone: 202-260-3887

## 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.

## Forms

The following forms can be found at <https://www.pace.edu/osa/forms>:

- Authorization to Disclose Information from Education Records
- Request to Opt-out of Directory Information
- Request for Revocation of Opt-out of Directory Information
- Waiver of Right to Review Confidential Letters and Statements of Recommendation Revocation of Waiver of Right to Review Confidential Letters and Statements of Recommendation

## Graduation Policies, Honors, and Awards

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**Commencement** - Commencement exercises are scheduled once a year, every May. Degree recipients in December, or students who are expected to complete their degree requirements in May or August of the same year, are eligible to participate in commencement exercises in May.



## Other Policies

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### 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 nondiscrimination toward any person in employment or in any of its programs because of race, color, religion, disability, national or ethnic origin, sexual orientation, veteran status, 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, veteran status, 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, veteran status, age, sex, or marital status in employment, in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

### Information for Students with Disabilities

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The same rigorous standards for admission 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 ensuring 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.

Please visit the Office of Disability Services: <http://www.pace.edu/counseling/office-of-disability-services>

### Disabilities and Accommodations

Federal law, including the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, 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, visual, hearing and mobility impairments, psychological disorders (including, but not limited to, specific learning disabilities, organic brain syndrome, attention deficient disorder, emotional or mental illness), and chronic health disorders such as diabetes, heart disease, and HIV infection (whether asymptomatic or symptomatic) may be disabled and therefore eligible for a reasonable accommodation. 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 adjustments to make the campus, residential housing, transportation and parking accessible, academic adjustments or modifications, and auxiliary aids and services. Examples of academic adjustments that may be made available to eligible students include priority registration, substitution of one course for another, a leave of absence, and extended time to complete an assignment or test. Auxiliary aids and services that may be provided to eligible students include, for example, note takers, recording devices, sign language interpreters, and computers equipped with voice recognition or other adaptive software.

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 modifications 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 Office of Vocational and Educational Services for Individuals with Disability. 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 Services for his or her campus. The Office of Disability Services is housed in the Counseling Center on both the New York City and Pleasantville campuses. The Office of Disability Services for the New York City campus may be contacted at 212-346-1526 or 156 William Street, 8th Floor. The Office of Disability Services for the Westchester campuses may be contacted at 914-773-3710 or the Administration Center, 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 Office of Disability Services staff. Moreover, no one, including faculty, is authorized to contact the Office 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 Office 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 Office 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 Office 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 Office of Disability Services. The Office of Disability Services will, as may be appropriate, endeavor to remedy the situation. If a student disagrees with the accommodation recommended by the Office of Disability Services, he or she should promptly appeal the recommendation to the Assistant Dean for Community Standards and Compliance at 914-773-3168.

Faculty members who have concerns about a reasonable accommodation recommended by the Office of Disability Services for his or her class, should contact the Office of Disability Services 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 Office of Disability Services for the New York City campus at 212-346-1526 or 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.

### Additional Services Offered by the Counseling Center

The University's Counseling Center offers psychological services to all students. To make an appointment, call the Counseling Center at 212-346-1526 or 914-773-3710.

## Emergency Closings and Other Changes in Class Schedules

Occasionally, the University is confronted by the need to close because of inclement weather or other reasons beyond the University's control. Such closings are normally announced through the major radio stations in New York City and Westchester County and often appear on their Web sites. In addition, students can also check the Pace University home page, and/or call the Pace Events Phone (PEP) for school closing information.

- **New York City - (212) 346-1953**
- **Pleasantville/White Plains - (914) 773-3398**

Closings are also posted on the University's website at [www.pace.edu](http://www.pace.edu) and are sent via text message and email for those who sign up for Emergency Notifications at <http://alert.pace.edu>.

Although classes are planned to commence and conclude on the dates indicated in the academic calendar, unforeseen circumstances may necessitate adjustment to class schedules and extension of time for completion of class assignments. Examples of such circumstances may include faculty illness, malfunction of University equipment (including computers), unavailability of particular University facilities occasioned by damage to the premises, repairs or other causes, and school closings because of inclement weather. The University shall not be responsible for the refund of any tuition or fees in the event of any such occurrence or for failure of a class to conclude on the date originally scheduled. Nor shall the University be liable for any consequential damages as a result of such a change in schedule.

# GENERAL UNIVERSITY

## Profile

### Vision

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We educate those who aspire to excellence and leadership in their professions, their lives, and their communities. Through teaching, scholarship, and creative pursuits, our faculty foster a vibrant environment of knowledge creation and application. Faculty engage students in shared discovery and are committed to guiding students in their education, providing them with a strong foundation for leading meaningful and productive lives.

We embrace a culture of quality improvement and shared values to ensure an informed, responsive, caring, and effective community empowered to build and sustain a great University. Together, faculty, administrators, and staff pursue innovation in academic programs and administrative services. We operate with integrity, following through on our commitments to students and each other, holding ourselves accountable for our decisions and actions. We embody an ethos of respect for, and celebration of, our diversity, creating an inclusive and welcoming environment where every person is encouraged to freely and respectfully contribute to the life of the University.

### Mission

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Our mission is *Opportunitas*. Pace University provides to its undergraduates a powerful combination of knowledge in the professions, real-world experience, and a rigorous liberal arts curriculum, giving them the skills and habits of mind to realize their full potential. We impart to our graduate students a deep knowledge of their discipline and connection to its community. This unique approach has been firmly rooted since our founding and is essential to preparing our graduates to be innovative thinkers who will make positive contributions to the world of the future.

## About Pace University

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Ranked the #1 private, four-year college in the nation for upward economic mobility by Harvard University's Opportunity Insights, Pace University provides a transformative education for its diverse students - academically, professionally, and socioeconomically.

Pace prepares students to become leaders in their fields by providing an education that combines exceptional academics with real-world experiences including internships, research, clinicals, civic engagement, and study abroad.

Founded as a one-room accounting school in 1906, Pace has grown to three campuses in New York City and Westchester County, New York, and enrolls more than 13,000 students in bachelor's, master's, and doctoral programs in more than 150 majors and programs. Its six schools and colleges—the College of Health Professions, Dyson College of Arts and Sciences, Elisabeth Haub School of Law, Lubin School of Business, School of Education, and Seidenberg School of Computer Science and Information Systems—offer a variety of courses in business, health care, computer science, humanities, education, science, law, the arts, and more.

At the core of a Pace education is a strong foundation in the liberal arts and sciences with an emphasis on the combination of theory and practice. More than 50 cutting-edge centers, institutes, labs, and clinics, including the NYC Design Factory, Entrepreneurship Lab, Environmental Policy Clinic, Cybersecurity Education and Research Lab, Immigration Justice Clinic, and Health Care Simulation Labs serve as a training ground for future leaders. One of the fastest-growing and most competitive programs at the University is the performing arts, with the Pace School of Performing Arts for undergraduates ranked among the top programs in the country and The Actors Studio Drama School for graduates recognized by many as the home of the Emmy Award-winning television show *Inside the Actors Studio*. The University's environmental law program has long been recognized as a leading program and was ranked #1 by U.S. News & World Report in 2019.

Pace combines the benefits and resources of a large university with the personalized attention and focus associated with a small college, with an average class size of only 20 students and a 14:1 student to faculty ratio. Academic experiences at Pace emphasize teaching from both a practical and theoretical perspective, drawing on the expertise of full-time and adjunct faculty members who balance academic preparation with professional experience to bring a unique dynamic to the classroom. Research is a cornerstone of the Pace educational experience and in FY2018, Pace received more than \$8.9 million in research grant funding. Our faculty's commitment to intellectual discourse and research is surpassed only by their desire to help students realize their dreams.

The University's signature program, the Pace Path is an individualized plan for each student that leverages Pace's emphasis on experiential learning to support strong academics while incorporating customized goal-setting and dedicated mentoring and advising. Pace University has one of the largest internship programs of any college in the New York metropolitan area. Last year, Pace students engaged in more than 7,000 internships, co-ops, field experiences, and clinicals with more than 1,000 different employers. Over the years, more than 3,000 alumni have reached top executive positions at their companies. PayScale.com ranks Pace among the top 10% of private US colleges that provide the best return on tuition investment.

With three campuses located in and around New York City, Pace offers students a diverse selection of living and learning experiences. The New York City Campus in Lower Manhattan, recently renovated with ultramodern facilities, collaborative learning spaces, and residence halls, is within walking distance to Wall Street, South Street Seaport, and the Brooklyn Bridge, and a subway ride from all that the city has to offer. The Pleasantville Campus in Westchester County, only an hour by train from New York City, offers students the traditional suburban collegiate setting with state-of-the-art renovations on a 200-acre bucolic campus and 14 NCAA Division II teams. The White Plains Campus, home to the Elisabeth Haub School of Law, is situated in the heart of White Plains' buzzing suburban sprawl. These three strategic locations are regularly cited as a top reason why students choose to attend Pace University.

Pace is a university whose resources have played an essential role in the realization of individual dreams of achievement, and whose mission is voiced in the motto: *Opportunitas*.

## Accreditation and Membership

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Pace University is chartered by the Regents of the State of New York and is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. All Pace University degree programs are registered with the New York State Education Department.

The Bachelor's Degree Program in Chemistry is certified by the American Chemical Society. The Doctor of Psychology in School – Clinical Child Psychology Degree (Psy.D.) is accredited by the American Psychological Association. The Clinical Mental Health Counseling, MS (PLV) and the Counselor Education and Supervision, PhD (PLV) are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CA-CREP). The Bachelor of Science in computer science is accredited by the Computing Accreditation Commission (CAC) of ABET, Inc. The baccalaureate degree in nursing, master's degree in nursing, and Doctor of Nursing Practice are accredited by the Commission on Collegiate Nursing Education (CCNE). The Physician Assistant Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). The Graduate Program in Communication Sciences and Disorders has been granted candidacy status by the Council on Academic Accreditation (CAA) of American Speech-Language-Hearing Association (ASHA). The Master of Science in Nutrition and Dietetics has been granted candidacy status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The Lubin School of Business is accredited for both business and accounting by the Association to Advance Collegiate Schools of Business (AACSB International). The School of Education is accredited by the Council for the Accreditation of Educator Preparation (CAEP). The School of Law is accredited by the American Bar Association through its Council of the Section of Legal Education and Admissions to the Bar Association.

### **Pace University is an institutional member of the following organizations:**

- The American Council on Education (ACE)
- Association of American Colleges and Universities (AAC&U)
- Association of Governing Boards (AGB)
- Campus Compact New York
- Coalition of Urban and Metropolitan Universities (CUMU)
- College Board
- Commission on Independent Colleges and Universities in New York (CICU)
- Council for Higher Education Accreditation (CHEA)
- Council of Independent Colleges (CIC)
- Council for Opportunity in Education (COE)
- Council on Undergraduate Research (CUR)
- National Association of Independent Colleges and Universities (NAICU)
- National Center for Faculty Development and Diversity (NCFDD)
- Project Pericles
- Reacting Consortium
- The Science Coalition
- University Professional and Continuing Education Association (UPCEA)

**Following is a list of accrediting agencies with whom individuals may address complaints:**

**New York State Education Department**

Address complaints to:

New York State Education Department  
Office of College and University Evaluation  
EBA Room 969

89 Washington Avenue  
Albany, New York 12234

Phone: (518) 474-1551

Fax: (518) 486-2779

Visit the Office of College and University Evaluation website for more information at

<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>.

**Middle States Commission on Higher Education**

Address all complaints to:

Complaints

Middle States Commission on Higher Education,  
3624 Market Street, Second Floor West,  
Philadelphia, PA 19104-2680.

Phone: (267) 284-5000

Visit the Middle States website for more information at <https://www.msche.org/>.

**Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics**

Address complaints to:

120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995

Phone: (312) 899-0040 ext. 5400

Email: [acend@eatright.org](mailto:acend@eatright.org)

Visit the ACEND website for more information at <http://www.eatright.org/ACEND>.

**Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)**

Address complaints to:

Executive Director, ARC-PA  
12000 Findley Road, Suite 150  
Johns Creek, GA, 30097

Concerns may be attached to an email.

Phone: (770) 476-1224

Visit the ARC-PA website for more information at <http://www.arc-pa.org/faq/index.html#complaint>.

**American Bar Association (ABA)**

Address complaints to:

Office of the Consultant on Legal Education to the ABA  
321 N. Clark Street, 21st Floor  
Chicago, IL 60654-7598

Phone: (312) 988-6738

Visit the ABA website for more information at

[http://www.americanbar.org/groups/legal\\_education/resources/accreditation/complaint\\_proceedures.html](http://www.americanbar.org/groups/legal_education/resources/accreditation/complaint_proceedures.html).

**American Chemical Society (ACS)**

Address complaints to:

Secretary of the Committee on Professional Training  
Office of Professional Training  
1155 Sixteenth Street, N.W.

Washington, DC 20036

Phone: (202) 872-4589

Visit the ACS website for more information at <http://www.acs.org/content/acs/en/about/governance/committees/training.html>.

**American Psychological Association (APA)**

Address complaints to:

Office of Program Consultation and Accreditation  
American Psychological Association  
750 First Street N.E.

Washington, DC 20002-4242

<http://www.apa.org/ed/accreditation>

Phone: (202) 336-5979

Fax: (202) 336-5978

Visit the APA website for more information at <http://www.apa.org/ed/accreditation/about/other-questions.aspx?item=4>.

**Association to Advance Collegiate Schools of Business (AACSB International)**

AACSB International

777 South Harbour Island Boulevard, Suite 750

Tampa, Florida 33602 USA

Phone: (813) 769-6500

Fax: (813) 769-6559

Visit the AACSB website for more information at <https://www.aacsb.edu/>.

**Commission on Collegiate Nursing Education (CCNE)**

Address complaints to:

CCNE Complaints Administrator

655 K Street, NW, Suite 750

Washington, DC 20001

Phone: (202) 887-6791

Visit the CCNE website for more information at <http://www.aacnursing.org/CCNE>.

**Computing Accreditation Commission of ABET**

Address complaints to:

415 North Charles Street

Baltimore, MD 21201

Phone: (410) 347-7700

Visit the ABET website for more information at <http://www.abet.org/accreditation/get-accredited/complaints/>.

**Council for the Accreditation of Educator Preparation (CAEP)**

Address complaints to:

President or Chair of the CAEP Board

CAEP

2010 Massachusetts Avenue, NW, Suite 500

Washington, DC 20036

Phone: (202) 223-0077

Fax: (202) 296-6620

Visit the CAEP website for more information at <http://www.ncate.org/>.

**Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA)**

Address complaints to:

2200 Research Boulevard #310

Rockville, Maryland 20850

Phone: (301) 296-5700

Toll Free: (800) 498-2071

Email: [accreditation@asha.org](mailto:accreditation@asha.org)

Visit the ASHA website for more information at <https://caa.asha.org/>.

**State Authorization Reciprocity Agreements (SARA)**

Address complaints to:

Supervisor, Higher Education Programs

New York State Education Department

89 Washington Avenue

Albany, NY 12234

Phone: (518) 474-1551

Email: [IHEauthorize@nysed.gov](mailto:IHEauthorize@nysed.gov)

## Marketing Arrangements and Partnerships

Pace partners with several third-party organizations which provide marketing, recruitment and some educational services:

**AllCampus.** Pace Online partners with AllCampus to provide marketing, student recruitment, and lead generation for several online master degrees and, degree completion programs. AllCampus refers prospective students to Pace. All admissions, and academic program decisions are made by Pace.

**Kaplan International Pathways** provides marketing and student recruitment services to prospective students outside the United States. Kaplan refers prospective students to Pace. Kaplan may assist students in ensuring their application is complete, and may advise students on non-academic matters (i.e., travel, finding living arrangements, adapting to life as a student in the U.S.). Pace makes all admissions decisions, and determines the criteria under which students are admitted. Pace provides all academic programming. Kaplan and Pace together set the curriculum for the Pathways Program.

**International Agents.** Pace University uses a network of independent recruiters to augment its pipeline of prospective international students. The University selects, evaluates and trains independent recruiters in a variety of countries so they can present Pace as one of the options available to their clients who want to travel abroad to earn a degree. Recruiters help Pace build brand awareness and provide access to markets that are often remote and unfamiliar. Recruiters help prospective students by providing information about the application process to colleges and universities outside their home countries. They may also provide services such as pre-departure briefings, English language classes, standardized test prep, flight and accommodation bookings, and career guidance and job placement services upon the student's return home. Independent recruiters wishing to represent Pace must apply and sign an agreement (see attached application and agreement). Recruiters do not admit or deny students who have applied to Pace and they do not prepare any Visa related materials. Pace University began the practice of working with independent recruiters in the Spring of 2011 and has since added 60+ other agencies marketing in over 50+ countries.

**Gilder Lehrman Institute of America** and Pace University have partnered to offer a Master of Arts in American History to middle- and high-school teachers in the Gilder Lehrman Affiliate School network. The program is designed enhance expertise in American History, as well as in Social Studies, Civics, and Government.

- **Program.** The MA in American History is a 30-credit fully online degree offered by Pace University. It has been approved by the State of New York Education Department. Pace University manages the admissions process and makes all decisions regarding admissions, transfer credit evaluation and articulation, and on-boarding of students. Pace provides the curriculum, guides the assessment processes, provides student support through the Pace libraries, Writing Centers, Tutoring Centers, Health Centers, Office of Student Accessibility, Advising, etc. Pace University confers the degree.
- **Curriculum.** The curriculum was originally developed by GLI. Pace faculty have reviewed all course syllabi and materials, and have approved the program curriculum. All courses are taught by Pace faculty, using Pace's online course platform. GLI provides access to a unique collection of primary sources and educational materials, access to subject-matter experts as master teachers, and extensive research on related topics and events.
- **Marketing.** The program is jointly marketed by both GLI and by Pace University.
- **Tuition.** Pace is offering this program at a discounted rate to members of the GLI Affiliate School Network. Students must present a letter of affiliation to receive the discounted tuition.
- **Transfer Students.** GLI had previously partnered with Adams State University to offer this program. The relationship with Adams State was terminated in spring 2018. As of fall 2018, Pace is providing students the opportunity to conclude their degree at Pace and for new students to enroll.

**Harlem Village Academics/Progressive Educational Institute (HVA)** and Pace University have partnered to offer the Master of Science for Teachers (MST) in Childhood and Special Education, for teachers in the HVA charter school network. This 38-credit master degree Transitional B certification program leads to dual initial certification in childhood and special education, and an MST degree from Pace University. This program enables HVA faculty to earn an MST while also teaching; blending theoretical knowledge with practical classroom applications.

- **Curriculum.** The curriculum for the program is designed collaboratively by the faculty who have expertise in the field of education. Pace School of Education programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP) and adheres to CAEP standards.
- **Faculty.** Faculty are from both Pace University and Harlem Village Academies.
- **Location.** The program is taught at PEI/HVA (35 West 124th Street, New York, NY 10027) and online.
- **Tuition.** PEI offers subsidized tuition, as established by a special arrangement between Pace and Harlem Village Academies. For more information on program costs, contact [info@peiharlem.org](mailto:info@peiharlem.org)

## Degree Offerings

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- Associate in Arts (AA)
- Associate in Science (AS)
- Bachelor of Arts (BA)
- Bachelor of Business Administration (BBA)
- Bachelor of Fine Arts (BFA)
- Bachelor of Science (BS)
- Bachelor of Science in Nursing (BSN)
- Master of Arts (MA)
- Master of Arts in Nursing Education (MA)
- Master of Business Administration (MBA)
- Master of Fine Arts (MFA)
- Master of Laws in Comparative Law (LLM)
- Master of Laws in Environmental Law (LLM)
- Master of Public Administration (MPA)
- Master of Science (MS)
- Master of Science in Education (MSEd)
- Master of Science in Nursing/Family Nurse Practitioner (FNP)
- Master of Science in Physician Assistant Studies (MSPAS)
- Master of Science for Teachers (MST)
- Juris Doctor (JD)
- Doctor of Juridical Science (SJD)
- Doctor of Professional Studies (DPS)
- Doctor of Nursing Practice (DNP)
- Doctor of Psychology (PsyD)
- Doctor of Nursing Practice (DNP)



## HEGIS Code: Graduate Majors (New York Campus)

MAJOR	DEGREE	SCH	HEGIS CODE
Accounting			
Accounting	BBA	LUB	0502.00
Public Accounting	BBA	LUB	0502.00
Acting	BFA	DYS	1007.00
American Studies	BA	DYS	0313.00
Applied Psychology and Human Relations	BA	DYS	2001.00
Art History	BA	DYS	1003.00
Biochemistry	BS	DYS	0414.00
Biology	BA	DYS	0401.00
Biology	BS	DYS	0401.00
Biology Pre-professional **	BS	DYS	0401.00
Business Economics	BS	DYS	0517.00
Chemistry	BS	DYS	1905.00
Chemistry Pre-Professional			
Chemistry: Chemical Engineering	BS	DYS	1905.00
Clinical Laboratory Science	BS	DYS	1223.00
Communication Sciences and Disorders	BA	DYS	1220.00
Communication Studies	BA	DYS	0601.00
Computer Science	BA	DYS	0601.00
Computer Science	BS	SCS	0701.00
Criminal Justice	BS	DYS	2105.00
Economics	BA	DYS	2204.00
English Language and Literature	BA	DYS	1502.00
Environmental Science	BS	DYS	0420.00
Environmental Studies	BA	DYS	0420.00
Film and Screen Studies	BA	DYS	1010.00
Finance	BBA	LUB	0504.00
Fine Arts	BFA	DYS	1001.00
Forensic Science	BS	DYS	1999.20
General Business	BBA	LUB	0501.00
Global Asia Studies	BA	DYS	0301.00
History	BA	DYS	2205.00
Information Systems			
Information Systems–Business	BBA	LUB	0702.00
Information Systems–Computer Science	BS	SCS	0702.00
Internet Technology	BS	SCS	0799.00
International Management	BBA	LUB	0513.00
Language, Culture, and World Trade	BA	DYS	2299.00
Latin American Studies	BA	DYS	0308.00
Liberal Studies	BA	DYS	4901.00

Management-Business Management	BBA	LUB	0506.00
Management- Entrepreneurship	BBA	LUB	0506.00
Management- Hospitality and Tourism	BBA	LUB	0506.00
Management- Human Resources	BBA	LUB	0506.00
Marketing-Advertising and Integrated Marketing Communications (IMC)	BBA	LUB	0509.00
Marketing-Global Marketing Management	BBA	LUB	0509.00
Mathematics	BA	DYS	1701.00
Mathematics	BS	DYS	1701.00
Modern Languages and Cultures	BA	DYS	1199.00
Musical Theater	BFA	DYS	1004.00
Nursing 4-YR Baccalaureate	BS	NUR	2299.00
Philosophy and Religious Studies	BA	DYS	1599.00
Political Science	BA	DYS	2207.00
Production & Design Stage & Screen	BFA	DYS	1009.00
Professional Communication Studies *	BS	DYS	0599.00
Professional Computer Studies *	BS	SCS	0701.00
Professional Studies	BS	DYS	4901.00
Professional Technology Studies **			
Internet Technology and E-Commerce	BS	SCS	0799.00
Quantitative Business Analysis	BBA	LUB	0506.00
Telecommunications (NACTEL)	BS	SCS	0799.00
Psychology	BA	DYS	2001.00
Sociology-Anthropology	BA	DYS	2208.00
Spanish	BA	DYS	1105.00
Teaching Students with Speech and Language Disabilities	BA	DYS	0815.00
Theater Arts	BA	DYS	1007.00
Women's and Gender Studies	BA	DYS	2299.00

## Combined Degrees

MAJOR	HEGIS CODE
BA in Biology and Adolescent Education and MSE in Adolescent Education	0401.01
BA in Chemistry and Adolescent Education and MSE in Adolescent Education	1905.01
BA in Childhood Education and Special Needs MSE in Adolescent Education	0808.08
BA in Computer Science and MS in Computer Science	0701.00
BA in Computer Science and MS in Information Systems	0701.00
BA in Computer Science and MS in Telecommunications	0701.00
BA in Earth Science and Adolescent Education and MSE in Adolescent Education	1917.01
BA in English and Adolescent Education and MSE in Adolescent Education	1501.01
BA in English Language and Literature and MS in Publishing	1502.00
BA in Environmental Studies and JD in Law	0420.00
BA in History and JD in Law	2205.00
BA in History Social Studies and Adolescent Education and MSE in Adolescent Education	2201.01
BA in Mathematics and Adolescent Education and MSE in Adolescent Education	1701.01
BA in Philosophy and Religious Studies and JD in Law	1599.10
BA in Political Science and JD in Law	2207.00
BA in Psychology and MA in Psychology	2001.00
BA in Spanish and Adolescent Education and MSE in Adolescent Education	1105.01
BBA in Public Accounting and MBA in Public Accounting	0502.00
BBA in Public Accounting and MS in Financial Management	0502.00
BS in Computer Science and MS in Software Development and Engineering	0701.00
BS in Criminal Justice and JD in Law	2105.00
BSN in Nursing and MS in Family Nurse Practitioner	1203.00
BSN in Nursing and MA in Nursing Education	1203.01
BS in Technology Systems and MS in Information Systems	0702.00

## Certificate Programs

MAJOR	HEGIS CODE
Applications Programming	5103.00
Basic Accounting	5002.00
Broadband Essentials	5199.00
Computer Art	5012.00
Emerging Telecommunications Technology	5199.00
French For The Professions	5611.00
General Business	5001.00
Human Resource Management	0515.00
Information Assurance In The Criminal Justice Systems	5505.00
Information Systems	5101.00
International Marketing Management	5004.00
Internet Technologies	5104.00
Introduction To Broadband	5199.00

Introduction To Telecommunications	5199.00
Italian For The Professions	5611.00
Latin American Studies	5603.00
Personal Computer Applications	5199.00
(Personal Computer And Multimedia Applications)	5199.00
Political Science	5622.00
Programming	5103.00
Spanish For The Professions	5611.00
Telecommunications Essentials	5199.00
Web Media	5104.00

*\* Transfer and adult students only*

*\*\*Allied health programs are offered in conjunction with: Columbia University, New York State College of Optometry, New York Medical College, and New York College of Podiatric Medicine.*

*†† Program requires students to choose a second major based on the subject they choose to teach.*

*+++Students can choose to major in Literacy, Special Education, or Educational Technology at the MSE level.*

*# Associate and Combined Degree programs have separate admission and enrollment requirements. Please contact the admission office for more details. Students who wish to enroll in the combined degree program usually do so in their junior and/or senior years and are required to meet a minimum GPA.*

*Pre-med and pre-law tracks are preparatory for medical school or law school, respectively.*

## HEGIS Code: Graduate Majors (Pleasantville Campus)

MAJOR	DEGREE	SCH	HEGIS CODE
American Studies	BA	DYS	0313.00
Applied Psychology and Human Relations	BA	DYS	2001.00
Accounting			
Accounting	BBA	LUB	0502.00
Public Accounting	BBA	LUB	0502.00
Art	BS	DYS	1002.00
Biochemistry	BS	DYS	0414.00
Biology	BS/BA	DYS	0401.00
Biological Psychology	BA	DYS	2010.00
Chemistry	BS	DYS	1905.00
Childhood Education	BA	SOE	0802.00
Clinical Laboratory Science	BS	DYS	1223.00
Communication Arts and Journalism	BA	DYS	0602.00
Communications	BA	DYS	0601.00
Computer Science	BS/BA	SCS	0701.00
Criminal Justice	BS	DYS	2105.00
Economics	BA	DYS	2204.00
Education, Adolescent ††			
Biology	BA	SOE	0401.01
Chemistry	BA	SOE	1905.01
Earth Science	BA	SOE	1917.01
English	BA	SOE	1501.01
History / Social Studies	BA	SOE	2201.01
Mathematics	BA	SOE	1701.01
Spanish	BA	SOE	1105.01
English	BA	DYS	1501.00
English and Communications	BA	DYS	1502.00
Environmental Science	BS	DYS	0420.00
Environmental Studies	BA	DYS	0420.00
Film and Screen Studies	BA	DYS	1010.00
Finance	BBA	LUB	0504.00
General Business	BBA	LUB	0501.00
History	BA	DYS	2205.00
Human Services	BA	DYS	4903.00
Information Systems			
Information Systems – Business	BBA	LUB	0702.00
Information Systems – Computer Science	BS	SCS	0702.00
International Management	BBA	LUB	0513.00
Liberal Studies	BA	DYS	4901.00
Management-Business Management	BBA	LUB	0506.00

Management- Entrepreneurship	BBA	LUB	0506.00
Management- Human Resources	BBA	LUB	0506.00
Marketing-Advertising and Integrated Marketing Communications	BBA	LUB	0509.00
Marketing-Global Marketing Management	BBA	LUB	0509.00
Mathematics	BA/BS	DYS	1701.00
Modern Languages and Cultures	BA	DYS	1199.00
Nursing (4-year program)	BS	LSN	1203.00
Philosophy and Religious Studies	BA	DYS	1599.00
Political Science	BA	DYS	2207.00
Professional Communication Studies *	BS	DYS	0599.00
Professional Computer Studies *	BS	SCS	0701.00
Professional Studies	BS	DYS	4901.00
Professional Technology Studies **			
Internet Technology and E-Commerce	BS	SCS	0799.00
Telecommunications (NACTEL)	BS	SCS	0799.00
Psychology	BA	DYS	2001.00

## Combined Degrees

MAJOR	HEGIS CODE
BA in Applied Psychology and Human Relations and MS in Counseling	2001.00
BA in Applied Psychology and Human Relations and MS in Mental Health Counseling	2001.00
BA in Biology and Adolescent Education and MSE in Adolescent Education	0401.00
BA in Biology and JD in Law	0401.00
BA in Chemistry and Adolescent Education and MSE in Adolescent Education	1905.01
BA in Childhood Education and Special Needs MSE in Adolescent Education	0808.00
BA in Communications and JD in Law	0601.00
BA in Computer Science and MS in Computer Science	0701.00
BA in Computer Science and MS in Information Systems	0701.00
BA in Computer Science and MS in Telecommunications	0701.00
BA in Earth Science and Adolescent Education and MSE in Adolescent Education	1917.01
BA in English and JD in Law	1501.00
BA in Environmental Studies and JD in Law	0420.00
BA in Environmental Studies and MS in Environmental Science	0420.00
BA in History and JD in Law	2205.00
BA in History Social Studies and Adolescent Education and MSE in Adolescent Education	2201.01
BA in Italian and Adolescent Education and MSE in Adolescent Education	1104.01
BA in Mathematics and Adolescent Education and MSE in Adolescent Education	1701.01
BA in Philosophy and Religious Studies and JD in Law	1599.10
BA in Political Science and JD in Law	2207.00
BA in Political Science and Master in Public Administration	2207.00
BA in Psychology and MS in Counseling	2001.00
BA in Spanish and Adolescent Education and MSE in Adolescent Education	1105.01

BBA in Public Accounting and MBA in Public Accounting	0502.00
BBA in Public Accounting and MS in Financial Management	0502.00
BS in Biology and MS in Environmental Science	0401.00
BS in Computer Science and MS in Software Development and Engineering	0701.00
BS in Criminal Justice and JD in Law	2105.00
BSN in Nursing and MS in Family Nurse Practitioner	1203.00
BSN in Nursing and MA in Nursing Education	1203.10
BS in Technology Systems and MS in Information Systems	0702.00

## Certificate Programs

MAJOR	HEGIS CODE
Applications Programming	5103.00
Basic Accounting	5002.00
Broadband Essentials	5199.00
Computer Art	5012.00
Emerging Telecommunications Technology	5199.00
General Business	5001.00
Information Assurance In The Criminal Justice Systems	5505.00
Information Systems	5101.00
International Marketing	5004.00
Internet Technologies	5104.00
Introduction To Broadband	5199.00
Introduction To Telecommunications	5199.00
Latin American Studies	5603.00
Naturalist	5604.00
Personal Computer Applications (Personal Computer And Multimedia Applications)	5199.00
Programming	5103.00
Telecommunications Essentials	5199.00
Web Media	5104.00

\* Transfer and adult students only

\*\*Allied health programs are offered in conjunction with: Columbia University, New York State College of Optometry, New York Medical College, and New York College of Podiatric Medicine.

†† Program requires students to choose a second major based on the subject they choose to teach.

+++Students can choose to major in Literacy, Special Education, or Educational Technology at the MSE level.

# Associate and Combined Degree programs have separate admission and enrollment requirements. Please contact the admission office for more details. Students who wish to enroll in the combined degree program usually do so in their junior and/or senior years and are required to meet a minimum GPA.

Pre-med and pre-law tracks are preparatory for medical school or law school, respectively.

# University Administration

## Founders

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Homer S. Pace, CPA

Charles A. Pace, LLD

## Board of Trustees

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Pace University Board of Trustees:

<http://www.pace.edu/president/board-of-trustees>

## Trustees Emeriti

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Pace University Trustees Emeriti:

<http://www.pace.edu/president/board-of-trustees/trustee-emeriti>

## Officers of Administration

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Marvin Krislov  
President

President Krislov's Leadership Team:

<http://www.pace.edu/president/leadership-team>

## Graduate Admissions

### Application Process

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Applicants to Pace University graduate degree and certificate programs must hold a bachelor's degree from an accredited college or university if post-secondary education was completed in the United States. Applicants who are currently in their senior year at an undergraduate institution may apply for admission, but acceptance will be contingent upon receipt of a final transcript indicating all senior year grades and receipt of the bachelor's degree. Applicants who have attended institutions outside of the U.S. must hold a degree equivalent to a U.S. bachelor's degree.

International applicants who hold a 3-year Bachelor's degree that is not equivalent to a U.S. 4-year Bachelor's degree, please review information and requirements.

If you are interested in taking graduate-level courses at Pace but are not ready to enroll in a full degree program, please visit our Non-Degree Applicants web page. If you are currently enrolled in a graduate program at another institution and are interested in taking courses at Pace, please visit our Visiting Applicants web page.

To review graduate application requirements and information, please see the links below:

### Checklist for Application

Below is a checklist of the documents required for a completed application:

1. **Application**
  - a. Our graduate applications vary by program and student type. To access the correct application, visit our Apply Today page and make your selection based on your student type.
2. **Application Fee (\$70, non-refundable)**
  - a. If you complete the online application you will pay the fee online with a credit card. If you are sending a print application, please enclose a check or money order made payable to Pace University.
3. **Two Letters of Recommendation**
  - a. Letters should be from academic or professional references that can knowledgeably comment on your ability to successfully complete graduate study.
  - b. Letters must be forwarded in sealed envelopes.
  - c. Visit the Forms and Brochures page for access to printable Recommendation Forms.
  - d. Please note that **three letters of recommendation** are required for the PsyD in School-Clinical Child Psychology, the PhD in Mental Health Counseling, the MSEd in School Psychology, and the MSEd in Bilingual School Psychology.



- e. Applicants to the MS in Human Resource Management program who are requesting a waiver of the GMAT/GRE based on work experience are required to submit one letter of recommendation from their employer verifying the dates of employment and the work performed.
4. **Resume**
    - a. A resume or typewritten outline describing at least the past five years of your employment history and any significant community, professional, or college extracurricular activities.
    - b. Include recognitions and achievements (e.g. licenses, publications, and awards).
  5. **Personal Statement**
    - a. Send a typewritten essay explaining to the Graduate Admission Committee why you would like to pursue the program of graduate study you have chosen. Additional information regarding your academic performance, as well as professional experience, may also be included in the supplement.
  6. **All Official Transcripts**
    - a. Transcripts from every accredited college or university attended (not just the degree granting institution) must be sent either to Pace University, directly from the academic institution, or forwarded by the applicant in sealed envelopes from the academic institution.
    - b. Transcripts are considered official only if they are sent directly to Pace University from the educational institution of origin, or forwarded by
      - c. any NACES-accredited translation evaluator (*preferred*),
      - d. the student's Ministry of Education,
      - e. a U.S. consular officer, or
      - f. an EducationUSA adviser
  7. **Photocopies, facsimiles, and notarized copies of academic records are not considered official and will not be accepted.** Academic records issued in a language other than English are required to be translated and attested to by the institution of origin or a Pace-approved translation agency accredited through NACES.
  8. **International Students**
    - a. International applicants will need to submit TOEFL, IELTS or Pearson PTE academic scores. For more information visit our TOEFL/IELTS/Pearson PTE Requirements page.
    - b. Citizens from the following countries are waived from the English proficiency requirement: Australia, Canada, New Zealand, the British Virgin Islands, Jamaica, United Kingdom, Ireland, Antigua, Scotland, St. Lucia, Bahamas, Barbados, Trinidad/Tobago, Dominica, Grenada, Grand Cayman, Guyana, Belize, Anguilla, Montserrat, Turks and Caicos Islands, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Antigua and Barbuda.

## Additional Requirements

In addition, **GRE/GMAT/MAT** exam scores and/or pre-requisites and other application requirements may apply. Please consult the printed applications for details.

## Lubin School of Business Requirements

### For Lubin School of Business applicants:

- If you are an MBA applicant who already holds a business-related master's or doctoral degree, you may request a waiver of the GMAT or GRE.
- If you are applying for the MS in Taxation and are currently a CPA, CMA, or have been admitted to the bar, you may request a waiver of the GMAT or GRE.
- If you are applying for the MS in Human Resources Management and have a minimum of employer-validated three years of human resources experience in a managerial position, you may request a waiver of the GMAT or GRE. Resume will be required supported by letters of recommendation.

## Dyson College of Arts and Sciences Requirements

### For Dyson College of Arts and Sciences applicants:

- PhD in Mental Health Counseling, PsyD in School-Clinical Child Psychology, MEd in School Psychology, and MEd in Bilingual School Psychology applicants will need to provide General GRE scores.
- Students in MEd and PsyD programs are not required to provide Psychology subject GRE scores, but may be required to submit Psychology GRE scores once enrolled in the program.
- MA in Psychology applicants are not required, but encouraged to take the General GRE exam and provide their score.
- MA in Media and Communication Arts applicants must submit a portfolio containing samples of their prior work (for example: press releases, advertisements, presentations, writing samples, etc.).

## School of Education Requirements

For School of Education applicants:

- The GRE is required for admission to initial teacher certification programs based on a new law approved by the New York State Legislature.
- The School of Education applies a holistic approach to application review in which a degree candidate's quantitative and qualitative factors are evaluated for admission eligibility. Standardized test scores will not have more significance than any other application requirements.

## Testing Codes

For the GRE/GMAT/TOEFL the Testing Code for Pace's New York City Campus is 2635; for Westchester campus the code is 2644.

## Mailing Address

Materials should be sent to the **Office of Graduate Admission Processing Center**:

**Office of Graduate Admission**  
One Pace Plaza  
New York, NY 10038  
(212) 346-1531  
[graduateadmission@pace.edu](mailto:graduateadmission@pace.edu)

## Application Deadlines

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Please see the application deadlines by term clicking on the appropriate links below:

### Spring Term (January Start) Deadline

#### Dyson College of Arts & Sciences

- All graduate programs\*: Domestic Students- December 1st; International Students- October 1st  
\* MA in Management for Public Safety and Homeland Professionals, MEd., PsyD., and Actors Studio enroll in fall semester only.

#### College of Health Professions

- Accelerated Bachelor of Science in Nursing - Westchester Campus only: Deadline for completed applications: September 15th. Class size limited to 64.
- Physician Assistant Studies Completion Program, MS- Please see the Physician Assistant website for details.
- The following programs do not enroll in the spring semester: DNP; Family Nurse Practitioner, MS; Acute Care Adult NP Certificate of Advanced Graduate Study, Nursing Education, MS; and Physician Assistant Studies, MS.

#### Lubin School of Business

- MBA and MS Programs: Domestic Students- December 1st; International Students- October 1st
- Masters in Finance for Professionals (MFP)- February 14th. MFP program begins on February 27th. Please see the MFP program website for additional application details.

#### School of Education

- All graduate programs: Domestic Students- December 1st; International Students- October 1st

#### Seidenberg School of Computer Science & Information System

- All non-DPS programs\*: Domestic Students- December 1st; International Students- October 1st  
\* DPS program enrolls in fall semester only.

## Fall Term (September Start) Deadline

### Dyson College of Arts & Sciences

- MEd or PsyD: All Students - January 1st
- PhD in Mental Health Counseling - February 1st
- MA in Management for Public Safety and Homeland Security Professionals: Domestic Students only- August 1<sup>st</sup>
- The Actors Studio Drama School: See the Actors Studio Drama School website for details
- All other Dyson programs not listed above: Domestic Students- August 1st; International Students- June 1st

### College of Health Professions

- Accelerated Bachelor of Science in Nursing - New York City Campus only: Deadline for completed applications: February 1st. Class size limited to 64.
- Physician Assistant Studies Completion Program, MS - Please see the Physician Assistant website for details.
- The DNP programs for FNP's and Acute Care Adult NP's are limited to 24 students each, domestic students only.
- Physician Assisted Studies, MS - Domestic Students Only, Pleasantville Campus; December 1st of previous year.

NOTE: The Accelerated Bachelor of Science in Nursing enrolls on the New York City campus only for the Fall semester. Class size is limited to 64 students. The DNP programs for FNP's and Acute Care Adult NP's are limited to 24 students each.

### Lubin School of Business

- All graduate programs: Domestic Students- August 1st; International Students- June 1st

NOTE: Executive MBA and Executive Doctor of Professional Studies programs - Please see the Lubin School Executive Education website for additional application information.

### School of Education

- All graduate programs: Domestic Students- August 1st; International Students - June 1st

### Seidenberg School of Computer Science & Information System

- All DPS Applicants: June 1st. Please see the DPS website for additional application information.
- All non-DPS programs: Domestic Students - August 1st; International Students - June 1st

## Summer Session I & II Deadlines

### Dyson College of Arts & Sciences

- All graduate programs\*: Domestic Students- May 1st; International Students- March 1st  
\* MA in Management for Public Safety and Homeland Professionals, MEd., PsyD., and Actors Studio enroll in Fall semester only.

### College of Health Professions

- Physician Assistant Studies, MS -- *Domestic, NYC Students only* -- August 1st of the previous year. Program starts with Summer II session. Please see the Physician Assistant website for application details.
- Domestic students only.
- All other programs do not enroll students in the summer semester.

### Lubin School of Business

- All graduate programs: Domestic Students- May 1st; International Students- March 1st.

### School of Education

- All graduate programs: Domestic Students- May 1st; International Students- March 1st.

### Seidenberg School of Computer Science & Information System

- All non-DPS programs\*: Domestic Students- May 1st; International Students- March 1st  
\* DPS program enrolls in fall semester only.

## 3-Year Degree / Bridge Program

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Please see the links below for information for the Seidenberg School of Computer Science and Information Systems and the Lubin School of Business:

### Seidenberg School of Computer Science and Information Systems

#### Applicants from India:

Students holding a 3-year Bachelor's degree - including Bachelor of Science (B. Sc), Bachelor of Commerce (B. Com), Bachelor of Arts (B.A.) - from universities in India will be considered for direct admission to the following Master's degree programs in the Seidenberg School: MS in Computer Science, MS in Information Systems.

Successful candidates can begin their advanced degree studies upon enrollment and are not required to enroll in a bridge program consisting of additional undergraduate course work. Applicants should use the regular online or print application for Graduate Applicants - Masters Program. **The GRE is required for admission.**

#### Applicants from all other countries:

International students from all other countries whose undergraduate degree is not equivalent to a four year American baccalaureate and who have not completed a master's degree may seek admission to a Seidenberg School Master's program via the Bridge Program for International Students. The program provides supplementary course work to those students with strong academic records who are judged capable of successfully completing a graduate certificate or the MS so that they meet the four year equivalency requirement for graduate study. Applicants should use the regular online or print application for Graduate Applicants - Masters Programs. **The GRE is required for admission.**

Once the applicant's eligibility for the Bridge Program for International Students has been determined, students will take bridge coursework in conjunction with coursework in the advanced degree they choose. Advisement and course of study will be done by Seidenberg advisers and/or Deans on an individual and case by case basis. Additional coursework would be determined based on the deficiency or need of the student. Post-baccalaureate course work taken by the applicant either abroad or in the U.S. may be applied toward the bridge program requirement as determined by the Seidenberg School.

### Lubin School of Business

Any international student whose undergraduate degree is not equivalent to a four year U.S. baccalaureate and who has not completed a master's degree may seek admission by means of the Bridge Program for International Students. The purpose of the program is to provide supplementary coursework to those students with strong academic records who are judged capable of successfully completing a graduate certificate or the MBA/MS so that they meet the four year equivalency requirement for graduate study. Applicants should use the regular online or print application for Graduate Applicants - Masters Programs. **The GMAT or GRE is required for Admission.**

Once the applicant's eligibility for the Bridge Program for International Students has been determined, a course of study of up to 30 credits designed to remedy the applicant's academic deficiencies and to prepare the applicant for the graduate program will be outlined. Up to 15 credits of post-baccalaureate course work taken by the applicant either abroad or in the U.S. may be applied toward the 30 credit bridge requirement as determined by the Office of Graduate Admission in conjunction with the Lubin School of Business.

### Additional Bridge Program Information

If a student is admitted to the program, a Bridge Program Agreement and Bridge Program Course Outline describing the required premasters course work will be sent with the letter of acceptance. The admitted student is required to sign and return the Bridge Program Agreement as a condition of acceptance and is bound by the requirements stipulated.

Upon completion of the Bridge Program, students with a grade point average of 3.0 will be permitted to continue on in the graduate program; those with less than a 3.0 will be dismissed without appeal.

Please contact the Office of Graduate Admission for more information regarding the Bridge Programs:

**Office of Graduate Admission**  
One Pace Plaza  
New York, NY 10038  
(212) 346-1531  
[intlgradadmission@pace.edu](mailto:intlgradadmission@pace.edu)

**Office of Graduate Admission**  
Vineyard House  
861 Bedford Road  
Pleasantville, NY 10570  
(914) 422-4283  
[intlgradadmission@pace.edu](mailto:intlgradadmission@pace.edu)

## Apply Now

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The fastest way to apply is through our web application. To apply online, visit our Apply Today page to access the appropriate application for your program and student type. If you prefer to submit a print application, please appropriate link below:

- College of Health Professions - Masters Application
- College of Health Professions - Doctor of Nursing Practice Application
- Dyson College of Arts and Sciences - Masters and PhD Application
- Lubin School of Business - Masters Application
- Seidenberg School of Computer Science and Information Systems - Masters and Doctoral/PhD Application
- School of Education - Masters Application

Graduate Assistantship applications may be submitted online or you may apply via paper application. Paper applications are below and the graduate assistantship application is found within.

### Non-Degree or Visiting Applicants

If you are applying as a non-degree or visiting applicant, use these links to access our short application forms.

#### Non-Degree Applicant

#### Visiting Grad Student

Pace admits students of any race, color, and national or ethnic origin.

## Auditions for Acting MFA

Pace University's Actors Studio Drama School offers a Master of Fine Arts in Acting, Directing and Playwriting. In addition to completing a standard graduate application, applicants to this program will be required to submit additional materials, such as headshots, portfolios, and/or writing samples dependent upon the applicants chosen track. Once all the materials are reviewed, candidates will be invited to audition. **For detailed information on the application and audition process for this unique program, please visit the Actors Studio MFA website.**

## TOEFL/IELTS Requirements

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Students who earned a bachelor's degree in a country where English is not the official language and for whom English is not their first language must submit scores from the TOEFL, or International English Language Testing System (IELTS), or Pearson PTE exam that are no more than two years old.

### REQUIREMENTS

The following scores are sufficient to demonstrate the requisite proficiency in English for admission directly into Pace's academic programs:

If you are applying to programs within the **School of Education** or the **Dyson College of Arts and Sciences (except for the MA in Media and Communication Arts)**:

- TOEFL scores of 88 (Internet-based version).
- IELTS score of 7.0
- Pearson PTE score of 60

If you are applying to programs within the **College of Health Professions** or the **MA in Media and Communication Arts**:

- TOEFL scores of 100 (Internet-based version)
- IELTS score of 7.5
- Pearson PTE score of 68

If you are applying to programs within the **Lubin School of Business**:

- TOEFL scores of 90 (Internet-based version)
- IELTS score of 7.0
- Pearson PTE score of 61

If you are applying to programs within the **Seidenberg School of Computer Science & Information Systems**:

- TOEFL scores of 78 (Internet-based version)
- IELTS score of 6.5
- Pearson PTE score of 52

The TOEFL codes for Pace University are as follows:

- Westchester Campus: **2644**
- New York City Campus: **2635**

If your TOEFL or IELTS scores are below the minimums stated above or Admission determines that you need additional English language preparation to be a fully matriculated student, you could be a candidate for the Pace University Global Pathways program. Once you submit your application, the Admission Committee will advise you about being admitted into this program.

### ADDITIONAL INFORMATION

All accepted students are required to take University Placement Exams prior to registration. Students may be restricted to intensive English course work for at least one semester, which may extend the length of time and cost of completing a degree.

The Admission Committee may require additional testing if there are concerns about your ability to read, write, and speak English sufficiently to meet the demands of your intended curriculum, based on the materials you submitted as part of your application or on written or verbal communications with you after you submitted your application.

## Non-Degree Applicants

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If you are interested in taking graduate-level courses at Pace, but are not ready to enroll in a full degree program, you may be eligible to take up to 6 graduate credits as a non-degree seeking student.

Courses are offered to individuals who qualify by virtue of previous education or professional experience. You can browse course offerings, by semester, through the online course schedule. To apply, please complete the Graduate Non-Degree Application.

Schedule an appointment with the Office of Graduate Admission (see locations below). Bring your transcript indicating conferral of your bachelor's degree along with the completed application.

If you have any questions or concerns, please contact the Office of Graduate Admission for the campus to which you are applying.

#### Office of Graduate Admission

One Pace Plaza  
New York, NY 10038  
(212) 346-1531  
[graduateadmission@pace.edu](mailto:graduateadmission@pace.edu)

#### Office of Graduate Admission

Vineyard House  
861 Bedford Road  
Pleasantville, NY 10570  
(914) 422-4283  
[graduateadmission@pace.edu](mailto:graduateadmission@pace.edu)

## Visiting Degree Applicants

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A student currently in good standing in a comparable graduate program at another institution may apply to take traditional in-class or online courses within a Pace University graduate program. Applicants accepted as Visiting Students may take a maximum of two courses in a Pace graduate program.

**Step 1.** Access the Pace class schedule to see what courses are available.

- Under *Choose Term* select the term in which you wish to enroll
- Under *Level* select Graduate
- Under *Choose Subject* select the class(es) that interest you
- Use the *Choose Campus* menu to find online courses, or if you specifically want to attend our NYC or Westchester campus
- Click on the Search button and the results will appear
- For any particular course listed, you can access details - including prerequisites - using the "More Info" link on the right

**Step 2:** Download the PDF of the Visiting Student Application.

- Complete the application and note in which course(s) you wish to enroll
- Mail the application to either of the Offices of Graduate Admission listed below

Registration for courses is on a space-available basis and the courses must be completed in the semester or summer session for which the visiting student applied.

If you have any questions or concerns, please contact the Office of Graduate Admission for the campus to which you are applying.

#### Office of Graduate Admission

One Pace Plaza  
New York, NY 10038  
(212) 346-1531  
[graduateadmission@pace.edu](mailto:graduateadmission@pace.edu)

#### Office of Graduate Admission

Vineyard House  
861 Bedford Road  
Pleasantville, NY 10570  
(914) 422-4283  
[graduateadmission@pace.edu](mailto:graduateadmission@pace.edu)

# Tuition and Fees

## Tentative Tuition and Fees

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*(subject to change)*

### Tentative Undergraduate Tuition Rates for Fall/Spring 2019-2020

Full-time Tuition Rate **Per Semester** (12-18 credits)\* \$22,357.00

*\*Credits above 18 are assessed at the Part-time Per Credit Rate*

Part-time Per Credit Hour Rate (1-11 credits) \$1,282.00

### Tentative Graduate Tuition Rates for Fall/Spring 2019-2020

#### Graduate Tuition Per Credit by School/College:

School/College	Tuition Per Credit
Actors Studio MFA	\$44,528.00 per year
College of Health Professions 2-year Combined Degree	\$1,167.00 per credit
College of Health Professions Nursing Combined Degree-Day	\$20,500.00 per semester
College of Health Professions Nursing (DNP Only)	\$9,650.00 total program
College of Health Professions Nursing (excluding DNP) Graduate Rate	\$1,305.00 per credit
College of Health Professions - PA Program	\$105,000.00 total program
Dyson Arts and Sciences Graduate Rate	\$1,285.00 per credit
Dyson EMA Homeland	\$1,048.00 per credit
Dyson MPA Program	\$1,080.00 per credit
Dyson MS Environmental Policy	\$1,048.00 per credit
Dyson MS Environmental Science	\$1,048.00 per credit
Dyson MS Publishing	\$1,220.00 per credit
Dyson MS Counseling	\$1,220.00 per credit
Dyson PhD	\$1,220.00 per credit
Dyson PsyD	\$1,325.00 per credit
Dyson Degree Completion (AA or AS)	\$555.00 per credit
iPace	\$555.00 per credit
iPace RN/BS	\$680.00 per credit
Lubin (DPS only)	\$1,344.00 per credit
Lubin Business (excluding DPS)	\$1,305.00 per credit
Lubin e.MBA	\$80,340.00 total program
Lubin MS in Finance for Professionals	\$48,410.00 total program
School of Education	\$955.00 per credit
Seidenberg CSIS (DPS only)	\$69,000.00 total program
Seidenberg CSIS (PhD)	\$1,200.00 per credit
Seidenberg CSIS (excluding DPS)	\$1,305.00 per credit
Pace Online MS in IT (Office of Personnel Management)	\$887.00 per credit
Pace Online MPA (Office of Personnel Management)	\$734.00 per credit
Pace Online MA in Public Safety	\$713.00 per credit

Undergraduate Pathways	\$11,500.00 One Term \$23,000.00 Two Terms \$34,500.00 Three Terms
Graduate Pathways	\$10,375.00 One Term \$20,750.00 Two Terms \$31,125.00 Three Terms

## Fall/Spring 2019-2020 Fees

### General Institution Fee

	Per Semester
Up to 4 Credits	\$160.00
5 to 7 Credits	\$230.00
8 to 11 Credits	\$305.00
12 or More Credits	\$435.00

### Maintaining of Matriculation Graduate Per Semester

MM 600 MN (Master's)	\$50.00
MM 700 MN (PsyD)	\$250.00
MM 800 MN (DPS)	\$250.00
MM 801 MN (DCS)	\$250.00
DPS in Computing, Year 5	\$1,000.00
PhD in Psychology, Year 5	\$250.00
PhD in Computer Science	TBD

### Miscellaneous Fees

	Per Semester
Alumni Audit	Applicable course fee only
Admissions Application Graduate - Fall 2018/Spring 2019	\$70.00
Admissions Application Undergraduate – Fall 2018/Spring 2019	\$50.00
Auditing, Per Credit	Part time prevailing per credit rate
Challenge to Achievement (CAP)	\$550.00
Deferred/Conflict Exam	\$35.00 for <b>1 exam</b> , \$50.00 for <b>2+ exams</b>
Dorm Deposit - new student; non-refundable	\$400.00
Dorm Deposit - returning student; refundable on a sliding scale	\$400.00
Dorm Security Deposit	\$100.00
Dyson Graduate Student Association Fee	\$50.00 <b>per semester</b>
Freshman Studies	\$300.00
High School Bridge Program	\$150.00
International Student Fee	\$55.00
ISS Opt Processing & Record Management Fee	\$125.00
ISS Opt STEM Extension Processing & Record Management Fee	\$175.00
Late Registration/Payment Fee: Fall and Spring	\$200.00
Late Registration/Payment Fee: Summer	\$50.00
Late fee for each missed/late payment on Pace Payment Plan	\$25.00
Life Experience Learning Portfolio (UG only)	Part-time prevailing per credit rate



Lubin Graduate Student Development	\$175.00
Mandatory Accident and Sickness Insurance Domestic Student	\$,2985.00
Mandatory Accident and Sickness Insurance International Student	\$1,406.00
OASIS Program (Fall and Spring)	\$7,000 <b>per semester</b>
OASIS Program (Summer)	\$800.00
PA Supplemental Admissions Application, Graduate	\$70.00
Performing Arts Fee	\$2,500 <b>per semester</b>
Performing Arts Acting	\$75.00
Performing Arts Musical Theatre	\$75.00
Psychology Program, Graduate	\$50.00 <b>per credit</b>
Proctor U Fee	\$50.00
Proficiency Exam	\$160.00
Return Check Charge	\$20.00
School of Education New Student Administrative Fee	\$125.00
School of Education Student Administrative Fee	\$50.00 <b>per semester</b>
Student Activities, Full-time Undergraduate students	\$101.00 (New York Campus)
Student Activities, Full-time Undergraduate students	\$101.00 (Westchester Campus)
Study Abroad	\$100.00
Technology Fee – Full Time	\$105.00
Technology Fee – Part Time	\$60.00
Transcript Request	\$7.00
Transfer Fees	\$50.00
Tuition Deposit, Undergraduate	\$100.00 <b>(non-refundable)</b>
Tuition Deposit, Graduate	\$200.00 <b>(non-refundable)</b>
University Health Care Fee	\$75.00

\* Tuition and Fees subject to change

## Summer 2020 Tuition

Undergraduate	\$995.00 <b>per credit</b>
Graduate	Varies per college/program

## Special Course Fees

Special course fees are listed in the Course Schedule (<http://www.pace.edu/osa/academic-scheduling/class-schedule>), with the specific course, if applicable.

## General Institution Fee (GIF)

Pace University assesses a General Institutional Fee (GIF) to cover costs associated with ancillary services provided to students which are not covered by tuition: advisement, registration, tutoring and writing centers, library services, co-op and career services, inter-campus transportation, safety and security, parking, and athletic activities. Many institutions charge similar fees or assess separate fees for the aforementioned services. Pace University has consolidated the cost of these services into one concise fee.

## University Health Care Fee

The Health Care fee supports the existence of the University Health Care Unit that are located on the New York City and Pleasantville Campuses. These on-campus facilities are staffed by nurse practitioners - registered nurses who have received training in diagnosing and treating illness, and prescribing medications and other treatments. The UHCU is available to all Pace students, regardless of their ability to pay or health insurance coverage or whether or not the student chooses to make use of these

facilities. This fee also supports some of the services offered by our Counseling and Personal Development Centers on both campuses.

## Technology Fee

Pace University assesses a Technology Fee to ensure students have access to the latest instructional technology resources available. All revenue generated from the technology fee goes directly towards funding instructional technology initiatives that are focused on enhancing the student learning experience. A committee comprised of students and faculty will vote to determine which discretionary initiatives receive funding each year, with annual reports to be provided to the Pace Community.

## Graduate Courses Taken by Undergraduates

Students who are enrolled in a combined degree program are treated as undergraduate students through the end of the semester (Fall, Spring, or Summer) in which they earn 120-128 credits toward their degree, and then are treated as graduate students beginning with the first semester after the semester in which they achieve 128 credits toward the degree. They are assessed the prevailing undergraduate or graduate tuition rate where appropriate. Undergraduate students who are not enrolled in a combined degree program and who are advised to enroll in a graduate course (resulting in a 12-18 credit load) will be charged the prevailing undergraduate flat-rate tuition. Please be reminded that non-combined-degree undergraduate students may only have a maximum of six (6) graduate credits applied to their undergraduate degree.

## Important Notes

- Students in arrears to the University may not be permitted to register for either credit bearing or non-credit bearing continuing education courses until their prior balance is paid in full. Payments received for new enrollments will be applied to any outstanding balance due Pace University.
- In all cases students must contact their campus Office of Student Assistance via mail, telephone, or in person to communicate their intention to attend whether or not a payment is due or a bill has been received.
- **PERSONAL CHECKS:** Personal checks are accepted in payment of tuition and fees. A charge of \$20.00 is assessed for each check returned unpaid by the bank. The Office of Student Assistance reserves the right to exclude students from using personal checks, and may require a student to pay by certified check or money order if an account is more than 90 days in arrears.
- **CREDIT CARDS AND WEBCHECKS:** Credit cards (Visa, MasterCard, American Express, and Discover/Novus) are accepted for payment. Credit cards may be used to pay in full the semester charges, less validated Financial Aid. Credit card payments can only be made online at [www.pace.edu/pay](http://www.pace.edu/pay) and are subject to a 2.85% service fee through TouchNet. If late fees apply, they will be charged to the student's account. The Office of Student Assistance reserves the right to exclude students from paying by credit card and may require a student to pay by certified check or money order. Students may also pay via WebCheck through their MyPace Portal. A personal checking or savings account from a U.S. financial institution is required. A student will need the account number and the routing number of the financial institution in order to process a WebCheck payment.
- **DELINQUENCY OF OUTSTANDING BALANCES:** Delinquent outstanding balances, including those from installment payment plans, are subject to collection by the University or, at the University's option, its designated agent. Late charges and interest may be added to a delinquent outstanding balance. In addition, the actual collection expenses, including attorneys' fees, if any, incurred by the University will be added to the delinquent outstanding balance. **The amount of the actual collection expenses and fees may exceed 50 percent of the delinquent outstanding balance (including any late charges and interest).**

Any student who has a delinquent outstanding balance is not eligible to enroll at the University. The University will not provide copies of transcripts to or on behalf of any student with a delinquent outstanding balance. A delinquent outstanding balance will be reported to all national credit bureaus and may significantly and adversely affect the student's credit history. The University may pursue legal action to recover the amount of the delinquent outstanding balance plus any late charges, interest, actual collection expenses, court costs, and attorneys' fees.

## How to Make a Payment

**Pace University no longer accepts debit/credit cards in-person, by mail, fax, or over the phone for payment of Tuition, Housing, Meal Plan and fees. However, debit/credit cards can be used to pay online through TouchNet/PayPath via [www.Pace.edu/Pay](http://www.Pace.edu/Pay).**

TouchNet is an independent third party contractor who accepts payments to the student account and charges a non-refundable convenience fee based on the amount charged. Credit/Debit card payments will incur a fee of 2.85% which is assessed by TouchNet and not Pace. The convenience fee is paid in full to and retained by TouchNet. The University does not receive any of this fee. The charge for the convenience fee will appear separately from the payment on your card statement. There will be no charge for online payments using your checking or savings account.

To make a debit/credit card payment, visit [www.Pace.edu/Pay](http://www.Pace.edu/Pay) or login to My Pace Portal using your Pace credentials, click on the Student Tab, and click on Registration, Grades and Tuition Schedule. Then, click on Pay Your Bill / Payment Plans and follow the steps to make payment.

### 1. Online

In MyPace Portal, students can make payment under "Registration and Grades", "Pay Bill / Payment Plans". You will have the option of paying by webcheck or credit card. Pace accepts Visa, MasterCard, American Express, and Discover/Novus through PayPath, a service provided through TouchNet™. Parents and other authorized users can make payment by web check or credit card via the Payment Portal. If you wish to pay in monthly installments, you must enroll through the Payment Portal.

For a tutorial on how to pay your bill online, please click here or visit <http://www.pace.edu/osa/pay>.

### 2. By Mail

Payment may be made via check or money order. Please include your Student ID number and make your check or money order payable to Pace University and send to Payment Processing Center, 861 Bedford Road, Pleasantville, New York 10570.

### 3. In Person

Check/Cash payment may be made directly at one of the OSA/Student Solution Centers during office hours:

#### NYC Campus

Pace University  
157 William Street, 5th Floor  
OSA/Student Solutions Center  
New York, NY 10038-1598

#### Westchester (Pleasantville) Campus

Pace University  
Administrative Center  
OSA/Student Solutions Center  
861 Bedford Road  
Pleasantville, NY 10570-2799

#### White Plains Campus (Law School)

Pace University  
78 North Broadway  
Aloysia Hall  
Attn: Student Accounts  
White Plains, NY 10603-3796

### 4. International Payments

Pace University has partnered with Flywire for international payments. This services provides students and their families a cost effective and convenient method of making payments to Pace in foreign currencies.

Flywire allows you to:

- Pay from any country and any bank
- Save money on bank fees and ensure your payment is received in full
- Obtain excellent foreign exchange rates with a best rate guarantee
- Receive piece of mind with 24/7 multilingual customer support
- Track your payment from start to finish

To make your payment, please visit: [www.pace.flywire.com](http://www.pace.flywire.com). For questions about making a payment with Flywire, you can email [support@flywire.com](mailto:support@flywire.com).

## Payment Options

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### Payment Options

Please Note: All students are bound by the payment due date, whether or not a University bill is received. Semester charges and payment information are available through your MyPace Portal account.

#### Full Payment for Fall 2019 Semester

Payment is due on the officially designated payment date shown below or at the time of registration:

**Graduate:** August 1 or day of registration if after August 1

**Undergraduate:** August 1 or day of registration if after August 1

#### Full Payment for Spring 2020 Semester

Payment is due on the officially designated payment date shown below or at the time of registration:

**Graduate:** January 2 or day of registration if after January 2

**Undergraduate:** January 2 or day of registration if after January 2

### Monthly Payment Plan

Pace University offers Payment Plans for each semester (Fall, Spring, and Summer.) Students may enroll in the payment plan through My Pace Portal (<https://portal.pace.edu>) or follow the path from the Office of Student Assistance's Billing and Payment webpage.

## Financial Aid/Loan Recipients

Validated Financial Aid Awards or approved Loans may appear on your invoice. If there is a discrepancy or aid is missing, call or visit the Financial Aid Office as soon as possible: (877) 672-1830, option 1.

# Student Refunds

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## Student Refunds

Students may be eligible to receive a refund, in accordance with Title IV regulations, when payments posted to their student account exceeds the cost of tuition, fees, dorm, meal charges and any other allowable ancillary charges, as authorized by the student and/or parent. Payments may include disbursed financial aid (including scholarships and loans), check payments, and other payments resulting in a credit balance. **The refunding process starts immediately following the official opening date of a semester and refunds are generated once per week. Student refunds will be processed more than once per week to BankMobile when the volume warrants. Please consult your campus Office of Student Assistance (OSA) for specific disbursement dates. Refund checks prepared by the University will continue to be issued once per week.** Students may review the status of their account by viewing the Account Summary section of their portal.

## Refund Selection

For information about BankMobile and your refund choices, visit: <https://bankmobiledisbursements.com/refundchoices/>.

Student refunds will be generated:

1. When a credit balance is created as a result of **the posting of Title IV financial aid** (including Federal Pell Grant, Federal SEOG, Federal loans), a refund will be sent to BankMobile for distribution to the student, in accordance with the student's selected preference. If the aid is disbursed before the semester starts, the credit will be sent to BankMobile no later than 14 days after the official opening date of the semester. Thereafter, refunds are typically mailed within ten days of disbursement, but assuredly within 14 days from the date the credit balance is created.
2. If an account is paid, in part or in full, by a **Parent PLUS loan**, and a credit balance exists, a Pace University check will be drawn, payable to the borrower, to the extent of the existing credit balance, but not exceeding the amount of the PLUS loan. If the loan is disbursed before the semester starts, the check will be mailed no later than 14 days after the official start date of the opening of the semester. Thereafter, refunds are typically mailed within ten days of disbursement, but assuredly within 14 days from the date the credit balance is created. Parents may waive their right to receive the excess funds by completing the authorization on the PLUS application, thereby releasing any excess PLUS funds to the student. Requests will be valid for the specified academic year only.
3. When a credit balance is created as a result of an overpayment or class withdrawal and a check or cash payment only is used, a refund will be sent to BankMobile for distribution to the student, in accordance with the student's selected preference.
4. **Credit Card Refunds:** The Office of Student Assistance refunds in kind, i.e., to the credit card used to pay for the semester's charges. If financial aid is disbursed after the application of the credit card payment, any resultant credit will be refunded to the credit card, up to the amount paid by credit card. The amount refunded to the credit card will never exceed the amount of the original credit card payment. Any excess credit above the original credit card payment will be refunded according to the guidelines stated earlier. **NOTE: The convenience fee of 2.85% charged by TouchNet is a non-refundable fee.**
5. If a student withdraws from a course or all courses, the level of aid eligibility may be recalculated based on the date of the withdrawal and the amount of tuition cancellation, if any. (The Tuition Cancellation Policy may be found within the on-line Class Schedule, under "Tuition and Fees.") **When a recipient of federal funds withdraws or stops attending classes during the first 60% of the semester** (payment period), a recalculation in compliance with the federal Return to Title IV Funds policy will be done. Return to Title IV Funds calculations (R2T4) are completed by the Financial Aid Office, in accordance with Federal regulations. Institutional and New York State funds will also be recalculated according to the policies in place for those funds if a recipient withdraws and receives a full or partial tuition cancellation. Any unearned aid will be returned to the source (e.g. U.S. Department of Education, New York State, etc.) After review, if a student is deemed ineligible for any or all financial aid, any balance due resulting from recalculation of aid becomes the responsibility of the student.

This policy is subject to change without prior notification. Please consult your campus Office of Student Assistance if additional assistance is necessary.

To view our institution's contract with BankMobile, a Division of Customer Bank, go to:

<https://www.vibeaccount.com/swc/doc/landing/1801umha1zeom0r4taq> .

## Tuition Cancellation Policy

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### Undergraduate and Graduate Students

Tuition and special course fees are cancelled only in the following situations: [1] when a student is separated from the University for academic reasons prior to the end of a semester; [2] officially withdraws from any course or courses, regardless of the method of instruction, by filing a written notice to the Office of Student Assistance; or [3] officially withdraws using the MyPace Portal at [www.pace.edu/MyPace](http://www.pace.edu/MyPace). **Please note: Application, technology, general institution, and university health care fees are not refundable.** Tuition cancellation will be made according to the schedule associated with the term of enrollment. Please see the Tuition Cancellation Schedule for more information.

**Note:** It is the student's responsibility to withdraw from courses for which the student has registered. Failure to officially withdraw will result in tuition liability. Students may withdraw online through the MyPace Portal or by filing with the Office of Student Assistance. Non-attendance of classes, informing the instructor of withdrawal, or stopping payment on a check does not constitute official withdrawal and does not relieve the student of his or her financial obligation, or entitle the student to a refund. A student who registers for class and does not attend class remains fully responsible for all financial obligations. In addition, federal financial aid recipients who cease attending classes for a term, but do not officially withdraw, will be deemed to have unofficially withdrawn and will have a portion of their federal aid cancelled after the close of the term when their failure to complete their courses is recorded.

It is important to note that all charges and cancellations are based upon tuition commitments for the full semester. The effective date of withdrawal and cancellation, if any, will be the date when formal application is filed with the Office of Student Assistance (notification to the instructor is not sufficient) or withdrawal via the MyPace Portal at [www.pace.edu/MyPace](http://www.pace.edu/MyPace). In the case of withdrawal by mail, the official postmarked date of the correspondence will be the effective date of withdrawal.

Students registered for a monthly payment plan are responsible for completing all payments if a balance exists after cancellation of tuition. **Application, technology, general institution, university health care, student activity fee, and non-course fees are not refundable.**

## Tuition Cancellation Schedule

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### Time of Withdrawal:

**Note:** Weeks are counted as seven calendar days and count from the first day of the semester or term. **THE APPLICATION, TECHNOLOGY, GENERAL INSTITUTION, STUDENT ACTIVITY, AND UNIVERSITY HEALTH CARE FEES ARE NON-REFUNDABLE.**

#### Fourteen-, Fifteen-, or Sixteen Week Term

##### (most Fall and Spring courses)

	<b>% Cancellation</b>
Prior to and during 1st and 2nd week of term	100%
During 3rd week of term	70%
During 4th week of term	25%
During 5th week of term	20%
After 5th week of term	0%

#### Six-Week Term

##### (most Summer Session I and II courses)

	<b>% Cancellation</b>
Prior to and during 1st week of six-week term	100%
During 2nd week of term	25%
After 2nd week of term	0%

#### One-Week Term

	<b>% Cancellation</b>
Prior to 1st day of one-week term	100%
1st day of the term	25%
2nd day of the term and thereafter	0%

#### Two-Week Term

	<b>% Cancellation</b>
Prior to 1st day of two-week term	100%
1st day of the term	50%
2nd day of the term and thereafter	0%

<b>Three-Week Term</b>	<b>% Cancellation</b>
Prior to 1st day of three-week term	100%
1st day of the term	50%
2nd day of the term and thereafter	0%
<b>Four-Week Term</b>	<b>% Cancellation</b>
Prior to 1st day of four-week term	100%
During 1st week of the term	50%
After 1st week of the term	0%
<b>Five-Week Term</b>	<b>% Cancellation</b>
Prior to 1st day of five-week term	100%
During 1st week of term	50%
After 1st week of term	0%
<b>Seven-Week Term</b>	<b>% Cancellation</b>
Prior to and during 1st week of term	100%
During 2nd week of term	50%
After 2nd week of term	0%
<b>Eight-Week Term</b>	<b>% Cancellation</b>
Prior to and during 1st week of term	100%
During 2nd week of term	50%
After 2nd week of term	0%
<b>Nine-Week Term</b>	<b>% Cancellation</b>
Prior to and during 1st week of term	100%
During 2nd week of term	50%
After 2nd week of term	0%
<b>Ten- or Eleven-Week Term</b>	<b>% Cancellation</b>
Prior to and during 1st week of term	100%
During 2nd week of term	50%
During 3rd week of term	20%
After 3rd week of term	0%
<b>Twelve- or Thirteen-Week Term</b>	<b>% Cancellation</b>
Prior to and during 1st week of term	100%
During 2nd week of term	70%
During 3rd week of term	20%
After 3rd week of term	0%

## Cancellation Because of Serious Illness

If a student withdraws from all his or her classes during the first half of the semester due to serious illness, a prorated cancellation of tuition and special course fees may be permitted, if a tuition appeal is submitted in accordance with policy. The policy is applicable 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 the first 20 percent of the semester, a 100 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 the midpoint of the semester, a prorated cancellation will be permitted but any resulting credit must be held on account to be used within a one-year period.

**Note:** Students who are financial aid recipients and receive a cancellation due to medical reasons are subject to financial aid review and possible aid adjustment.

## Cancellation Because of Business Transfer

Students leaving the area during the first eight weeks of class because of a **permanent** business transfer may receive a prorated refund of all the semester's tuition and special course fees, provided they submit a tuition appeal in accordance with policy. Written substantiation from the employer must accompany the request for a refund. **A change of employer, work responsibility, hours, or required business travel does not qualify as a business transfer.**

**Note:** Students who are financial aid recipients and receive a cancellation due to a business transfer are subject to financial aid review and possible aid adjustment.

## Cancellation Because of Military Service

To comply with the new Department of Defense policy, Pace University will return any unearned TA funds on a prorate basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

**Cancellation because of Military Service:** Any student required to discontinue attending classes because of induction into or activation in the U.S. military service (i.e. National Guard or Reserve activation or periods of Active Duty for Training) may be eligible for a complete refund of all tuition and fees, if orders to report for active duty are received within the first two weeks of class. Thereafter students may choose either a prorated refund or an application of full credit of tuition and fees to future enrollment. Once Student receives notice of call-up, they need to immediately inform their Professors, Advisors and Pace University's Veteran Services Office.

## Financial Aid Refund and Repayment Policy

When a student who is receiving financial aid withdraws from or drops classes for any reason, the resulting refund, credit, or cancellation of tuition, fees, dormitory charges, or meal plan charges must be credited first to the financial aid programs from which the student was receiving funds for that semester. The amount credited to each financial aid program is determined by the type of aid received, the number of credits the student had before and after the drop or withdrawal, the length of time the student was enrolled, and the amount of any adjustment to charges.

Please note that to officially withdraw from classes, a student must withdraw online at [www.pace.edu/MyPace](http://www.pace.edu/MyPace), or file for withdrawal with the Office of Student Assistance.

## Federal Financial Aid Recipients Who Withdraw From All Classes

Federal Title IV financial aid includes: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, Federal Direct Stafford Loans, and Federal Direct PLUS Loans (Parent Loans for Undergraduate Students or Graduate PLUS loans). For students who withdraw from all classes for a semester, federal regulations require that the Financial Aid Office perform the Return to Title IV Funds calculation.

If the student has withdrawn within the first 60 percent of the semester, the student is considered to have "earned" the portion of disburseable Title IV funds equal to the ratio of the number of days the student was enrolled to the number of days in the semester. The calculation will require the return of all federal aid that exceeds the "earned" portion. The amount of aid returned to each program is dictated by the federal calculation.

The Return to Title IV Funds calculation also determines the amount of awarded but not yet disbursed aid, if any, that can be credited to the student's account. Students may not apply for additional federal aid after withdrawing from all classes.

If a return of funds is required, it must be distributed to the various financial aid programs in the following order prescribed by law:

1. Federal Unsubsidized Direct Stafford Loan
2. Federal Subsidized Direct Stafford Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan (for parents or graduate students)
5. Federal Pell Grant
6. SEOG (Federal Supplemental Educational Opportunity Grant)

**Note:** In certain circumstances a student may be required to repay a portion of a refund back to the federal government.

## Federal Financial Aid Recipients Who Withdraw Below Six Credits (Note: The procedure varies by program.)

*Federal Work Study (FWS)* – A student working under the FWS program who drops or withdraws below six credits must stop working immediately because he/she no longer meets the federal guidelines for FWS.

*Pell Grant* – A Pell Grant Award is determined by the student's Effective Family Contribution and enrollment status. Pell awards may be adjusted for changes in enrollment that occur during the first 4 weeks of a semester.

*Federal Supplemental Educational Opportunity Grant (SEOG)* – If a student receives a refund, credit, or cancellation of any institutional charges and SEOG has been disbursed to the student's account, an adjustment may be required as a result of the change in Cost of Attendance. If the grant has yet to be disbursed, eligibility may change.

*Federal Perkins Loans, Direct Stafford Loans, and Plus Loans* – If a student receives a refund, credit, or cancellation of any institutional charges and a loan has been disbursed to the student's account, an adjustment may be required. If a loan has yet to be disbursed, loan eligibility may change. In addition, any undisbursed second disbursement of a Direct Stafford Loan or Direct PLUS Loan must be cancelled.

*All Federal Aid* – Students may not apply for or be awarded additional federal aid after withdrawing below six credits.

## Recipients of Pace University Scholarships and Grants Who Withdraw From Any Classes

If a student withdraws from any classes and receives a refund, credit, or cancellation of tuition, fees, dormitory charges, or meal plan charges, any University aid the student has received that is applicable to the reduced charges will be adjusted if the withdrawal resulted in the student being enrolled in fewer than the minimum required number of credits for the type(s) of aid received. Most University scholarships and awards are applicable to tuition; other types of University aid are applicable to other combinations of charges. The amount of each type of aid reduced will equal the ratio of the reduced charges to the original charges.

## Recipients of New York State TAP and Other State Grant Programs Who Withdraw

New York State regulations govern the reduction or cancellation of TAP in cases where students withdraw or drop classes. New York State TAP and most other state grant programs are applicable only to tuition. If a student withdraws and receives a refund, credit, or cancellation of tuition and/or fees, New York State awards must be reduced to ensure that the award amount does not exceed the remaining applicable charges. In addition, other adjustments may be necessary. The student should contact the University TAP coordinator regarding TAP and other New York State grant program refund requirements.

In all cases, students who are considering withdrawing from classes may call or visit the Financial Aid Office for further details or to discuss their particular situation.

## Athletics and Recreation

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Pace University views athletics and recreation as an integral part of the educational experience. The athletics program is designed to bring students together through participation in a variety of varsity, intramural, club, and recreational sports while serving as a focal point for all students, faculty, staff, and alumni.

As with other non-academic activities, athletic activities add another dimension to university life. Intercollegiate and intramural sports give students of Pace University a chance to compete at many levels of ability and interest. There are currently 14 varsity teams, a spirit squad made up of cheerleading, dance, and pep band, club men's soccer, and a wide variety of intramural sports.

The 75,000 square-foot, \$17 million Ann and Alfred Goldstein Health, Fitness and Recreation Center has been a recognizable landmark of the Pace community since its opening in 2002. The multipurpose, state-of-the-art facility, located on the Pleasantville campus, includes a 2,400 seat arena, an eight lane natatorium, a walking/jogging track, a weight room, an aerobics room, an athletic training facility, locker rooms, and a health care center.

Also, in collaboration with the university, the athletics department recently completed construction of four new facilities. Pace Stadium, a new multipurpose field with lights, Field Turf and 1,100 seats for football, women's soccer, men's lacrosse, and women's lacrosse opened in the fall of 2015. Peter X. Finnerty Field, home of our baseball and field hockey teams, now has Field Turf and lights and a new softball field was also built on the Pleasantville campus. In the spring of 2016, the 14,010 square foot, multi-million dollar Joseph R. Ianniello Field House officially opened, providing Pace student-athletes with a state of the art facility that includes a new strength and conditioning center, locker rooms and a sports medicine component.

Pace University maintains a successful intercollegiate program for students who qualify under the rules of the university, NCAA, and Northeast-10 Conference. Men's intercollegiate varsity sports include basketball, baseball, cross country, lacrosse, football, and swimming and diving. Women participate in basketball, cross country, field hockey, lacrosse, soccer, softball, swimming and diving, and volleyball. The co-ed spirit-squad also provides opportunities with the cheer and dance teams. Pace University competes at the NCAA Division II level, with membership in the Northeast-10 Conference (NE10).

In the fall, football kicks off the season for the Setters, competing in the 10-team NE10 and had four student-athletes earn NE10 All-Conference honors last season. The women's volleyball team has won the NE10 Championship twice since joining the conference and has competed in the NCAA Division II Championship eight times overall. The women's soccer program was started in 1997 and put together its most successful season in program history by setting the record for winning percentage in a season and making their first appearance in the NE10 Championship game in 2016. They have had more than two dozen All-Conference players, as well as 17 All-Region selections along with an All-American selection in 2014. Men's and women's cross country



compete against some of the most talented Division I and II programs in the East Region at various meets. Field Hockey is the newest program at Pace. In only their third year in 2017, the Setters finished No. 10 in the nation and won a program record 15 games.

During the winter season, the men's and women's basketball teams play their home games at the Goldstein Health, Fitness, and Recreation Center on the Pleasantville campus. The women's team advanced to the NCAA Division II Elite Eight in 2001 and the Sweet 16 in 2011. The men's squad won the first NCAA tournament game in program history in 2002 and was an NCAA Tournament participant in 2007. The swimming and diving teams compete in the competitive NE10, and have had six divers and a women's swimmer earn berths in the NCAA Division II national qualifiers in recent years.

The baseball team has won four of the past seven NE10 Southwest Division titles, and earned a bid to the NCAA Division II Tournament in 2013. In addition, the baseball program has had a number of its players selected in the Major League Baseball Draft and go on to play professionally. The men's lacrosse completed one of their most successful seasons in program history in 2017, qualifying for the NCAA tournament for the first time and finishing the season ranked No. 5 in the country. In addition, the men's lacrosse team plays in one of the top Division II conferences in the country, which has featured three National Champions in the last decade, and qualified for the NE10 Championship Tournament last season for the fourth consecutive year. In only its fourth season, the women's lacrosse team qualified for their third consecutive NE10 Tournament and finished with a program-record 15 wins and a No. 14 national ranking. Finally, the softball team has become one of the top programs in the NE10 qualifying for the NCAA Tournament in three of the last four years, and winning a share of the division title in two of the last three years, and winning the NE10 Championship in 2016.

The Athletic Department embraces its role in the area of recreation and wellness and its impact on student life. The Pleasantville campus has more than 52,000 student visits and the New York City campus has 42,000 visits for fitness and wellness per year, with approximately 1,980 participants in intramurals in Pleasantville and more than 350 in New York City. Health and Wellness credit and noncredit courses are offered on both campuses. The addition of turf athletic facilities with lighting will provide growth in participation of students in intramurals on the Pleasantville campus. Co-ed leagues are currently offered for: Outdoor soccer, outdoor flag football, indoor soccer, softball, ultimate frisbee, handball, futsal, dodgeball, whiffle ball, volleyball, basketball and badminton.

For all information regarding Pace University Athletics log on to [www.PaceUAthletics.com](http://www.PaceUAthletics.com) and follow @PaceUAthletics on Twitter.

## Campus Services

### Campus Dining Services

Pace University Dining Services offers a variety of locations, programs, and services to make students' dining experience exceptional. Whether on the New York City or the Westchester campuses, students have the flexibility to choose where, when, and what they would like to purchase.

There are great locations on the New York City and Pleasantville campuses - each serving a different purpose. For those grabbing something to go on the New York City Campus, there is a licensed Starbucks store serving baked goods, bottled beverages, and their famous coffee. All campuses offer full-service fare as students may try one of the cafés or eateries, which offer a large variety of salad bars; made-to-order Boar's Head deli sandwiches; hot off the grill burgers, chicken breasts, veggie burgers, and more as well as grab-and-go items, cook-to-order stations; pizza and pastas, made to order sushi, Latin cuisine, smoothie station, and other traditional entrees.

Monthly fun promotions spice up the menu. More details are available on the Pace Dining Services Web site for each campus at: <https://www.pace.edu/auxiliary-services/campus-dining>. All full-time undergraduate students at the Westchester and New York City campuses are required to participate in a level of the University's mandatory Dining Plan. Please refer to the Housing Occupancy Agreement and Campus Dining brochure for resident and full-time commuters or visit the Meal Plan Information web page on <http://www.pace.edu/auxiliary-services/campus-dining-meal-plans> for various buy-in levels and requirements.

All part-time students are invited to choose a dining plan of interest. Take a look at our Campus Dining website and choose the plan that best suits your needs. To sign up visit the meal plan office on either the Pleasantville or New York City campus or visit <http://www.pace.edu/auxiliary-services/campus-dining-meal-plans>. For more information call:

- Briarcliff, Dow Hall, (914) 923-2612
- New York City, One Pace Plaza, 1st floor, (212) 346-1283
- Pleasantville, Kessel Campus Center, (914) 773-3763

### Cultural Programming

Schimmel Center is proud to present the 2019-2020 season celebrating high-caliber talent in the areas of dance, cabaret, music, comedy, world music and dance as well as family programming. Student tickets available by visiting the Schimmel Center box office at 3 Spruce Street, on the NYC campus. For a full listing of the season, visit our website at: [SchimmelCenter.org](http://www.SchimmelCenter.org) (<http://www.SchimmelCenter.org>)

## Dyson College Nature Center

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The Dyson College Nature Center is a focal point on Pace University's Pleasantville campus and serves as a component of the Dyson College Institute for Sustainability and the Environment (DCISE) and resource for the overall university community, and the general public. For more information, please visit the Dyson College Nature Center's website.

## Identification Cards

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University policy requires that a valid Pace University identification card be worn on the outermost garments on all campuses. (Visitors will be issued temporary passes.) At the New York campus, ID cards must be displayed to enter campus. ID cards must be presented for access to the Pleasantville and Briarcliff campuses between 11:00 PM and 7:00 AM, Monday through Friday, and throughout the weekend. This card is also required for admission to the Academic Computing labs, Library Services, and on-campus events. Administrative ID Offices are located at:

### **New York City**

One Pace Plaza, B-Level, (212) 346-1812

### **White Plains**

Aloysia Hall, (914) 422-4138

### **Pleasantville**

Kessel Student Center, (914) 773-3830

For operation hours, please visit the Auxiliary Services webpage at: <https://www.pace.edu/auxiliary-services>.

A student will keep the same ID card for his or her entire Pace career. The Office of Student Accounts and Registrar Services will issue a new validation sticker each semester upon receipt of payment for tuition. A \$25.00 fee is charged for replacement cards. The Office of Students Assistance will accept payment for this fee by Cash, check, or money order (payable to Pace University.)

## BankMobile Refund Cards

Pace has partnered with BankMobile to deliver refunds and offer you smarter ways to manage that money. You will receive a debit card from BankMobile, you must activate the card and choose your refund preference. The refund preference choices are to 1) have a refund check mailed to your residence; 2) have your refund deposited into your checking account; or 3) have your refund put into a debit account through BankMobile to use the card as a debit card. If you did not choose to use the card as a debit card, you can put the card away and not worry about it again. All instructions will accompany the BankMobile Refund Card.

## Library

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The Pace University Library is comprised of the Birnbaum Library on the NYC campus, the Mortola Library in Pleasantville, and the Law School Library in White Plains, New York.

The library offers users a wide array of resources and services including access to over 120 research databases (from on or off campus,) print and ebooks, resource sharing partnerships with local area libraries and consortia, and comprehensive interlibrary loan services for materials not owned by the Pace Library.

For a complete description of library resources and services, please visit the Pace University Library home page (<http://www.pace.edu/library>) or contact one of the Pace Library locations directly for hours of operation and for any questions that you might have.

## Security

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### **PACE SAFETY AND SECURITY**

The primary responsibility of the Safety and Security Department is to ensure the safety and security of the students, faculty, staff and visitors of the University.

Pace University provides a 24 hours a day, 365 day per year security presence on each campus. There is a supervisor on duty at all times in addition to fixed and patrol assignments. All uniformed security personnel receive mandatory pre-employment training in accordance with state laws. They also receive additional in-service training as needed. Security officers respond to an array of situations during their tour of duty. These may include, but are not limited to, medical emergencies, fire or intrusion alarms and service calls. Security officers also prepare incident reports and refer matters to other Pace departments or outside agencies, as necessary.

### **YOUR RESPONSIBILITY**

While Pace University safety and security personnel strive to create and maintain a safe campus environment, we need your help. All students, faculty, staff and visitors must assume primary responsibility for their personal safety and the security of their personal belongings. Precautionary measures are the key. Students walking at night are encouraged to travel in groups and on lighted

walkways. If this is not possible, security will provide an escort upon request between any two points on campus. Residence hall room doors should be locked at all times when the room is unoccupied. All access doors to the residence halls should not be propped open, and unknown persons should never be allowed into the residence halls unannounced. Any individuals who do not appear to belong in the residence hall, parking lots or any campus location should be reported to campus security immediately.

## **ID CARDS**

In order to better protect the University community, upon entering the building on the New York campus and White Plains Graduate Center, the Pace University ID card must be displayed to the security officer. Temporary ID's will be issued to those individuals who do not have their ID cards or persons exhibiting a valid reason to enter the building. Please the the Identification Card office.

## **UNIVERSITY PARKING**

All students who register will receive a parking and traffic guide. This guide will inform you of all the parking regulations which you must follow while your vehicle is on campus.

### **Offices:**

#### **Traffic**

Pleasantville –  
Kessel Campus Center  
(914) 773-3830  
Monday – Friday 9:00 AM – 5:00 PM

White Plains –  
Aloysia Hall  
(914) 422-4032  
Monday – Friday 9:00 AM – 5:00 PM

New York –  
B Level Security  
(212) 346-1872  
OSA Office  
(212) 346-1812  
Monday – Friday 9:00 AM – 5:00 PM

#### ***Campus Security Offices (Use lobby phone to call for security if office is closed)***

Pleasantville – Goldstein Center  
(914) 773-3400  
Open 24 hours a day

Briarcliff – Dow Hall  
(914) 923-2700  
Open 24 hours a day

White Plains – Preston Hall  
(914) 422-4300  
Open 24 hours a day

New York – B Level Security  
(212) 346-1800  
Open 24 hours a day

## **Lost and Found**

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

## **Parking**

### **Pleasantville, Briarcliffs and White Plains Campuses**

All vehicles brought on campus must be registered with the Safety and Security Department. Students must register their vehicles at the beginning of each academic year and will be issued a Parking and Traffic Guide at the time of registration. 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." Vehicles parked in violation will be given a ticket and in some cases towed at the owner's expense. Chronic violators will be referred to the Dean for Students or to the department head for appropriate disciplinary action.

With the exception of some designated parking spaces, all parking is on a first-come, first-served basis. Possession of a parking permit or pass authorizes parking but does not guarantee a parking space.

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

Parking is not available on the New York City campus. Limited meter parking and private parking lots are located nearby for a fee.

## **University Health Care**

University Health Care offers a full range of primary health care services to Pace University students, faculty, staff, alumni, and their families. UHC is staffed by advanced practice nurses. UHC provides a needed service to the Pace community while also providing nursing and physician assistant students excellent real world experiences.

The University Health Service Fee in conjunction with your health insurance will cover UHC office visits for sickness and accidents. UHC is able to bill your insurance directly. Diagnostic tests and procedures may incur additional charges.

Services available for students, faculty, staff, alumni, and their families include:

- Health education
- Diagnosis and treatment of illnesses such as sore throat, cough or other infections
- Health assessment with complete physical examinations
- Women's health care, contraception, GYN
- PrEP, PEP, STI/HIV testing and treatment
- First aid for minor injuries
- Travel Medicine –Authorized Yellow Fever Vaccination Center

Visit our web page at: [www.pace.edu/health](http://www.pace.edu/health)

**Locations:**

Pleasantville Campus:  
Goldstein Fitness Center  
Room 125 861 Bedford Road  
Pleasantville, New York 10570  
Telephone: (914) 773-3760

New York Campus:  
One Pace Plaza  
6th Floor  
New York, 10038  
Telephone: (212) 346-1600

## Student Affairs

### Centers For Student Development And Campus Activities

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While much of the college experience takes place inside the classroom, the Centers for Student Development and Campus Activities promote the integral part that occurs outside the classroom through co-curricular activities. Students are encouraged to define their campus experience by creating new organizations, participating in programs, creating new events, and reflecting on their experience. Known as SDCA on the Pleasantville campus and SDACA on the NYC campus, the SD(A)CA team strives to support students by providing opportunities for the enhancement of academic, cultural, social, and recreational aspects of student life. Every student has the opportunity to become involved on campus. From student organizations to events, social justice programs to leadership opportunities and programs, we are always searching for new ways to support our students as they define their campus and community. The Annual Leadership Conference and other workshops and programs provide opportunities for students to hone their skills and learn with peers. SD(A)CA also plans Orientation and Welcome Event programs for new students.

As advocates of student empowerment, SD(A)CA provides resources, guidance, and support to enhance student achievement and personal development. Opportunities to participate in student governance, leadership training, cultural events, and a wide array of diverse student organizations abound for all interested Pace University students. The Centers also collaborate with other offices and departments in hosting many University traditions and events including Student Orientation, Convocation, Homecoming and Family Weekend, Senior Celebrations and much more.

All clubs and organizations, including Fraternity/Sorority Life, are advised by the Centers. Home to more than 100 student organizations between the two campuses, the Centers assist student leaders with club advisement, new club development and resource assistance and serve as a conduit for all the clubs' programming needs. Through the Centers for Student Development and Campus Activities, students can connect with student government representatives, and leaders of the student newspaper, yearbook, and other club officers. Students may turn to the Centers for event planning consultation, leadership workshops, involvement opportunities, campus posting services, and student event promotions.

#### Activities

All clubs and organizations, including Greek Life, funnel through the Centers. Home to more than 100 student organizations, the Centers assist student leaders with club advisement, new club development and resource assistance and serve as a conduit for all the clubs' programming needs. Through the Centers for Student Development and Campus Activities, students can find student government representatives, the student newspaper offices, yearbook offices, and other club offices. Students may turn to the Centers for campus posting services, student event promotions, class list-serves, and college ring orders.

#### Leadership Training

One of the central and traditional purposes of higher education is to prepare students for positions of leadership both inside and outside the University community. Conferences, workshops, and seminars are scheduled each year for students to examine and develop their leadership potential. In addition to these opportunities, the Centers have established the Student Development Transcript that documents a student's out-of-classroom experiences. Offerings include the Leadership Retreats, the Setter Series, Emerging Leaders, and Student of the Month/Year recognition.

## Orientation

Each year, the Centers for Student Development and Campus Activities direct the organization and implementation of varied orientation programs for entering students. Included in these offerings are required summer overnight programs for new students and, in conjunction with Welcome Week activities, sessions specifically geared to commuter, transfer, international, adult, and resident students.

## Special Programs

The Centers collaborate with other offices and departments in hosting the many University traditions and events including the Convocation, Homecoming/Family/Alumni Weekend, Spirit Night, as well as annual theme celebrations including Latino Heritage Month, Black History Month, Women's History Month, LGBT Pride Month, and Asian Heritage Month. The Centers for Student Development and Campus Activities can be found in Pleasantville on the upper level of the Kessel Student Center, and in New York City on the 8th floor of the 41 Park Row Building.

## Counseling Services

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The mission of Counseling Services complements the University's mission. Counseling aims to help students cope more effectively with developmental, vocational, familial, emotional, and relational aspects of their lives. The intention is to support students in directing energies toward fulfillment of their academic, professional, and personal goals. In order to achieve these goals, the Counseling Center provides the following services:

- Individual and group counseling
- Community wellness consultation and outreach
- Prevention programming
- Crisis intervention
- Services for students with disabilities
- Educational programming
- Workshops and outreach programming
- Diversity consultation and outreach
- Organizational consultation to student organizations
- Consultation and referral services All Counseling Center services are confidential and free of charge for Pace University students.

## Dean for Students Office

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The Dean for Students has a key role in developing the personality and environment of the University by engaging the full academic community whenever possible in collaborative activities. In addition, the office plays an important role in communicating the interests and concerns of the students to the academic and administrative leadership. The Office of the Dean for Students is responsible for many areas of student life including residential life, multicultural affairs, student development, campus activities, wellness programs, and counseling services (including services for students with disabilities). The Office also oversees implementation of University rules and regulations that have been established for the well-being of all, including the Office of Community Standards & Compliance. Students may arrange to meet with the Dean when they wish to discuss personal, emotional, or academic issues.

### **Marijo Russell-O'Grady**

Dean for Students,  
New York City  
(212) 346-1306  
[mrussellogrady@pace.edu](mailto:mrussellogrady@pace.edu)

### **Rachel Carpenter**

Interim AVP/Dean for Students,  
Westchester  
(914) 773-3351  
[rcarpenter@pace.edu](mailto:rcarpenter@pace.edu)

### **Angela D'Agostino**

Dean for Students,  
School of Law  
(914) 422- 4146  
[adagostino@law.pace.edu](mailto:adagostino@law.pace.edu)

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## The Jeanette and Morris Kessel Student Center

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The Jeanette and Morris Kessel Student Center in Pleasantville is the living room of the campus. We provide an environment for relaxation and social interaction, opportunities for education and exchange of thought, and services for Pace University students, staff, faculty and our community.

The Kessel Student Center creates an environment that fosters and expands the feeling of community on the Pace University Pleasantville campus.

Kessel Student Center provides a state of the art facility for the use of the campus; provides services that meet the daily needs of our constituents; and continues to provide educational and entertainment activities to the campus community.

The Kessel Student Center values students who are the life source of the Student Center; collaboration, teamwork and information-sharing within our community which are vital; to our success as an organization; diversity because there is knowledge to be gained from the backgrounds, lifestyles; differences and cultural heritages represented in our community; a safe environment where all people are valued, respected and treated with dignity; trust, respect, honesty, and integrity serve as the foundation for our interactions; active listening, honest and open exchange of ideas in an environment of positive; encouragement serve as the basis of our communication; the responsible use of resources.

### What's in The Kessel Student Center?

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- Dean for Students
- Community Standards & Compliance
- Chartwells Dining Services
- Fern Dining Room – Main Dining Area
- Campus Bookstore
- ATM – Located in “The Well”
- Student Development & Campus Activities (SDCA)
- Campus Chaplin
- Student Government Association (PLV SGA)
- Setters Leadership Initiatives
- Boudreau Lounge
- “The Well” Common Area
- Meeting Rooms
- Conference Room A & B (Video Conference Capable)
- Conference Room C&D
- Butcher Suite
- Gottesman Room (Video Conference capable)
- ID Office
- Honor’s Program
- Study Abroad Office
- Office of Multicultural Affairs & Diversity Programs; LGBTQIA Center

### Want to reserve a Space in The Kessel Student Center?

Please go to our Request tab on our Online Events Calendar! (<http://events.pace.edu>)

### Building Hours of Operation

Monday - Thursday	8:00 AM- 11:00 PM
Saturday - Sunday	11:00 AM- 11:00 PM

## Pleasantville

More than any other building on the Pleasantville campus, the Kessel Student Center is the core of student life and, as we like to see it, the hearthstone of the campus. The multi-level structure, supervised and managed in the area of policy and operations by Student Development and Campus Activities, offers the dining hall, lounges, **campus wide printer**, and the student government association. Here, also, are the bookstore, ATM machine, the AVP/Dean for Students, Community Standards & Compliance, ID Office, Multicultural Affairs/Diversity Programs, LGBTQIA Center, Honors College, and International Programs and Services.

The Setters’ Overlook is a popular spot for a variety of entertainment, dining, and student conference rooms. The Gottesman Room on the ground floor level, the Butcher Suite and Multipurpose on the upper level, are multiuse rooms for dining, lectures, and special events. A wide terrace with a lawn sloping to the Choate Pond is the setting for barbecues, rallies, receptions, and other special events.

## Office of Multicultural Affairs (OMA)

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### New York City Campus

The **Office of Multicultural Affairs (OMA)** views multiculturalism in the broadest sense. Our lens goes beyond race/ethnicity/nationality, to include the cultures of gender, gender identity, poverty, violence, differing abilities and aging.

At the core of the Office of Multicultural Affairs (OMA) mission is the commitment to provide opportunities and venues for Pace University and external communities to examine, discuss, debate, collaborate and develop partnerships around themes that perpetuate (un)checked power, privilege, marginalization and social injustices.

To that end, **OMA** sponsors programs and initiatives that include, but are not limited to:

- Social Justice
  - Annual Dr. Martin Luther King Lecture & Reception Series
  - Annual Social Justice-in-Action Lecture Series
- Civic Engagement
  - Volunteer or intern at the New Roots Community Farm in the South Bronx and learn of the importance of community farms in underserved neighborhoods.
- Community Building and Empowerment
  - Quarterly Community Forums on Diversity-Related Issue/Concerns
- Mentoring
  - OMA Mentor Program: Open to all students regardless of social identity
  - Urban Male Initiative: Open to historically underrepresented Black and Latino Males
  - Shades: Wo/men of Color Collective
- Scholarly Endeavors
  - The DiverCity Urban Food Project encourages research and scholarship at both the undergraduate level. The program examines food, consumption and it's availability throughout New York City, but more particularly, in underserved communities.
- Beyond the Skyline: Domestic Travel Program
  - A one week civic engagement and travel program that examines cross-cultural social justice and diversity concerns throughout different geographic locales that include: South Carolina, Puerto Rico, Louisiana, New Mexico and Hawaii.

### Pleasantville Campus

#### Pleasantville Campus

The Pace University - Pleasantville Office of Multicultural Affairs & Diversity Programs (MADP) aims to promote a productive and educational work environment that fosters and values equality, respect, education and fairness. To this end, the Office of MADP seeks to provide services and programs that will instill university-wide appreciation for diverse perspectives and backgrounds regardless of race, gender, class, culture, sexual orientation, religion, age, or ability.

The Office of Multicultural Affairs & Diversity Programs supports various university diversity initiatives on diversity and provides training and educational opportunities for students, faculty, and staff.

#### AALANA Mentorship Program

The mission of the AALANA Program is to assist first-year students in getting acclimated to a new environment while providing leadership, guidance, and support that present opportunities for our student's social and academic development. First-generation college students are a primary focus of the AALANA program. The opportunity to participate in AALANA is extended to all first-year students and we encourage returning students who can provide a good example to become mentors as both mentees and mentors have found this opportunity rewarding.

#### Dr. Martin Luther King, Jr. Commemoration

The MADP also hosts an annual Dr. Martin Luther King, Jr. Commemoration Brunch program on the Pleasantville campus. This event often invites guest keynote speakers to present on themes of social justice and diversity.

#### Urban Male Initiative

The Urban Male Initiative (UMI) is designed to provide a community of academic and career success for male students of color and first-generation students. Meetings and events are scheduled throughout the year to facilitate topical discussions as well as explore resources and opportunities within the university and beyond for career, academic, financial, and personal support.

**LGBTIQ Center**

- Creates a clear and visible space for university support of the LGBTIQ and ally community.
- Advocacy, activism and community building with a focus on diversity, multicultural issues and social justice
- Education and outreach on the isolating impact of gender and sexuality norming.
- Help students, staff and faculty to build conscientious communities of care, inclusion, support, and trust.
- Celebrates how differences in the LGBTIQ and ally, student, staff and faculty population can enrich campus and local communities.
- Celebrates how the differences in campus cultural communities can enrich campus and local communities.

**Residential Life**

The Offices of Housing and Residential Life are committed to providing facilities, programs, and services that complement your academic development and promote your personal and social development. Each member of the Housing and Residential Life staff is trained in areas of student development and crisis management, as well as the daily management of their facility. As adults, students are expected to accept the responsibilities of community membership while enjoying its privileges.

Living on campus, whether in New York City or suburban Westchester county, can be the most exciting experience of a young person's life -- and having a place to call "home" adds a sense of safety and belonging. Our residential facilities give Pace students that satisfaction. All rooms are furnished with a standard twin bed, desk, chair, dresser, wardrobe or closet, and window blinds. Suites (in Pleasantville) have living room furniture and townhouses will have dining room furniture as well as a variety of appliances. Residence halls are equipped with cable TV, and high-speed wired and limited wireless Internet access, at no additional cost.

**General Facts:**

- At Pace University, approximately 2,500 students live on campus in New York City, with another 1,300 residing on campus in Pleasantville.
- Most first-year undergraduate students will be placed in 182 Broadway or Maria's Tower on the city campus, although some first year students may reside in other halls. In Pleasantville most first year students will be placed in Alumni Hall. In Alumni hall some students will be placed in temporary doubles as triples to start off the year.
- Students who apply for the Fall semester by the priority deadline (May 1<sup>st</sup>) are asked to complete an online request process to indicate their preferred building and to request each other as roommates (building requests cannot be guaranteed, but reciprocal roommate requests among students who are guaranteed housing will be honored).
- In Westchester all first year students will be a part of a living learning community in their residence hall. New York City students can opt into the living learning communities.
- To apply for housing, student need to complete and submit a Housing Application along with a \$400 housing deposit and a \$100 security deposit to the Office of Student Assistance.
- We offer housing for graduate students on both campuses. Our graduate population will be placed with our returning and transfer students.

**The Office of Housing and Residential Life Staff**

Community living is a valuable experience that 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 program, policies, expectations, 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 you:

- Meet other students and establish relationships that will enhance your Pace experience
  - 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 that 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 Office of Housing & Residential Life is led by a team of dedicated individuals whose commitment is to support the academic endeavors of each of our residents while offering meaningful challenges that encourage their personal growth. Please visit your RA or your Residence Director should you need any assistance during your stay in Housing.



## Graduate Financial Aid

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**Furthering your education means expanding your career. We'll help you get there.**

At Pace, we offer our graduate students a variety of options to help finance their education. In addition to scholarships and student loans, Pace also contributes with work-study programs, graduate assistantships and teaching assistantships.

## Graduate Assistantships

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Graduate Assistantships are available to students who have shown academic accomplishment, skills, and related experience. Both full and part-time assistantships (in research and/or administrative positions) are available to qualified students. Assistantship recipients receive Tuition Reimbursement and a stipend. Amounts awarded depend on whether the student is a full time or half time assistant. Assistantships are given on a per-semester basis.

To be considered, students should file the Graduate Assistantship application, which is available in the application for admission. Assistantships are awarded by the academic department through which the student is admitted. Due to the limited number of positions available, assistantships are very competitive. Students must meet QPA as well as enrollment requirements to be eligible. Once selected, students complete the paperless process by accepting their Graduate Assistantship position and completing new hire paperwork with Human Resources (if required). Students cannot have a graduate scholarship and graduate assistantship.

## Federal Work-Study

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Federal Work Study (FWS) is a program that allows students to earn money for educational expenses by working part-time. FWS eligibility is based on financial need and availability of funding.

Students receiving Federal Work Study awards may be employed on campus by Pace University. Most of the students approved for Federal Work Study can be placed in jobs, but it is the student's responsibility to research job openings and to successfully obtain a position. Students interested in on-campus employment should visit Pace University's Human Resources Department's Careers at Pace site (<https://www.pace.edu/human-resources/careers-pace>) on the web for links to the application system and instructions.

A student's work hours are based on financial need, class schedule and the needs of the hiring department. Students are paid at least the current federal minimum wage.

## Student Loans

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### Unsubsidized Federal Direct Stafford Loans

Graduate students may borrow Federal Direct Unsubsidized Stafford loans while they complete their program of study. Interest accumulates on unsubsidized loans while the student is attending college. Students should pay this interest while they are in school. Students may receive unsubsidized loans regardless of financial need.

Graduate students may borrow a maximum of \$20,500 per academic year in unsubsidized loans. Students are given up to or more than 10 years to pay back all loans.

Students must be enrolled in a minimum of 6 credits to be eligible for federal loans. For more information about interest rates and Stafford loans, visit <http://studentaid.ed.gov>.

### Graduate/Professional Direct PLUS Loan

Full- or part-time graduate students can borrow money equal to their cost of attendance minus other estimated financial assistance. Applicants must demonstrate they do not have adverse credit history.

The first payment on a Direct PLUS Loan is due 6 months after the student graduates or no longer enrolls. Many different payment plans are offered with repayment terms starting at 10 years and ranging to 30 years, if eligible. Students must have a FAFSA (Free Application for Federal Student Aid) on file in order to apply and they must complete the Graduate PLUS Loan Application provided by the Office of Financial Aid. The Graduate PLUS Loan application is mailed along with the annual award notice to new incoming students and is available online on the Financial Aid page of the Pace website as well.

More information about this loan can be found on the Direct PLUS Loans for Graduate Students website at <http://studentaid.ed.gov>.

### Alternative Loans

For students who do not qualify for financial aid or who need additional help financing their education, there are alternative bank loan options. An alternative loan is a private loan in the student's name, which, depending on the applicant's credit worthiness,

may require a co-signer. Students may borrow up to their Cost of Attendance (COA) minus any other accepted aid. We strongly advise students to apply for these loans at least 30 days prior to the billing due date. For additional information on Alternative loans and a partial list of participating lenders you can visit: <http://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/student-loans/private-student-loans/private-student-loan-comparison-tool.html>.

**Pace University does not endorse any particular lender. Be sure to read all financial terms before signing for a private loan.**

## Financial Aid Solution Center

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The Solution Centers, located on the New York City, Pleasantville, and White Plains (Law) campuses at the locations below, provide students with a single, centralized place to go for all questions about Financial Aid, Student Billing, and Registration. No appointment is required, walk-ins are welcomed.

### Financial Aid Solution Center Hours of Operation

Monday-Friday: 9:00 AM - 5:00 PM

#### Pace University Office of Financial Aid

**New York City Campus**  
156 William Street - 5<sup>th</sup> Floor  
New York, NY 10038  
Phone: (877) 672-1830  
Fax: (212) 346-1750

**Westchester Campus**  
861 Bedford Road  
Administration Building  
Pleasantville, NY 10560  
Phone: (877) 672-1830  
Fax: (914) 989-8471

**White Plains (Law) Campus**  
78 North Broadway  
Aloysia Hall, First Floor  
White Plains, NY 10603  
(877) 672-1830  
(914) 989-8776

*Pace University is committed to achieving full equal opportunity in all aspects of University life. Pursuant to this commitment, the University does not discriminate on the basis of sex, race, age, ethnicity, marital status, national origin, sexual orientation, religion, disability, or veteran status.*

## Scholarships

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### President's and Dean's Scholarship Awards

Available to: Full- and part-time, matriculated students demonstrating exceptional scholastic ability. Full-time students awarded the scholarship must be enrolled in a minimum of 9 credits each fall and spring semester. Part-time students must be enrolled in a minimum of 6 credits each fall and spring semester to be considered eligible. International students must be enrolled in a minimum of 9 credits each fall and spring semester for eligibility.

Award amount: Awards range from \$3,200 - \$6,380 per academic year depending on college, program, and academic standing.

Application Process: An application for the President's and Dean's scholarship is not required. Your application for admission serves as your application for the scholarship. Applicants are notified of their award in their acceptance packet.

## Information Technology Services (ITS)

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Information Technology Services (ITS) supports Pace University's core academic mission through the effective use of information technology for Teaching & Learning, Research, and to enhance the student experience. ITS provides students, faculty, and staff with resources and access to University-wide computing, mobility, data, video, and voice network services; wired and wireless access (residence halls, classrooms and common spaces); as well as access to a suite of online services. Students can find current information on the ITS website (<http://www.pace.edu/its>).

IT services such as the Pace University Mobile App, MyPace Portal (the self-service portal for students), Blackboard Learning Management System, ePortfolios and student email are available. Each residence hall room is equipped with wired and wireless connections to allow students high-speed access to the data network, cable television, and voice services.

Although Pace University does not require its students to own a personal computer or laptop to facilitate studies, all students are strongly encouraged to do so. Information about purchasing recommendations and discounts are available on the ITS web site. ITS provides limited support of student-owned computers for supported hardware and software on both the Westchester and New York City campuses.

Computer Resource Centers (CRC computer labs) are located on the New York City (NYC) and Pleasantville (PLV) campuses, are general-use computing facilities equipped with state-of-the-art PCs, Macs, self-service printing and peripherals such as scanners. The CRC labs provide common software applications that students need to succeed at Pace.

**Help & Support:** ITS Help Desk details and hours of operation can be found: (<http://www.pace.edu/information-technology-services/services/its-help-desk>).

**ITS Help Desk contact information:**

Phone: 914-773-3333

Email: [pacehelpdesk@pace.edu](mailto:pacehelpdesk@pace.edu)

Web: <http://help.pace.edu>

## Office of Development and Alumni Relations

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The Office of Development and Alumni Relations provides information, volunteer opportunities, programs, and support for more than 144,000 alumni worldwide. This includes overseeing fundraising efforts to support key initiatives, like scholarships and capital improvements, at the University, as well as developing events and programs that help our alumni reconnect with each other and their alma mater.

Many alumni participate in student programs as guest speakers or mentors, and are actively involved in career networking. Our graduates often assist Pace students in obtaining internships at their companies, and help recruit the next generation of students by acting as key ambassadors for the University within their network.

Pace's Annual Fund helps provide resources for financial aid, scholarships, enhanced technology, and facility upgrades. The University depends on alumni financial and volunteer support to help meet the University's critical needs and to shape its future. Our office begins this engagement by encouraging current students to volunteer as ambassadors and make their Class Gift in order to leave their class legacy upon graduation. Current students who are interested in assisting with the Class Gift campaign, donor thank-a-thons, or bringing alumni to campus should contact our office at (212) 346-1232. Anyone can make a gift to Pace by visiting [www.pace.edu/givetopace](http://www.pace.edu/givetopace).

The Pace Network, a free, secure alumni service available via the alumni home page, helps keep these connections strong after graduation and enables alumni to share information with each other. It offers a searchable online alumni directory, alumni events calendar, online Class Notes, and more.

For more information about our programs and services, please email [pacealum@pace.edu](mailto:pacealum@pace.edu) or call 1-877-825-8664.

## Career Services

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### Overview

**Career Counseling** - Our professional counselors are available to meet with you to discuss your academic and career plans. We'll help you identify career paths related to your major, define your career goals, create/update your resume, develop your job search strategy and everything in between!

**Career Assessment** - Online career assessment tools and inventories are available to help students make informed career decisions.

**Career Panels/Seminars** - During the academic year, successful alumni and industry professionals come to campus to discuss career paths in a wide variety of fields. Panelists describe their careers, current trends, and offer suggestions in preparation for the competitive job market.

**Workshops** - In just a few sessions, you can learn how to ace your interview, write a resume that stands out, job search and branding strategies and more.

**Job & Internship Fairs** - Don't miss our amazing Job & Internship Fairs! Many held throughout the year, specialized to meet your needs.

**On-Campus Recruiting Program** - Each year, various employers recruit interns and graduating students from Pace for professional positions through the campus interview program. Students may interview for a variety of full-time positions with corporations, banks, accounting firms, insurance companies, retail stores, brokerage houses, nonprofit organizations, and government agencies in the fall and spring semesters.

**Practice Interviews** - Need help interviewing? We'll practice with you! Make an appointment with a Career Counselor. It's a great way to practice before the real thing. Check with the Career Services Office for our workshops related to interviewing.

**Job & Internship Postings** - Handshake is your destination for jobs, internships, career fair information, and much more! To get started, log into Handshake at [pace.joinhandshake.com](https://pace.joinhandshake.com) with your MyPace credentials and set up a profile. Remember to:

- Add your work experience
- Add your education
- Add your projects and extracurricular activities
- Follow your favorite employers
- Contact Career Services to get your resume approved!

**Explore Majors and Careers Online** - No matter what you choose to study, you have many career paths in front of you—and Career Services has information on the web to help you explore the options that fit your personality and ambitions. Visit <https://www.pace.edu/career-services/explore-careers/explore-majors> to check out these terrific resources.

**Online Workshops** – Get started learning about Resumes, Job Search, Interviewing and much more with our online content in your Career Services Blackboard Community. Get started by visiting <https://blackboard.pace.edu/> and log in with you Pace Credentials. Check out your Career Services community today!

**Student On-Campus Employment** - Need to apply for an on-campus job? Visit Pace's Human Resources career's website at: <https://careers.pace.edu>.

## Internship Program

The Internship Program enables students to combine academic study with paid and unpaid internships that directly relate to career interests while they pursue their degrees. Students in all majors can explore careers through hands-on experience in a variety of settings from government and nonprofit organizations to Fortune 500 companies. Positions are available part-time during the school year and full-time or part-time during the summer.

### Benefits of an Internship Experience:

- Integrate classroom learning with on-the-job experience
- Potentially earn a salary to help defray education expenses
- Acquire pre-professional work experience and skills
- Develop confidence and professionalism
- Test interests and goals
- Improve opportunities for post-graduate employment
- Build a competitive resume

Check out the Career Services website at <https://www.pace.edu/career-services>

## Veterans Information

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The Office of Student Assistance Veteran Services Team remains committed to providing Veterans, Service Members, and their eligible dependents, a seamless transition in all facets of their assimilation to Pace University, specifically in ensuring their GI Bill®/VA educational benefits are processed, through the U.S. Department of Veteran Affairs, in a prompt and proper manner.

Office of Student Assistance, Veteran Services processes multiple GI Bill® educational benefits including but not limited to CH 33 Post 9/11, CH 31 Vocational Rehabilitation, CH 35 Dependents, CH 30 Montgomery, and CH's 1606 and 1607 Selected Reserves. In addition Pace accepts and processes Tuition Assistance Vouchers for Active/Reserve Duty Servicemembers. For those individuals who have CH 33 benefits at their disposal it is strongly advised that one applies 4-6- weeks in advance of the start of their first semester by visiting the GI BILL's® (<http://www.benefits.va.gov/gibill/>) website and accessing the VONAPP (<http://www.vabenefits.vba.va.gov/vonapp/default.asp>) system. Please record the "confirmation number" that will be issued at the conclusion of the application for future reference. Student Veteran beneficiaries interested in applying to Pace University, who would like to know how their specific benefit will be utilized beforehand, are encouraged to email [veteranaffairs@pace.edu](mailto:veteranaffairs@pace.edu).

Pace is a proud participating institution of the Yellow Ribbon Program. Under this program's agreement CH 33 Post 9/11 recipients who meet the 100% level of coverage as determined by the Department of Veteran Affairs, having aggregated at least thirty-six months of active duty service post-the-year 2001 and veterans who are not on active duty/title 10 status, will automatically qualify and receive funds that may cover one's tuition/fees charges in full. For those student veterans who are not 100% covered or no longer have the GI BILL® at their disposal, should they qualify, Pace offers a Veterans 50% Tuition Scholarship. Please visit our website for information on Pace's 50% Veterans Tuition Scholarship (<https://pace.edu/admissions-aid/veterans/veterans-tuition-scholarship-program>) and Yellow Ribbon Program (<https://pace.edu/admissions-aid/veterans/yellow-ribbon-program>).

It is the sole responsibility of the student veteran GI BILL® / VA educational benefit recipient to notify OSA Veteran Services EACH semester they wish to utilize their GI BILL / VA educational benefits. As soon as the Student Veteran beneficiary is officially registered for courses and has finalized their upcoming semester's course schedule, they must submit their request (<http://osapaperless.pace.edu/>) to use their benefits by logging in and completing the electronic "*Veterans Request for Enrollment Certification*" form. First term students must also upload and submit a copy of the first page of their designated GI BILL® Certificate of Eligibility and when applicable a copy of their member-4 DD-214 in the form's designated section. All students regardless of veteran benefit status are encouraged to complete a FASFA (<https://fafsa.ed.gov/>).

Please Note: making any change(s) to one's enrollment status in the form of adding/dropping course(s) after the start of a term/semester, especially after each term's add/drop deadline may result in the student veteran GI BILL® / VA educational benefit recipient incurring financial liability. Should a student make a change after they have already requested the use of their benefits, they must re-complete the paperless "*Veterans Request for Enrollment Certification*" form (<http://osapaperless.pace.edu/>) as a "*Re-cert/Amended Certification*" request type.

Pace gladly accepts military Joint Service Transcripts (JST). Students are encouraged to have their JST sent electronically delivered (<https://jst.doded.mil/smart/welcome.do>) to Pace for a transfer credit evaluation.

# SCHOOLS

## College of Health Professions

### Overview of the College of Health Professions

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Established in 2010, the College of Health Professions (CHP) at Pace University offers a broad range of programs at the bachelor, master, and doctoral levels. It is the College's goal to create innovative and complex programs that reflect the changing landscape of the health care system. These programs are designed to prepare graduates for impactful careers in health care practice, health-related research, or as educators, and equip graduates to work in health policy and global health fields. Students in clinical programs receive hands-on training in the College's Interprofessional Center for Health Care Simulation and have the opportunity to apply their developing skills in real-world settings at many of the regions' leading clinical facilities.

The College is currently comprised of several growing and important areas of study, which include Nursing, Physician Assistant, Communication Sciences and Disorders, Health Science, and Nutrition and Dietetics. Connect with us on Facebook/Twitter/Instagram at @chpatpace.

### Vision, Mission, and Philosophies

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#### Vision of the College of Health Professions

The College is recognized for its innovative leadership in education, practice, scholarship, and service to improve health and the health professions.

#### Mission of the College of Health Professions

The College's mission is to educate and challenge diverse students for the health professions to be leaders, innovators and lifelong learners who will positively impact local, national, and global health.

#### Core Values of the College of Health Professions

The core values of the College of Health Professions are:

- Commitment to quality care
- Cultural competence
- Innovation
- Integrity
- Interprofessional Collaboration
- Scholarship

#### Vision of Lienhard School of Nursing

The Lienhard School of Nursing will be a leader in innovation and excellence in education, research, and practice in primary health care.

#### Mission of Lienhard School of Nursing

LSN prepares diverse nursing leaders in primary health care by supporting innovative pedagogy with technology, integrating scholarship with practice, and fostering partnerships among professionals and communities.

#### Philosophy of Lienhard School of Nursing

Nursing, informed by its rich legacy, facilitates health and access to healthcare for individuals, families, groups, populations, and communities, locally, nationally, internationally, and globally. We prepare nurses who provide safe, quality, holistic, patient-centered care within an evidence-based framework of primary health care in an evolving information age.

LSN mission, vision and Philosophy accepted by the LSN Faculty Association, May, 2014.

#### Pace University-Lenox Hill Hospital Department of Physician Assistant Studies Vision

The Pace University-Lenox Hill Hospital Physician Assistant Program will prepare lifelong learners to succeed within the rapidly changing health care landscape who are committed to becoming leaders in the PA profession and community.  
(Revised 2016)

#### Pace University-Lenox Hill Hospital Department of Physician Assistant Studies Mission

The mission of the Pace University-Lenox Hill Hospital Physician Assistant Program is to graduate physician assistants who demonstrate the competency necessary to function in diverse communities and settings. The program develops critical thinkers committed to professionalism, teamwork, and community engagement.  
(Revised 2016)

#### Physician Assistant Program - Pleasantville

Program Philosophy

To educate a diverse student body including veterans in an academically rigorous program, with an emphasis on cultural sensitivity and special populations.

#### Program Mission

The mission of the Pace University, College of Health Professions, and Physician Assistant Studies Program - Pleasantville is to educate veterans and culturally diverse graduate students, providing an academically rigorous learning environment that promotes the intellectual, personal and professional growth of the students. The faculty and staff will imbue these qualities and facilitate the development of a learning community that supports the training of quality physician assistants with attributes including lifelong learning, service orientation and an emphasis on primary care. The faculty, staff and students will demonstrate the knowledge, attitudes and understanding to function in diverse communities, populations and settings, and to treat all patients with dignity, respect and compassion.

#### Program Vision

To foster a quality academic environment where students and faculty are stimulated to excel by an educational process that provides our post-graduate learners with the necessary academic, clinical, professional, interpersonal and technical skills to function competently, confidently, compassionately and efficiently as culturally sensitive primary care medical providers.

#### **MSOT PROGRAM'S MISSION AND VISION**

**Mission:** The Mission of the Pace University MSOT program is to prepare competent and ethical OT practitioners who maximize clients' quality of life and occupation engagement through technology, evidence-based, client-centered, and inter-professional practice.

**Vision:** The Pace University MSOT program empowers its graduates to become life-long learners and influential leaders in the profession locally, nationally, and globally.

## **Goals of the Lienhard School of Nursing**

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1. To produce competent practitioners who meet professional standards and fulfill the missions, values and philosophies of the Lienhard School of Nursing, the College of Health Professions, and Pace University.
2. To provide a quality education within urban and suburban settings to serve diverse communities.
3. To foster teaching, learning, scholarship, and service within a community of integrity.
4. To prepare nurses to be global citizens.
5. To educate baccalaureate students in curricula that are process-oriented, providing a broad foundational base for professional nursing practice.
6. To educate master's and doctoral students with a depth and breadth of advanced knowledge, skills, and philosophy necessary for advanced nursing leaders to practice in a variety of settings with a primary health care worldview.

Accepted by the LSN Faculty Association, May, 2014.

## **Goals of the Lenox Hill Hospital Physician Assistant Program**

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#### Program Goals

The Pace University-Lenox Hill Hospital Physician Assistant Program is deeply committed to:

1. Developing within each student a strong foundation in the basic medical and clinical sciences to enable them to meet the life-long challenges inherent in the practice of medicine. (Medical Knowledge)
2. Teaching students to have an integrated, patient centered view including treatment, education, prevention and health care management. (Patient Care)
3. Preparing students to function as medical providers in primary care as well as specialty settings with an emphasis on professionalism. (Professionalism)
4. Maintaining the program's commitment to service in the community. (Patient Care, Professionalism)
5. Preparing students to provide medical care to patients from diverse populations. (Professionalism, Interpersonal and Communication Skills)
6. Equipping students to meet the changing needs of the health care system and to work as collaborative members of the health care team. (Practice-Based Learning and Improvement, Systems-Based Practice)
7. Developing faculty who are leaders in the Physician Assistant profession through service and clinical practice. (Professionalism)

#### **DERIVED FROM THE CORE COMPETENCIES OF THE PA PROFESSION**

##### **Medical Knowledge**

- PAs must demonstrate core knowledge in biomedical and clinical sciences and be able to apply this knowledge to clinical care.

##### **Interpersonal and Communication Skills**

- PAs must demonstrate interpersonal & communication skills that result in effective information exchange with patients' families, professional associates and other individuals within the healthcare system.

#### **Patient Care**

- PAs must demonstrate care that is effective, safe, high quality, & equitable.

#### **Professionalism**

- PAs must demonstrate a high level of responsibility, ethical practice, sensitivity to diverse population, & adherence to legal & regulatory requirements.

#### **Practice-Based Learning and Improvement**

- PAs must be able to assess, evaluate, & improve their patient care practices.

#### **Systems Based Practice**

- PAs must demonstrate awareness and responsiveness to a larger system of health care to provide patient care that balances quality & cost, while maintaining the privacy of the individual patient.

## **Goals-of-the-Physician-Assistant-Program-Pleasantville**

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Goal 1: Develop within each student a fundamental medical and clinical science knowledge base and technical skill set to function as competent primary care providers and meet the challenges inherent in the practice of medicine.

Goal 2: Develop students' skills to function as culturally sensitive primary care providers in diverse health care settings with a focus on medically underserved populations, to provide healthcare across the span of life.

Goal 3: Equipping students to meet the changing needs of the healthcare system and to work as collaborative members of an interprofessional healthcare team.

Goal 4: Develop students' that are self-directed, lifelong learners with competencies of critical thinking and strong evaluative skills.

Goal 5: Provide academic and clinical experiences that will enhance students comfort and competency when caring for special populations.

Goal 6: Develop students who possess a commitment to community and professional service.

Goal 7: To actively recruit to educate veterans and diverse graduate students that are under-represented in the profession.

Goal 8: Develop a diverse faculty who are self-directed, lifelong learners, and active participants in the Physician Assistant profession.

## **Expected Student Learning Outcomes of the Nursing Master's Program and the DNP Program**

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### **Master's Program Expected Student Learning Outcomes**

Within the framework of primary health care and consistent with professional standards, the student will be able to:

1. Use theory from wide range of disciplines to facilitate and provide primary health care.
2. Provide culturally competent, holistic health care that affirms human diversity and commonalities and addresses the concerns of aggregates.
3. Evaluate the health of individuals, families, groups, and communities using ecological and global perspectives.
4. Initiate change to improve nursing practice and primary health care delivery.
5. Apply theory, research, and other accepted forms of evidence to provide evidence-based practice.
6. Manage human, fiscal, and other health care resources to provide high quality, cost-effective care.
7. Demonstrate skill in collaboration and leadership within the context of interdisciplinary health care systems and policy arenas.
8. Demonstrate accountability for ethical decision-making in the provision of primary health care.

### **DNP Program Student Learning Outcomes**

Within the framework of primary health care and consistent with professional standards, the student will be able to:

1. Synthesize relevant theories from a variety of disciplines to develop frameworks for culturally competent, evidence-based advanced practice nursing in primary health care.
2. Guide the provision of culturally competent evidence-based primary health care to individuals and populations in a variety primary health care practice settings.
3. Evaluate evidence related to clinical, educational, cultural, and organizational issues, needs and challenges to recommend a course of action for best practices in primary health care.
4. Design mentorship roles in primary health care clinical practice in the development, implementation and evaluation of culturally competent, evidence-based best practice protocols and projects.
5. Integrate relevant information technology to support culturally competent, evidence-based primary health care delivery.



6. Create change in health policy using the best available evidence with a culturally competent primary care perspective.
7. Develop collaborations with other disciplines and essential stakeholders to provide culturally competent, best practices in primary health care.

## Expected Student Learning Outcomes of the PhD in Nursing Program

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### PhD in Nursing Program's Expected Student Learning Outcomes

- Synthesize relevant theories from nursing and other disciplines to develop a framework for conducting research with an emphasis on culturally competent primary health care.
- Generate evidence to be used as the basis for culturally competent primary health care to improve population health.
- Generate evidence related to clinical, educational, cultural and organizational issues, needs, and challenges to recommend a course of action for best practices in primary health care.
- Develop skills in mentorship and leadership roles as nurse scientists in the design, implementation, evaluation, and dissemination of research targeting the advancement of culturally competent evidence-based primary health care.
- Integrate information technology to support culturally competent, evidence-based primary health care research that contributes to nursing and health care knowledge aimed at the reduction of health disparities.
- Create change in policy by generating evidence within a culturally competent primary health care perspective.
- Collaborate with intra and inter-professional scholars as well as with inter-sectorial networks within academic, research, practice, or policy arenas for local, national, and global initiatives.

## Expected Student Learning of the Pace University Lenox Hill Hospital Physician Assistant Program

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### Expected Student Learning Outcomes, Pace University Lenox Hill Hospital Physician Assistant Program

1. Elicit a complete or directed patient history.
2. Perform a complete or directed physical examination.
3. Recognize "normal" vs. abnormal findings on the history and physical examination.
4. Develop appropriate differential diagnoses, problem lists, and management plans.
5. Accurately record and orally present findings in an organized manner.
6. Perform, request, and/or interpret routine laboratory or diagnostic tests/studies.
7. Initiate treatment for common problems encountered in patient care including the writing of medical orders and prescriptions.
8. Perform routine therapeutic procedures, e.g. suturing and casting, and assist in surgical procedures.
9. Provide appropriate health education and counseling for patients.
10. Perform independent evaluation and therapeutic procedures in response to life-threatening situations.
11. Recognize the indications for patient/family referral and initiate such referrals.
12. Recognize the value of consultation with colleagues, physicians, and other health professionals.
13. Recognize the contribution of other health care professionals to the delivery of patient care and work effectively with them towards meeting patient care objectives in a variety of settings.
14. Maintain current knowledge of community health facilities, agencies, and resources.
15. Maintain and apply a critical, current operational knowledge of new medical information.
16. Recognize and respond appropriately to issues of diversity which impact on the delivery of patient care.
17. Practice in a manner consistent with the highest standards of ethical and professional behavior

## Expected Learning Outcomes of the Occupational Therapy Program

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### OT Students' Learning Outcomes:

Upon completion of the program, graduates will be able to:

1. Apply appropriate Occupational Therapy theories, technology, and evidence-based evaluations and interventions to address Occupational Therapy related issues for clients across contexts and settings.
2. Implement occupational-focused, client-centered, and inter-professional practices to maximize quality of life of all clients.
3. Perform critical thinking and clinical reasoning for evidence-based evaluations and interventions across settings and populations.
4. Adhere to professional standards and code of ethics when working with clients and other professionals.
5. Contribute to the body of knowledge and dissemination of research that support occupational therapy practice. Demonstrate active involvement in professional development, leadership, advocacy, and lifelong learning.

6. Demonstrate active involvement in professional development, leadership, advocacy, and lifelong learning.

## Expected Learning Outcomes of the Physician Assistant Program- Pleasantville

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Expected Student Learning Outcomes, Physician Assistant Program - Pleasantville

At the completion of the Pace University Pleasantville Physician Assistant Program, students are able to:

- PLO1: Employ the ability to think critically and utilize clinical reasoning in providing patient-centered primary care throughout the lifespan.
- PLO2: Explain the anatomical, physiological and psychosocial characteristics of normal and pathological human growth, development and aging across diverse populations.
- PLO3: Demonstrate professionalism, honesty and integrity in all interactions with colleagues, patients and families.
- PLO4: Employ interpersonal communication skills to develop therapeutic and culturally sensitive relationships with patients and their families to develop mutually agreed upon goals for care and provide patient education aimed at disease prevention.
- PLO5: Demonstrate compassion and respect for all patients and their families by actively listening and communicating in ways that adapt to their level of health literacy and comprehension.
- PLO6: Conduct accurate patient histories and perform accurate physical exams appropriate to patient presentation, age and clinical setting, and organize, record and present the clinical data in a clear, concise manner.
- PLO7: Demonstrate the ability to select appropriate, high value diagnostic studies and tests.
- PLO8: Demonstrate the ability to perform and document diagnostic and therapeutic procedures.
- PLO9: Formulate a prioritized differential diagnosis and integrate information from history, exam and diagnostic testing to create management and treatment plans based on respect for patient preferences, evidence based medicine and informed clinical judgement.
- PLO10: Formulate relevant questions and utilize appropriate medical information resources to obtain accurate medical information.
- PLO11: Demonstrate the ability to critically evaluate and interpret scientific and medical literature, utilize evidence-based medicine and apply practice guidelines in the prevention, evaluation, diagnosis and treatment of disease.
- PLO12: Demonstrate the ability to collaborate, including respectful and effective communication, with all members of the interprofessional patient-care teams.
- PLO13: Demonstrate the ability to use the electronic health record to document accurate information regarding care provided, for medical, legal, quality assurance and financial purposes and explain the role of practice-based data analysis in providing patient- centered care.
- PLO14: Demonstrate an understanding of the complex health care delivery systems in underserved communities by supporting and advocating for relevant, cost- conscious, high-value patient care.
- PLO15: Demonstrate professional leadership and community service in the care of diverse and underserved patients by assisting them in navigating the unique barriers they often face when accessing care.
- PLO16: Demonstrate a commitment to ethical principles pertaining to decision making at the beginning and end of life, confidentiality of patient information, informed consent, conflicts of interest and business practices.
- PLO17: Use acquired knowledge of skills to find gainful employment and adapt to evolving health care systems. PLO18: Demonstrate readiness to pursue independent, lifelong learning through continuing education, professional development, scholarship and participation in professional organizations.
- PLO19: Continually self-assess one's strengths and areas for improvement and pursue a plan for improvement, including accepting and integrating feedback received from patients and colleagues into clinical practice.
- PLO20: Recognize and address personal biases, gaps in medical knowledge and physical limitations in self and others as well as identify and report disruptive or unprofessional behavior or distress in self or colleagues.

## Accreditation

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### Accreditation for the Nursing Programs:

The baccalaureate degree in nursing, master's degree in nursing, certificate of advanced graduate studies, and Doctor of Nursing Practice at Pace University are accredited by the Commission on Collegiate Nursing Education, 665 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

### Accreditation for the Pace University-Lenox Hill Hospital Physician Assistant Program NYC:

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted **Accreditation-Continued** status to the **Pace University-Lenox Hill Hospital Physician Assistant Program NYC** sponsored by **Pace University**. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA *Standards*.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the *Standards*. The date for the next validation review of the program by the ARC-PA will be **September 2023**. The review date is contingent upon continued compliance with the Accreditation *Standards* and ARC-PA policy.'

### Accreditation for the Pace University Physician Assistant Program - Pleasantville:

The ARC-PA has granted **Accreditation-Provisional** status to the **Pace University Physician Assistant Program - Pleasantville**.

Accreditation-Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding accreditation-provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students.

The provisional accreditation process begins with a thorough review of the planning, organization, and proposed content of a program that is in the advanced planning stages, but not yet operational. The provisional accreditation pathway is the only entry way for proposed new programs into the accreditation process.

### Accreditation for the MS in Communication Sciences and Disorders Program:

The Master of Science (M.S.) Program in Communication Sciences and Disorders (CSD) at Pace University is a Candidate for Accreditation (February 1, 2018 - January 21, 2023) by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association, 2200 Research Boulevard #310, Rockville, Maryland 20850, 800-498-2071 or 301-296-5700. This is a "pre-accreditation" status with the CAA, awarded to developing or merging programs for a maximum period of five years. Award of candidacy allows the program to matriculate students into the program as it continues to document compliance with accreditation standards for the duration of the candidacy accreditation cycle. The CAA is a nationally recognized accrediting agency. As part of the CAA's recognition by the U.S. Department of Education, the agency is encouraged to develop a method for allowing public input about the accreditation process and about graduate education programs prior to the final decision by the CAA. Accordingly, individuals who wish to provide input about a program seeking candidacy (pre-accreditation) or initial CAA accreditation or about a CAA-accredited program seeking reaccreditation may do so in two ways: 1) submitting written comments prior to the accreditation site visit in accordance with the procedures specified below; or 2) attending and providing comments at a public meeting during the program's scheduled site visit. Inquiries concerning the status of the candidacy and/or interest in the planned Graduate Program in Communication Sciences and Disorders by potential students should be directed to:

Communications Science and Disorders  
College of Health Professions  
163 Williams Street, Room 500  
New York, New York 10038  
212-618-6031  
[csd@pace.edu](mailto:csd@pace.edu)

All comments provided must:

Relate to a program's compliance with the published Standards for Accreditation of Graduate Education Programs in Audiology and Speech-Language Pathology (Standards) in effect at the time comments are submitted, and

Identify the specific program seeking candidacy, initial accreditation, or reaccreditation with the CAA. Comments not meeting these requirements will not be considered, and the individual or group commenting will be so notified.

### Accreditation for the MS in Nutrition and Dietetics Program:

Pace University's (College of Health Professions) Coordinated Master of Science in Nutrition and Dietetics Program has been granted candidate status by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040 ext. 5400. <http://www.eatrightpro.org/ACEND>.

## OT ACCREDITATION

The MSOT Program's Accreditation Status The MSOT Program is registered by the New York State Education Department (NYSED). It has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE). It expects to obtain full Accreditation in August 2021, prior to the first OT cohort's graduation.

The following statements are concerned with accreditation and program credentialing mechanisms. The entry-level occupational therapy master's degree program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is [www.acoteonline.org](http://www.acoteonline.org). The program must have a pre-accreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

## Brief History

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### College of Health Professions:

Established in 2010, the College of Health Professions at Pace University offers programs at the bachelor's, master's, and doctoral level that are designed to prepare students for impactful careers in health care practice and health-related research. It is the college's goal to create innovative and complex programs that reflect the changing landscape of the health care system.

At the College of Health Professions, students receive hands-on clinical training and have the opportunity to gain experience by applying their developing skills in real world settings at many of the regions' clinical facilities.

The college is currently made up of several growing and important areas of study, which include nursing, physician assistant, communication sciences and disorders, health science, and nutrition and dietetics.

### Lienhard School of Nursing:

The Lienhard School of Nursing is named for the late Gustav O. Lienhard, Pace alumnus and honorary trustee of the University. Nursing was first established at Pace in 1966 with the introduction of a pre-professional program at the Pleasantville campus. By 1971, nursing was offered at the New York City campus and the Undergraduate School of Nursing was founded. Responding to community needs, the first professional Bachelor of Science nursing program was established in 1973. At the same time, the Graduate School of Nursing, formerly associated with the New York Medical College, became an official school of the University. In keeping with the current organizational structure of the various schools within the University, the Graduate and Undergraduate Schools of Nursing were unified in 1979 into the Lienhard School of Nursing.

### MSOT Program History

The hybrid MSOT program at Pace University College of Health Professions: Pleasantville Campus was established in 2019. It is a weekday graduate program designed to be delivered in a blended format combining online and face-to-face classroom instruction. The program was granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) in April 2019 and registered by the New York State Education Department (NYSED) in May 2019. The MSOT program accepted the first cohort of students in September 2019.

### Pace University-Lenox Hill Hospital PA Program NYC:

The PA program's inception in 1995 was a unique arrangement between Lenox Hill Hospital, an employer of 70 PAs, and Pace University's Department of Biological Sciences, which had a strong Allied Health component. Lenox Hill Hospital now employs approximately 165 PAs – more than double the number from 1995. In 2010, the PA Program relocated from Pace University's Department of Biological Sciences into the College of Health Professions. To learn more about the history of the PA program, including key dates in the program's history, see <http://www.pace.edu/college-health-professions/history-pa-program>.

### Physician Assistant Program - Pleasantville:

The Pace University Physician Assistant Program - Pleasantville is a rigorous course of study leading to Master of Science. Students integrate courses in basic science, clinical medicine, behavioral medicine, and pharmacology to provide a comprehensive approach to patient care. During the clinical year, students rotate through nine, five week clinical clerkships. The program was founded in the fall of 2017 with an inaugural class of thirty students. Key dates in our program's history: In March 2017, the program was awarded Accreditation-Provisional status by the Accreditation Review Commission on the Education for the Physician Assistant (ARC-PA) In May 2017, the New York State Education Department registered the Pace University Physician Assistant Program - Pleasantville The Fall of 2017, the program enrolled its inaugural cohort of 30 students The Fall of 2019, the PA program will have its first ARC-PA Accreditation-Provisional monitoring site visit.

## Overview of Program Offerings

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Designed to prepare students for careers in the health care system, CHP's programs combine academic education with supervised clinical experience in hospitals and community agencies. Students are encouraged to take full advantage of the educational opportunities available to them as members of the University community.

### College of Health Professions Graduate Nursing Programs:

Master of Science Degree, Specialization

- Adult Acute Care Nurse Practitioner, MS (AACNP)
- Family Nurse Practitioner, MS (FNP)
- Psychiatric Mental Health Nurse Practitioner, MS (PMHNP)

Certificate of Graduate Studies

- Adult Acute Care Nurse Practitioner Program (AACNP)
- Family Nurse Practitioner Program (FNP)
- Psychiatric Mental Health Nurse Practitioner Program (PMHNP)

Doctoral (Post-Master's)

- Doctor of Philosophy in Nursing Program (PhD)
- Doctor of Nursing Practice Program (DNP)
- DNP Bridge Program

The programs are described in greater detail in this catalog.

### Master of Science Program in Occupational Therapy

The Master of Science Program in Occupational Therapy (MSOT) at Pace University College of Health Professions is a graduate degree program designed to prepare competent and ethical Occupational Therapy practitioners who maximize clients' quality of life and occupation engagement through technology, evidence-based, client-centered, and inter-professional practice.

The MSOT program is a hybrid weekday program. Its curriculum is delivered using a blended method combining both online and face-to-face instructions. Students can complete the program within 28 months with a total of 70 credits of didactic coursework and fieldwork components. Students are engaged in two levels of clinical fieldwork, Level I and Level II. There are three Level I fieldworks that are associated with three practice courses: Pediatrics, Mental Health, and Physical Dysfunction. Level II fieldwork consists of 24 weeks of full-time experiences in two different practice settings.

### Pace University-Lenox Hill Hospital Physician Assistant Program

The **Pace University - Lenox Hill Hospital Physician Assistant Program** is a rigorous master of science program that fully integrates the educational components of the two institutions. Prior to admission you must have completed a bachelor's degree and meet admission criteria. Upon successful completion of the Program, students are awarded a master of science in physician assistant studies (MSPAS) degree from Pace University and a certificate of completion from Lenox Hill Hospital. Graduates are eligible to sit for the Physician Assistant National Certifying Examination (PANCE).

### Physician Assistant Master's Degree Completion Program (Online)

Pace also offers an online Master's completion program open to PA graduates with a bachelor's degree and current PA certification. This completion program provides the additional coursework needed to obtain a master's degree.

### Physician Assistant Program - Pleasantville

The Pace University Physician Assistant Program- Pleasantville offers students from diverse backgrounds a rigorous course of study designed to prepare them for future roles as compassionate, ethical primary care providers in a wide variety of clinical settings. Building upon the core competencies of the physician assistant profession, this curriculum exposes students to an interdisciplinary didactic and clinical curriculum. Students learn the process of critical thinking, a skill fundamental to the assessment, diagnosis, and treatment of illnesses. This primary care program spans 27 months and includes 66 credits of didactic education and 36 credits of clinical education. The total program includes eight required clinical clerkships plus one elective. The program is 102 credits leading to a degree in Masters of Science in Physician Assistant Studies. We are admitting 40 students for September 2019.

## Pace University and Lenox Hill Hospital

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Pace University is a private university in the New York Metropolitan area. Pace has a growing national reputation for offering students opportunity, teaching, and learning based on research, civic involvement, an international perspective, and measurable outcomes. Pace University offers a wide range of academic and professional programs at the graduate and undergraduate levels.

Lenox Hill Hospital is a 652-bed acute care teaching hospital located on Manhattan's Upper East Side. The hospital offers the New York community a full range of health care services, from state-of-the-art cardiovascular and orthopedic services, to maternal and child health programs, to primary and preventive care. The hospital has a long, prestigious history of providing graduate and post-graduate medical education programs for physicians and physician assistants.

The Pace University - Lenox Hill Hospital Physician Assistant program is a rigorous Master of Science program that fully integrates the educational components of the two institutions. Students are eligible to apply to the Master of Science degree program if they have a Bachelor's degree from an accredited institution and have met specific requirements set forth by the PA program. These students can apply through Central Application Services for the Physician Assistant (CASPA).

This 26 month course of study consists of 14 months of intense didactic work and 12 months of clinical clerkships. In the didactic phase, students integrate courses in basic science, clinical medicine, behavioral medicine and pharmacology to provide a comprehensive approach to patient care. During the clinical year, students rotate through various clinical clerkships, which provide five-week rotations in a variety of clinical settings and specialties involving a diversity of patient care experiences.

After completion of all requirements, a combined Master of Science degree from Pace University and a certificate of completion from Lenox Hill Hospital will be awarded.

## Faculty and Staff of CHP

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### Office of the Dean

Harriet R. Feldman, PhD, RN, FAAN  
Dean

Geraldine C. Colombraro, PhD, RN  
Associate Dean for Administration

Sophie R. Kaufman, DPS  
Assistant Dean for Grants and Strategic Initiatives

Patricia Ketterer  
Assistant Dean, Finance/Human Resources

Patty Myers, MS  
Director of the Interprofessional Center for Healthcare Simulation

Carol Roye, EdD, RN, FAAN  
Associate Dean for Faculty Scholarship

Rhonda Maneval, D.Ed., RN,  
Senior Associate Dean for Academic Nursing and Professor

### Department of Undergraduate Nursing

Karen 'Toby' Haghenbeck, PhD, FNP, RN  
Assistant Professor and Program Director, RN4

Sharon Wexler, PhD, RN  
Professor and Program Director, ABSN

Eileen C Engelke RN, EdD, CNE  
RN-BS Program Director and Assistant Professor

### Department of Graduate Nursing

Jason Slyer, DNP, RN, FNP-BC, CNL, FNAP, FNYAM DNP & AACNP  
Program Director & Clinical Associate Professor

Christine Corcoran, PhD, RN, FNP-BC FNP  
Program Director & Assistant Professor

Krystyna de Jacq, PhD, PMHNP-BC PMHNP  
Program Director & Assistant Professor

Keville Frederickson, EdD, RN, FAAN  
Professor and Founding Director, PhD Program

### Lenox Hill Hospital Physician Assistant Program

Susan O. Cappelmann, MS, MT (ASCP), PA-C  
Director and Chair, Pace University-Lenox Hill Hospital Department of Physician Assistant Studies

### Physician Assistant Program - Pleasantville

Steven G. Sweitzer, M.Ed., PA-C  
Founding Director, Associate Clinical Professor

### BS in Health Science

Jane Bear-Lehman, PhD, OTR, FAOTA  
Professor and Director, Health Science Program

### Occupational Therapy Program

Supawadee Cindy Lee, PhD, MS, MA, OTR/L, SIPT  
Founding Program Director and Assistant Professor

### Communication Sciences and Disorders

Linda Carozza, Ph.D., CCC-SLP  
Associate Professor and Program Director, Communication Sciences and Disorders

For a list of our complete faculty, please visit the CHP webpage on [www.pace.edu](http://www.pace.edu).

## College of Health Professions Centers

The College of Health Professions has many centers that support the academic mission of the College:

- **ALPS** (Advancing Leadership, Partnerships, and Scholarship), the College of Health Professions' **Center of Excellence**, is dedicated to supporting the academic mission of the College of Health Professions through external funding, facilitation of faculty scholarship, student opportunities, partnerships, and leadership development. The Center provides opportunities for faculty to develop their scholarship in education, research and practice through a variety of partnerships at the local, national and international levels, and access to internal and external funding. To learn more about research CHP has facilitated, please visit [www.pace.edu/college-health-professions/research](http://www.pace.edu/college-health-professions/research).

The Center facilitates student-centered learning experiences that further enhance the high quality professional education of College of Health Professions students to prepare them to embrace the professional challenges in health care in the 21st Century. The Center promotes leadership development in nursing and health care. For more information about ALPS, please visit [www.pace.edu/alps](http://www.pace.edu/alps).

- The **Interprofessional Center for Healthcare Simulation** offers state-of-the-art resources on both Pleasantville (PLV) and New York City (NYC) campuses. The simulation labs offers a variety of clinical focused learning opportunities ranging from fundamental skills to high fidelity simulation. This is accomplished through the utilization of a wide array of methodologies including task trainers, Human Patient Simulators (manikins that look human and mimic a variety of physiological functions) and Standardized Patients (actors who play the role of patients). Hospital-like settings and clinic simulated environments provide students an opportunity to practice skills at basic and advanced levels across the curriculum. The lab's equipment and design replicate various healthcare settings including pediatrics, maternity, medical-surgical and critical care units. Human patient simulators (HPS) including METIman, SimMan Essential, SimMom, SimJunior, and SimBaby allow students to practice skills, develop critical thinking, and improve performance in a safe and nurturing environment through scenario-based educational experiences. It is equipped with video capture and play-back capabilities which encourage student self-reflection and opportunities to identify areas for improvement in small group debriefing sessions.
- The mission of the **Center for Research in Primary Health Care** is to improve population health by conducting and disseminating research in primary health care.
- **University Health Care (UHC)** has been providing accessible, high-quality health care since the 1970s. Services are available for students, faculty, staff, alumni, and their families. Part of the Lienhard School of Nursing, UHC was one of the first nurse-run and nurse-managed university healthcare centers in the nation.
- **Pace University Speech, Language and Hearing Center** has served the needs of the University and its surrounding community for more than 30 years. The newly renovated Center is home to state-of-the-art equipment and technology for the diagnosis and treatment of a variety of communication disorders. The Center serves as an integral part of the education and training of undergraduate and potential graduate students enrolled in the Communication Sciences and Disorders Program. Licensed and certified speech-language pathologists supervise and work hand-in-hand with undergraduate students to provide hands-on training and education.

## Advancing Leadership, Partnerships, and Scholarship (ALPS)

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### Center's Mission

**ALPS** (Advancing Leadership, Partnerships, and Scholarship), the College of Health Professions' **Center of Excellence**, is dedicated to supporting the academic mission of the College of Health Professions through external funding, facilitation of faculty scholarship, student opportunities, partnerships, and leadership development.

The Center provides opportunities for faculty to develop their scholarship in education, research and practice through a variety of partnerships at the local, national and international levels, and access to internal and external funding. To learn more about research CHP has facilitated, please visit [www.pace.edu/college-health-professions/research](http://www.pace.edu/college-health-professions/research).

The Center facilitates student-centered learning experiences that further enhance the high quality professional education of College of Health Professions students to prepare them to embrace the professional challenges in health care in the 21st Century. The Center promotes leadership development in nursing and health care. For more information about ALPS, please visit [www.pace.edu/alps](http://www.pace.edu/alps).

### Center of Excellence in Healthcare Simulation

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The **Interprofessional Center of Excellence in Healthcare Simulation** offers state-of-the-art resources on both Pleasantville (PLV) and New York City (NYC) campuses. The simulation lab offers a variety of clinical focused learning opportunities ranging from fundamental skills to high fidelity simulation. This is accomplished through the utilization of a wide array of methodologies including task trainers, Human Patient Simulators (manikins that look human and mimic a variety of physiological functions) and Standardized Patients (actors who play the role of patients). Hospital-like settings and clinic simulated environments provide students an opportunity to practice skills at basic and advanced levels across the curriculum. The lab's equipment and design replicate various healthcare settings including pediatrics, maternity, medical-surgical and critical care units. Human patient simulators (HPS) including METIman, SimMan Essential, SimMom, SimJunior, and SimBaby allow students to practice skills, develop critical thinking and improve performance in a safe and nurturing environment through scenario-based educational experiences. The lab is equipped with video capture and play-back capabilities which encourage student self-reflection and opportunities to identify areas for improvement in small group debriefing sessions.

#### Mission

The Center of Excellence in Healthcare Simulation at the College of Health Professions creates an active interprofessional learning environment which promotes intellectual curiosity and integration of clinical and didactic health care knowledge utilizing current effective technology in full collaboration with Pace University, the College of Health Professions, students, faculty, staff, alumni, and community partners.

### University Health Care

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University Health Care offers a full range of primary health care services to Pace University students, faculty, staff, alumni, and their families. UHC is staffed by advanced practice nurses. UHC provides a needed service to the Pace community while also providing nursing and physician assistant students excellent real world experiences.

The University Health Service Fee in conjunction with your health insurance will cover UHC office visits for sickness and accidents. UHC is able to bill your insurance directly. Diagnostic tests and procedures may incur additional charges.

Services available for students, faculty, staff, alumni, and their families include:

- Health education
- Diagnosis and treatment of illnesses such as sore throat, cough or other infections
- Health assessment with complete physical examinations
- Women's health care, contraception, GYN
- PrEP, PEP, STI/HIV testing and treatment
- First aid for minor injuries
- Travel Medicine – Authorized Yellow Fever Vaccination Center

Visit our webpage at: [www.pace.edu/uhc](http://www.pace.edu/uhc)

#### Locations:

Pleasantville Campus:  
Paton House, Ground Floor,  
861 Bedford Road  
Pleasantville, New York 10570  
(914) 773-3760

New York Campus:  
One Pace Plaza, 6<sup>th</sup> Floor  
New York 10038  
(212) 346-1600



## Nursing Honor Society

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Delta Omega is Pace University's chapter of Sigma Theta Tau International Honor Society of Nursing. The purposes of Sigma Theta Tau are to recognize the development of leadership qualities; foster high professional standards; encourage creative work and strengthen commitment on the part of individuals to the ideas and purposes of the profession of nursing.

Candidates for membership are selected on the basis of superior scholastic achievement. Undergraduates halfway through the program, in the upper 35% of their class, or graduate students a quarter of the way through the Master's program, with a 3.5 GPA or higher are eligible. Outstanding community leaders in nursing are also eligible. Student standing is reviewed by the individual school's chapter Faculty Counselor and eligible students are invited in writing to consider membership.

For further information on Sigma Theta Tau International, please visit [www.nursingsociety.org](http://www.nursingsociety.org).

For more information about other honor societies open to nursing students, please visit [www.pace.edu/college-health-professions/nursing-honor-society](http://www.pace.edu/college-health-professions/nursing-honor-society).

## Physician Assistant Organizations

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- **Pi Alpha – The National Honor Society for Physician Assistants**

Pi Alpha is the national Physician Assistant honor society organized for the promotion and recognition of both PA students and graduates. Membership signifies the inductees' significant academic achievement and honors them for their leadership, research, community/professional service and other related activities. The society also encourages a high standard of character and conduct among students and graduates.

- **American Academy of Physician Assistants (AAPA)**

The AAPA is the national professional organization of physician assistants. Its membership includes graduate and student physician assistants as well as affiliate membership for physicians and physician assistant educators. The Academy provides a wide range of services for its members from representation before federal and state governments and health related organizations, public education, pamphlets and brochures, insurance and financial programs, and employment assistance.

Student Physician Assistant Societies are an integral part of the AAPA and make up a body referred to as the Student Academy of the American Academy of Physician Assistants (SAAAPA). The Student Academy meets yearly at the national spring conference to elect officers and representatives. The Pace University-Lenox Hill Hospital Physician Assistant Program encourages each of you to take an active interest in this process. Release time to attend the national conference held in May of each year can be requested in writing to the Academic Coordinator (didactic year) or the Clinical Coordinator (clinical year).

The national organization represents you and as such deserves your support during your student years and as a graduate Physician Assistant. Membership to professional organizations is another benefit also routinely covered by employers.

- **New York State Society of Physician Assistants (NYSSPA)**

NYSSPA is the state constituent chapter of the APAA. Currently all fifty states have similar chartered constituent chapters. The NYSSPA mission is "to improve the quality of health care services in NY State and to promote, address and represent the interests and development of the Physician Assistant profession."

NYSSPA provides continual representation of PA interests in both Washington, DC and Albany with both federal and state health profession's organizations as well as the State Department of Health (DOH) and the State Education Department (SED). The Student Affairs Committee of NYSSPA promotes student issues and interests within the Society. Any student enrolled in a New York PA Program approved by the Board of Directors is eligible for student membership. Student members may hold a place on the Board of Directors and are also eligible for scholarship monies.

- **National Commission on Certification of Physician Assistants (NCCPA)**

All graduates of Physician Assistant Programs accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) are eligible to sit for the national certifying exam (PANCE) offered by the NCCPA.

Registration applications are completed during the senior year of the Physician Assistant Program. Most states require graduates to take and successfully pass the national boards to continue employment.

Once certified through the NCCPA, each graduate must obtain and report 100 hours of CME every two years. Recertification exams are also required every ten years in addition to the CME requirement.

- **Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA)**

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) is the recognized accrediting agency that protects the interests of the public and PA profession by defining the standards for PA education and evaluating PA educational programs within the territorial United States to ensure their compliance with those standards.

The ARC-PA encourages excellence in PA education through its accreditation process, by establishing and maintaining minimum standards of quality for educational programs. It awards accreditation to programs through a peer review process that includes documentation and periodic site visit evaluation to substantiate compliance with the Accreditation Standards for Physician Assistant Education. The accreditation process is designed to encourage sound educational experimentation and innovation and to stimulate continuous self-study and improvement.

- **Physician Assistant History Society**

The Society for the Preservation of Physician Assistant History, Inc. (PA History Society) is dedicated to the history and legacy of the physician assistant profession through the identification and collection of papers, manuscripts, magazine and newspaper clippings, histories, and visual artifacts, such as films, slides, videos, photographs, and digital images. Pace University's PA program is featured on the History Society's website.

## Admission Requirements (MSOT)

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### Program Application and Admissions Requirements

- Earned a baccalaureate in any field from an accredited college or university.
- Completed all pre-requisite coursework.
- Cumulative GPA of 3.0 or higher on a 4.0 scale.
- Cumulative Science GPA of 3.0 or higher on a 4.0 scale.
- Submission of official transcripts from all colleges attended.
- Submission of personal statements.
- Submission of résumé or CV including extracurricular activities, any employments, volunteer/community services, recognitions, and awards.
- Submission of two letters of recommendation from professors and Occupational Therapist or employers. Letters from family or friends will not be accepted.
- Minimum of 20 hours of volunteer experience shadowing OT in at least 2 different settings.
- Qualified candidates may be invited for an interview with OT faculty.
- \*GRE is not required for applying to the program.

### How to Apply:

- Applicants must apply online using the OTCAS application. Please visit [www.otcas.org](http://www.otcas.org).

<b>PREREQUISITE COURSEWORK Required Courses</b>	<b>Credits</b>
Anatomy and Physiology I with lab	4
Anatomy and Physiology II with lab	4
<i>*To fulfill the first two pre-requisites, Human Anatomy and Human Physiology may be taken separately.</i>	
Physics or Kinesiology	3
Statistics	3
Life Span Human Development or Developmental Psychology	3
Abnormal psychology	3
Sociology or Anthropology	3
<b>Total pre-requisites credits</b>	<b>23</b>

<b>Highly Recommended Courses</b>	<b>Credits</b>
<i>English Composition</i>	3
<i>Public Speaking</i>	3
<i>Medical Conditions or Pathophysiology</i>	3

## ADMISSIONS POLICIES

- Applicants must have the ability to perform essential functions of an occupational therapy graduate student.
- All pre-requisite courses must be completed with a grade of C and higher and be taken within the past 10 years. Anatomy and Physiology courses cannot be taken online.
- The program does not accept Advanced Placement credits or CLEP credits to fulfill prerequisite coursework requirements.
- The program does not accept transfer credits.
- The program does not offer credits for applicants' previous work, experiential, or volunteer experience.
- Students may apply to the program before completing their baccalaureate; however, all pre-requisite courses must be completed at an accredited institution by the application deadline.
- The bachelor's degree must be awarded prior to enrollment in the program.
- Curriculum Information (<https://pace.smartcatalogiq.com/current-catalog/Graduate-Catalog/Schools/College-of-Health-Professions/Curriculum-Information>)

## Admission Requirements (Nursing Programs)

Admission to the graduate school of nursing is highly competitive. Because class size is limited, applicants are encouraged to complete their application with all credentials as early as possible.

### Graduate Nursing Admission Criteria Includes:

- Be a graduate of an accredited baccalaureate program in nursing (unless applying to the Accelerated Nursing Program)
- Scholastic aptitude as evidenced by previous academic work, motivation, leadership potential, and maturity
- Undergraduate minimum cumulative QPA of 3.0
- NYS RN license (unless applying to the Accelerated Nursing Program)
- Undergraduate Statistics and Nursing Research\*\*
- Computer literacy
- Submission of essay and recommendations as described in the application
- AACNP Applicants need one year Acute Care Experience
- A personal interview may be required.

\*\*Undergraduate Statistics and Nursing Research are required

### Doctor of Nursing Practice (DNP) Program Admission Criteria

Candidates for the DNP program must:

- Be a graduate of an accredited master's degree program in nursing
- Be licensed as a registered nurse in New York State, state certified and board eligible as a family nurse practitioner or as an Acute Care NP\*

- Complete a personal interview
- Have a minimum GPA of 3.3 in their master's degree program in nursing, or equivalent professional experience
- Evidence of successful completion of an undergraduate statistics course is required (grade of B or higher)
- No standardized admission test (GRE or Miller Analogy) required

Qualified applicants will be interviewed by the DNP Admissions Committee. During the interview, applicants will be required to write a 250-500 word abstract on a clinical question they have identified in their practice.

\*Although the Pace DNP program is designed for family or acute care nurse practitioners, we now have an option for adult, pediatric, geriatric, and women's health master's prepared nurse practitioners who wish to obtain FNP certification as an FNP-DNP or Acute Care certification as an AACNP-DNP. If you are interested in this option, you will need to meet with the Program Director who will conduct a gap analysis to determine what additional clinical courses will be required.

#### **Doctor of Philosophy in Nursing Admission Criteria:**

*Applicants must meet the following requirements:*

- Bachelor's or Master's degree in nursing from an accredited program
- Master's degree
- Have a minimum GPA of 3.5 in their master's degree program
- Satisfactory written descriptions of career goals and research interests
- Portfolio of professional contributions
- All applicants whose first language is not English must take the Test of English as a Foreign Language (TOEFL). The minimum overall TOEFL score is 84 (internet-based test); 24 is the minimum score in the speaking section, and 24 is the writing section minimum score.
- By the end of Year One, all students must present an unencumbered US nursing license

## **Admission Requirements (PA)**

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All applicants **must meet and complete** the following requirements by January 15th of the year of planned enrollment, with the exception of the baccalaureate degree requirement. See the Degree Requirements below.

Applications are reviewed and admission decisions for seats in the cohort are filled on a rolling basis during the CASPA cycle, until seats are filled.

#### **Applications**

All candidates must apply through the Centralized Application Service for Physician Assistants (CASPA)

#### **Degree Requirements**

A Baccalaureate degree from an accredited United States or Canadian accredited institution of higher learning, must be completed by June 1st of the year of planned enrollment.

#### **Grade Point Average (GPA)**

Cumulative GPA's (UGPA) is calculated utilizing ALL college-level courses completed by the applicant.

**3.0** Minimum Cumulative Undergraduate and Cumulative Science GPA (CSGPA) based on a 4.0 scale is required.\*

\* GPAs less than 3.0 will only be considered if the applicant has completed a graduate degree in either biological or chemical sciences or obtained a Public Health degree, and has successfully completed the coursework.

If prerequisite coursework was completed more than 7 years from the January 1st of the year of planned enrollment, the GPA from that coursework will not be considered. All coursework more than seven (7) years old may be repeated and the GPA of the repeated coursework will be considered instead.

#### **Prerequisite coursework**

Prerequisite courses must have been completed less than seven (7) years from the January 1st of the year of planned enrollment.

If required coursework was completed more than 7 years ago, both UGPA and SGPA will not be considered.

- All coursework more than seven (7) years old may be repeated and the GPA of the repeated coursework will be considered.
- All grades of required prerequisite coursework must be at least "B -" or greater.

No more than two prerequisite courses can be retaken, except for coursework more than seven (7) years old. This may be repeated and the GPA of the repeated coursework will be considered instead.

- Mathematics (Pre-calculus or Statistics) (3 credits) General Biology + Laboratory (8 credits)
- General Chemistry + Laboratory (8 credits) Biochemistry + Laboratory (preferred) or Organic Chemistry + Laboratory (4 credits).
- Microbiology (3 credits)
- Human Anatomy and Physiology I and II with Laboratory (7 credit minimum) or:
- Human Anatomy + Laboratory (4 credits) and Human Physiology (3 credits)

**Healthcare (patient care) experience** A minimum of 300 hours of direct patient care experience, is required.

Acceptable experience includes, employment or volunteer work.

Acceptable direct patient care hours would be those from a position, which involves hands-on responsibility, such as but not limited to:

- Patient Care Technician Medical Assistant Licensed Practicing Nurse
- Certified Nurse Assistant (CNA) Radiology Technician Paramedic
- Emergency Medical Technician (EMT) Military Medic/Corpsman
- Medical Scribe
- Other licensed or certified health care professional

### **Shadowing experience**

In addition to the above Healthcare experience, a minimum of 40 hours of shadowing a physician assistant is required.

### **Personal Statement**

One-page personal statement describing why you wish to become a physician assistant

### **Resume/Curriculum vitae**

Describe in detail Professional experiences Volunteer and service activity

### **References**

Three (3) references from professionals

At least one (1) from a physician assistant or physician (MD or DO)

### **Graduate Record Examinations (GRE)**

The GRE General Test administered by ETS (Educational Testing Service) is not required.

### **English as a second language**

Students for whom English is not their first language must submit scores from the TOEFL (Minimum Score 88 on the IBT), IELTS (International English Language Testing System/Minimum Score 7) or Pearson PTE (Minimum Score 60) that are no more than two years old.

TOEFL codes for Pace University are as follows: Westchester Campus: **2644** New York City Campus: **2635**

### **Advanced Placement Credits (AP credit)**

AP credit will be accepted for pre-requisite courses only. No AP credit will be awarded for the fulfillment of any PA Program didactic or clinical curricular content.

**Advanced Standing** - Under no circumstances will a student be given credit toward the courses in the Pace University-Pleasantville Physician Assistant Studies Program.

### **Preferences**

**Hours beyond the minimum required Healthcare (patient care) experience, PA Shadowing experience, Volunteer and service activity** are preferred.

In keeping with Pace University's mission to impart to its graduate students a deep knowledge of their discipline and connection to its community as well as its embodiment of an ethos of respect for and celebration of our diversity, creating an inclusive and welcoming environment, we encourage individuals from all backgrounds, including residents of the Hudson Valley, veterans and graduates of Pace University or of health professions Pre-Health curriculums, First Generations students and individuals from other populations that are underrepresented in the health professions, to apply.

SUCCESSFUL APPLICANTS ARE CONDITIONALLY ACCEPTED INTO THE PROGRAM PENDING VERIFICATION THAT ALL ADMISSION REQUIREMENTS HAVE BEEN MET AND THE APPLICANT HAS SUCCESSFULLY PASSED A CRIMINAL BACKGROUND CHECK.

## **PA Technical Standards**

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Pace University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as well as state and local laws which prohibit institutions of higher education from discriminating against students with disabilities. Although all applicants and students are held to the same technical and academic standards, reasonable accommodations are provided to qualified individuals with a disability. In order to request a reasonable accommodation, applicants and students should read [Information for Students with Disabilities](#) and then contact the Coordinator of Disability Services for their campus.

The ability to meet the technical standards and educational objectives established by the program is essential for the fulfillment of the requirements for the Master of Science in Physician Assistant Studies degree. The academic and technical standards established by the faculty require that all students accepted by the program possess the physical, cognitive, and behavioral abilities that insure that they will be able to complete all aspects of the curriculum. Students admitted to the Physician Assistant (PA) Program must have the intellectual, emotional and physical abilities to acquire the knowledge, behaviors, and clinical skills needed to successfully complete the entire curriculum and practice medicine as a physician assistant. The technical standards outlined below ("Technical Standards"), in conjunction with established academic standards, are followed by the Admissions Committee to select students who possess the intelligence, integrity, physical, and personal as well as emotional characteristics that are necessary to become an effective physician assistant. The Program and sponsoring institution must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of a physician assistant. The program and sponsoring institution cannot compromise the health and safety of others and reserve the right not to admit any applicant who cannot meet the technical standards or who would constitute a direct threat to the health and safety of others, e.g., those individuals who are currently impaired by alcohol or substance abuse cannot meet the Technical Standards.

## **Pace University-Lenox Hill Hospital NYC Technical Standards**

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Granting of the PA degree signifies that the holder is a physician assistant prepared for entry into the practice of medicine. Therefore it follows that graduates must have the knowledge and skills to practice medicine as PAs in a broad variety of clinical situations and to render a wide spectrum of patient care. Candidates must also have the physical and emotional stamina to function in a competent manner in educational and practice settings that may involve heavy workloads and stressful situations. Accordingly, candidates for the degree must be able to perform specific essential functions that the faculty deem requisite for the practice of medicine. These functions, expressed as technical standards, fall into several broad categories, including: observation, communication; motor; conceptual, integrative and quantitative; and behavioral and social.

### **Observation**

Candidates must be able to observe demonstrations in the basic sciences, medical illustrations and models, microscopic studies of microorganisms and tissues in normal and pathological states. They must also be able to directly and accurately observe a patient's demeanor, see a patient's physical condition, and obtain a medical history and perform a physical examination correctly on the patient in order to integrate the information derived from these observations in order to develop an accurate diagnostic and treatment plan. These skills require the functional use of vision, hearing, smell, and somatic sensation.

### **Communication**

Candidates must be able to speak, hear, and observe patients in a clinical setting and elicit information, perceive nonverbal communications and detect changes in mood. They must be able to record information accurately and clearly, speak fluent English, and communicate effectively and sensitively with patients and families. Candidates must also be able to communicate

effectively with other members of the healthcare team in oral, written and electronic form, and provide accurate information in patient care settings in which decisions based upon those communications must be made rapidly.

### **Motor**

Candidates must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers necessary to complete a full physical examination. They must possess motor function sufficient to perform basic laboratory tests (e.g., urinalysis, CBC, etc.) and carry out diagnostic procedures (e.g., venipuncture, arterial puncture, paracentesis, thoracentesis, lumbar puncture, etc.). These skills require coordination of gross and fine muscle movements, equilibrium, and sensation. Candidates must be able to execute the appropriate motor movements required to provide general care as well as emergency treatment to patients. Examples of emergency treatment reasonably required of physician assistants are cardiopulmonary resuscitation, administration of intravenous medication, the application of pressure to stop bleeding, the management of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. A candidate must be able to transport themselves from one location to another in a timely fashion in order to facilitate patient care responsibilities and receive educational training.

### **Interpretative, Conceptual and Quantitative**

Candidates for the degree must have effective and efficient learning techniques and habits that allow for mastery of the complex PA curriculum. They must be able to learn through a variety of modalities, including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. They must be able to memorize, measure, calculate, reason, analyze, and synthesize. They must also be able to comprehend spatial relationships and three-dimensional models.

### **Behavioral and Social**

Candidates must understand the legal and ethical aspects of the practice of medicine and function within the guidelines established by the law and by the ethical standards of the PA profession. They must be able to relate to patients and their families, colleagues, and other members of the healthcare team with courtesy, maturity, and respect for the dignity of individuals. This requires that they place the welfare of their patients foremost, and demonstrate honesty, integrity, dedication, compassion and nondiscrimination in the care of their patients. They must at all times demonstrate the emotional stability to be able to exercise good judgment, and carry out prompt completion of all the responsibilities attendant to the diagnosis and care of their patients in a sensitive and effective manner. This sensitivity includes self-examination of personal attitudes, perceptions, and stereotypes in order to avoid potential negative impact on relationships and patient care. Applicants must be able to adapt to changing environments, display flexibility and professional responsibility to their patients, and to learn to function in an environment of uncertainty, in which changes may occur rapidly and without warning. A candidate must be able to accept criticism and respond by a modification of behavior. All of these personal qualities will be assessed during the admissions and educational process.

### **Physician Assistant Program - Pleasantville Technical Standards**

Granting of the PA degree signifies that the holder is a physician assistant prepared for entry into the practice of medicine. Therefore, it follows that graduates must have the knowledge and skills to practice medicine as PAs in a broad variety of clinical situations and to render a wide spectrum of patient care. Candidates must also have the physical and emotional stamina to function in a competent manner in educational and practice settings that may involve heavy workloads and stressful situations. Accordingly, candidates for the degree must be able to perform specific essential functions that the faculty deem requisite for the practice of medicine. These functions, expressed as technical standards, fall into several broad categories, including: observation; communication; motor; conceptual, integrative, and quantitative; and behavioral and social.

### **Observation**

Candidates must be able to observe demonstrations in the basic sciences, medical illustrations and models, and microscopic studies of microorganisms and tissues in normal and pathological states. They must also be able to directly and accurately observe a patient's demeanor, see a patient's physical condition, and obtain a medical history and perform a physical examination correctly on the patient in order to integrate the information derived from these observations in order to develop an accurate diagnostic and treatment plan. These skills require the functional use of vision, hearing, smell, and somatic sensation.

### **Communication**

Candidates must be able to speak, hear, and observe patients in a clinical setting and elicit information, perceive nonverbal communications and detect changes in mood. They must be able to record information accurately and clearly, speak fluent English, and communicate effectively and sensitively with patients and families. Candidates must also be able to communicate effectively with other members of the healthcare team in oral, written, and electronic form, and provide accurate information in patient care settings in which decisions based upon those communications must be made rapidly.

### **Motor**

Candidates must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers necessary to complete a full physical examination. They must possess motor function sufficient to perform basic laboratory tests (e.g., urinalysis, CBC, etc.) and carry out diagnostic procedures (e.g., venipuncture, arterial puncture, paracentesis, thoracentesis, lumbar puncture, etc.). These skills require coordination of gross and fine muscle movements, equilibrium, and sensation. Candidates must be able to execute the appropriate motor movements required to provide general care as well as emergency treatment to patients. Examples of emergency treatment reasonably required of physician assistants are cardiopulmonary resuscitation, administration of intravenous medication, the application of pressure to stop bleeding, the management of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. A candidate must be able to transport themselves from one location to another in a timely fashion in order to facilitate patient care responsibilities and receive educational training.

**Interpretative, Conceptual, and Quantitative**

Candidates for the degree must have effective and efficient learning techniques and habits that allow for mastery of the complex PA curriculum. They must be able to learn through a variety of modalities, including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. They must be able to memorize, measure, calculate, reason, analyze, and synthesize. They must also be able to comprehend spatial relationships and three-dimensional models.

**Behavioral and Social**

Candidates must understand the legal and ethical aspects of the practice of medicine and function within the guidelines established by the law and by the ethical standards of the PA profession. They must be able to relate to patients and their families, colleagues, and other members of the healthcare team with courtesy, maturity, and respect for the dignity of individuals. This requires that they place the welfare of their patients foremost, and demonstrate honesty, integrity, dedication, compassion, and nondiscrimination in the care of their patients. They must at all times demonstrate the emotional stability to be able to exercise good judgment, and carry out prompt completion of all the responsibilities attendant to the diagnosis and care of their patients in a sensitive and effective manner. This sensitivity includes self-examination of personal attitudes, perceptions, and stereotypes in order to avoid potential negative impact on relationships and patient care. Applicants must be able to adapt to changing environments, display flexibility and professional responsibility to their patients, and to learn to function in an environment of uncertainty, in which changes may occur rapidly and without warning. A candidate must be able to accept criticism and respond by a modification of behavior. All of these personal qualities will be assessed during the admissions and educational process.

## Curriculum Information

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### Doctoral Degree Programs

#### Doctor of Nursing Practice Program (DNP)

##### Program Information

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It's a fact: a Doctor of Nursing Practice (DNP) from Pace University's College of Health Professions provides the innovative learning opportunities you need to become a clinical leader in advanced nursing and primary health care. Our post-master's program has been specially designed to allow you to accelerate your career trajectory while evolving your current practice. As you advance, you will forge lasting relationships with fellow students – all while building new knowledge under the supportive guidance of mentors and faculty alike.

Based in our Pleasantville campus, our executive blended-learning format combines online and in-person coursework – meaning you can still fulfill your work and personal commitments while earning your DNP through this flexible program.

**DNP Curriculum**

Doctor of Nursing Practice Program (DNP) is a post-master's program for family or adult acute care nurse practitioners. This innovative curriculum meets the eight essential areas identified by the America Association of Colleges of Nursing for the DNP. Our program also provides students with several opportunities such as:

- Being published internationally before graduation
- Becoming a recipient of the Jonas Nurse Scholar program
- Attending the AANP Health Policy Conference and lobby on Capitol Hill
- Completing an evidence-based clinical practice improvement DNP project under the mentorship of a DNP program faculty member

**Credit Didactic/Clinical**

NURS 807 Foundations of Primary Health Care Practice (3 credits)

NURS 820 Evidence-based Practice Methods and Techniques I (3 credits)

NURS 830 Health Care Policy: Strategic Action (3 credits)

NURS 840 Teaching and Learning in Advanced Practice Nursing (3 credits)

NURS 850 Ethical Choices and Legal Context for the Advanced Practice Nurse (3 credits)

NURS 860 Evidence Based Practice Methods and Techniques II (3 credits)

NURS 870 Health Care Economics and Finance for Advanced Practice Nursing (3 credits)

NURS 880 Technology and Information Systems for Advanced Practice Nursing (3 credits)

NURS 900A Mentorship IA: Doctoral Project (110 clinical hours)

NURS 900B Mentorship IB: Doctoral Project (110 clinical hours)

NURS 910A Mentorship IIA: Doctoral Project (110 clinical hours)



NURS 910B Mentorship IIB: Doctoral Project (110 clinical hours)

Total Number of Credits for the DNP degree is 33 (minimum 1,000 supervised clinical hours, 450 completed during the DNP program).

For the full list of requirements for Pace University's College of Health Professions DNP program, visit:  
<https://www.pace.edu/college-health-professions/admissions-dnp>

## Doctor of Philosophy in Nursing Program (PhD)

### PhD Program Information

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The PhD in Nursing program is designed to be a research-intensive experience. Program graduates develop new nursing science, serve as leaders of the profession, and educate the next generation of nurses.

Pace's innovative PhD in Nursing program is the only one in the mid-Hudson region.

#### PhD Program Curriculum

##### Year One Fall

NURS 912, NURS 913, NURS 803

##### Year One Spring

NURS 916, NURS 922, NURS 923

##### Year Two Fall

NURS 830, NURS 920, NURS 924

##### Year Two Spring

NURS 925, NURS 928

Method electives: NURS 932, OR NURS 926

##### Year Three Fall

NURS 938, **NURS 754**, Elective

##### Year Three Spring

NURS 948 (IF NEEDED)

### DNP Bridge Program

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Although the Pace DNP program is designed for family or acute care nurse practitioners, we now have an option for adult, pediatric, geriatric, and women's health master's prepared nurse practitioners who wish to obtain FNP certification as an FNP-DNP or Acute Care certification as an AACNP-DNP. If you are interested in this option, you will need to meet with the Program Director who will conduct a gap analysis to determine what additional clinical courses will be required.

For more information, contact [nursing@pace.edu](mailto:nursing@pace.edu) or call 914-773-3552.

## Master of Science Degrees, Specialization

### Family Nurse Practitioner Program (FNP)

#### Graduate Program Information

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##### Advance your practice with our renowned MS-FNP program

Pace's Family Nurse Practitioner program offers a 42-credit Master of Science degree. This allows you to complete the MS-FNP and begin practice as a FNP, or if you are already a master's prepared FNP, to apply to continue on and complete additional courses for your FNP-DNP.

- Pace offers a certificate of advanced graduate study for master's prepared nurses who wish to pursue family nurse practitioner studies, as well as nurse practitioners who wish to expand their practice through family nurse practitioner education and certification (credits determined by a Gap Analysis).
- A unique blend of online and on-campus classes, and individually precepted clinical practicum hours in diverse healthcare settings.
- A leader in the field - Pace's FNP was one of the first programs of its kind to focus on family and primary healthcare and prepare you for the FNP role.
- Our FNP program will prepare you to deliver evidence-based, culturally competent primary healthcare to individuals within the context of family and community.

**The MS-FNP is offered on both the New York City and Pleasantville campuses.**

#### Graduate Program Curriculum

##### Nursing Common Core

NURS 801	Underpinnings of Advanced Nursing	3
NURS 802	Leadership for Advanced Nursing	3
NURS 803	Advanced Nursing in Primary	3
NURS 804	Scholarly Inquiry for Advanced Nursing	3
NURS 681	Pathophysiology For Advanced Practice Nursing	3
NURS 682	Clinical Pharmacology for Prescribing Advanced Practice Nursing	3
NURS 640	Advanced Physical Assessment	6

##### Family Nurse Practitioner Specialization\*\*

NURS 650	Advanced Theory and Practice I for Family Nurse Practitioners	6
NURS 660	Advanced Theory and Practice II for Family Nurse Practitioners	6
NURS 671	Family Nurse Practitioner Practicum I	1 - 1.2
NURS 672	Family Nurse Practitioner Practicum II	1 - 1.2
NURS 673	Family Nurse Practitioner Practicum III	1 - 1.2
NURS 674	Family Nurse Practitioner Practicum IV	1 - 1.2
NURS 675	Family Nurse Practitioner Practicum V	1 - 1.2

**Conferral of Master's Degree after 42 Credits and a minimum of 550 supervised clinical practicum hours across the family population foci**

## Adult Acute Care Nurse Practitioner Program (AACNP)

### Graduate Program Information

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#### New York City Campus

Pace's **Adult Acute Care Nurse Practitioner (AACNP)** program is a 42-credit Master of Science program for registered nurses with a Bachelor of Science degree in Nursing one year of acute care/inpatient nursing experience. This program will prepare you to move into a well-paid career delivering health care in the context of adults/older adults in an acute care setting within a primary health care framework.

- **Flexible programming to meet your needs** — A unique blend of online and on-campus classes, and individually precepted clinical practicum hours.
- Our AACNP program will prepare you to deliver **evidence-based, culturally competent, primary health care** to individuals within the context of the acute care setting.
- The program meets the American Nurses Credentialing Center requirements for **Adult Gerontology Acute Care Nurse Practitioner Certification**

#### Graduate Program Curriculum

##### Nursing Common Core

NURS 801	Underpinnings of Advanced Nursing	3
NURS 802	Leadership for Advanced Nursing	3
NURS 803	Advanced Nursing in Primary	3
NURS 804	Scholarly Inquiry for Advanced Nursing	3
NURS 681	Pathophysiology For Advanced Practice Nursing	3
NURS 682	Clinical Pharmacology for Prescribing Advanced Practice Nursing	3
NURS 640	Advanced Physical Assessment	6

##### Adult Acute Care Nurse Practitioner Specialization

NURS 662	Intro to Acute Care Advanced Nursing Practice	4
NURS 662A	AACNP PRACTICUM I (180 Clinical hours)	2
NURS 664	Advanced Theory and Practice for Acute Care Advanced Practice Nurses Level I	4
NURS 664A	Adult Acute Care Nurse Practitioner Practicum II (185 clinical hours)	2
NURS 668	Advanced Theory and Practice for Adult Acute Care Advanced Nursing Practice II	4
NURS 668A	Adult Acute Care Nurse Practitioner Practicum III (185 clinical hours)	2

Total credits for Master's Degree Conferral (550 supervised clinical hours) 42 credits

## Master of Science in Communication Sciences and Disorders

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The Pace University Master of Science (MS) Graduate Program in CSD is full-time and 5-semester (2-years plus one summer). Sixty-credits of academic and clinical coursework and 400 hours of clinical practicum are required to graduate from the Program. Twenty-five of these clinical practicum hours are observational and 50 hours can be obtained at the undergraduate level. Students have access to Pace and CSD facilities, which include an on-site Speech and Hearing Center, audiology test suite, and speech lab with state of the art equipment. The clinical practicum experience includes three semesters in-house and two semesters at an external placement. **The Master's in Communication Sciences and Disorders at Pace will prepare graduates to sit for the PRAXIS examination in speech-language pathology.**

### Curriculum

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#### CRITERIA FOR PROGRAM PROGRESSION

The MS Graduate Program in CSD is designed to prepare the graduate candidate for a successful and fulfilling experience and career in speech-language pathology. To ensure competency in completing the graduate program in speech-language pathology the following criteria must be satisfied:

- Completion of 60 credits of academic and clinical coursework.
- Completion of 400 hours of clinical practicum; 25 of these hours are observational and 50 hours can be obtained at the undergraduate level. Three semesters of these clinical practicum hours are obtained in-house at the Pace University Speech and Hearing Center and two semesters at an external placement or site.
- All graduate candidates are required to meet with their academic advisor every semester to ensure requirements in the graduate program are progressing appropriately. Documentation of advisement is maintained.
- Second-degree graduate candidates who are taking CSD undergraduate coursework on a non-matriculated basis to satisfy graduate program admissions may avail themselves of CSD faculty advisement on an individual basis.
- Students must earn at least a 3.0 grade point average (GPA). Students are advised, monitored, and supported every semester by the CSD faculty to progress to this goal.
- Should a student earn less than a 3.0 in any CSD course the student will be given the opportunity to remediate and/or retake the class one time to earn a minimum of a 3.0. This circumstance can only occur twice. Specifically, a remediation plan will be instituted for a student who earns a B- (2.7) in the course and must demonstrate that the standard was met. A student who earns a C+ or C may retake/repeat up to two CSD courses once and must earn a minimum of a B (3.0) in those courses to progress through the Program. Students who do not earn a minimum of a B (3.0) when retaking the course will automatically be assigned an F and dismissed. The third B-, C+, or C is an automatic dismissal. A C+ and C are considered as not passing grades in this Program; no grades below C exist in the grading system. Again, students are advised, monitored, and supported every semester by the CSD faculty to meet this goal. Students must meet performance indicators for clinical practicum on-campus and external placements.
- Meet performance indicators for clinical practicum on-campus and external placements.
- Finally, students must meet the Essential Functions (found in the Graduate Program in CSD Academic Student Handbook) in five areas to satisfy graduate and professional requirements as measured by state and national credentialing agencies. These five areas are: communication; motor; intellectual-cognitive; sensory observational; and behavioral-social. Many of these skills can be learned and developed during the course of the graduate program through coursework and clinical experience. Failure to meet or maintain the Essential Functions may result in action against the student, including, but not limited to dismissal from the program.

To graduate, students must successfully satisfy all academic (60 credits) and clinical (400 total hours) for the graduate degree. To ensure all academic requirements and credits are met, CSD academic advisors will review students' transcripts at the end of each semester and at the beginning of their last semester. The Clinic Director, Placement Coordinator and Supervisors will monitor and ensure that students receive the required total hours to meet compliance.

Graduates from the MS program will be eligible for American Speech-Language-Hearing Association (ASHA) certification as well as other relevant local and state credentials upon graduation. Passing the Praxis exam is a required component for obtaining certification to practice speech-language pathology by ASHA and most states.

The typical Program of study is delineated in the table below:

<b>First Year Fall – 1<sup>st</sup> Semester</b>		<b>First Year Spring – 2<sup>nd</sup> Semester</b>	
<b>Course</b>	<b>Credits</b>	<b>Course</b>	<b>Credits</b>
CSD 658 – Advanced Diagnostics	3	CSD 671 – Audiologic Rehabilitation	3
CSD 670 – Neuroscience	3	CSD 655 – Adult Language Disorders	3
CSD 642 – Advanced Articulation & Phonology	3	CSD 652 – Autism	3
CSD 659 – Advanced Child Language Disorders	3	CSD 680 – Research Methods	3
CSD 661 – Clinical Practicum Ia (Diagnostic)	3	CSD 661 – Clinical Practicum Ib (Pediatric In-House)	3
<b>Total Credits</b>	<b>15</b>	<b>Total Credits</b>	<b>15</b>
<b>First Year Summer – 3<sup>rd</sup> Semester</b>			
	<b>Course</b>		<b>Credits</b>
	663 – Alternative & Augmentative Communication Devices		3
	CSD 661 – Clinical Practicum Ic		3
	<b>Total Credits</b>		<b>6</b>
<b>Second Year Fall – 4<sup>th</sup> Semester</b>		<b>Second year Spring – 5<sup>th</sup> Semester</b>	
<b>Course</b>	<b>Credits</b>	<b>Course</b>	<b>Credits</b>
CSD 660 – Dysphagia	3	CSD 657 – Professional Issues & Ethics	3
CSD 656 – Motor Speech Disorders	3	CSD 672 – Counseling	3
CSD 653 – Fluency	3	CSD 654 – Voice & Resonance	3
CSD 662 – Clinical Practicum IIa – External Placement	3	CSD 662 – Clinical Practicum IIb - External Placement	3
<b>Total Credits</b>	<b>12</b>	<b>Total Credits</b>	<b>12</b>
<b>Total Credit Hours: 60</b>			

## Master of Science in Nutrition and Dietetics

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This is a two-year, full-time Coordinated Master of Science in Nutrition and Dietetics Program, located on our Pleasantville campus, which offers students the unique opportunity to simultaneously complete both a Master's degree and the 1200 hours of didactic and supervised practice (internship) requirements needed to sit for the Registered Dietitian-Nutritionist (RDN) exam.

### Degree Requirements

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#### Curriculum

<b>Year 1 - Fall</b>	<b>Credits</b>
Advanced Nutrition I - Macronutrients	3
Food Science	3
Professional Issues in Nutrition and Dietetics	3
<b>Year 1 - Spring</b>	
Advanced Nutrition II - Micronutrients	3
Nutrition Across the Lifespan	3
Management of Food Service Systems	3
<b>Year 1 - Summer</b>	
Nutrition Assessment	3
Medical Nutrition Therapy I	3
Supervised Practice I - Foodservice	3
<b>Year 2 - Fall</b>	
Community and Public Health Nutrition	3
Nutrition Education and Counseling	3
Supervised Practice II - Clinical Nutrition	3
<b>Year 2 - Spring</b>	
Medical Nutrition Therapy II	3
Research in Nutrition and Dietetics	3
Supervised Practice III - Community Rotation	3
<b><i>Elective Rotation</i></b>	
<b>Year 2 - Summer</b>	
Foods and Nutrition of World Cultures	3
Capstone Project	3
Supervised Practice IV - Clinical Rotation	3

**Total Credit Hours: 54**

## Master of Science in Occupational Therapy (MSOT)

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The Master of Science in Occupational Therapy (MSOT) at Pace University College of Health Professions is a hybrid weekday program designed to prepare competent and ethical Occupational Therapy practitioners who maximize clients' quality of life and occupation engagement through technology, evidence-based, client-centered, and inter-professional practice.

The curriculum is delivered using a blended method combining both online and face-to-face instructions. Students can complete the program within 28 months with a total of 70 credits of didactic coursework and fieldwork components. Students are engaged in two levels of clinical fieldwork, Level I and Level II. There are three Level I Fieldworks that are associated with three practice courses: Pediatrics, Mental Health, and Physical Dysfunction. Level II fieldwork consists of 24 weeks of full-time experiences in two different practice settings.

### Degree Requirements

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#### First Year

##### Total First Year Credits = 38

##### Fall 1- 1st Semester

OTH 500	Occupational Therapy Theory and Occupation Analysis	5
OTH 505	Occupation Engagement Across the Life Span	3
OTH 510	Applied Neuroscience for Occupational Therapy	3
OTH 515	Functional Anatomy and Kinesiology for Occupational Therapy	5

##### Spring 1 - 2nd Semester

OTH 525	Professionalism I: Communication Skills and Interprofessional Practice	1
OTH 530	Occupational Therapy Practice in Mental Health	4
OTH 535	Clinical Reasoning I: Community-based/Mental Health Level I Fieldwork	1
OTH 550	Occupational Therapy in Productive Aging	3
OTH 555	Orthopedics and Neuro-Rehabilitation	3
OTH 560	Research Methods in Occupational Therapy	3

##### Summer 1 - 3rd Semester

OTH 540	Occupational Therapy Practice in Physical Dysfunction	4
OTH 545	Clinical Reasoning II: Adulthood/Geriatrics Level I Fieldwork	1
OTH 565	Evidence-Based Research in Occupational Therapy	2

#### Second Year

##### Total First Year Credits = 26

##### Fall 2 - 4th Semester

OTH 570	Occupational Therapy Practice in Pediatrics	4
OTH 575	Clinical Reasoning III: Pediatrics/Adolescence Level I Fieldwork	1
OTH 605	Evidence-Based Practice and Occupational Therapy Research Project-A	3
OTH 610	Environmental Adaptations, Home Modifications and Ergonomics	3
OTH 615	Professionalism II: Professional Identity and Ethics	3

##### Spring 2 - 5th Semester

OTH 620	Assistive/Telehealth Technology and Virtual Environments	3
OTH 625	Current Trends and Emerging Areas in Occupational Therapy	1
OTH 630	Evidence-Based Practice and Occupational Therapy Research Project-B	2

##### Summer 2 - 6th Semester

OTH 635	Quality of Life, Health Promotion and Wellness	2
OTH 640	Clinical Reasoning IV: Fieldwork Level II	1
OTH 650	Fieldwork II A	3

#### Third Year - Last Semester

##### Total First Year Credits = 6

##### Fall 3 - 7th Semester

OTH 645	Occupational Therapy Leadership, Entrepreneurship, and Advocacy	3
OTH 655	Fieldwork II B	3
Subtotal: 70		

## Psychiatric Mental Health Nurse Practitioner Program and Certificate (PMHNP)

### Program Information

#### Psychiatric Mental Health Nurse Practitioner Program and Certificate of Graduate Study (Online Program)

The Psychiatric Mental Health Nurse Practitioner (PMHNP) program in the Lienhard School of Nursing, uses a primary health care and lifespan focus to prepare students for advanced practice in psychiatric mental health nursing. Students are prepared to practice in various settings including communities, private practice, institutional settings, substance abuse settings, and shelters. The program provides health promotion, disease prevention, assessment, and treatment of psychiatric diseases and disorders across the lifespan, with particular attention to health disparities and the care of vulnerable populations. Strategies used will include, but are not limited to, treatment, medication management, case management, individual, family and group therapy. The program is offered as a Master of Science for those looking to enhance their career or as a Certificate of Advanced Graduate Study for those already Mastered prepared as advanced practice nurses.

Offered Online

#### Master of Science Requirements

NURS 801	Underpinnings of Advanced Nursing	3
NURS 802	Leadership for Advanced Nursing	3
NURS 803	Advanced Nursing in Primary	3
NURS 804	Scholarly Inquiry for Advanced Nursing	3
NURS 640A	Topics Advanced Physical Assessment	3
NURS 681	Pathophysiology For Advanced Practice Nursing	3
NURS 682	Clinical Pharmacology for Prescribing Advanced Practice Nursing	3
NURS 629	Psychopharmacology in Advanced Practice Psychiatric Nursing	3
NURS 633	Substance Use Disorders & Addictions Across the Lifespan	2
NURS 630	Diagnoses & Therapeutic Management in Advanced Practice Psychiatric/Mental Health Nursing I	2
NURS 630A	Psychiatric Mental Health Nurse Practitioner Practicum I	2
NURS 631	Diagnoses & Therapeutic Management in Advanced Practice Psychiatric/Mental Health Nursing II	4
NURS 631A	Psychiatric Mental Health Nurse Practitioner Practicum II	2
NURS 695	Diagnoses & Therapeutic Management in Advanced Practice Psychiatric/Mental Health Nursing III	4
NURS 695A	Psychiatric Mental Health Nurse Practitioner Practicum III	2

**Total Didactic Credits/Hours: 42/550**

#### Certificate of Advanced Graduate Studies

NURS 640A	Topics Advanced Physical Assessment	3
NURS 681	Pathophysiology For Advanced Practice Nursing	3
NURS 682	Clinical Pharmacology for Prescribing Advanced Practice Nursing	3
NURS 629	Psychopharmacology in Advanced Practice Psychiatric Nursing	3
NURS 633	Substance Use Disorders & Addictions Across the Lifespan	2
NURS 630	Diagnoses & Therapeutic Management in Advanced Practice Psychiatric/Mental Health Nursing I	2
NURS 630A	Psychiatric Mental Health Nurse Practitioner Practicum I	2
NURS 631	Diagnoses & Therapeutic Management in Advanced Practice Psychiatric/Mental Health Nursing II	4
NURS 631A	Psychiatric Mental Health Nurse Practitioner Practicum II	2
NURS 695	Diagnoses & Therapeutic Management in Advanced Practice Psychiatric/Mental Health Nursing III	4
NURS 695A	Psychiatric Mental Health Nurse Practitioner Practicum III	2

**Total Didactic Credits/Hours: 32/550**



## Physician Assistant Programs

[Pace University](#) is a private university in the New York Metropolitan area. Pace has a growing national reputation for offering students opportunity, teaching, and learning based on research, civic involvement, an international perspective, and measurable outcomes. Pace University offers a wide range of academic and professional programs at the graduate and undergraduate levels.

The Pace University Physician Assistant Program- Pleasantville offers students from diverse backgrounds a rigorous course of study designed to prepare them for future roles as compassionate, ethical primary care providers in a wide variety of clinical settings. Building upon the core competencies of the physician assistant profession, this curriculum exposes students to an interdisciplinary didactic and clinical curriculum.

Students learn the process of critical thinking, a skill fundamental to the assessment, diagnosis, and treatment of illnesses.

This primary care program spans 27 months and includes 66 credits of didactic education and 36 credits of clinical education. The total program includes eight required clinical clerkships plus one elective. The program is 102 credits leading to a degree in Masters of Science in Physician Assistant

Studies. The average cohort size is 40 students.

## Physician Assistant Studies, MS

### Pace University-Lenox Hill Hospital PA Program Information

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#### New York City Campus

The Pace University-Lenox Hill Hospital Physician Assistant (PA) Program is an intensive 26-month program that prepares you to become a practicing physician assistant - examining patients, ordering diagnostic tests, prescribing medications, and developing treatment strategies.

- Excel in a highly competitive and rapidly growing field - Graduates of our program have a 5-year aggregate pass rate on the National Certification Exam (PANCE) for first-time takers that is consistently higher than the national average.
- Integrated curriculum and innovative advanced degrees - The PA program offers an integrated curriculum that takes a holistic approach to healthcare. Preclinical training exposes students to multiple disciplines simultaneously, so the learning experience is analogous to the manner in which they will practice.

#### Admissions

Students may apply only through Central Application Services for Physician Assistants (CASPA) at [www.caspaonline.org](http://www.caspaonline.org).

#### Prerequisites

Students are eligible to apply to the MS degree program if they have a bachelor's degree from an accredited institution and have met specific requirements set forth by the PA program.

#### Graduate Program Curriculum

##### Didactic Summer II (9 credits)

PAS 505	Human Physiology	3
PAS 506	Health History & Physical Diagnosis I	2
PAS 510	Psychosocial Medicine	2
PAS 511	Professionalism and Biomedical Ethics	2

##### Didactic Fall (20 credits)

PAS 512	Gross Anatomy	2
PAS 534	Pathophysiology I	2
PAS 547	Medical Pharmacology I	3
PAS 601	Clinical Medicine I	5
PAS 604	Laboratory Medicine and Diagnostic Methods I	4
PAS 606	Health History and Physical Diagnosis II	4

##### Didactic Spring (26 credits)

PAS 513	Gross Anatomy II (2 credits)
PAS 535	Pathophysiology (2 credits)
PAS 514	Epidemiology and Evidence Based Medicine (3 credits)
PAS 602	Clinical Medicine II (7 credits)
PAS 605	Laboratory Medicine & Diagnostic (3 credits)

PAS 607 Health History & Physical Exam III (4 credits)

PAS 609 Surgery & Technical Skills I (2 credits)

PAS 648 Medical Pharmacology II (3 credits)

**Didactic Summer I and II (14 credits)**

PAS 603 Clinical Medicine III (10 credits)

PAS 610 Surgery & Technical Skills II (2 credits)

PAS 515 Health Promotion and Disease Prevention (2 credits)

**Clinical Year (33 credits)**

PAS 620	Research Methods/Master Project	3
PAS 701	Clerkship in Internal Medicine	3
PAS 702	Clerkship in Pediatrics	3
PAS 703	Clerkship in Women's Health	3
PAS 704	Clerkship in Behavioral Medicine	3
PAS 705	Clerkship in Family Medicine	3
PAS 706	Clerkship In Emergency Medicine	3
PAS 707	Clerkship in Surgery	3
PAS 708	Clerkship in Selected Elective	3
PAS 709	Clerkship Selected by Program	3
PAS 799C	Clinical Year Capstone	3

**Total Credits: 102**

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted **Accreditation-Continued** status to the **Pace University-Lenox Hill Hospital Physician Assistant Program** sponsored by **Pace University**. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The date for the next validation review of the program by the ARC-PA will be **September 2023**. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

*The Pace University-Lenox Hill Hospital Physician Assistant Program is a member of the Physician Assistant Education Association (PAEA). The program is registered by the New York State Department of Education and awards an MS in Physician Assistant Studies.*

## Physician Assistant Master's Degree Completion Program (Online)

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The Master's in Physician Assistant Completion Program consists of 30 credits. The MSPA Completion Program consists of four courses (12 credits) of study in a distance-learning format. These courses will cover content areas not previously covered in BS degree programs which may now be incorporated in current MSPAS curriculum. The program and distribution of credits and courses by term is depicted in the diagram below:

### Advanced Standing (18 credits)

3600 hours post baccalaureate clinical experience with attestation of clinical competency (200 hours = 1 credit)

### Spring Semester

Epidemiology and Evidence-Based Medicine (3 credits)

### Summer I Semester

Leadership and Theory in Healthcare (3 credits)

### Summer II Semester

Health Promotion and Disease Prevention (3 credits)

### Fall Semester

Research Methods/Master Project (3 credits)

**TOTAL CREDIT HOURS - 30**

## Physician Assistant Program - Pleasantville Information

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### Physician Assistant Program - Pleasantville Information

This primary care program spans 27 months and includes 66 credits of didactic education and 36 credits of clinical education. The total program is 102 credits.

### Fall I

<a href="#">PASP</a>	Introduction to Interprofessional	1
<a href="#">601</a>	Education for Physician Assistants	credits
<a href="#">PASP</a>	Clinical Anatomy and Physiology	4
<a href="#">603</a>	for Physician Assistants	credits
<a href="#">PASP</a>	Physical Assessment 1 for Physician	3
<a href="#">609</a>	Assistants	credits
<a href="#">PASP</a>	Clinical Medicine 1 for Physician	3
<a href="#">611</a>	Assistants	credits
<a href="#">PASP</a>	Clinical Correlation 1 for Physician	1
<a href="#">614</a>	Assistants	credits
<a href="#">PASP</a>	Medical Pharmacology 1 for	2
<a href="#">617</a>	Physician Assistants	credits
<a href="#">PASP</a>	Pathophysiology 1 for Physician	1
<a href="#">620</a>	Assistants	credits

**Total Credit Hours: 15**

**Spring**

<a href="#">PASP</a>	Physical Assessment 2 for Physician	3	
<a href="#">623</a>	Assistants		credits
<a href="#">PASP</a>	Clinical Medicine 2 for Physician	3	
<a href="#">626</a>	Assistants		credits
<a href="#">PASP</a>	Clinical Correlation 2 for Physician	1	
<a href="#">629</a>	Assistants		credits
<a href="#">PASP</a>	Medical Pharmacology 2 for	2	
<a href="#">631</a>	Physician Assistants		credits
<a href="#">PASP</a>	Pathophysiology 2 for Physician	1	
<a href="#">634</a>	Assistants		credits
<a href="#">PASP</a>	Surgery for Physician Assistants	3	
<a href="#">637</a>			credits
<a href="#">PASP</a>	Healthcare Policy, Law, Ethics and	3	
<a href="#">640</a>	Professionalism for Physician		credits
	Assistants		
<b>Total Credit Hours:</b>		<b>16</b>	

**Summer**

<a href="#">PASP</a>	Clinical Medicine 3 for Physician	3	
<a href="#">643</a>	Assistants		credits
<a href="#">PASP</a>	Clinical Correlation 3 for Physician	1	
<a href="#">646</a>	Assistants		credits
<a href="#">PASP</a>	Medical Pharmacology 3 for	2	
<a href="#">649</a>	Physician Assistants		credits
<a href="#">PASP</a>	Pathophysiology 3 for Physician	1	
<a href="#">652</a>	Assistants		credits
<a href="#">PASP</a>	Medicine in Medically Underserved	2	
<a href="#">655</a>	Areas and the Healthcare Needs of		credits
	Special Populations for PAS		
<a href="#">PASP</a>	Radiology and Diagnostic Modalities 3		
<a href="#">658</a>	for Physician Assistants		credits
<a href="#">PASP</a>	Laboratory Medicine, Microbiology, 3		
<a href="#">661</a>	Genetics and Immunology for		credits
	Physician Assistants		
<b>Total Credit Hours:</b>		<b>15</b>	

**Fall II**

<a href="#">PASP</a>	Clinical Medicine 4 for Physician	3
<a href="#">664</a>	Assistants	credits
<a href="#">PASP</a>	Clinical Correlation 4 for Physician	1
<a href="#">667</a>	Assistants	credits
<a href="#">PASP</a>	Medical Pharmacology 4 for	2
<a href="#">670</a>	Physician Assistants	credits
<a href="#">PASP</a>	Pathophysiology 4 for Physician	1
<a href="#">673</a>	Assistants	credits
<a href="#">PASP</a>	Technical Skills and Diagnostic	2
<a href="#">676</a>	Procedures for Physician Assistants	credits
<a href="#">PASP</a>	Behavioral Medicine, Human	3
<a href="#">679</a>	Sexuality and Counseling for	credits
	Physician Assistants	
<a href="#">PASP</a>	Epidemiology, Medical Research	3
<a href="#">682</a>	and Biostatistics & Evidence-based	credits
	Medicine for Physician Assistants	
<a href="#">PASP</a>	Behavioral Medicine, Human	3
<a href="#">679</a>	Sexuality and Counseling for	credits
	Physician Assistants	
<a href="#">PASP</a>	Epidemiology, Medical Research	3
<a href="#">682</a>	and Biostatistics & Evidence-based	credits
	Medicine for Physician Assistants	
<a href="#">PASP</a>	Orientation to Clinical Year for	1
<a href="#">1691</a>	Physician Assistants	Credits

Total Credit Hours: 16

**Clinical Phase**

<a href="#">PASP</a>	Clinical Education Seminar for	3
<a href="#">705</a>	Physician Assistants	credits
<a href="#">PASP</a>	Clinical Clerkship: Primary	4
<a href="#">710</a>	Care/Family Medicine	credits
<a href="#">PASP</a>	Clinical Clerkship - Pediatrics for	4
<a href="#">715</a>	Physician Assistants	credits
<a href="#">PASP</a>	Clinical. Clerkship - Women's.	4
<a href="#">720</a>	Health	credits
<a href="#">PASP</a>	Clinical Clerkship: General Surgery	4
<a href="#">725</a>	for Physician Assistants	credits
<a href="#">PASP</a>	Clinical Clerkship-Internal	4
<a href="#">730</a>	Medicine for Physician Assistant	credits

<a href="#">PASP</a>	Clinical Clerkship - Behavioral	4
<a href="#">735</a>	Health for Physician Assistants	credits
<a href="#">PASP</a>	Clinical Clerkship - Emergency	4
<a href="#">740</a>	Medicine for Physician Assistants	credits
<a href="#">PASP</a>	Clinical Clerkship: Geriatrics for	4
<a href="#">745</a>	Physician Assistants	credits
<a href="#">PASP</a>	Clinical Clerkship - Elective for	4
<a href="#">750</a>	Physician Assistants	credits
<a href="#">PASP</a>	Orientation to Clinical Practice	1
<a href="#">755</a>	Seminar: CAPSTONE for Physician	credits

#### Assistants

#### Fall I

PASP 601	Introduction to Interprofessional Education for Physician Assistants	1
PASP 603	Clinical Anatomy and Physiology with lab for Physician Assistants	4
PASP 606	Clinical Anatomy and Physiology with Cadaver Lab for Physician Assistants	1
PASP 609	Physical Assessment 1 for Physician Assistants	3
PASP 611	Clinical Medicine 1 for Physician Assistants	3
PASP 614	Clinical Correlation 1 for Physician Assistants	1
PASP 617	Medical Pharmacology 1 for Physician Assistants	2
PASP 620	Pathophysiology 1 for Physician Assistants	1

#### Spring

PASP 623	Physical Assessment 2 for Physician Assistants	3
PASP 626	Clinical Medicine 2 for Physician Assistants	3
PASP 629	Clinical Correlation 2 for Physician Assistants	1
PASP 631	Medical Pharmacology 2 for Physician Assistants	2
PASP 634	Pathophysiology 2 for Physician Assistants	1
PASP 637	Surgery for Physician Assistants	3
PASP 640	Healthcare Policy, Law, Ethics and Professionalism for Physician Assistants	3

#### Summer

PASP 643	Clinical Medicine 3 for Physician Assistants	3
PASP 646	Clinical Correlation 3 for Physician Assistants	1
PASP 649	Medical Pharmacology 3 for Physician Assistants	2
PASP 652	Pathophysiology 3 for Physician Assistants	1
PASP 655	Medicine in Medically Underserved Areas and the Healthcare Needs of Special Populations for PAS	2
PASP 658	Radiology and Diagnostic Modalities for Physician Assistants	3
PASP 661	Laboratory Medicine, Microbiology, Genetics and Immunology for Physician Assistants	3

#### Fall II

PASP 664	Clinical Medicine 4 for Physician Assistants	3
PASP 667	Clinical Correlation 4 for Physician Assistants	1
PASP 670	Medical Pharmacology 4 for Physician Assistants	2
PASP 673	Pathophysiology 4 for Physician Assistants	1
PASP 676	Technical Skills and Diagnostic Procedures for Physician Assistants	2
PASP 679	Behavioral Medicine, Human Sexuality and Counseling for Physician Assistants	3
PASP 682	Epidemiology, Medical Research and Biostatistics & Evidence-based Medicine for Physician Assistants	3
PASP 691	Orientation to Clinical Year for Physician Assistants	1

#### Clinical Phase

PASP 705	Clinical Education Seminar for Physician Assistants	3
PASP 710	Clinical Clerkship: PC/Family Med	4
PASP 715	Clinical Clerkship - Pediatrics for Physician Assistants	4
PASP 720	Clinical Clerkship - Women's Health	4
PASP 725	Clinical Clerkship: General Surgery for Physician Assistants	4
PASP 730	Clinical Clerkship-Internal Medicine for Physician Assistant	4
PASP 735	Clinical Clerkship - Behavioral Health for Physician Assistants	4
PASP 740	Clinical Clerkship - Emergency Medicine for Physician Assistants	4
PASP 745	Clinical Clerkship: Geriatrics for Physician Assistants	4
PASP 750	Clinical Clerkship - Elective for Physician Assistants	4
PASP 755	Orientation to Clinical Practice Seminar: CAPSTONE for Physician Assistants	4

## Certificate of Graduate Studies Programs

### Adult Acute Care Nurse Practitioner (AACNP)

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The Adult Acute Care Nurse Practitioner Certificate of Advanced Graduate Studies (CAGS) program is for the master's-prepared nurse practitioner with certification in another specialty, or a master's-prepared nurse who wishes to become an adult acute care nurse practitioner. One year of acute care/inpatient experience is required. Credits are determined by gap analysis.

#### Certificate Requirements

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New York City Campus Only

##### Requirements

Credits determined by gap analysis. NURS 803 & NURS 804 or equivalent masters level courses are prerequisites for the CAGS. NURS 640, 681, & 682 are required for all non-nurse practitioners enrolled in the CAGS.

NURS 681	Pathophysiology For Advanced Practice Nursing	3
NURS 682	Clinical Pharmacology for Prescribing Advanced Practice Nursing	3
NURS 640	Advanced Physical Assessment	6
NURS 662	Intro to Acute Care Advanced Nursing Practice	4
NURS 662A	AACNP PRACTICUM I (180 Clinical hours)	2
NURS 664	Advanced Theory and Practice for Acute Care Advanced Practice Nurses Level I	4
NURS 664A	Adult Acute Care Nurse Practitioner Practicum II (185 clinical hours)	2
NURS 668	Advanced Theory and Practice for Adult Acute Care Advanced Nursing Practice II	4
NURS 668A	Adult Acute Care Nurse Practitioner Practicum III (185 clinical hours)	2

### Family Nurse Practitioner (FNP)

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The Family Nurse Practitioner Certificate of Advanced Graduate Studies (CAGS) program is for the master's-prepared nurse practitioner with certification in another specialty, or a master's-prepared nurse who wishes to become a family nurse practitioner. Credits are determined by gap analysis.

#### Certificate Requirements

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##### Requirements

Credits for the Certificate of advanced graduate studies (CAGS) for master's prepared nurses are determined by gap analysis. NURS 803 & NURS 804 or equivalent masters level courses are prerequisites for the CAGS. NURS 640, 681, & 682 are required for all non-nurse practitioners enrolled in the CAGS.

NURS 671	Family Nurse Practitioner Practicum I (185 Clinical Hours)	1.2
NURS 672	Family Nurse Practitioner Practicum II (185 Clinical Hours)	1.2
NURS 673	Family Nurse Practitioner Practicum III (185 Clinical Hours)	1.2
NURS 674	Family Nurse Practitioner Practicum IV (185 Clinical Hours)	1.2
NURS 675	Family Nurse Practitioner Practicum V (185 Clinical Hours)	1.2

Gainful Employment Disclosure for students in an approved non-degree certificate program.

## Academic Policies MSOT

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### ACADEMIC PROGRESSION POLICY

To progress through the program, students must:

1. Receive a grade of “C” or better in each course. If receiving a grade below a “C” in a course, students must repeat that course and receive a “B” grade or better in the repeated course. If receiving a grade below a “B” in the repeated course, students will be dismissed from the program.
2. Maintain a term GPA of 3.0 or better. If a term GPA is below 3.0 in a given semester, students will be placed on academic probation. To meet academic progression standards, students must earn a GPA of 3.0 or better in the following semester. If students are placed on academic probation more than two consecutive semesters, students will be dismissed from the program.
3. Successfully complete each fieldwork experience before progressing to the next fieldwork experience.

*Note: If a student is dismissed from the program, he or she may not apply for readmission to the program.*

### GRADUATION REQUIREMENTS

To graduate from the Occupational Therapy program, students must:

1. Have a Cumulative GPA of 3.0 or better.
2. Complete all OT courses with a grade of C or better.
3. Successfully complete each Fieldwork Level I and Level II experience.
4. Successfully complete research capstone project, research manuscript, and presentation.
5. Complete the program within 4 years maximum.

## Academic Policies Nursing

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### Lienhard School of Nursing Academic Standards and Policies

For academic policies, including the grade appeal process; academic probation policy; academic dismissal policy; appeal of academic dismissal policy; academic requirements, the last semester, and eligibility to graduate; academic integrity policy; academic integrity and professional conduct compliance policy, see the Student Handbook.

## Academic Advisement Nursing

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Advisement pertaining to academic program progression and planning is the responsibility of the Program Directors. Soon after admission, a program plan is established for each student based on the student’s program curriculum. The progression of Family Nurse Practitioner Students, Adult Acute Care Nurse Practitioner, and Psychiatric Mental Health Nurse Practitioner Program students in their clinical practicum courses is established during the semester prior to start of their clinical practicum.

In addition, every Lienhard School of Nursing graduate student is assigned a faculty advisor to assist them with their professional development.

## Academic Policies PA

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### Pace University-Lenox Hill Hospital Physician Assistant Program NYC

#### Progression

Progression and continuance in the **Pace University-Lenox Hill Hospital Physician Assistant Program NYC** is not based solely upon scholastic achievement. It is also, necessarily, based on the qualities described in the Standards of Professional Conduct for the Physician Assistant Student and Academic Integrity.

#### PROGRESSION STANDARDS:

1. Students are required to maintain a cumulative QPA of 3.0 or higher to continue and/or graduate from the PA Program.
2. Students must obtain a minimum grade of “B-” (80%) in all PAS letter graded courses and a “P” in all PAS pass/fail graded courses.
3. Students must adhere to the Standards of Professional Conduct for the Physician Assistant Student. Please refer to the sections entitled “Standards of Professional Conduct for the Physician Assistant Student and Academic Integrity” of the handbook.

Students who fail to achieve a cumulative QPA and cumulative science QPA of 3.0, a grade of “B-” in letter graded PAS courses or “P” in pass/fail graded PAS course may present his/her case before the Academic Progression Appeals Committee. Please refer to



the Standards of Professional Conduct and Academic Integrity Compliance Policy, Academic Probation, Academic Dismissal and Appeal of Academic Dismissal sections of the handbook for further information.

*For additional academic policies, including the academic probation policy; academic dismissal policy; appeal of academic dismissal policy; academic requirements, eligibility to graduate; academic integrity and standards of professional conduct policies, see the Pace University-Lenox Hill Hospital Physician Assistant Program Handbooks here.*

### **Physician Assistant Program - Pleasantville**

Students are required to maintain a cumulative QPA of 3.0 or higher to continue and graduate from the PA Program.

Students must obtain a minimum grade of “C” in all letter graded PASP courses and a “P” in all PASP pass/fail graded courses and must successfully complete all other requirements for each specific course.

### **REQUIREMENTS FOR PROMOTION WITHIN THE DIDACTIC YEAR**

1. All examinations including written, electronic, practical or oral assessments, must be successfully completed.
2. Each student must pass each PASP letter graded courses with a minimum grade of a “C” (74%) and a “P” in all PASP pass/fail graded courses.
3. Students must demonstrate skills required necessary for clinical practice as determined by the Program.
4. A satisfactory rating from the Academic Curriculum Committee must be obtained through meeting all academic and professional standards.
5. Students must comply with the policies of Pace University and the Physician Assistant Program - Pleasantville.
6. Students must comply with the Standards of Professional Conduct for the Physician Assistant Student set forth in the Program’s student handbook as well as University policies described in the Pace University Graduate Student Handbook.

### **REQUIREMENTS FOR SUCCESSFUL COMPLETION OF THE DIDACTIC YEAR**

To successfully complete the didactic year, the student must adhere to the requirements above and:

- a. Follow all policies (rules) and regulations published by the Physician Assistant Studies Program – Pleasantville.
- b. Fulfill all requirements set forth in the Student Handbook regarding Progression.
- c. Maintain a professional demeanor as a physician assistant student, as evidenced by attendance and active participation in all classes, lectures, seminars, and clinical experiences as designated by the Program.
- d. Assume responsibility for learning.
- e. Satisfactory completion of Program Competency exams (summative assessments including cognitive and skills assessments).
- f. Provide proof of satisfactory completion of and certification in BLS/ACLS, infection control, medical terminology, and HIPAA regulations.

***Undergo and submit documentation of a complete physical examination and labs to establish a health database prior to the start of the didactic and clinical years.***

### **GRADUATION REQUIREMENTS**

The Physician Assistant Program – Pleasantville and the University OSA office will review all student records prior to graduation. Any outstanding financial balance must be reconciled with the University prior to graduation. Students must fulfill all Program and University requirements, including compliance with academic integrity and disciplinary policies, before being awarded a diploma and to be eligible for the physician assistant national certifying examination. Specific requirements include:

1. Satisfactory completion of all Pace University required courses and courses for the Physician Assistant Program - Pleasantville.
2. Satisfactory completion of all courses in the professional curriculum with a minimum grade of a “C” (74%) in a PASP letter graded course, and a “P” in a PASP pass/fail graded course.
3. Students are required to achieve a cumulative QPA of 3.0 to graduate from the PA Program and have successfully completed all clinical clerkships.
4. Satisfactory completion of all assignments.
5. Satisfactory completion of a comprehensive written examination at the end of the didactic year.
6. Satisfactory completion of a comprehensive physical exam and didactic OSCE (Objective Structured Clinical Evaluation) or simulation at the end of the didactic year.
7. Satisfactory completion of a comprehensive written examination at the end of the clinical year.
8. Satisfactory completion of a comprehensive clinical OSCE in the last 4 months of the clinical phase.
9. Satisfactory completion of a comprehensive Professional Development Assessment Test in the last 4 months of the clinical phase.
10. Completion of the PACKRAT examination at the end of the didactic phase and in the last 4 months of the clinical phase.
11. Compliance with standards of conduct and guidelines for ethical conduct and professional performance standards as listed in the student handbook.

12. Submit a completed and signed "Application for Graduation" form to OSA/Degree Audit Office. This application is not for the graduation ceremony, but to have your degree officially conferred by the University. This is not to be submitted to the Physician Assistant Program, but

**To contact the OSA/Degree Verification Office, you can call (877) 672-1830 or email [OSA@pace.edu](mailto:OSA@pace.edu) for any additional questions you may have.**

## Academic Advisement PA

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### Pace University-Lenox Hill Hospital Physician Assistant Program NYC Advising

Each student will be assigned to a faculty advisor. The advisor will communicate formally with the student a minimum of two times per year via phone, video chat, email, or in person. At this time progress in meeting the Program's objectives, both academic and professional/behavioral, will be discussed. These sessions are an opportunity to frankly assess your strengths and identify areas for improvement, and to develop plans to capitalize on your strengths and improve your weaker areas. The advisor will also be available at other times to discuss issues of concern raised by you or others. The Program faculty believes participation in the advising process is consistent with the behavior of a successful student.

Prior to each scheduled session, the advisor will collect data concerning your performance. You will be asked to complete a self-assessment portion as a basis for discussion (forms for your review are appended to this handbook). Student input is critical for the success of this process. Both advisee and advisor have specific responsibilities. Students are encouraged to use the Degree Works planner platform and bring a log for review during advisement meetings.

### Physician Assistant Program - Pleasantville Advising

#### STEPS IN ACADEMIC ADVISEMENT

1. Prior to the start of the didactic phase of the Program - each student assigned to a Principal Faculty (PF) Advisor.
2. Within one month of the Program's beginning - Introductory Advisement Session.
3. Advisement Session - at least twice per year.
4. Mid-term - Academic Curriculum Committee review of student performance
5. End of-term - Academic Curriculum Committee review of student performance
6. End of-didactic phase - Academic Curriculum Committee review of student performance
7. End of-program - Academic Curriculum Committee review of student performance

The program will implement the following system to ensure the academic counseling of students. Prior to the start of the didactic phase of the Program, each student will be assigned to a Principal Faculty (PF) member as their advisor. Only Principal Faculty members will be responsible for the academic advising of students.

Within one month of the Program's beginning, students are expected to meet with their faculty advisor to complete their Introductory Advisement Session. During the introductory in person meeting admissions data and any potential areas of concerns about the students pre- enrollment performance will be discussed with the student including study skills, learning styles, and the quality and quantity of study sessions. Additionally, the Program will also provide group advisement sessions in the form of a study skills and time management seminar provided at the beginning of the didactic phase of the Program.

Academic advisement will include a review of the student's progress in meeting the PA Program's academic and professional objectives, along with any other issues or concerns raised by the student. Prior to each scheduled advisement, the advisor will collect data concerning their advisee's performance including grades on various evaluation tools and feedback from instructors. The student's study skills, learning styles, and the quality and quantity of study sessions will also be reviewed at advisor meetings to identify areas for potential improvement.

After Introductory Advisement Session, students are to formally meet at least twice per year in person with their advisor. The content of academic advisement will be documented on the Program's Academic Advisement Form and maintained in the student's program file.

The Curriculum Committee will meet mid-term, at the end of each term and at the end of the didactic phase and prior to graduation to discuss each student's academic progress. Each student's performance data and progress across the curriculum will be reviewed. Course instructors will be asked for input. Advisors will also give updates on any important events concerning their advisees. If a student is identified as having academic difficulties or other difficulties impacting academic and/or personal well-being, the assigned advisor will be asked to meet with the student and will document their conversation using the Student Advisement Form. Learning contracts and Academic Improvement Contract letters can be used to facilitate student success in accordance to remediation policies.

Students requiring remediation will be asked to meet with advisors more frequently. Advisors will frequently interact with advisees via email, especially those in the clinical phase of study. Advisors will follow students throughout the curriculum to integrate the didactic and clinical phases. Students on Learning Contracts will require

longitudinal follow-up and assessment of subsequent progress. The Program Director (PD) will evaluate advisee load at the beginning of each year. New students will be randomly assign new advisees to PF to ensure an even workload.

## Health Requirements Nursing

### CLINICAL COURSES: CLINICAL PLACEMENT CLEARANCE REQUIREMENTS

Prior to the commencement of a clinical placement, students must complete the health clearance process. In order to ensure that all health standards have been met prior to the commencement of a clinical placement, the health clearance process begins as early as six months prior to the commencement of the placement.

Only if the completed health clearance process demonstrates to the satisfaction of the Lienhard School of Nursing and any applicable clinical agency that all requisite health standards have been met, will the student be permitted to commence the clinical placement.

Clearance requirements for clinical courses include, but are not limited to, the following:

- Health clearance
- Proof of a current registered professional nurse license issued by the New York State Education Department and a current unrestricted registration. The registration must remain current and unrestricted until the student's degree is conferred.
- Cardiopulmonary resuscitation certification ("CPR"), including use of the automated external defibrillator ("AED").
- Mandatory training.
- Clinical agency requirements may include such things as drug screening, criminal background check, respirator mask fit test, student interview, and facility orientation. Failure to satisfy the clinical agency's requirements may result in removal of the student from the clinical agency, reassignment to another clinical agency, and subsequent delay in program progression and completion.

### HEALTH CLEARANCE

Prior to the commencement of a clinical placement, students must complete the health clearance process. In order to ensure that all health standards have been met prior to the commencement of a clinical placement, the health clearance process begins as early as six months prior to the commencement of the placement. Only if the completed health clearance process demonstrates to the satisfaction of the Lienhard School of Nursing and any applicable clinical agency that all requisite health standards have been met, will the student be permitted to commence the clinical placement.

The health clearance process consists of completing (i) the Annual Health Assessment Form (to be completed yearly); (ii) the forms pertaining to titer tests and immunizations (required only once); and (iii) any supplemental forms required by the agency(s) at which the clinical component of a course will be conducted. In addition, students are required to provide evidence of an annual influenza immunization.

For the fall semester, the health clearance process must be completed by May 1; and for the spring semester, by August 1, unless otherwise instructed.

The required health forms are posted in the LSN Blackboard Community, and it is the student's responsibility to obtain these forms, complete them, and submit them as directed. Students are required to upload and manage the required documents to an account they will subscribe to with American Databank. Separate instructions on how to open and upload the documents are posted in the LSN Blackboard Community. The registration of students who do not complete the health clearance process as required will be voided, and tuition cancellations, if any, will be made in accordance with the University's *Tuition Cancellation Policy*.

Health clearance must be maintained throughout the semester in which the student is enrolled in a clinical course. Students must notify the clinical faculty member and the course coordinator of any health condition that occurs during the semester that, if it had been detected during the health clearance process, would have resulted in the student being denied health clearance. In such cases, the student will not be permitted to commence a clinical placement until he or she has been cleared to do so.

In addition to the health clearance required to commence a clinical placement, all students must, as required by New York State law, be immunized against measles, mumps and rubella. The registration of students who do not provide proof of the required immunization to the Office of Student Assistance will be voided. Clinical agencies may require additional immunizations before students are cleared to commence a clinical placement. Students are urged to keep copies of all health forms for their personal records.

### CRIMINAL BACKGROUND CHECKS AND DRUG SCREENINGS

There are various laws, standards and employer policies that require all employees, volunteers and students working in or assigned to a clinical site to undergo a criminal background check and/or drug screening. Therefore, in order to comply with these requirements, clinical agencies may require students, at their own cost, to complete a criminal background check and/or drug screen prior to commencing a clinical placement. Based on the clinical agency requirement, the student either will be directed to

the agency to complete the agency's required background check and/or drug screening, or the student will complete the background check and/or drug screening through Castle Branch.

For further details about criminal background checks and drug screenings requirements, students should contact the Program Director.

Soon after admission but before the start of the first semester, master's and Doctor of Nursing Practice (DNP) students in the Lienhard School of Nursing must provide evidence they are currently licensed by the New York State Education Department as a registered professional nurse and have a current unrestricted registration. Doctor of Philosophy (PhD) in Nursing students must provide evidence that they are licensed by the New York State Education Department as a registered professional nurse by the completion of their first year of study. Every student's registration must remain current and unrestricted until the student's degree is conferred. Information about New York State licensing requirements for a registered professional nurse may be found at [www.op.nysed.gov/prof/nurse/nursing.htm](http://www.op.nysed.gov/prof/nurse/nursing.htm).

In addition, prior to attending a clinical course, graduate students must provide evidence they are currently licensed as a registered professional nurse and have a current unrestricted registration from any state in which a clinical site at which they have been placed is located.

Doctor of Nursing Practice students (DNP) must provide evidence they certified as a nurse practitioner by the New York State Education Department and have a current unrestricted registration by the completion of their first year of study. Every DNP student's nurse practitioner certification must remain current and unrestricted until the student's degree is conferred. Information about New York State certification for nurse practitioners may be found at [www.op.nysed.gov/prof/nurse/np.htm](http://www.op.nysed.gov/prof/nurse/np.htm).

### **MANDATORY TRAINING**

In order to participate in clinical placements Lienhard School of Nursing graduate students must have completed the following training.

- Occupational safety and health measures to reduce the transmission of bloodborne pathogens.
- The protection and disclosure of protected health information as defined by the federal Health Insurance Portability and Accountability Act ("HIPAA").
- Practices and controls to prevent the transmission of the human immunodeficiency virus ("HIV") and the hepatitis B virus.
- Identification and reporting of child abuse and maltreatment.

Further, a clinical agency may require students to participate in additional training before permitting them to commence a clinical placement. Questions about mandatory training should be addressed to the Lienhard School of Nursing Office of Academic Affairs.

**Please refer to the Lienhard School of Nursing Department of Graduate Studies Student Handbook for additional information including liability insurance, dress code, required equipment, attendance at clinical sessions, etc.**

## **Health Clearance PA**

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### **Health Clearance Policy for the Pace University-Lenox Hill Hospital Physician Assistant Program NYC**

All students are required to have adequate health insurance. Students are responsible for their own health care while in school. Selected clinical agencies may require evidence of health insurance. If you are placed at such an agency, it will be necessary for you to provide this evidence. If a health condition arises during the course of study that would in any way alter a student's ability to perform in the clinical setting, it is the student's responsibility to notify the Director of the Physician Assistant Program immediately.

In order to ensure the safety of students, staff, clinical agency personnel, and patients, and to comply with clinical agency contract mandates, no students will be permitted to participate in Physician Assistant clinical application courses or clinical year rotations unless they have been medically cleared. This may include but is not limited to facility mandated drug screening, background check, color blindness testing, physical exam, respirator mask fit testing, student interview, or facility orientation. Failure to satisfy these requirements may result in student removal from the rotation site, rotation reassignment and a subsequent delay in graduation. Students must bring copies of all completed health clearance documents with them for every clerkship. Students must keep a copy of the completed health clearance documents for their own records.

The majority of our Health Care Clearance process is handled online through Castle Branch (CB). Immunization forms, Hepatitis B Declination Forms (if applicable) and Consent for Release forms will be submitted to CB directly. Once these forms and other supporting documentation are submitted, CB will check this paperwork against the program's specifications and will deem the student compliant or not.

Additionally, the student must complete an annual Medical Clearance form including a physical exam. The student should upload only the Medical Clearance Form to CB.

**DO NOT UPLOAD YOUR PHYSICAL EXAM OR ANY OTHER DOCUMENTS THAT CONTAIN YOUR MEDICAL HISTORY OTHER THAN THOSE REQUESTED BY CB.**

Please make sure to retain a copy of your actual physical exam form, as that is not uploaded to CB, but will be required to participate and rotate at all hospital locations.

In addition to the Pace University-Lenox Hill Hospital Physician Assistant Program's Health Care Clearance process, Pace University has its own immunization requirements which students must meet. A completed Pace University Immunization Requirement Form must be submitted to OSA– Immunization Compliance in order to be cleared by Pace University.

Detailed directions on how to set up your CB account can be found on the Accepted Students Page found at: [www.pace.edu/physician-assistant/accepted-students](http://www.pace.edu/physician-assistant/accepted-students).

Students may contact CB directly at [cpservicedesk@certifiedprofile.com](mailto:cpservicedesk@certifiedprofile.com) or 888-914-7279 with questions regarding the medical requirements, website or forms.

Health Care Clearance forms that must be completed & submitted through your CP account:

- Immunization Forms & required documentation
- Hepatitis B Declination Form
- Consent for Release Form
- Physical Exam Form

Health Care Clearance form(s) that must be completed & emailed to OSA at [immunization@pace.edu](mailto:immunization@pace.edu)

- Pace University Immunization Requirement Form

It is the student's responsibility to read all of the instructions on each form and assure all paperwork is filled out correctly by health care providers.

Please note: some of these forms may require additional documentation to be submitted and the signature of the health care provider; students should read each form completely and carefully.

**IT IS THE RESPONSIBILITY OF STUDENTS TO OBTAIN THE APPROPRIATE HEALTH CLEARANCE.**

#### **Physician Assistant Program - Pleasantville Health Clearance Policy**

All students are required to have adequate health insurance. Students are responsible for their own health care while in school. Selected clinical agencies may require evidence of health insurance. If you are placed at such an agency, it will be necessary for you to provide this evidence. If a health condition arises during the course of study that would in any way alter a student's ability to perform in the clinical setting, it is the student's responsibility to notify the Director of the Physician Assistant Program immediately.

In order to ensure the safety of students, staff, clinical agency personnel, and patients, and to comply with clinical agency contract mandates, no students will be permitted to participate in Courses (PASP 609 & 623 Physical Assessment I & II) or clinical phase clerkships unless they have been medically cleared. Health care clearance may include but is not limited to, proof of immunizations, physical exam, consent for release forms, facility mandated drug screening, background check, color blindness testing, respirator mask fit testing, student interview, or facility orientation. The program's health care clearance process is handled through Certified Background, an online company that verifies student health care clearance paperwork based upon the program specifications. Students are deemed compliant or non-compliant. A non-compliant status may result in failure of PASP 609 & 623, student removal from the clerkship site, clerkship reassignment and a subsequent delay in graduation. Additionally, students are required to bring a copy of all completed health clearance documents with them to every clerkship. Students must keep a copy of the completed health clearance documents for their own records.

Students may contact Certified Background's Student Support Line directly at 888-914-7279 with questions regarding the medical requirements, website or forms.

Health Care Clearance forms that must be completed & submitted to the appropriate place:

1. Immunization Forms & necessary documentation
2. Hepatitis B Declination Form (only if applicable, see instructions for details)
3. Consent for Release Form
4. Medical Clearance Form

In addition to the PA Program's Health Care Clearance process, Pace University has its own immunization requirements which students must meet. A completed Pace University Immunization Requirement Form must be submitted to the Office of Student Assistance (OSA). The form can be found here. The form should be emailed to [immunization@pace.edu](mailto:immunization@pace.edu) in order to be cleared by Pace University.

It is the student's responsibility to read all of the instructions on each form and assure all paperwork is filled out correctly by health care providers. Please note: some of these forms may require additional documentation to be submitted and the signature of the health care provider; students should read each form completely and carefully.

**IT IS THE RESPONSIBILITY OF STUDENTS TO OBTAIN THE APPROPRIATE HEALTH CLEARANCE.**

## Student Handbooks

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### To All Students and Faculty:

Information concerning academic standards and the probation and dismissal policies (including the procedure for appealing a dismissal) may be found in Lienhard School of Nursing Student Handbooks, Physician Assistant Student Handbooks, Nutrition and Dietetics Handbook and Communication Sciences and Disorders Handbook available online. To ensure that you have the most up-to-date information concerning these issues, please contact your academic advisor, chair of your department, or program director.

### Clinical Laboratory

Nursing students must adhere to the attendance policy for clinical laboratory experiences. It is the student's responsibility to notify the clinical faculty member if he or she is absent. Absences are subject to the LSN Clinical Attendance Policy (see LSN Student Handbook). Transportation to all off-campus learning experiences is the responsibility of the student.

## Pace Grievance Policy

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### STUDENT GRIEVANCE POLICIES

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. The Student Grievance Procedures shall apply to student grievances relating to the following:

1. Student Programs, Facilities, and Services: Allegations of violations of University policies and procedures with respect to programs, services, activities or facilities.
2. Student Relations: Allegations of unfair treatment from faculty, administration, staff or fellow students.

The 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.

<http://www.pace.edu/student-handbook/university-grievance-procedure-student-grievances>

## Complaint Policy Nursing

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The Lienhard School of Nursing strives to provide an environment of mutual respect, cooperation and understanding. Notwithstanding this commitment, problems and concerns sometimes occur. Resources and procedures are available to students for resolving complaints and addressing concerns. For example, concerns about violations of University policies are addressed through the University Grievance Procedure: Student Grievances procedure. Complaints of discrimination and harassment are addressed by the University's Affirmative Action Officer. The Lienhard School of Nursing Academic Progression Appeals Committee decides appeals of decisions dismissing students from nursing programs and the Lienhard School of Nursing for failing to satisfy the applicable academic standards. The Counseling Center offers personal, education, vocational counseling and resources and support services to students with disabilities. (Additional information about these resources and procedures, as well as others, may be found at [www.pace.edu](http://www.pace.edu).)

Concerns or complaints about the Lienhard School of Nursing that are outside the scope of any existing University or Lienhard School of Nursing procedure may be addressed in accordance with the following procedure: The complaint must be in writing and contain the date, the student's name, telephone number and e-mail address, the program in which the student is enrolled, and as much detail as possible about the student's concerns.

Complaints or concerns about the Lienhard School of Nursing Undergraduate Program should be submitted to the Director of the program in which the student is enrolled; concerns about the Graduate Program should be submitted to the applicable graduate Program Director; and concerns about the Clinical Education Laboratory should be submitted to the Lienhard School of Nursing Associate Dean for Administration.

The Program Director or the Senior Dean for Administration (or their respective designees) will, in a timely manner, investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may, within five (5) business days of date of the notification, appeal the resolution in writing to the Executive Senior Dean for Academic Nursing.

Revised September 1, 2016

# Dyson College of Arts and Sciences

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Online at [www.pace.edu/dyson](http://www.pace.edu/dyson)

## Locations

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### NEW YORK CITY, NEW YORK

#### Lower Manhattan

One Pace Plaza, New York, NY 10038-1598

(212) 346-1518

#### Midtown Center

551 Fifth Avenue, New York, NY 10176

## **WESTCHESTER COUNTY, NEW YORK**

### Pleasantville

861 Bedford Road, Pleasantville, NY 10570

(914) 773-3781

### **Office of Graduate Admission New York City (including Midtown)**

(212) 346-1531; E-mail: [gradnyc@pace.edu](mailto:gradnyc@pace.edu)

(914) 422-4283; E-mail: [gradwp@pace.edu](mailto:gradwp@pace.edu)

## **Message from the Dean**

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If you are considering a graduate degree program, you have already made the most important decision -- to invest in yourself. A graduate degree from Pace University's Dyson College of Arts and Sciences will give you the competitive advantage you need to advance your career.

Our professors are widely known in their fields as scholars and practitioners and take an active role in keeping our curriculum current with the needs of today's industry. They bring direct experience into the classroom and use innovation in teaching. You will join a community of scholars and a vast network of contacts in your chosen field including our alumni, who stay well-connected.

Our facilities are top-notch – from the Michael Schimmel Center for the Arts for acting students to the state-of-the-art Communications Center, where we've produced award-winning documentaries, and from the newly renovated Dyson Hall of Science where students conduct environmental and biological research to the Thomas J. McShane Center for Psychological Services, where our PsyD students observe patient care.

We are particularly proud to have launched Pace University's first doctoral program, the PhD in Mental Health Counseling. It is the first of its kind both at Pace and in New York State.

At Dyson you will find a dynamic graduate school experience that is personally enriching and scholarly as well as grounded in practice. We want to help you achieve your success as defined by you.

**Richard B. Schlesinger, PhD**  
**Acting Dean**

## **Administration: Dyson College of Arts and Sciences**

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**Richard B. Schlesinger, BA, MA, PhD**, Acting Dean

**Bette Kirschstein, PhD**, Associate Dean for Academic Affairs

**Alfred Ward, PhD**, Associate Dean for Academic Affairs



## Graduate Faculty: Dyson College of Arts and Sciences

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**Hasan Arslan, PhD**, Assistant Professor

**Susan Aston, BA**, Lecturer

**Demosthenes Athanasopoulos, PhD**, Professor, Chair, and The Harold Blancke Professor, Chemistry

**Edward Baker**, Lecturer

**Baptiste Barbot, PhD**, Assistant Professor

**Sheying Chen, PhD**, Professor

**Sheila Chiffriller, PhD**, Professor

**June Chisholm, PhD**, Professor

**William Coco, PhD**, Lecturer and Director of Theater History Dept.

**Andrew Crosby, PhD**, Assistant Professor

**Diane Cypkin, PhD**, Professor

**Zhaohua Dai, PhD**, Professor

**E. Melanie DuPuis, PhD**, Professor and Chair

**Margaret Fitzgerald, JD**, Associate Professor

**Paul Griffin, PhD**, Associate Professor and Program Director

**Melissa Grigione, PhD**, Associate Professor

**Beth Hart, PhD**, Professor and Director of the Center of Psychological Services

**Farrokh Hormozi, PhD**, Professor

**Elizabeth Kemp**, Lecturer and Director of Acting Dept.

**Jane Kinney-Denning, MA**, Lecturer

**Hillary Knepper, PhD**, Chair and Assistant Professor

**Michelle Land, B.Sc., J.D.**, Associate Professor and Program Director

**Shawn Lewis, MFA**, Lecturer and Resident Set Designer

**Maria Luskay, EdD**, Professor and Program Director

**Anthony Mancini, PhD**, Assistant Professor

**Andreas Manolikakis, MFA**, Clinical Professor and Director of The Actors Studio MFA Program

**James McCarthy, PhD**, Associate Professor

**Mary Minnis, PhD**, Senior Lecturer

**Elmer-Rico Mojica, PhD**, Assistant Professor

**Barbara Mowder, PhD**, Professor, Associate Chair and Director of Psy.D Program

**Weihua Niu, PhD**, Professor

**Johna Pointek, PsyD**, Lecturer

**Lenore Proctor, PsyD**, Associate Professor

**Michelle Pulaski Behling, PhD**, Associate Professor

**Sherman Raskin, MA**, Professor and Director of Publishing Department

**Brian Rhinehart, PhD, MFA**, Lecturer

**Rostyslaw Robak, PhD**, Professor and Chair

**Lisa Rosenthal, PhD**, Assistant Professor

**Joseph Ryan, PhD**, Professor and Chair

**Richard B. Schlesinger, PhD**, Acting Dean, Executive Director of Institute for Sustainability and the Environment, and Professor

**Joshua Schwartz, PhD**, Professor

**Manuela Soares, MFA**, Lecturer

**Mark Sossin, PhD**, Professor and Associate Chair

**John Stokes, PhD**, Professor

**Sonia Suchday, PhD**, Professor and Chair

**Rebecca Tekula, PhD**, Assistant Professor

**Leora Trub, PhD**, Assistant Professor

**Kenneth Urso**, Director of Professional Development, Actors Studio Drama School

**Alfred Ward, PhD**, Associate Dean and Associate Professor

**Andrew Wier, PhD**, Assistant Professor and Interim Chair

**Nigel Yarlett, PhD**, Distinguished Professor and Director of Haskins Labs

**Anastasia Yasik, PhD**, Professor

**Dianne Zager**, Professor

**Michele Zaccario, PhD**, Associate Professor and Associate Chair

## Academic Centers and Institutes: Dyson Graduate Programs

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**Center for Applied Ethics:** A forum where advances in professional work and science confront the values mirrored in the humanities and described in social science.

**The Center for Community Action & Research (CCAR):** A program of the Dyson College of Arts and Sciences that supports the development of community-based learning courses for the Core Curriculum and research on the pedagogy of community-based learning. The Center also sponsors educational forums and civic engagement opportunities on issues of social responsibility, democracy, and global citizenship.

**Center for East Asian Studies:** Sponsors curricula and faculty development in Far Eastern and other cross-cultural studies.

**Center for Religious Studies:** Offers scholarly lectures and discussions on world religious thought and practice.

**Center for Undergraduate Research Experiences (CURES):** Provides leadership, coordination and support to student-faculty research collaborations, grant-funded research projects and programs, and opportunities for service-based internships.

**The Confucius Institute:** This institute at Pace University (Pace CI) functions as a center for language instruction, cultural immersion, teacher training, scholarship, and testing. It works closely with Dyson College's Graduate Publishing program as well as undergraduate programs in English, Modern Languages and Cultures, and East Asia Studies.

**The Dyson Children's Institute:** Sponsors projects that focus on improving the lives of children, particularly in Westchester County.

**The Dyson College Institute for Sustainability and the Environment (DCISE):** Established to address major issues in sustainability, resilience, the growing urbanization of the 21st century and the impact of these changes on the global environment, through multidisciplinary programs encompassing research, policy-making, education and building greater community awareness and consensus on how to manage these issues. This institute serves as a home to the Academy for Applied Environmental Studies, the Environmental Consortium of Colleges & Universities, and the Nature Center (formerly known as the Environmental Center).

**--Academy for Applied Environmental Studies:** Its mission of this Academy is to advance the understanding of the mutually enhancing relationship between nature and society through interdisciplinary pedagogy, scholarship, policy development, and service

**--Environmental Consortium of Colleges & Universities:** Pace University is the founding and host institution for the Consortium, a model for ecosystem-based collaboration. The mission of the Consortium is to harness higher education's intellectual and physical resources to advance regional, ecosystem-based environmental research, teaching, and learning with a special emphasis on the greater Hudson-Mohawk River Watershed.

--**Nature Center:** An educational center dedicated to guiding people of all ages to a lifestyle which is in close harmony with our natural environment and serves as a resource to Pace and the outside community. This center emphasizes Pace's commitment to a philosophy of environmental education and provides students with opportunities for hands-on field studies.

--**The Pace Institute for Environmental and Regional Studies (PIERS):** Provides leadership in the study of the complex interrelationships between human culture and nature, with special emphasis on the Hudson River bioregion and its diverse ecological, social, and cultural values.

**The Haskins Laboratories:** A scientific research center dedicated to exchanging ideas, fostering collaborations and forging partnerships across the sciences. It produces ground-breaking research that enhances our understanding of parasitic disease and reveals new ways to improve human health across the world.

**Institute of Latin American Service and Studies:** Develops innovative Latin American curricula and organizes service learning trips.

**Michaelian Institute for Public Policy and Management:** Provides research and training in the public and nonprofit sectors.

**The Straus Thinking and Learning Center:** Serves as an integral component of the Dyson College of Arts and Sciences' mission to provide all Pace students with a general education that fosters a community of learners among faculty and students. The Center assists faculty in developing innovative educational experiences that incorporate interactive learning methodologies; focus on student learning outcomes; foster critical thinking skills; and link content, pedagogy, competencies, collaborative learning, and reflection.

**The Thomas J. McShane Center for Psychological Services:** Offers a broad range of psychological services to community residents and referred Pace students.

**Web 2.0 Interdisciplinary Informatics Institute (WEB III):** A virtual research institute to examine evolving rules and norms guiding Web 2.0 technologies in professional and civic contexts.

## Mission Statement: Dyson College of Arts and Sciences

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Through innovative teaching, a collaborative student-faculty learning environment, and an inclusive community of student and faculty scholars, Dyson College of Arts and Sciences fully engages students in learning in the liberal arts. Dyson College provides students majoring in the arts and sciences the depth and breadth they need to continue their studies at the graduate and professional levels or find employment in their field. Dyson offers all students a supportive environment in which to develop the liberal arts skills needed to succeed professionally and lead rewarding, intellectually and civically engaged lives.

These vital skills needed for success include written and oral communications; critical thinking; leadership; creative analytic thinking that perceives connections among broadly based ideas; and a deeper understanding of global issues and diverse national and international cultures.

Dyson College's learning philosophy results in graduates who can think analytically and creatively, understand ideas and issues contextually, communicate effectively, act responsibly in their community, and lead confidently in today's global workplace.

## Degree Objectives: Dyson College of Arts and Sciences

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### Objectives of Graduate Degree Programs of Dyson College of Arts and Sciences

The graduate degree programs at Pace University's Dyson College of Arts and Sciences are focused on developing professionals who have the knowledge, competence, and flexibility to succeed in today's demanding work environment.

To prepare for the challenging task of pursuing and advancing in careers in an evolving society, graduate students in master and doctoral level programs are offered a blend of disciplined course work, hands-on experience, and exposure to the latest developments in their field. To ensure that career goals are achieved, students are offered a wide array of career development and placement services.

Moreover, to accommodate students who are employed full time, graduate classes usually are scheduled in the evening and meet once weekly during the fall and spring semesters and twice weekly in the summer.

## Academic Standards and Policies: Dyson Graduate Programs

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In accordance with the guidelines established by the Dyson Graduate Council's Academic Standards Committee, all Dyson graduate students are required to maintain a QPA of 3.0 or higher (cumulative and depending on department and degree

requirements in specific required courses) in order to be considered in good academic standing. Students whose QPA (as cited above) falls below 3.0 will be placed on Academic Probation.

A student on Academic Probation will receive a letter from the department chair or program director; however, probation is not contingent upon this letter. It is the student's responsibility if in academic jeopardy to reach out to the department chair or program director for guidance and additional details. Any student whose QPA falls below 3.0 (cumulative and depending on department and degree requirements) is not fulfilling program requirements.

Students with a QPA below 3.0 who have a timely "hold" placed on their registration must make an appointment with their department chair or will be unable to register.

#### **Academic Probation Policy**

Once placed on Academic Probation, students are required to meet specific conditions in order to continue their enrollment and raise their QPA to meet department standards and requirements. These conditions will be outlined in a letter from the department chair or program director. A student on Academic Probation who does not meet these conditions is subject to immediate dismissal from the program.

#### **Dismissal Policy**

Dismissal notifications are sent directly to students.

#### **Appeals Policy**

If a student appeals his or her dismissal, the student's academic history will be reviewed by the appropriate Dyson Graduate Appeals Committee. This committee either will allow the student to be re-instated to the program with conditions or may uphold the dismissal as final.

Note that these academic policies and procedures are subject to change. A student in academic jeopardy should immediately contact his/her department chair or program director for guidance.

# Dyson Graduate Programs (Curriculum)

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## Masters of Arts

### Environmental Policy, MA

#### Graduate Program Information

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Pleasantville Campus

#### Program Description:

This 42-credit (minimum) M.A. program in Environmental Policy can be completed within two years of full-time study. Students having a diversity of interests and undergraduate backgrounds (e.g., environmental studies, IT, business, natural sciences, political sciences) will be eligible for admission into the program.

With a practical core curriculum that is "skills oriented", this program is designed to prepare students to enter the professional world as leaders, analysts and practitioners. Its focus is an in-depth understanding of the complex relationships among natural science, law, and management and how to use the tools of these disciplines to develop appropriate responses to complex environmental issues. It incorporates courses and faculty from public administration, management, environmental policy, economics and science in a curriculum that develops academic analytical skills necessary to deal with the practical aspects and profound challenges of local, national and global environmental affairs. Requirements will cover not simply the written laws and rules of formal government institutions such as legislatures and courts but also the broader sweep of political governance: the process of engagement between special interest groups, scientists, media, and the public. Program foci range from pollution control to management of production and consumption and to preservation of vast environmental resources.

#### Graduate Program Curriculum (42 Credits Minimum)

##### Required EP courses and one LAW course (30 credits)

EP 601	Introduction to Environmental Law	3
EP 602	Environmental Policy and Politics	3
EP 603	Environmental Science for Policymakers	3
EP 604	Environmental and Ecological Economics	3
EP 608	Analytical Methods for Environmental Policy Analysis	3
EP 609	The Art of Advocacy and Negotiation	3
EP 610	Contemporary Issues in Environmental Policy: Capstone	3
EP 701	Masters in Environmental Policy: Externship	4
EP 702	Contemporary Issues in Environmental Policy: A Colloquium	2
	AND/OR	

Law 914 (Legislative and Regulatory Process (3 credits)

##### Required Approved Electives from the following list (12 credits)

Note that student's choice of electives requires the signed approval of the program director.

#### Dyson College of Arts and Sciences Elective List

The following Environmental Science (ENS) and Public Administration (PAA) courses are available as electives:

ENS 501	Environmental Assessment and Environmental Impact Statement (EIS) Preparation	4
ENS 505	Conservation Biology	3
ENS 506	Wildlife Ecology	3
ENS 511	Plant Ecology and Conservation	3
ENS 531	Biological Oceanography and Marine Biology	3
ENS 625	Environmental Science Communication	3
ENS 696I	Water Commodity/Water Habitat	3
ENS 760	Waste Management, Site Remediation and Land Reuse	4
ENS 780	Remote Sensing and Geographic Information Systems	0 - 4
PAA 603	Economics of Government, Health Care and Nonprofit Entities	3

PAA 605	Ethics and Leadership	3
PAA 611	Management and Organizational Development	3
PAA 614	Strategic Planning and Marketing	3
PAA 615	Program Planning and Evaluation	1 - 3
PAA 616	Project Development and Grant Writing	1 - 3
PAA 630	Intergovernmental Relations	1 - 3
PAA 631	Law in the Administrative Process	3
PAA 642	Regional Planning	3
PAA 670	The Not-for-Profit Sector	3
PAA 671	Law and Board Governance for Not-for-Profit Managers	3

**Law School Elective List**

Students may take up to 2 Law School courses from the following list with EP program director's approval:

- Law 633 Sustainable Development Law Survey,
- Law 689 Energy Law
- Law 775 Conservation Law
- Law 806 Food Systems and Environmental Law
- Law 875 Animal Law

and

Possibly other Law electives

**Other Available Elective Courses**

For other approved electives that may be available, students see EP program director for information and formal approval.

**Total Credits: 45**

## Management for Public Safety and Homeland Security Professionals, MA

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The MA in Management for Public Safety and Homeland Security Professionals is a 36 credit program with a required capstone or comprehensive examination. Entirely online, this graduate-level emergency management degree program prepares public and private sector law enforcement, military, fire, public health and other safety and security professionals to respond to and prevent future attacks using existing resources.

### Graduate Program Information

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#### Pleasantville Campus and Online

The MA in Management for Public Safety and Homeland Security Professionals is a 36 credit program with a required capstone or comprehensive examination master's project and an optional thesis. This graduate-level emergency management degree program, which is entirely online, prepares public and private sector law enforcement, military, fire, public health and other safety and security professionals to respond to and prevent future attacks using existing resources.

#### Graduate Program Curriculum (36 Credits)

##### Six Required Core Courses (18 credits)

CRJ 601	Introduction to Homeland Security	3
CRJ 602	Public Sector Management	3
CRJ 603	Public Sector Strategic Planning and Budgeting	3
CRJ 604	U.S. Constitution and Ethical Issues	3
CRJ 605	Public Sector Policy Analysis and Program Evaluation	3
CRJ 628	<U> </U> AND the following course in the last semester: </I> </U> Research Colloquium and Capstone Seminar	3

AND

For information about optional 3-credit course, see Program Director.

##### Six Required Elective Courses (18 credits)

CRJ 622	International Human Rights	3
CRJ 624	Technology and Critical Infrastructure Protection	3
CRJ 625	Multi-Disciplinary Approaches to Homeland Security	3
CRJ 626	Special Topics in Homeland Security	3
CRJ 627	Psychology and Terrorism/Fear	3
CRJ 629	Comparative Governments	3
CRJ 630	Intelligence Gathering Strategies for Homeland Security	3
CRJ 631	Public Health for HS Leaders	3

**Total Credits: 36**

## **Pace-GLI Master of Arts in American History**

### **Program Information**

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Pace University has partnered with the Gilder Lehrman Institute of American History (GLI) to offer a Master of Arts in American History to K-12 educators (including district supervisors, librarians, museum professionals, and National Park Service employees) who are affiliated with the Gilder Lehrman Institute. The program is designed to enhance expertise in American history, as well as in social studies, civics, and government.

### **CURRICULUM**

The Master of Arts in American History is a 30-credit, fully online degree offered by Pace University through the Department of History in the Dyson College of Arts and Sciences. Pace University manages the admissions process and makes all decisions regarding admissions, transfer credit evaluation and articulation, and registration and orientation of students. Pace oversees, approves, and provides the curriculum, guides the assessment processes, provides student support through the Pace libraries, Writing Centers, Academic Advising Office, Tutoring Centers, Health Centers, Office of Student Accessibility, and other offices, as needed. Pace confers the master's degree.

The curriculum, originally developed by GLI in consultation with academic experts, has been reviewed and approved by Pace University history faculty. Pace faculty teach all credit-bearing courses using Pace's online course platform. GLI provides access to a unique collection of primary sources and educational materials, access to subject-matter experts as master teachers, and extensive research on topics and events related to American history. The curriculum consists of eight elective graduate courses and a required two course capstone sequence, each worth three credits.

### **TUITION**

Pace is offering this program only to members of the GLI Affiliate School Network and other programs approved by GLI and Pace. Students must present a letter of affiliation to enroll in the program and receive the discounted tuition.

### **TRANSFER STUDENTS**

As of fall 2018, Pace is providing continuing students from the Adam State University (ASU) program the opportunity to complete their degree through Pace and for new eligible students to enroll.

A student admitted into the Program who has outstanding credits for courses taken in a GLI MA history program other than at ASU may also be permitted, at Pace's discretion, to transfer all such credits into the Program.

Both ASU and non-ASU transfer credits will be subject to the following conditions:

- If the student has 12 or more credits from ASU or another institution that offered courses as part of a GLI-affiliated MA in American History and that are deemed acceptable to Pace, all acceptable credits will be accepted; or
- The student completed graduate courses in history from ASU or another MA history program whose transfer credits have been accepted by Pace, that are not part of a GLI-affiliated MA in American History, then up to 6 credits may be transferred to Pace.

All transfers of credit exceeding 6 credits from ASU or non-ASU courses offered as part of a GLI-affiliated MA in American History must be completed no later than the end of the initial three-year term of this Agreement, Academic Year 2021 which is June 30, 2021.



## Media & Communications Arts, MA

### Graduate Program Information

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#### Pleasantville Campus

This 36-credit program in Media and Communication Arts can be completed within two years of full time study.

#### Prerequisites:

Admission requirements include Bachelor's degree; strong writing, verbal, and interpersonal skills; articulation of reasons supporting the decision to attend a graduate media communication arts program; academic/professional references, and knowledge of basic computer skills.

#### Graduate Program Curriculum (36 Credits)

Requirements include approved Thesis or Internship and satisfactory Comprehensive Examination.

#### Five (5) Required Courses (20 credits)

MCA 601	Industry Theory and Practice	4
MCA 602	Writing for Organizations	4
MCA 603	Effective Speaking for Industry Professionals	4
MCA 610	Communications Research	4
MCA 693	Internship	1 - 4

#### Four (4) Elective Courses (16 Credits)

Students choose four courses from the following list. For other MCA electives that might be available, they must see program director for details and required approvals.

MCA 620	Media Relations	4
MCA 625	Corporate Communication and Reputation	4
MCA 635	Organizational Communication and Social Responsibility	4
MCA 639	Creative Writing for Media Professionals	4
MCA 640	International Communication	4
MCA 652	Digital Video Field Production	4
MCA 654	Industrial Media Production	4
MCA 655	Producing the Documentary	4
MCA 670	Effective Web Architecture and Communication Design	4
MCA 680	Media Law	4
MCA 695	Independent Study in Communications	1 - 4
MCA 696	Issues/Topics in Professional Communication	2-4

**Total Credits: 36**

## Psychology, MA

### Graduate Program Information

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#### New York City Campus

This 36-credit hour Master of Arts program provides graduate students with a general academic foundation in the field of psychology and fills a gap in the training and changing professional preparation in human service organizations. It also may be suited to those who may seek to further their study at the doctoral level. The program offers a wide variety of required and elective courses that provide students with the skills and resources needed to examine and understand the broader context of a person's life – family, school, work groups, and other significant systems.

All program academic standing requirements are defined in the NYC Psychology Department Graduate Program Catalog.

Note: Tracks within this program are being developed. For more information, consult the Psychology Department at 212-346-1506.

#### Graduate Program Curriculum (36 Credits)

##### Required Core Courses (18 credits)

In addition to the following courses students are required to enroll in PSY 698 - Professional Seminar (0 credits). See department program director for details.

PSY 604	Developmental Psychology	3
PSY 612	Neuropsychology	3
PSY 615	Research Design and Statistics I	3
PSY 623	Social Psychology	3
PSY 624	Cognitive Psychology	3
PSY 625	Personality Theories	3

##### Required Elective Courses (18 credits)

Students choose six courses from the following list. However, other psychology courses may be taken as approved by the Psychology Department. See department program director for availability of the following courses: PSY 602 - Ethics; PSY 603 - Intro. to International Psychology; and PSY 643 - Psychology at the United Nations.

PSY 608	Community Psychology	3
PSY 610	Psychopathology	3
PSY 616	Research Design and Statistics II	3
PSY 617	Human Learning	3
PSY 618	Community Mental Health: Philosophy and Concepts	3
PSY 619	Community Resources: Interagency Coordination in the Delivery of Services	3
PSY 621	Psychological Measurements	3
PSY 626	Forensic Psychology	3
PSY 627	Mentored Lab Class Semester 1	3
PSY 628	Mentored Lab Class Semester 2	3
PSY 634	Instructional Psychology: Multimedia Applications	3
PSY 646	Critical Thinking I : Foundation	3
PSY 656	Developmental Disabilities	3
PSY 667	Multicultural and Gender Issues in Psychology	3
PSY 680	Program Evaluation	3
PSY 681	Organizational Psychology	3
PSY 682	Personnel Psychology	3
PSY 683	Organizational Development	3
PSY 684	Occupational Health Psychology	3
PSY 690	Counseling 2.0:Counseling in the Digital Age	3
PSY 691	Practicum in Psychology	3
PSY 695	Independent Study in Graduate Psychology	1 - 3
PSY 696	Special Topics	3
PSY 699	M.A. Thesis	3

**Total Credits: 36**

## Masters of Fine Arts

### Actors Studio Drama School - Acting, Directing, and Playwriting, MFA

#### Graduate Program Information

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##### New York City Campus

The curriculum of this MFA program is designed and supervised in cooperation with the leadership of the Actors Studio. A three-year program with three track options, it provides common and specialized courses to meet the needs of actors, directors, and playwrights individually and in collaboration as a repertory group. In the first year, students are immersed in learning acting methodology and language, as well as training in their individual craft. In the second year, students are introduced to unique collaborative training that encompasses the three disciplines. In the third year, the three groups apply their knowledge and work together as an ensemble to create and perform in a professionally produced Repertory Season that is presented to the industry and the public. This program, moreover, offers workshops on auditioning, creating a strong resume, taking a great headshot, effective self-promotion, building industrial networks, and finding job opportunities.

##### Graduate Program Curriculum (Credits Vary per Track)

##### Year 1: Fall & Spring - <I>An Actor Prepares</I>

The program begins with Orientation Week, during which students are introduced to the communal world of the theater in an informal introduction by teachers to the program's philosophy, process and intentions. In these first classes, the students encounter another unique feature of the program: setting out on a side-by-side journey—as actors, directors and playwrights together—learning the common language that will enable them to collaborate productively, harmoniously, and seamlessly.

It is during this first week that the ensemble nature of the Actors Studio process will emerge.

##### REQUIRED COMBINED COURSES: Actors, Directors, & Playwrights Together (24 credits)

THR 501	Basic Technique 1	6
THR 503	Theater History 1	3
THR 505	Workshop 1	3
THR 507	The Craft Seminar I	
THR 509	The Observer Program	
THR 502	Basic Technique 2	6
THR 504	Theater History 2	3
THR 506	Workshop 2	3
THR 508	The Craft Seminar II	
THR 510	The Observer Program	

##### REQUIRED INDIVIDUAL GROUP COURSES

##### Actors (12-18 credits)

THR 521	Voice and Speech 1.1	3
THR 531	Movement 1 - Improvisational Movement	3
THR 522	Voice and Speech 1.2	3
THR 532	Movement 2 - Improvisational Movement	3
	<I>And for Selected Actors Only</I><U>	
THR 523	Neutral American Speech	3
THR 524	Neutral American Speech 2	3

##### Directors (18 credits)

THR 541	Preparing to Direct 1	4
THR 543	History of Directing 1	3
THR 545	Storytelling and the Use of Space 1	2
THR 542	Preparing to Direct 2	4
THR 544	History of Directing 2	3
THR 546	Storytelling and the Use of Space 2	2

##### Playwrights (8 credits)

THR 551	Playwriting 1	4
THR 552	Playwriting 2	4

##### OPTIONAL ELECTIVE COURSES BY GROUP

##### Actors (0-6 credits)

THR 533	Movement 1 - West African Dance	3
THR 534	Movement 2 - West African Dance	3

**Directors (0-24 credits)**

THR 521	Voice and Speech 1.1	3
THR 522	Voice and Speech 1.2	3
THR 531	Movement 1 - Improvisational Movement	3
THR 532	Movement 2 - Improvisational Movement	3
THR 533	Movement 1 - West African Dance	3
THR 534	Movement 2 - West African Dance	3

AND

for selected Directors THR 523 and THR 524 (3 credits each)

**Playwrights (0-24 credits)**

THR 521	Voice and Speech 1.1	3
THR 522	Voice and Speech 1.2	3
THR 531	Movement 1 - Improvisational Movement	3
THR 532	Movement 2 - Improvisational Movement	3
THR 533	Movement 1 - West African Dance	3
THR 534	Movement 2 - West African Dance	3

AND

For selected Playwrights THR 523 and THR 524 (3 credits each)

**Year 2: Fall & Spring - <I>Building A Character</I>**

Armed with the technical fundamentals to be used for the rest of their educational and professional careers, students move from preparation of their instrument (themselves) to preparation of the role.

**REQUIRED COMBINED COURSES: Actors, Directors, & Playwrights Together (15 credits)**

THR 601	Scene Work 1	6
THR 603	Theater History 3	3
THR 607	Craft Seminar 3	
THR 609	Observer Program 3	
THR 602	Scene Work 2	6
THR 608	The Craft Seminar 4	
THR 610	The Observer Program	

**REQUIRED INDIVIDUAL GROUP COURSES****Actors (12-18 credits)**

THR 621	Voice and Speech 2.1	3
THR 622	Voice and Speech 2.2	3
THR 635	Improvisational Movement 3	3
THR 636	Improvisational Movement 4	3
	<I><U>And for Selected Actors Only</U></I>	
THR 623	Neutral American Speech 3	3
THR 624	Neutral American Speech 4	3

**Directors (26 credits)**

THR 661	Playwrights and Directors Unit 1	4
THR 662	Playwrights and Directors Unit 2	4
THR 641	Directing 1	8
THR 642	Directing 2	8
THR 681	Principles of Design - Creative Collaboration 1	3
THR 682	Principles of Design - Creative Collaboration 2	3

**Playwrights (20 credits)**

THR 661	Playwrights and Directors Unit 1	4
THR 662	Playwrights and Directors Unit 2	4
THR 651	Playwriting 3	6
THR 652	Playwriting 4	6

**OPTIONAL ELECTIVE COURSES BY GROUP****Actors (0-10 credits)**

THR 633	Movement 3 Ballroom Dance	3
THR 634	Movement 4 Ballroom Dance	3
THR 681	Principles of Design - Creative Collaboration 1	3
THR 682	Principles of Design - Creative Collaboration 2	3
THR 605	Continuing Sensory Lab	

**Directors (0-24 credits)**

THR 621	Voice and Speech 2.1	3
THR 622	Voice and Speech 2.2	3
THR 633	Movement 3 Ballroom Dance	3
THR 634	Movement 4 Ballroom Dance	3
THR 635	Improvitational Movement 3	3
THR 636	Improvitational Movement 4	3
THR 605	Continuing Sensory Lab	

AND

For selected Directors THR 623 and THR 624 (3 credits each)

**Playwrights (0-20 credits)**

THR 621	Voice and Speech 2.1	3
THR 622	Voice and Speech 2.2	3
THR 633	Movement 3 Ballroom Dance	3
THR 634	Movement 4 Ballroom Dance	3
THR 635	Improvitational Movement 3	3
THR 636	Improvitational Movement 4	3
THR 681	Principles of Design - Creative Collaboration 1	3
THR 682	Principles of Design - Creative Collaboration 2	3
THR 605	Continuing Sensory Lab	

AND

For Selected Playwrights THR 623 and THR 624 (3 credits each)

**Year 3: Fall & Spring - <l>Creating A Role</l>**

This year's focus is the formation of all the students into a repertory group. While continuing with their common and specialized courses, students will develop and collaborate on the dramatic material that will be presented: a weekly series of scenes, one-act plays, and if possible full-length plays, some written by program playwrights and all of them directed by program directors and acted by program actors.

**REQUIRED COMBINED COURSES: Actors, Directors, & Playwrights Together (8 credits)**

THR 701	Process Lab I	4
THR 702	Process Lab 2	4

**REQUIRED INDIVIDUAL GROUP COURSES****Actors (32 credits)**

THR 703	Scene Work 3	4
THR 721	Voice and Speech 3.1	3
THR 711	Classics, Period and Style I	4
THR 735	Improvitational Movement 5	3
THR 704	Scene Work 4	4
THR 722	Voice and Speech 3.2	3
THR 712	Classics, Period and Style II	4
THR 736	Improvitational Movement 6	3
THR 707	Audition Techniques I	2
THR 708	Audition Techniques II	2

**Directors (14 credits)**

THR 741	Directing 3	4
THR 783	Applied Stage Design 1	3
THR 742	Directing 4	4

THR 784	Applied Stage Design 2	3
<b>Playwrights (16 credits)</b>		
THR 751	Playwriting 5	4
THR 752	Playwriting 6	4
THR 761	Film and TV Writing Workshop I	4
THR 762	Film and TV Writing Workshop II	4

**OPTIONAL ELECTIVE COURSES BY GROUP**

**Actors (0 credits)**

**Directors (0-24 credits)**

THR 721	Voice and Speech 3.1	3
THR 711	Classics, Period and Style I	4
THR 735	Improvational Movement 5	3
THR 722	Voice and Speech 3.2	3
THR 712	Classics, Period and Style II	4
THR 736	Improvational Movement 6	3
THR 707	Audition Techniques I	2
THR 708	Audition Techniques II	2

**Playwrights (22 credits)**

THR 721	Voice and Speech 3.1	3
THR 711	Classics, Period and Style I	4
THR 722	Voice and Speech 3.2	3
THR 712	Classics, Period and Style II	4
THR 736	Improvational Movement 6	3
THR 707	Audition Techniques I	2
THR 708	Audition Techniques II	2

**TOTAL REQUIRED CREDITS**

Actors: 102-115

Directors: 107

Playwrights: 91

**Optional Elective Credits**

Actors: 0-16

Directors: 0-72

Playwrights: 0-76

# Master of Public Administration Program

## Master of Public Administration Program

### Graduate Program Information

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#### New York City and Pleasantville Campuses

This 42-credit MPA program in Public Administration is designed to prepare students to obtain public and nonprofit positions. Full-time students can complete course work in two years and part-time students typically in four years. The program consists of required core courses, track/specialization courses, and elective courses.

Through its multi-pronged curriculum, MPA graduates qualify for positions that require strong analytical and administrative skills, management expertise, and in-depth knowledge in specific policy areas. Additionally, Pace University's close interaction with local government agencies, healthcare entities, and national and international nonprofit organizations provides a unique work-study program for students in their specialized fields. Students choose one of three tracks: Government, Nonprofit Management, or Health Care Administration.

#### Graduate Program Curriculum (42 credits)

##### Program Requirements for All Three Tracks (42 credits)

##### Core Courses (21 credits)

PAA 601	Public Administration and its Environment	3
PAA 602	Organization Theory and Management	3
PAA 603	Economics of Government, Health Care and Nonprofit Entities	3
PAA 604	Budgeting and Financial Analysis	3
PAA 606	Research Design for Administrators	3
PAA 607	Applied Data Analysis	3
PAA 699	Capstone Project Seminar	3

##### Track and Elective Requirements (21 credits)

##### One Required Track (12 credits)

Choose one track and complete corresponding courses.

##### Government Track (12 credits)

PAA 630	Intergovernmental Relations	1 - 3
PAA 632	Policy Studies	3
PAA 641	Municipal Management	3
PAA 644	Seminar in Government Management	3

##### Not-for-Profit Management Track (12 credits)

PAA 615	Program Planning and Evaluation	3
PAA 670	The Not-for-Profit Sector	3
PAA 673	Financial Resource Development for Not-for-Profits	3
PAA 681	Advanced Seminar for Not-for-Profit Management Issues	3

##### Health Care Administration Track (12 credits)

PAA 650	The United States Health Care System	3
PAA 652	Health Policy Studies	3
PAA 661	Hospital and Health Services Administration	3
PAA 665	Seminar in Health Services Management	3

##### Three Required Elective Courses (9 credits)

Students in all tracks, in consultation with department faculty advisor, choose three of the following courses or courses from another MPA track:

##### Elective List Open to Students in All Tracks

PAA 501	Accounting for Government, Health Care and Nonprofit Entities	3
PAA 605	Ethics and Leadership	3
PAA 610	Personnel Administration / Human Resources	3
PAA 611	Management and Organizational Development	3
PAA 612	Collective Bargaining and Labor Relations	3

PAA 614	Strategic Planning and Marketing	3
PAA 616	Project Development and Grant Writing	1 - 3
PAA 617	Management Issues in Gerontologic Services	3
PAA 619	Advanced Financial Management	3
PAA 620	Advanced Economic Analysis	3
PAA 624	Environmental Science Policy	3
PAA 640	Local Government Law	3
PAA 641	Municipal Management	3
PAA 642	Regional Planning	3
PAA 651	Community Health Assessment	3
PAA 660	Legal Aspects Of Health Administration	3
PAA 663	Hc Quality Assurance/Risk Mgt	3
PAA 671	Law and Board Governance for Not-for-Profit Managers	3
PAA 682	External Relations for Public Service Organizations: Mission Marketing, Advocacy, and Communications	3
PAA 683	Seminar/Lab in Social Entrepreneurship	3
PAA 695	Internship	3
IS 613	Database Management Systems	3
IS 617	Information Systems Principles	3
IS 623	Information Systems Design and Development	3

**Total Credit Hours: 42**

## Dual Degree Accelerated Program in MPA/Juris Doctor

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### New York City and White Plains Campuses

Pace University's Department of Public Administration and School of Law together make available to qualified students a dual-degree accelerated program intended to enhance career possibilities in law, government, public interest organizations, health care, and related fields. The reciprocal acceptance of course credits by each school enables students to complete the requirements for both degrees in four years rather than the usual five years were each degree pursued separately. Students must make separate application to both programs and gain independent admission to both before pursuing the joint program. Interested MPA students must submit their applications prior to the completion of 12 MPA credits. The exact course of study will be determined after joint consultation with an accepted student's MPA and law school advisors.

*For more information interested MPA students should see the Public Administration Department chair or Program Manager.*



## Masters of Science

### Biochemistry and Molecular Biology, MS

#### Graduate Program Information

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##### New York City Campus

The 34-credit MS program in Biochemistry and Molecular Biology (MSBMB) offers students a professional development graduate degree with enhanced capability and competitiveness in career-related biochemistry, molecular biology, and health-related fields. This is a thesis-based graduate program that contains training in ethical and regulatory issues, a requirement of all new Federal grant applicants. The curriculum emphasizes technological applications and is designed to provide students with a strong grounding in running a research laboratory.

In addition to Pace University's research opportunities, students have the opportunity to do their research in the Department of Neuronal Cell Signaling at Cornell-Weil Medical School or have an international experience at the University of Technology, Sydney, Australia.

The program can be completed in one year.

Prerequisites for this program include a Bachelor's degree in Biochemistry, Biology, Chemistry, or a related field. Applicants who haven't completed such a major may be required to complete some or all of the following courses: 2 semesters of General Chemistry, 2 semesters of General Biology, 2 semesters of Organic Chemistry, 2 semesters of General Physics, 2 semesters of Calculus, 2 semesters of Physical Chemistry, *either* 2 semesters of Biochemistry or 1 semester of Biochemistry and 1 semester of Molecular Biology.

##### Graduate Program Curriculum (34 Credits)

BMB 601	Graduate Colloquium	1
BMB 605	Scientific Communications	2
BMB 609	Special Topics in Biochemistry and Molecular Biology	2
BMB 610	Seminar	1
BMB 620	Quantitative Methods: Data Analysis and Presentation	3
BMB 710	Research I	4
BMB 711	Research II	4
BMB 712	Thesis Preparation	1
	And	

BMB 626 (Cellular Biochemistry and Advanced Molecular Biology), 4 credits

BMB 629 (Molecular Biochemistry), 4 credits

BMB 630 (Bioinformatics, Genomics and Proteomics), 4 credits

BMB 640 (Physical Biochemistry), 4 credits

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## Environmental Science, MS

### Graduate Program Information

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This 33-35 credit program in Environmental Science, including its required thesis, can be completed on either a full-time or part-time basis, with most classes held in the afternoon or evening to accommodate working professionals. Curriculum specialization can be designed in various areas, including toxicology, aquatic ecology, conservation biology, geographical information, and surveillance systems.

Scholarship opportunities and/or competitive graduate assistantships are available for certain candidates.

#### Prerequisites:

Admission requirements include the following undergraduate course: one year of General Chemistry, one semester of Organic Chemistry, and one year of General Biology. College-level Physics and Calculus are recommended but not required.

#### Graduate Program Curriculum (33-35 Credits)

##### Seven (7) Required Core Courses (18 credits)

ENS 610	Environmental Science I	3
ENS 611	Environmental Science II	3
ENS 622	Quantitative Methods in Environmental Science	4
ENS 624	Environmental Policy and Politics	3
ENS 772	Thesis Preparation	1
ENS 790	Environmental Science Seminar	1
ENS 792	Research in Environmental Science I	3

*\*Note: ENS 772 and ENS 792 are one-on-one courses relating to thesis research. In ENS 772, a tutorial taken during the first year of the program, student and mentor together will explore preliminary questions relating to thesis research. When ready to fully embark on thesis research, the student then takes ENS 792 which is conducted under the supervision of the student's approved thesis advisor.*

##### Required Elective Courses (15-17 credits)

Students choose courses from the following list. For other MCA electives that may be available, student should consult program director for details and required approvals.

ENS 501	Environmental Assessment and Environmental Impact Statement (EIS) Preparation	4
ENS 505	Conservation Biology	3
ENS 506	Wildlife Ecology	3
ENS 511	Plant Ecology and Conservation	3
ENS 531	Biological Oceanography and Marine Biology	3
ENS 625	Environmental Science Communication	3
ENS 629	Topics in Marine Pollution	3
ENS 630	Environmental Microbiology	4
ENS 650	Environmental Law	3
ENS 651	Research Methods for Ecological Field Studies	3
ENS 696D	Graduate Ecology	3
ENS 731	Field Botany and Vegetation Analysis	4
ENS 740	Environmental Toxicology and Pathology	4
ENS 760	Waste Management, Site Remediation and Land Reuse	4
ENS 780	Remote Sensing and Geographic Information Systems	0 - 4
ENS 793	Research in Environmental Science II	3
ENS 798	Special Topics in Environmental Science	1 - 3

#### Thesis Completion:

Note: ENS 793 - Research II (one-on-one course conducted under supervision of the thesis Advisor and essentially a continuation of ENS 792) is available to a student who requires additional time to complete the required thesis.

Note, too, that any student who has completed all coursework (core and elective) and is solely working on the required thesis must register for Maintenance of Matriculation each semester until graduation.

**Total Credits: 33-35**

## Forensic Science, MS

### Graduate Program Information

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#### New York City Campus

This 40-credit science-based program in Forensic Science offered on Pace's New York City campus can be completed in two years of full time study. Successful candidates have undergraduate majors in bio-chemistry, biology, chemistry, forensic science or a pre-med platform. This major prepares students for immediate careers in forensic labs and makes available to them connections to various employment opportunities.

#### Prerequisites:

Undergraduate prerequisites can be completed upon acceptance into this graduate program with the approval of Department Chair. For more information contact the Graduate Admission Office.

#### Graduate Program Curriculum (40 Credits)

##### Nine (9) Required Courses (32 credits)

Note: Students who as undergraduates successfully completed FOR 531 and 537 instead are required to take either FOR 707 and FOR 770 or any two graduate department-approved courses.

FOR 531	Forensic Microscopy	3
FOR 537	Forensic Biology	4
FOR 610	Professional Issues in Forensic Science	4
FOR 615	Forensic Separations Chemistry	4
FOR 620	Analytical Spectroscopy	4
FOR 625	Crime Scene Investigation and Reconstruction	4
FOR 621	Internship	4
FOR 635	Principles of Forensic Pharmacology	4
FOR 699	Forensic Science Seminar	1

##### Two (2) Elective Courses (8 Credits)

FOR 701	Introduction to Forensic Pathology	4
FOR 702	Forensically Oriented Human Anatomy and Physiology	4
FOR 705	Forensic Anthropology	4
FOR 706	Forensic Toxicology	4
FOR 707	Advanced Topics in Forensic DNA Analysis	4
FOR 736	Advanced Topics on Criminalistics	4
FOR 770	Physical Optics with Forensic Applications	4
FOR 798	Research Methodology in Forensic Science	4
FOR 799	Thesis	4

**Total Credits: 40**

## Mental Health Counseling, MS

### Graduate Program Information

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#### Pleasantville Campus

This 60-credit program in Mental Health Counseling provides students with a strong foundation in clinical counseling and specialized knowledge in groundbreaking research and prepares graduates to become licensed practitioners in mental health counseling with specialties and emphases on areas ranging from loss and grief counseling, substance abuse, post-traumatic stress and resilience, and positive psychology. The curriculum emphasizes hands-on skills development using role-playing and group exercise, as well as interview techniques, research methods, and internships.

Graduates of this program are eligible for New York State certification in mental health counseling and are prepared for a variety of professional counseling positions as well as advanced training in specific theoretical approaches and training at the doctoral level.

This program also provides the foundational credits for students considering careers in higher education advisement or who might wish to move on to a doctoral program.

#### Prerequisites:

Admission requirements include a Bachelor's degree in psychology or a related field. Applicants who haven't completed such a major may be required to complete General Psychology and Social Psychology prior to beginning graduate study.

#### Graduate Program Curriculum (60 Credits)

Degree requirements include 16 required core courses and four elective courses (from one of three elective tracks). Close advisement from the department advisor is necessary for this program because courses typically require completion of prerequisite courses in a strict specified order and additionally require passing grades of "B" or better and department approval.

#### Sixteen (16) Core Courses (48 Credits)

Students take all of the following PSY 600-level courses.

PSY 630	Helping Relationships: Counseling Theories and Techniques I	3
PSY 631	Helping Relationships: Counseling Theories and Techniques II	3
PSY 632	Orientation to Addiction: Etiology, Screening, Treatment	3
PSY 652	Human Growth and Development	3
PSY 658	Group Dynamics	3
PSY 672	Psychopathology and Personality Disorders	3
PSY 674	Integrating Seminar: Professional Orientation and Ethics	3
PSY 675	Field Experience: Internship I	3
PSY 676	Field Experience in Counseling: Internship II	3
PSY 687	Foundations of Mental Health Counseling and Consultation	3
PSY 677	Research and Program Evaluation	3
PSY 678	Career and Lifestyle Development	3credits
PSY 679	Marriage and Family Systems and Counseling: Recognizing and Reporting Child Abuse and Maltreatment	3
PSY 685	Social and Cultural Foundations of Counseling	3
PSY 686	Appraisal and Assessment of Individuals, Couples, Families, and Groups	3
PSY 694	Practicum in Mental Health Counseling	3

#### One of Three Elective Tracks (12 Credits)

Students choose one of three elective tracks (12 credits):

##### **General Track:**

Four PSY 600-level electives with assistance of of department advisor:

PSY \_\_\_\_

PSY \_\_\_\_

PSY \_\_\_\_

PSY \_\_\_\_

**OR**

**Trauma and Loss Track:**

PSY 601 Death, Meaning & Counseling

PSY 613 Current Perspectives on PTSD Counseling

PSY 614 Current Perspectives on Grief Counseling

PSY 622 Trauma & Loss: Empirical Perspectives

**OR**

**Substance Abuse Track:**

PSY 640 Addiction Counseling I: Individual & Group

PSY 641 Addiction Counseling II: Family & Group

PSY 654 Appraisal: Advisement, Reporting & Treatment

PSY 670 Case Management in Treating Addictions

**Total Credits: 60**

## Publishing, MS

### Graduate Program Information

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#### Pace Midtown Center Campus and Online

Pace University offers both a Publishing, MS program and four 12-credit professional certificate programs for students seeking to enhance their credentials in Book Publishing, Magazine Publishing, Business Aspects of Publishing, or Digital Publishing. For Graduate Program Curriculum (36 credits), see below.

#### GRADUATE PROGRAM CURRICULUM (36 Credits)

##### SIX (6) Required Publishing Core Courses: (18 credits)

PUB 606	Book Production and Design	3
	OR	
PUB 607	Magazine Production and Design	3
PUB 608	Financial Aspects of Publishing	3
PUB 610	Fundamentals of Trade Book Publishing	3
PUB 612	Information Systems In Publishing	3
PUB 624	Editorial Principles and Practices	3
PUB 628	Marketing Principles and Practices in Publishing	3

##### FOUR (4) Required Elective Courses: (12 credits)

These required courses include four PUB courses or a combination of PUB courses (minimum one) and BUS courses (maximum three) which are offered by Pace University's Lubin School of Business:

PUB 601	Principles of Publishing	3
PUB 602	Advanced Communication Skills: Research and Report Writing (by referral only)	3
PUB 604	Professional Editing: Copy Editing and Rewriting	3
PUB 613	The Future of Publishing: Transmedia	3
PUB 614	Specialized Publications	3
PUB 615	Publishing Comics and Graphic Novels	3
PUB 616	Book Sales and Distribution Methods	3
PUB 618	Legal Aspects of Publishing	3
PUB 620	Modern Technology in Publishing	3
PUB 621	E-books: Technology, Workflow, and Business Model	3
PUB 622	Seminar Books and Magazines: Critical Issues in Publishing Finance	3
PUB 626	Magazine Writing and Editing	3
PUB 629	Magazine Circulation: Print & Digital	3
PUB 630	Magazine Advertising Sales: Print and Digital.	3
PUB 631	Publishing Business Communication Skills	3
PUB 632	Academic Publishing	3
PUB 633	Introduction to Publication Design	3
PUB 634	Children's Book Publishing	3
PUB 635	Digital Image Creation, Manipulation and Management	3
PUB 636	WEB Development for Publishing	3
 <I>Available Business Elective Courses offered by Pace's Lubin School of Business (9 credits maximum):</I>		
MAR 620	Consumer and Organization Buying Behavior	3
MAR 645	Advertising and Sales Promotion	3
MAR 675	Strategic Marketing Planning	3
MAR 681	International Marketing	3
MGT 627	Organization Theory	3
MGT 686	Organizational Communication	3
MGT 681	Interpersonal Competence and Group Dynamics	3
FIN 644	Money and Capital Markets	3
INB 640	Business in the Global Environment	3
INB 665	Comparative Business Systems and Cross-Cultural Management	3

In addition students may also select the following course as a required elective option; PUB 637: Children's Book Marketing

##### TWO (2) Required Research Seminars OR Internship Sequence: (6 credits)

PUB 690A	Graduate Seminar: Publishing Strategies I	3
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PUB 690B	Graduate Seminar: Publishing Strategies II	3
	OR	
PUB 699A	Internship I	3
	And	
	ONE approved PUB 600-level Internship Seminar course	3

**Required Thesis:**

All students must write a thesis to fulfill the requirements of the degree. Thesis topics may evolve from participation in a graduate seminar or from an internship experience and should be an examination of a publishing topic that has been of particular interest to the student.

Note, too, that any student who has completed all coursework (core and elective) and is solely working on the required thesis must register for Maintenance of Matriculation each semester until graduation.

**Total Credits: 36**

## Master of Science in Education (M.S. Ed.) Program in School Psychology

### Graduate Program Information

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#### New York City Campus

This M.S. Ed. degree program in School Psychology trains students to provide psycho-educational services in the school setting. Students receive course and field work in assessment, consultation, and intervention and are trained to provide assessment and diagnostic services for individual children and adolescents, design and implement school research and evaluation projects, and offer assistance to teachers and other educational professionals.

Course work is offered in psychological foundation areas as well as in the professional practice of psychology. Courses are taken on Pace University's New York City campus in lower Manhattan, and practicum work occurs on campus in the Thomas J. McShane Center for Psychological Services as well as in school districts throughout the New York City metropolitan area. Field work begins with experiential activities and extends to formal training opportunities in the McShane Center and metropolitan area school districts. This program includes a final school psychology internship, typically in a school district in the metropolitan area.

#### Year 1

Note: At the end of the first year, students are required to take a Qualifying Examination which they must pass in order to proceed to the second year of study. Students are permitted to take the Qualifying Examination a maximum of two times.

#### Fall Term (12 credits)

PSY 501	Introduction to School and Clinical Child Psychology I	
PSY 509A	Practicum in Psychological Services: Psychotherapy	
PSY 704	Advanced Developmental Psychology	3
PSY 717	Cognitive and Affective Bases of Behavior	3
PSY 721	Tests and Measurements	3
PSY 725	Advanced Personality Theories	3

#### Spring Term (13 credits)

PSY 502	Introduction to School-Clinical Child Psychology II	
PSY 509A	Practicum in Psychological Services: Psychotherapy	
PSY 703	Psychological Assessment I	4
PSY 710	Psychopathology in Childhood and Adolescence	3
PSY 722	Intervention Tech II: Cognitive-Behavioral Perspectives	3
PSY 727	Learning Disabilities-Diagnosis/Remediation: Theories and Practice	3

#### Summer Term (6 credits)

PSY 839	Psychoanalytic Theory	3
PSY 876	Multicultural and Gender Intervention Issues	3

#### Graduate Program Curriculum (69 credits)

#### M.S. Ed. Program Requirements:

This three-year program requires the completion of 69 credit hours of coursework, a practicum and an internship. All M.S. Ed. students are required to complete a minimum of 1,200 clock hours of supervised school psychology internship field work (as approved by the director of field training); at least 600 clock hours must be completed in a school setting. Changes are anticipated in this program, primarily regarding field work requirements, so for updated information applicants should consult the program director. Additional information about the program appears in the New York City Psychology Department's Graduate Catalog.

#### Year 3

#### Fall Term (10 credits)

PSY 734	Consultation	3
PSY 750	School-Clinical Child Psychology I: Internship, Ethics and Seminar	4
PSY 759	Early Childhood and Infant Assessment	3

#### Spring Term (4 credits)

PSY 751	School-Clinical Child Psychology II: Internship, Ethics, and Seminar	4
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#### **Total Credits: 69**

#### Year 2



Note: At the end of the second year, upon completion of at least 42 graduate hours in the program, students are eligible for the New York State School Psychology Internship Certificate.

**Fall Term (14 credits)**

EDU 701	The School Field Experience and Seminar	3
PSY 509A	Practicum in Psychological Services: Psychotherapy	
PSY 707	Psychological Assessment II	4
PSY 715	Statistics and Research Design I	4
PSY 737	Child and Adolescent Psychotherapy	3
PSY 509A	Practicum in Psychological Services: Psychotherapy	

**Spring Term (13 credits)**

EDU 702	The Exceptional Child: Field Experience and Seminar	3
PSY 509A	Practicum in Psychological Services: Psychotherapy	
PSY 707	Psychological Assessment II	4
PSY 715	Statistics and Research Design I	4
PSY 737	Child and Adolescent Psychotherapy	3
PSY 509A	Practicum in Psychological Services: Psychotherapy	

**Summer Term (3 credits)**

PSY 720	Integrating Seminar	3
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## Master of Science in Education (M.S. Ed.) Program in School Psychology with a Specialization in Bilingual School Psychology

### Graduate Program Information

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#### New York City

This M.S. Ed. program offers qualified bilingual students enrollees in the M.S. Ed. program in School Psychology the opportunity to complete additional course work and practicum experiences required to be eligible for the Bilingual Education Extension (PPS/ADMIN) to the New York State teaching certificate in School Psychology.

Students who elect to complete the Bilingual Specialization receive training that enables them to provide school psychological services to children in both monolingual and bilingual settings. Additional course work focuses more intensively on the theory and practice of bilingual/multicultural education and methods of providing psychological services in the target language. Students receive integrated training from psychology and speech and language faculty in the area of bilingual language development and disorders. Students entering the PsyD program with advanced standing may also obtain the experiences needed to apply for the New York State Bilingual School Psychology certificate. Typically this requires enrolling in PSY 750B and PSY 751B in addition to fulfilling the other Bilingual School Psychology Specialization requirements.

#### Requirements for the Specialization Program in Bilingual School Psychology:

##### Program Prerequisites:

In addition to having met prerequisites for the M.S. Ed. Program in School Psychology, students enrolled in the Bilingual Specialization Program must have courses or show competencies in principles and problems in education and curriculum development or methods of teaching and instruction and meet the following requirements:

##### Bilingual Specialization Requirements:

Students must successfully complete all prerequisites and requirements for the M.S. Ed. program in School Psychology but with the following modifications and additions:

##### Field Work Requirements:

Students must enroll in the following Internship Seminar Sequence that includes a minimum of 1200 clock hours of supervised field work of which a minimum of 600 clock hours must be completed in a school setting which provides opportunity for the delivery of bilingual school psychological services. It is expected that this training experience will devote at least 30% of the time to working with bilingual populations:

PSY 750A - Bilingual School-Clinical Child Psychology Internship Seminar

PSY 750B - Bilingual School-Clinical Child Psychology Internship Seminar

##### **Additional Coursework (9 credits)**

SPP 640	Communication Language and the Bilingual Child in Class	1
SPP 641	Bilingual Speech/Language Development and Disorders	3
PSY 876	Multicultural and Gender Intervention Issues	3
PSY 709A	Counseling the Culturally Different: Implications for Bilingual Psychological Service Provision	1
PSY 703A	Practice: Limiting Bias in the Assessment of the Bilingual Child	1

**Total Credits: 78**

## Doctoral Programs

### Mental Health Counseling, PhD

#### Doctoral Program Information

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##### Pleasantville Campus

This program is designed to train mental health counselors in advanced clinical and supervisory skills, prepare counselors to conduct research that will further the profession's knowledge base, and foster the next generation of leaders who will be teachers and advocates for the mental health counseling profession across the country.

##### Application requirements include:

- An earned Master's degree in mental health counseling with a curriculum equivalent to that in Pace University's 60-credit graduate Master of Science program in Mental Health Counseling.
- Earned Graduate-level GPA of 3.6 or higher.
- Met one of the following permit/licensure requirements:
  - Be eligible for New York State limited permit in mental health counseling in New York State.
  - Has obtained a limited permit in New York State.
  - Be licensed in mental health counseling in New York State.
  - Be licensed in mental health counseling in a state other than New York.
- Submitted letters of recommendation, personal statement, official academic transcripts, and GRE scores taken within the previous five years, with preference given to mean GRE scores at the 600-650 level.

Students who substantially meet the above requirements will be invited to an interview with the departmental admission screening committee.

##### Program Requirements:

This three-year program requires the completion of 45 credits of coursework, passage at the conclusion of the first year of a written qualifying examination for advancement to candidacy for the PhD, and the successful completion of a doctoral dissertation as described below.

##### Doctoral Program Curriculum (49 Credits)

##### Year 1 - Fall (12 Credits)

MHC 705	Statistics and Research Design	4
MHC 731	Theories and Methods of Counselor Education	4
MHC 723	Applied Social Psychology	4

##### Year 1 - Spring (12 Credits)

MHC 732	Theories and Methods of Counselor Supervision	4
MHC 706	Statistics and Research Design II	4
MHC 830	Research Design: Special Topics Seminar	4

##### End of Spring term: Comprehensive Written Qualifying Examination for Advancement to Candidacy for the PhD

If needed, a student may retake the examination in the summer. A second failure will result in dismissal from the program and an appeal will not be considered.

##### Year 2 - Fall (11 Credits)

MHC 733	Leadership and Advocacy in the Counseling Profession	4
MHC 831	Doctoral Dissertation Seminar I	4
Elec 000	Elective	3

Note: Students are required to take a second Doctoral Dissertation Seminar in Year 2 - Spring term.

##### Year 2 - Spring (10 Credits)

Elec 000	Elective	3
Elec 000	Elective	3
MHC 832	Doctoral Dissertation Seminar II	4

##### Year 3 - Dissertation Phase

Upon completion of coursework, students then will be eligible to propose and pursue their dissertation projects (4 credits).

**Total Credits: 45**

## School-Clinical Child Psychology, PsyD

### Doctoral Program Information

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#### New York City Campus

*This Combined-Integrated program is accredited by the American Psychological Association. It was last accredited in 2014 for a maximum seven-year period and will be site visited again in 2021. (Office of Program Consultation and Accreditation, American Psychological Association, 750 First Street NE, Washington, DC 20002-4242, Tel: 202-336-5979).*

This doctoral program in School-Clinical Child Psychology carefully integrates field experience with academic preparation within a practitioner-scholar training model. Students are trained in psychological foundations, assessment and evaluation techniques, remediation and intervention procedures, and program evaluation and research. The goal of the program is to prepare professional psychologists as health service providers with expertise in school and clinical psychology. Research methodology and theoretical academic subjects are essential parts of the program, but emphasis is placed on professional preparation. Graduates are uniquely prepared to provide clinical and education expertise and consultation in order to best serve children and families across a variety of systems of service delivery.

Program graduates will have completed all pre-doctoral academic and internship requirements needed for admission to the New York State Licensing Examination for the professional practice of psychology.

Graduates typically have been awarded the Master of Science in Education in School Psychology (or equivalent program in school psychology) and recommended for New York State certification in School Psychology. This program is fully accredited by the American Psychological Association (APA) as a combined school-clinical program and is approved by the National Association of School Psychologists. All information about this program and related ones may be found in the Graduate Catalog of the University's New York City Psychology Department.

Prior to receiving the doctoral degree in school-clinical child psychology, students must first complete a master's degree in school psychology or have been awarded state or national psychology certification. Sixty-nine hours of the first three years of study in the doctoral program generally correspond to the M.S. Ed. in School Psychology at Pace University. Applicants with graduate credits from other institutions may enter the program but this prior work will be evaluated for transfer credit on a course-by-course basis only after acceptance into the doctoral program.

#### **Program Prerequisites:**

- Background preparation in abnormal psychology, developmental psychology, experimental psychology, general psychology, learning, personality theory, and statistics.
- Courses or demonstrated competencies in principles and problems in education and curriculum development or methods of teaching and instruction.
- Most if not all psychology prerequisite preparation prior to entering the program. It is possible for students to complete some prerequisites (e.g., education) after admission.

#### **Full-Time or Part-Time Study and Residency Requirement:**

Students may undertake the program on a full-time or part-time basis, but the program must be completed within ten years, and a minimum of three years of residency at Pace University is required, including one year of full-time study. Class hours permit field work and generally allow for limited part-time employment in the first four years of study. Whenever possible, paid internships are arranged in order to help alleviate the financial expense involved.

#### **Program Elements:**

The program requires 110 credit hours of study, a Qualifying Examination after the first year, a Proficiency Examination and Comprehensive Examination typically during the third or fourth year, a School and Clinical Child Psychology distributed internship typically in the third and fourth years, a full-time internship typically in the fifth year, and a doctoral project. Details about specific deadlines and the distributed internship are in the department's Graduate Catalog.

#### **Doctoral Program Curriculum (110 credits)**

Prior to receiving the doctoral degree in school-clinical child psychology, students must first complete a master's degree in school psychology or have been awarded state or national psychology certification. Sixty-nine hours of the first three years of study in the doctoral program generally correspond to the M.S. Ed. in School Psychology at Pace University. Applicants with graduate credits from other institutions may enter the program but this prior work will be evaluated for transfer credit on a course-by-course basis only after acceptance into the doctoral program.

#### **Year 1**

At the end of the first year students are required to take a Qualifying Examination which they must pass in order to proceed to the second year of study. Students are permitted to take this examination a maximum of two times. Students who have received transfer credit for first-year courses are required to pass the Qualifying Examination for corresponding courses.

**Fall Term (12 credits)**

PSY 501	Introduction to School and Clinical Child Psychology I	
PSY 509A	Practicum in Psychological Services: Psychotherapy	
PSY 704	Advanced Developmental Psychology	3
PSY 717	Cognitive and Affective Bases of Behavior	3
PSY 721	Tests and Measurements	3
PSY 725	Advanced Personality Theories	3

**Spring Term (13 credits)**

PSY 502	Introduction to School-Clinical Child Psychology II	
PSY 509A	Practicum in Psychological Services: Psychotherapy	
PSY 703	Psychological Assessment I	4
PSY 710	Psychopathology in Childhood and Adolescence	3
PSY 722	Intervention Tech II: Cognitive-Behavioral Perspectives	3
PSY 727	Learning Disabilities-Diagnosis/Remediation: Theories and Practice	3

**Summer Term (6 credits)**

PSY 876	Multicultural and Gender Intervention Issues	3
PSY 839	Psychoanalytic Theory	3

**Year 2**

During this second year students must review their academic progress with program advisors. At the end of this second year, upon completion of at least 42 graduate hours in the program, they are eligible to apply for the New York State School Psychology Internship Certificate. Candidates who wish to acquire school psychology certification in states other than New York should consult with program advisors. New Jersey, for example, requires a course in developmental disabilities.

**Fall Term (14 credits)**

PSY 509A	Practicum in Psychological Services: Psychotherapy	
EDU 701	The School Field Experience and Seminar	3
PSY 707	Psychological Assessment II	4
PSY 715	Statistics and Research Design I	4
PSY 737	Child and Adolescent Psychotherapy	3
PSY 509A	Practicum in Psychological Services: Psychotherapy	

**Spring Term (13 credits)**

PSY 509A	Practicum in Psychological Services: Psychotherapy	
EDU 702	The Exceptional Child: Field Experience and Seminar	3
PSY 712	Advanced Biological Bases of Behavior	3
PSY 713	Psychological Assessment III	4
PSY 723	Advanced Social Psychology	3
PSY 509A	Practicum in Psychological Services: Psychotherapy	

**Summer Term (3 credits)**

PSY 509A	Practicum in Psychological Services: Psychotherapy	
PSY 720	Integrating Seminar	3

**Year 3**

During the last semester of the School Psychology Internship, students are required to take proficiency and comprehensive examinations. To receive the M.S. Ed degree, they must pass the Proficiency Examination. To proceed to further doctoral study, they must pass the Comprehensive Examination.

*Note: Department catalog contains additional details relating to advanced standing.*

**Fall Term (13 credits)**

PSY 509A	Practicum in Psychological Services: Psychotherapy	
PSY 734	Consultation	3
PSY 759	Early Childhood and Infant Assessment	3
PSY 750	School-Clinical Child Psychology I: Internship, Ethics and Seminar	4
PSY 711	Intervention Techniques I: Psychodynamic Perspectives	3
PSY 509A	Practicum in Psychological Services: Psychotherapy	

**Spring Term (14 credits)**

PSY 509A	Practicum in Psychological Services: Psychotherapy	
PSY 751	School-Clinical Child Psychology II: Internship, Ethics, and Seminar	4
PSY 716	Statistics and Research Design II	4

PSY 777	History and Systems in Psychology	3
PSY 810	Advanced Psychopathology	3
PSY 509A	Practicum in Psychological Services: Psychotherapy	

**Year 4****Fall Term (10-11 credits)****Required Courses (7 credits):**

PSY 821	School-Clinical Child Psychology Internship I: Practicum and Seminar	3
PSY 834	Doctoral Project Seminar	0 - 1
PSY 726	Evidence-Based Practice	3

**Elective Course Choices (3/6 credits):**

PSY 874	Group Interventions	3
	OR	
PSY 829	Family Interventions	2
	And	
PSY 844	Advanced Topic: Parenthood and Parent-Child Relations	2

**Spring Term (12-13 credits)**

PSY 000	Psychology Elective Course	3/4
PSY 000	Psychology Elective Course	3/4
PSY 000	Psychology Elective Course	3/4
PSY 822	School-Clinical Child Psychology Internship II: Practicum and Seminar	3
PSY 835	Doctoral Colloquium	

**Year 5****Fall Term (0 credits)**

PSY 861	Full-Time Internship I	
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**Spring Term (0 credits)**

PSY 862	Full Time Internship II	
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**Years 2 to 6****Required Program Electives (15 credits)**

*Note: Elective choices must include PSY 874 or PSY 829 and PSY 844.*

For other upper-level electives that might be available, please see program advisor.

PSY 656	Developmental Disabilities	3
PSY 680	Program Evaluation	3
PSY 743	Advanced Seminar in School-Clinical Child Psychology	3
PSY 828	Advanced Psychodiagnosis	3
PSY 829	Family Interventions	2
PSY 842	Crisis Intervention: Brief and Short Term Psychotherapies	3
PSY 844	Advanced Topic: Parenthood and Parent-Child Relations	2
PSY 857	Infant / Toddler Assessment and Intervention	3
PSY 874	Group Interventions	3

**Total Credits: 110**

## Graduate Certificate Programs

### Public Administration Certificates

#### Certificate in Health Care Policy and Management

##### Graduate Certificate Information

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###### New York City and White Plains Campuses

###### Course Requirements (15 credits)

Five (5) Required Courses:

PAA 614	Strategic Planning and Marketing	3
PAA 650	The United States Health Care System	3
PAA 652	Health Policy Studies	3
PAA 661	Hospital and Health Services Administration	3
PAA 666	Health Care Economics	3

Note: Courses prefixes may be HC instead of PAA.

#### Certificate in Long Term Care Management and Practice

##### Graduate Certificate Information

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###### New York City and White Plains Campuses

###### Course Requirements (15 credits)

FIVE (5) Required Courses:

PAA 610	Personnel Administration / Human Resources	3
PAA 617	Management Issues in Gerontologic Services	3
PAA 660	Legal Aspects Of Health Administration	3
PAA 661	Hospital and Health Services Administration	3
PAA 666	Health Care Economics	3

## Certificate in Not-For-Profit Management

### Graduate Certificate Information

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#### New York City and White Plains Campuses

#### Course Requirements (15 credits)

This certificate program requires 15 credits of coursework: 9 required credits and six credits in one of three Elective Areas (Managerial Skills Enhancement, Leadership Development, or Social Entrepreneurship). Additionally, each certificate student is required to complete a reflective portfolio in consultation with their assigned academic advisor.

#### THREE (3) Required Courses (9 credits)

PAA 670	The Not-for-Profit Sector	3
PAA 671	Law and Board Governance for Not-for-Profit Managers	3
PAA 673	Financial Resource Development for Not-for-Profits	3

#### TWO (2) Required Elective Courses in Any ONE (1) Area (6 credits)

*Note one: However, for students with extensive background or professional experience in the not-for-profit sector, one required elective course in Area I or Area II may be waived and substituted with an additional elective in the social entrepreneurship list.*

*Note two: For Elective Course Areas I and II students also may choose - depending on level of experience - the PAA 690 Practicum or PAA 695 Internship in a designated not-for-profit organization.*

#### Electives Area I: Managerial Skills Enhancement

PAA 501	Accounting for Government, Health Care and Nonprofit Entities	3
PAA 502	Statistics and Quantitative Method for Decision Making	3
PAA 604	Budgeting and Financial Analysis	3
PAA 606	Research Design for Administrators	3
PAA 612	Collective Bargaining and Labor Relations	3
PAA 615	Program Planning and Evaluation	1 - 3
PAA 619	Advanced Financial Management	3
PAA 632	Policy Studies	3
PAA 665	Seminar in Health Services Management	3
PAA 666	Health Care Economics	3
PAA 682	External Relations for Public Service Organizations: Mission Marketing, Advocacy, and Communications	3
FIN 634	Entrepreneurial Finance	3
IS 620	Information Systems and Organizational Strategy	3
IS 639	Information Systems Planning and Policy	3

Or

#### Electives Area II: Leadership Development

PAA 605	Ethics and Leadership	3
PAA 614	Strategic Planning and Marketing	3
PAA 630	Intergovernmental Relations	1 - 3
PAA 632	Policy Studies	3
PAA 644	Seminar in Government Management	3
PAA 652	Health Policy Studies	3
PAA 666	Health Care Economics	3
PAA 681	Advanced Seminar for Not-for-Profit Management Issues	3
PAA 682	External Relations for Public Service Organizations: Mission Marketing, Advocacy, and Communications	3
PAA 683	Seminar/Lab in Social Entrepreneurship	3
MGT 632	Venture Initiation and Entrepreneurship	3
MGT 678	Business Plan Development	3
IS 620	Information Systems and Organizational Strategy	3
IS 639	Information Systems Planning and Policy	3

Or

#### Electives Area III: Social Entrepreneurship

Students choose one course in sub-area "A" and one course in sub-area "B" (6 credits total) and also must have active involvement in at least one enrichment experience in sub-area A and/or B.



*Sub-Area A: Social Entrepreneurial Organizations*

PAA 683	Seminar/Lab in Social Entrepreneurship	3
PAA 690	Practicum	3
PAA 695	Internship	3

*Sub-Area B Developing Strategies for Social Enterprise*

MGT 632	Venture Initiation and Entrepreneurship	3
MGT 678	Business Plan Development	3
MAR 658	Entrepreneurial Marketing	3
MAR 660	New Product and Service Planning and Development	3
FIN 634	Entrepreneurial Finance	3
IS 620	Information Systems and Organizational Strategy	3
IS 639	Information Systems Planning and Policy	3

## Publishing Certificates

Pace University offers four 12-credit professional certificate programs for students seeking to enhance their credentials in Book Publishing, Magazine Publishing, Business Aspects of Publishing, or Digital Publishing. Each certificate can be completed in one year, and all credits will count toward the completion of the MS in Publishing Degree. Certificate courses can be completed in evening classes held at Pace's Midtown Center, New York City, and/or online.

### Certificate in Book Publishing

#### Graduate Certificate Information

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##### Pace Midtown Center Campus and Online

##### Certificate in Book Publishing (12 credits)

FOUR (4) of the following courses:

PUB 601	Principles of Publishing	3
PUB 606	Book Production and Design	3
PUB 608	Financial Aspects of Publishing	3
PUB 622	Seminar Books and Magazines: Critical Issues in Publishing Finance	3
PUB 628	Marketing Principles and Practices in Publishing	3

### Certificate in Business Aspects of Publishing

#### Graduate Certificate Information

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##### Pace Midtown Center Campus and Online

##### Course Requirements (12 credits)

FOUR (4) of the following courses:

PUB 601	Principles of Publishing	3
PUB 616	Book Sales and Distribution Methods	3
PUB 618	Legal Aspects of Publishing	3
PUB 622	Seminar Books and Magazines: Critical Issues in Publishing Finance	3
PUB 624	Editorial Principles and Practices	3
PUB 628	Marketing Principles and Practices in Publishing	3
PUB 629	Magazine Circulation: Print & Digital	3
PUB 631	Publishing Business Communication Skills	3

## Certificate in Digital Publishing

### Graduate Certificate Information

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#### Pace Midtown Center Campus and Online

#### Course Requirements (12 credits)

FOUR (4) of the following courses:

PUB 612	Information Systems In Publishing	3
PUB 620	Modern Technology in Publishing	3
PUB 621	E-books: Technology, Workflow, and Business Model	3
PUB 622G	Seminar on Books & Magazines: Digital Issues in Publishing	3
PUB 633	Introduction to Publication Design	3
PUB 635	Digital Image Creation, Manipulation and Management	3

## Certificate in Magazine Publishing

### Graduate Certificate Information

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#### Pace Midtown Center Campus and Online

#### Course Requirements (12 credits)

FOUR (4) of the following courses:

PUB 607	Magazine Production and Design	3
PUB 608	Financial Aspects of Publishing	3
PUB 614	Specialized Publications	3
PUB 622	Seminar Books and Magazines: Critical Issues in Publishing Finance	3
PUB 629	Magazine Circulation: Print & Digital	3
PUB 630	Magazine Advertising Sales: Print and Digital.	3

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# Lubin School of Business

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Lubin School of Business  
One Pace Plaza, New York, NY 10038 • (212) 618-6550  
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## Administration: Lubin School of Business

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### Office of the Dean

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Lynette L. Wailoo, BA, MBA  
**Associate Dean for Administration and Budgets**

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Alvin Hwang, BBA, MBA, PhD, Director of AACSB Accreditation and National Rankings  
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Ellen Weisbord, BS, MS, MBA, MPhil, Ph.D.  
**Academic Director, Executive MBA Program**

Kevin Wynne, BA, MA, PhD  
**Academic Director, Masters in Finance for Professionals Program**

## Overview of the Lubin School of Business

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A nationally ranked leader in business education, the Lubin School of Business offers an extensive array of programs at the bachelor's, master's, and doctoral degree levels. A hallmark of a Lubin undergraduate education is its focus on experience-based learning that blends theory with practical applications and provides students with opportunities to gain real world professional business experience through our nationally recognized internship program, which is the largest in the New York Metropolitan area. Courses are offered during the day, evening, and online in order to meet the scheduling needs of our diverse student body. In addition to our BBA programs, qualified undergraduate students may pursue an accelerated combined BBA/MBA or MS program for CPA Preparation. With its ideal campus locations in downtown Manhattan, in the heart of the world's financial center, and in suburban Westchester County, near the headquarters of major multinational corporations, the Lubin School of Business ensures that students at all stages of their careers receive a comprehensive and personalized educational experience that prepares them for success in a global business environment. The Lubin School is committed to continuous improvement and innovation and our graduates are prepared to become leaders in their chosen fields and ready to manage in a constantly changing global marketplace.

## Accreditation and Affiliation: Lubin School of Business

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The Lubin School's bachelor's, master's, and doctoral degree programs in business and bachelor's and master's degree programs in accounting are accredited by AACSB International - The Association to Advance Collegiate Schools of Business, the premier accrediting organization for business schools in the world. Fewer than two percent of the business schools internationally have both business and accounting accreditation from AACSB International. The Lubin School is also an active member in the European Foundation for Management Development (EFMD). Please refer to [www.pace.edu/page.cfm?doc\\_id=184](http://www.pace.edu/page.cfm?doc_id=184) for a complete listing of Pace University's accreditation, memberships, and affiliations.

## Statement of Mission and Values: Lubin School of Business

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### Mission

The mission of the Lubin School of Business is to provide its students with exceptional experience-based learning that blends business theory with practical applications to prepare its graduates for successful professional careers in the global business environment. As part of this mission, our faculty conducts and disseminates scholarship that contributes to professional practice, academic theory, and student learning.

The Lubin School is student-centered with strong faculty engagement and outreach to alumni and prospective employers as well as those constituencies who can help empower student success. Lubin prepares its graduates to be ready, able, and confident in their chosen disciplines, multidisciplinary in their approach to problem solving, global in their business perspective, grounded in action, trained in outcomes, effective in their professions, ethically aware, and socially responsible.

Our mission is to achieve a competitive advantage through the diversity of ideas, backgrounds, and cultures represented by students and faculty from over 100 different countries and by focusing our teaching and scholarship on the challenges of managing and leading businesses in a constantly changing global marketplace. Lubin's student-centered educational experience features the integration of theory with practice, teaching excellence, small classes, a personalized learning environment, innovative programming, the use of technology to enhance learning in concert with strong linkages to the New York and global business communities.

### Values

With baccalaureate, master's, and doctoral programs on campuses in New York City and Westchester County, the Lubin School provides a distinctive and personalized educational experience that reflects the traditions upon which Pace University was founded in 1906 to prepare students for careers in business. Today, the faculty, staff, students and alumni share and are energized by the following values:

- Enabling students to achieve their full potential
- Teaching excellence in small classes
- Applied scholarship and research
- Practical experience in and out of the classroom
- Innovative, market-centered programs
- Close faculty and student interaction
- Engagement with the New York business community
- Global perspective and integration
- Commitment to research
- Collegiality and respect among students, faculty and staff
- Appreciation of diversity in population and perspective

- Multidisciplinary perspective
- Integrity, ethics and social responsibility
- Student-centered administrative systems
- Use of technology to enhance learning

## Graduate Student Advisement and Student Development

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The mission of the Office of Graduate Academic Advisement and Student Development is to offer continued support to the students, faculty and administration of Lubin through innovative programs and meaningful services. This office is designed to facilitate the growth and development of each student's academic and professional goals and is dedicated to disseminating knowledge and information that cultivates student success.

Lubin's Office of Graduate Academic Advisement & Student Development offers full-time advisement to students on both campuses (NYC and Pleasantville) from Orientation through Commencement. They offer advice, support, and advocacy for all academic and administrative issues. This office also serves as the center of Graduate Student life in managing and supporting a wide range of student organizations designed to advance academic success, professional networks and social experience.

They are located on the New York City campus (Section E, fourth floor, West Wing, One Pace Plaza Building) and in the Goldstein building of the Pleasantville campus. For additional information, please call (212) 618-6440, email [gradadviseny@pace.edu](mailto:gradadviseny@pace.edu) or visit the Lubin Graduate Advisement webpage by clicking here.

## Academic Policies

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To view information regarding the Lubin School of Business' academic policies, please visit the the Lubin Graduate Advisement webpage by clicking here. You may also contact them via email at [gradadviseny@pace.edu](mailto:gradadviseny@pace.edu) or by calling (212) 618-6440.

## International Exchanges and Study Abroad Opportunities

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### International Field Study Courses

The Lubin School offers short-term international field study courses for credit that give students the opportunity to experience another culture and to observe foreign government, education, and commerce firsthand. Students participating in international field studies have recently traveled to Brazil, Belgium, China, Denmark, England, France, India, Ireland, Italy, Japan, Russia, Mexico, and Sweden.

## Special Programs and Events

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### Executive and Entrepreneur in Residence Programs

The Lubin Executive in Residence Program and Entrepreneur in Residence Program provide students with a unique opportunity to meet face-to-face with entrepreneurs and leaders of industry from around the world. Top corporate executives interact with Lubin students and faculty, both in the classroom and in informal settings.

### Annual Lubin Awards and Beta Gamma Sigma Induction Ceremonies

The Annual Lubin Awards and Beta Gamma Sigma Induction Ceremonies are held every May on the New York City and Pleasantville campuses to recognize the accomplishments of outstanding graduates of each major program, graduates receiving Latin baccalaureate honors, transfer students graduating with distinction, and students being inducted into Beta Gamma Sigma. In addition to the academic department awards, graduating students are recognized for their leadership and contributions to co-curricular activities as recipients of the Lubin Alumni Association Award and other special awards given by the Lubin academic departments.

### Lubin Alumni Mentoring Program

The Lubin Alumni Mentoring Program uses LinkedIn to connect Lubin students with alumni leaders in industry for career guidance and professional advice. Services include:

- Up-to-date advice on career trends and opportunities
- Resume critiquing, interviewing, and networking strategies

- Referrals and professional contacts
- First-hand experience – shadow a professional in the field; attend business meetings, and more

## Lubin Centers

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### Center for Global Business Programs

The mission of the Center for Global Business Programs is to enhance the global capabilities of Lubin students and faculty by providing high-quality academic and professional experiences, facilitating learning, and supporting applied research in the global environment.

#### Custom Programs

The Center for Global Business Programs provides international and domestic institutions an opportunity to differentiate their offerings through a New York City-based module. Institutions chose from a variety of international programs that fit their needs and provide their students with an "only in New York" experience. Custom programs range from a few weeks to a full academic year and are offered during all semesters, including the summer. The Center delivers a dynamic New York City experience that includes company visits and cultural events.

#### International Field Study Courses

International field study courses provide students with the opportunity to gain international academic experience. Along with pre-trip classroom sessions, students travel abroad for up to two weeks, participating in corporate visits, meetings with governmental leaders and roundtable workshops with globally recognized academics. Destinations include countries throughout Europe, Asia, South America, and Africa.

#### International Travel Scholarships

The Center for Global Business Programs offers scholarships to Lubin students who are enrolled in international field study courses. These scholarships are made available through the Figueroa Family Fund and the Nancy and Gene Celentano Fund, and are awarded during the fall and spring semesters. To date, the Center has awarded over \$525,000 in scholarships to eligible students based upon demonstrated need and academic achievement.

### Center for Global Governance, Reporting and Regulation

The Center for Global Governance, Reporting and Regulation (CGGRR) sponsors research and discussion on the development and implementation of global financial reporting standards, regulatory compliance and governance. It also offers programs to develop proficiencies and expertise in these areas and hosts conferences and events on relevant topics featuring leaders in these fields.

The Center was originated as the Center for the Study of International Accounting Standards, and evolved into its current iteration as a natural progression. Reporting standards alone are not sufficient in the current global business environment; governance and regulatory compliance are essential in international business.

The first program offered through the CGGRR is the Certified Compliance Regulatory Professional (CCRP®). This program was created as a joint venture with the Association of International Bank Auditors (AIBA), the exclusive partner in offering this certificate program with the Lubin School of Business. The six month program is offered at Pace's Midtown Center in the landmark Fred French Building and more information is available at [www.pace.edu/ccrp](http://www.pace.edu/ccrp).

### Small Business Development Center

The Small Business Development Center (SBDC) was established at Pace University in October of 1986 as an integral part of the Lubin School's economic development programs. The SBDC is jointly funded by Pace University, the U.S. Small Business Administration and the Research Foundation of the State University of New York. Since inception, the SBDC has provided 127,000 hours of direct management and technical assistance, via one-on-one counseling, to over 14,000 entrepreneurs and small business owners. In addition, it has also sponsored 500 workshops and documented almost \$150,000,000 of funding and investment, which led to the creation or retention of over 6,000 jobs.

### Global Portfolio Analysis Center (G-PACT)

The Global Portfolio Analysis Center, also known as the Lubin Trading Room, is a fully equipped computer classroom used for the study of financial markets. It offers a hands-on trading environment with a Telerate Ticker, electronic news boards, and nine Bloomberg terminals. It is home to many finance classes including FIN 357 Student Managed Portfolio in which students

manage an actual portfolio sponsored by Pace. Through G-PACT, students also have access to Compustat and CRISP Databases, and Wharton Research Data Services where students can access financial data through Global Insight, Audit Analytics, The First Call Historical Database and other cutting-edge financial software.

## **Entrepreneurship Lab**

The Entrepreneurship Lab, which officially opened in February, 2012, provides a collaborative setting for students not only to incubate companies and create start-ups, but to foster an entrepreneurial mindset that results in innovation, initiative, and commitment. Teaching students to develop this type of mindset is invaluable because it is what will ultimately help transform them into successful professionals. With the help of the entrepreneurship program, students will achieve a sense of self that will instill the confidence and skills necessary to embark on a new business venture or dynamic career. Perhaps even more importantly, this entrepreneurial mindset will teach students how to identify, analyze, and seize opportunities to also help them succeed in life. The E-Lab will provide all Pace students with a supportive, state-of-the-art environment, including access to workshops, guest speakers, roundtable discussions, faculty and staff consultants and networking events.

## **Technology Enhanced Instructional Facilities**

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### **Computer and Internet Resources**

Pace University's PACENet connects all buildings on all campuses and offers a high-speed link to the Internet as well as other internal University resources. Wired and wireless network access is available in the dormitories, library, student union, classrooms, and other locations throughout the university. Computer labs, called Computer Resource Centers (CRCs) are open access rooms dedicated to student coursework and faculty research. CRCs on each campus offer a host of services including Web access, e-mail accounts, and self-paced documentation. CRCs are supported, day and evening, by full-time staff and part-time student consultants.

### **Smart Classrooms**

All labs and classrooms have full access to the Internet. Classrooms are equipped with computers and interfaces for students to plug their laptops in when doing class presentations.

### **Accounting Labs**

Accounting Labs are located in New York City and Pleasantville, and are used to supplement accounting course instruction and by accounting students to complete their course assignments. The labs are equipped with the latest accounting software and have scheduled open hours, which allow students to use them when not in use for classes or tutoring sessions. In Pleasantville, the Accounting lab is staffed by peer tutors who provide assistance in the foundation and upper-level accounting courses by working in small group tutorials with the students. In New York, similar peer tutoring is provided in most accounting subjects through the Tutoring Center.

### **Marketing Labs**

State-of-the-art Marketing Labs, located in New York City and Pleasantville, are equipped with the latest computer equipment and software, including the Telmar system and desktop publishing. The Marketing Labs enable students to be on the cutting edge of marketing technology and are used extensively by the Ad Teams in preparation for the annual American Advertising Federation's National Student Advertising Competition.

The Interactive and Direct Marketing Lab is a one-of-a-kind, Pace exclusive, student-run direct and interactive marketing agency, which offers internships to juniors, seniors and graduate students.



## Graduate Degree Programs

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### MBA Degrees

#### Lubin Foundation Courses

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#### Preliminary Skill & Foundation Courses (0-19 Credits)

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##### Courses required for all MBA Students.

BUS 043	Business Writing	1
MBA 640	Accounting for Decision Making	4
MBA 642	Marketing Management	3
MBA 644	Macroeconomics in the Global Environment	3
MBA 646	Business Analytics for Decision Making	3
MBA 647	Decision Modeling for Management	3
MBA 648	Managerial Finance	3

*\*\* MBA Taxation program requires two (2) additional TAX courses, please see program's section/page.*

### Accounting, MBA

#### Degree Requirements

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**Preliminary Skill (0 credit) and Foundation Courses (0-19 credits) are required. Please click here to view requirements.**

##### Professional Core Courses (9)

MBA 670	Organizational Behavior and Leadership	3
MBA 672	Managerial Economics for Decision Making	3
MBA 674	Globalization, The New Economy and Ethics	3

##### Accounting Core (14)

ACC 613	Accounting for Planning and Control	4
ACC 615	Financial Reporting I	3
ACC 618	Financial Reporting II	3
TAX 503	Fundamental Concepts of Taxation	2
TAX 504	Sales and Exchanges of Property	2

##### Required Specialization Courses (17)

ACC 620	Accounting Entities	3
ACC 632	Auditing	3
ACC 635	Advanced Auditing Practices	2
ACC 649	Contemporary Accounting Issues	3
ACC 662	Modeling of Accounting Information Systems	3
ACC 692Q	Research Project	3

##### Specialization Electives (3)

Choose One (1) Course

ACC 675	International Accounting	3
ACC 681	Financial Reporting and Capital Markets	3
ACC 684	Advanced Cost / Management Accounting	3
TAX 612	Taxation of Entities for Accountants	3

##### CPA Review

ACC 060A	CPA Review - Financial Accounting Reporting
ACC 060B	CPA Review - Auditing and Attestation

##### Breadth Electives (7)

LAW 610	Business Law for CPA Majors	4
ELEC 000	Lubin MBA ACC Elective	3 Credits

<b>Capstone Course (3)</b>		
MBA 688	Business Strategy and Stakeholder Responsibility	3

## Entrepreneurial Studies, MBA

### Degree Requirements

**Preliminary Skill (0 credit) and Foundation Courses (0-19 credits) are required. Please click here to view requirements.**

#### Professional Core Courses (15)

MBA 670	Organizational Behavior and Leadership	3
MBA 672	Managerial Economics for Decision Making	3
	OR	
MBA 673	Financial Strategy and Business Decisions	3
MBA 674	Globalization, The New Economy and Ethics	3
MBA 676	Managing Business Operations	3
MBA 678	Managing Innovation	3
	OR	
MBA 679	Value Creation and Competitive Advantage in Global Markets	3

#### Required Specialization Courses (6)

MGT 632	Venture Initiation and Entrepreneurship	3
MGT 678	Business Plan Development	3

#### Specialization Electives (9)

Choose Three (3) Courses

FIN 634	Entrepreneurial Finance	3
MGT 635	Small Business Management	3
MGT 637	Competitive Business Strategy	3
MGT 650	Negotiations and Bargaining	3
MGT 689	Organizational Development	3
MGT 692Q	Research Project	3
MAR 660	New Product and Service Planning and Development	3

#### Breadth Electives (6)

ELEC 000	Lubin MBA MGT Elective	3 Credits
ELEC 000	Lubin MBA MGT Elective	3 Credits

#### Capstone Course (3)

MBA 688	Business Strategy and Stakeholder Responsibility	3
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## Financial Management, MBA

### Degree Requirements

**Preliminary Skill (0 credit) and Foundation Courses (0-19 credits) are required. Please click here to view requirements.**

#### Professional Core Courses (15)

MBA 670	Organizational Behavior and Leadership	3
MBA 672	Managerial Economics for Decision Making	3
	OR	
MBA 673	Financial Strategy and Business Decisions	3
MBA 674	Globalization, The New Economy and Ethics	3
MBA 676	Managing Business Operations	3
MBA 678	Managing Innovation	3
	OR	
MBA 679	Value Creation and Competitive Advantage in Global Markets	3

#### Required Specialization Courses (9)

FIN 647	Advanced Corporate Finance	3
FIN 649	International Corporate Finance	3credits
FIN 689	Financial Analysis and Policy	3

#### Specialization Electives (6)

Choose Two (2) Courses

*You may take up to one (1) course listed under Specialization Electives in Investment Management, but none are required.*

ECO 630	Game Theory for Business Decisions	3
FIN 634	Entrepreneurial Finance	3
FIN 644	Money and Capital Markets	3
FIN 648	Mergers and Acquisitions	3
FIN 661	Corporate Financial Risk Management	3
FIN 667	Valuation of the Firm	3
FIN 671	Behavioral Finance	3
FIN 677	Contemporary Topics in Financial Management	3
FIN 680V	International Field Study	3
FIN 692Q	Research Project	3
	<B> Specialization Electives in Investment Management (0-3) </B>	
FIN 631	Securities Law and Regulations	3
FIN 651	International Banking and Financial Markets	3
FIN 652	Investment Analysis	3
FIN 672	Strategies in Investments, Options and Futures	3
FIN 673	Real Estate Finance	3
FIN 674	Personal Financial Management	3
FIN 678	Contemporary Topics in Investment Management: Commercial Banking	3

#### Breadth Electives (6)

ACC 645	Theory and Analysis of Financial Statements	3
	OR	
ELEC 000	Lubin MBA FIN MGT Elective	3 Credits
	And	
ELEC 000	Lubin MBA FIN MGT Elective	3 Credits

#### Capstone Course (3)

MBA 688	Business Strategy and Stakeholder Responsibility	3
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## Human Resources Management, MBA

### Degree Requirements

**Preliminary Skill (0 credit) and Foundation Courses (0-19 credits) are required. Please click here to view requirements.**

#### Professional Core Courses (15)

MBA 670	Organizational Behavior and Leadership	3
MBA 672	Managerial Economics for Decision Making	3
	OR	
MBA 673	Financial Strategy and Business Decisions	3
MBA 674	Globalization, The New Economy and Ethics	3
MBA 676	Managing Business Operations	3
MBA 678	Managing Innovation	3
	OR	
MBA 679	Value Creation and Competitive Advantage in Global Markets	3

#### Required Specialization Courses (6)

MGT 680	Human Resources Management	3
LAW 628	Employment Law	3

#### Specialization Electives (9)

Choose Three (3) Courses

INB 673	International Human Resource Management	3
MGT 627	Organization Theory	3
MGT 643	Strategic Human Resource Management	3
MGT 650	Negotiations and Bargaining	3
MGT 676	Region Specific SGHRM I (HRM in Africa, Asia, Asia Pacific, and Middle East)	3
MGT 677	Region Specific Strategic Global Human Resources Management (SGHRM) (II)	3
MGT 682	Research Methods in Management	3
MGT 683	Training and Development	3
MGT 684	Appraisal, Compensation and Assessment	3
MGT 685	Recruitment and Staffing	3
MGT 689	Organizational Development	3
MGT 692Q	Research Project	3

#### Breadth Electives (6)

ELEC 000	Lubin MBA MGT Elective	3 Credits
ELEC 000	Lubin MBA MGT Elective	3 Credits

#### Capstone Course (3)

MBA 688	Business Strategy and Stakeholder Responsibility	3
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## Executive MBA - EMBA

### Degree Requirements

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#### Courses

MBA 711	Business Analysis and Statistics	6
MBA 712	Business Strategy	6
MBA 713	Global Corporate Diversification Strategy	6
MBA 714	Operations Management	6
MBA 715	Marketing	6
MBA 716	Finance	6
MBA 717	Public Policy	6
MBA 718	Organizational Behavior and Change	6
MBA 719	Independent Project and Business Simulation	6

## International Finance MBA

### Degree Requirements

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Preliminary Skill (0 credit) and Foundation Courses (0 – 19 credits) are required. Please click here to view requirements.

#### Professional Core Courses (15)

MBA 670	Organizational Behavior and Leadership	3
MBA 672	Managerial Economics for Decision Making	3
	OR	
MBA 673	Financial Strategy and Business Decisions	3
MBA 674	Globalization, The New Economy and Ethics	3
MBA 676	Managing Business Operations	3
MBA 678	Managing Innovation	3
	OR2	
MBA 679	Value Creation and Competitive Advantage in Global Markets	3

#### Required Specialization Core (9)

ECO 646	International Risk Analysis	3
FIN 649	International Corporate Finance	3credits
FIN 651	International Banking and Financial Markets	3

#### Breadth Electives (6)

Six credits of Lubin '600' level courses, not FIN or MBA prefixed.

#### Specialization Electives (6)

FIN 644	Money and Capital Markets	3
INB 666	Global Business Strategy and Operations	3
FIN 680V	International Field Study	3
FIN 692Q	Research Project	3

#### Capstone Course (3)

MBA 688	Business Strategy and Stakeholder Responsibility	3
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## Information Systems, MBA

### Degree Requirements

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**Preliminary Skill (0 credit) and Foundation Courses (0-19 credits) are required. Please click here to view requirements.**

#### Professional Core Courses (15)

MBA 670	Organizational Behavior and Leadership	3
MBA 672	Managerial Economics for Decision Making	3
	OR	
MBA 673	Financial Strategy and Business Decisions	3
MBA 674	Globalization, The New Economy and Ethics	3
MBA 676	Managing Business Operations	3
MBA 678	Managing Innovation	3
	OR	
MBA 679	Value Creation and Competitive Advantage in Global Markets	3

#### Required Specialization Courses (12)

IS 613	Database Management Systems	3
IS 617	Information Systems Principles	3
IS 623	Information Systems Design and Development	3
IS 632	Business Telecommunications	3

#### Specialization Electives (3)

Choose One (1) Courses

IS 620	Information Systems and Organizational Strategy	3
IS 631	Operating Systems Principles	3
IS 633	Computer Organization	3
IS 637	Information Systems Project and Change Management	3
IS 639	Information Systems Planning and Policy	3
IS 660	Special Topics in Information Systems	3

#### Breadth Electives (6)

ELEC 000	Lubin MBA IS Elective	3 Credits
ELEC 000	Lubin MBA IS Elective	3 Credits

#### Capstone Course (3)

MBA 688	Business Strategy and Stakeholder Responsibility	3
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## International Business, MBA

### Degree Requirements

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**Preliminary Skill (0 credit) and Foundation Courses (0-19 credits) are required. Please click here to view requirements.**

#### Professional Core Courses (15)

MBA 670	Organizational Behavior and Leadership	3
MBA 672	Managerial Economics for Decision Making	3
	OR	
MBA 673	Financial Strategy and Business Decisions	3
MBA 674	Globalization, The New Economy and Ethics	3
MBA 676	Managing Business Operations	3
MBA 678	Managing Innovation	3
	OR	
MBA 679	Value Creation and Competitive Advantage in Global Markets	3

#### Required Specialization Courses (6)

INB 665	Comparative Business Systems and Cross-Cultural Management	3
INB 666	Global Business Strategy and Operations	3

#### Specialization Electives (9)

Choose Three (3) Courses

INB 668	Legal and Regulatory Aspects of International Business	3
INB 670	Seminar: Advanced Topics in International Business	3
INB 673	International Human Resource Management	3
INB 692Q	Research Project	3
ACC 675	International Accounting	3
ECO 622	International Economics	3
FIN 649	International Corporate Finance	3credits
MAR 681	International Marketing	3

#### Breadth Electives (6)

ELEC 000	Lubin MBA INB Elective	3 Credits
ELEC 000	Lubin MBA INB Elective	3 Credits

#### Capstone Course (3)

MBA 688	Business Strategy and Stakeholder Responsibility	3
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## Investment Management, MBA

### Degree Requirements

**Preliminary Skill (0 credit) and Foundation Courses (0-19 credits) are required. Please click here to view requirements.**

#### Professional Core Courses (15)

MBA 670	Organizational Behavior and Leadership	3
MBA 672	Managerial Economics for Decision Making	3
	OR	
MBA 673	Financial Strategy and Business Decisions	3
MBA 674	Globalization, The New Economy and Ethics	3
MBA 676	Managing Business Operations	3
MBA 678	Managing Innovation	3
	OR	
MBA 679	Value Creation and Competitive Advantage in Global Markets	3

#### Required Specialization Courses (9)

FIN 652	Investment Analysis	3
FIN 653	Portfolio Analysis and Management	3
FIN 687	Applied Investment Management and Policy	3

#### Specialization Electives (6)

Choose Two (2) Courses

*You may take up to one (1) course listed under Specialization Electives in Financial Management, but none are required.*

FIN 631	Securities Law and Regulations	3
FIN 644	Money and Capital Markets	3
FIN 648	Mergers and Acquisitions	3
FIN 650	Applied Analytical Methods in Finance	3
FIN 651	International Banking and Financial Markets	3
FIN 654	Risk Management and Capital Market	3
FIN 667	Valuation of the Firm	3
FIN 671	Behavioral Finance	3
FIN 672	Strategies in Investments, Options and Futures	3
FIN 673	Real Estate Finance	3
FIN 674	Personal Financial Management	3
FIN 679	Fixed Income Markets and Analytics	3
FIN 680V	International Field Study	3
FIN 692Q	Research Project	3
FIN 678	Contemporary Topics in Investment Management: Commercial Banking	3
	<B> Specialization Electives in Financial Management (0-3) </B>	
FIN 647	Advanced Corporate Finance	3
FIN 649	International Corporate Finance	3credits
FIN 677	Contemporary Topics in Financial Management	3

#### Breadth Electives (6)

ACC 645	Theory and Analysis of Financial Statements	3
	OR	
ELEC 000	Lubin MBA FIN MGT Elective	3 Credits
	And	
ELEC 000	Lubin MBA FIN MGT Elective	3 Credits

#### Capstone Course (3)

MBA 688	Business Strategy and Stakeholder Responsibility	3
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## Marketing Management, MBA

### Degree Requirements

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**Preliminary Skill (0 credit) and Foundation Courses (0-19 credits) are required. Please click here to view requirements.**

#### Professional Core Courses (15)

MBA 670	Organizational Behavior and Leadership	3
MBA 672	Managerial Economics for Decision Making	3
	OR	
MBA 673	Financial Strategy and Business Decisions	3
MBA 674	Globalization, The New Economy and Ethics	3
MBA 676	Managing Business Operations	3
MBA 678	Managing Innovation	3
	OR	
MBA 679	Value Creation and Competitive Advantage in Global Markets	3

#### Required Specialization Courses (6)

MAR 635	Marketing Research	3
MAR 675	Strategic Marketing Planning	3

#### Specialization Electives (9)

Choose Three (3) Courses

MAR 620	Consumer and Organization Buying Behavior	3
MAR 640	Selling Skills and Managing the 21st Century Sales Team	3
MAR 641	Business to Business Marketing	3
MAR 643	Interactive and Direct Marketing	3
MAR 644	Customer Relationship Management	3
MAR 645	Advertising and Sales Promotion	3
MAR 646	Social Media and Mobile Marketing Strategies	3
MAR 649	Digital Marketing	3
MAR 654	Marketing of Services	3
MAR 658	Entrepreneurial Marketing	3
MAR 660	New Product and Service Planning and Development	3
MAR 664	Marketing Analytics	3
MAR 673	Customer Intelligence	3
MAR 680	Seminar in Marketing	3
MAR 681	International Marketing	3
MAR 692Q	Research Project	3
MAR 695	Marketing Internship	3

#### Breadth Electives (6)

ELEC 000	Lubin MBA MAR Elective	3 Credits
ELEC 000	Lubin MBA MAR Elective	3 Credits

#### Capstone Course (3)

MBA 688	Business Strategy and Stakeholder Responsibility	3
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## Strategic Management, MBA

### Degree Requirements

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**Preliminary Skill (0 credit) and Foundation Courses (0-19 credits) are required. Please click here to view requirements.**

#### Professional Core Courses (15)

MBA 670	Organizational Behavior and Leadership	3
MBA 672	Managerial Economics for Decision Making	3
	OR	
MBA 673	Financial Strategy and Business Decisions	3
MBA 674	Globalization, The New Economy and Ethics	3
MBA 676	Managing Business Operations	3
MBA 678	Managing Innovation	3
	OR	
MBA 679	Value Creation and Competitive Advantage in Global Markets	3

#### Required Specialization Courses (9)

MGT 637	Competitive Business Strategy	3
MGT 638	Corporate Diversification Strategy	3
MGT 646	Government Institutions and Business Strategy	3

#### Specialization Electives (6)

Choose Two (2) Courses

MGT 627	Organization Theory	3
MGT 630	Seminar in Strategic Management Issues	3
MGT 650	Negotiations and Bargaining	3
MGT 678	Business Plan Development	3
MGT 687	Advanced Topics in Management	3
MGT 689	Organizational Development	3

#### Breadth Electives (6)

ELEC 000	Lubin MBA MGT Elective	3 Credits
ELEC 000	Lubin MBA MGT Elective	3 Credits

#### Capstone Course (3)

MBA 688	Business Strategy and Stakeholder Responsibility	3
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## Taxation, MBA

### Degree Requirements

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**Preliminary Skill (0 credit) and Foundation Courses (0-23\* credits) are required. Please click here to view requirements.**

**In addition to the Foundation Courses found on this page, the two (2) following courses are also required as part of that requirement:**

TAX 503 - Fundamental Concepts of Taxation (2 credits) and  
TAX 504 - Sales & Exchanges of Property (2 credits)

*\*Foundation Courses on this page total 19 credits, plus 4 credits for additional TAX courses listed above.*

#### Professional Core Courses (15)

MBA 670	Organizational Behavior and Leadership	3
MBA 672	Managerial Economics for Decision Making	3
	OR	
MBA 673	Financial Strategy and Business Decisions	3
MBA 674	Globalization, The New Economy and Ethics	3
MBA 676	Managing Business Operations	3
MBA 678	Managing Innovation	3
	OR	
MBA 679	Value Creation and Competitive Advantage in Global Markets	3

#### Required Specialization Courses (12)

TAX 625	Tax Practice, Procedure and Research	3
TAX 627	Advanced Concepts of Taxation	3
TAX 656	Advanced Corporate Income Taxation I	3
TAX 696Q	Research Project	3

#### Specialization Electives (3)

Choose One (1) Courses

TAX 633	Taxation of Employee Benefits	3
TAX 634	Tax Problems of Engaging in Interstate Commerce	3
TAX 636	International Taxation I	3
TAX 639	Tax Accounting	3
TAX 642	Estate Planning I	3
TAX 646	Tax Problems of Partnership Organizations	3
TAX 652	Taxation of Securities and Financial Instruments	3
TAX 653	Seminar in Taxation	3

#### Breadth Electives (6)

LAW 630	The Legal Environment of Business	3
ELEC 000	Lubin MBA TAX Elective	3 Credits

#### Capstone Course (3)

MBA 688	Business Strategy and Stakeholder Responsibility	3
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## MS Lubin Degrees

### Accounting Data Analytics and Technologies, MS

#### Degree Requirements - One Year Program

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##### Foundation Core

MBA 646	Business Analytics for Decision Making	3
IS 613	Database Management Systems	3
IS 665	Introduction to Data Mining and Visualization	3
IS 641	Information Security and Controls	3
ACC 060A	CPA Review - Financial Accounting Reporting	
ACC 060B	CPA Review - Auditing and Attestation	
BUS 043	Business Writing	1

##### Specialization Courses

ACC 649	Contemporary Accounting Issues	3
ACC 664	Computer Assisted Audit Techniques and Advanced Auditing	3
ACC 684	Advanced Cost / Management Accounting	3
ACC TDB	Accounting Analytics for Fraud Detection & Risk Assessment	3
ACC 692Q	Research Project	3

##### Accounting Electives

Students must select one elective course. Those who are waived from MBA 646 must select *two electives*.

ACC 638	Forensic Accounting and Fraud Examination	3
ACC 655	Accounting Internship	3
ACC 675	International Accounting	3

##### Foundation Enhancements

Students who have not yet completed U.S. courses in taxation/law must take foundation enhancement courses.

TAX 503	Fundamental Concepts of Taxation	2
TAX 504	Sales and Exchanges of Property	2
TAX 612	Taxation of Entities for Accountants	3
LAW 610	Business Law for CPA Majors	4

##### Total Credit Hours: 30-41

Subtotal: 30-38

#### Degree Requirements - Two Year Program

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##### Foundation Core

MBA 646	Business Analytics for Decision Making	3
TAX 503	Fundamental Concepts of Taxation	2
TAX 504	Sales and Exchanges of Property	2
LAW 610	Business Law for CPA Majors	4
IS 613	Database Management Systems	3
IS 665	Introduction to Data Mining and Visualization	3
IS 641	Information Security and Controls	3
BUS 043	Business Writing	1

##### Required Specialization Courses

ACC 613	Accounting for Planning and Control	4
ACC 615	Financial Reporting I	3
ACC 618	Financial Reporting II	3
ACC 620	Accounting Entities	3
ACC 632	Auditing	3
ACC 662	Modeling of Accounting Information Systems	3
TAX 612	Taxation of Entities for Accountants	3
ACC 649	Contemporary Accounting Issues	3

ACC 664	Computer Assisted Audit Techniques and Advanced Auditing	3
ACC 684	Advanced Cost / Management Accounting	3
ACC TDB	Accounting Analytics for Fraud Detection & Risk Assessment	3
ACC 692Q	Research Project	3
ACC 060A	CPA Review - Financial Accounting Reporting	
ACC 060B	CPA Review - Auditing and Attestation	

**Accounting Electives**

Students must select one elective course.

ACC 638	Forensic Accounting and Fraud Examination	3
ACC 655	Accounting Internship	3
ACC 675	International Accounting	3

**Total Credit Hours: 57-60**

Subtotal: 30-38

## Accounting, MS

### Degree Requirements

#### (A) Foundation Core

Foundation courses noted below may be waived based on coursework completed at an accredited or internationally-recognized institution according to the following criteria:

- Completion of 2 directly related undergraduate courses of at least 3 credits within 6 years of initial enrollment with at least a 'B.'
- Completion of one directly related graduate course of 3 or more credits within 6 years of initial enrollment with at least a 'B.'
- Completion of 15 or more undergraduate credits in a discipline specific to the course to be waived with an average of at least a 'B.'
- Students may also waive courses by passing a proficiency exam.
- Taxation and business law courses can be waived only if prior courses are taken at a U.S. academic institution.

BUS 043	Business Writing	1
MBA 640	Accounting for Decision Making	4
MBA 644	Macroeconomics in the Global Environment	3
MBA 646	Business Analytics for Decision Making	3
MBA 648	Managerial Finance	3
TAX 503	Fundamental Concepts of Taxation	2
TAX 504	Sales and Exchanges of Property	2
LAW 610	Business Law for CPA Majors	4

All courses eligible to be waived.

#### (B) Accounting Specialization Courses

All of these courses must be taken unless waived. Courses noted below can be waived with a U.S. undergraduate accounting degree, or similar graduate courses, or according to the following:

- A computer science or an accounting information system course with at least a B is required to waive ACC 662.
- Two cost/managerial accounting courses with at least a B are required to waive ACC 613.
- Two intermediate financial accounting courses with at least a B are required to waive ACC 615.
- Intermediate Accounting II from an AACSB accredited business school with at least a B is required to waive ACC 618.
- Other waivers are determined by the Accounting Department.

ACC 662	Modeling of Accounting Information Systems	3
ACC 613	Accounting for Planning and Control	4
ACC 615	Financial Reporting I	3
ACC 618	Financial Reporting II	3
ACC 620	Accounting Entities	3
ACC 632	Auditing	3
ACC 635	Advanced Auditing Practices	2
ACC 649	Contemporary Accounting Issues	3
ACC 692Q	Research Project	3
TAX 612	Taxation of Entities for Accountants	3

Courses eligible to be waived: ACC 662, ACC 613, ACC 615, ACC 618, ACC 620, ACC 632.

#### (C) Accounting Substitutions

Depending on the number of credits waived in the "B" list courses above, additional credits must be taken from the "C" list below so that total Accounting and Taxation course credits in both lists are at least 24 credits ( $B + C \geq 24$ ).

ACC 638	Forensic Accounting and Fraud Examination	3
ACC 645	Theory and Analysis of Financial Statements	3
ACC 675	International Accounting	3
ACC 681	Financial Reporting and Capital Markets	3
ACC 600	Independent Study in Graduate Accounting	1 - 9
TAX 625	Tax Practice, Procedure and Research	3
FIN 647	Advanced Corporate Finance	3

A minimum of 30 resident credits at Pace is required to receive the MS in Accounting degree (A + B + C ≥ 30).  
Subtotal: 30-51

## MFP - Masters in Finance for Professionals, MS

### Degree Requirements

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#### Courses

MFP 750	Corporate Finance, Financial Statements Analysis and Statistics	6
MFP 751	Investments, Portfolio Theory, and Money and Capital Markets	6
MFP 752	Fixed Income Analysis and Quantitative Methods	6
MFP 753	International Finance and Current Issues in Finance	6
MFP 754	Risk Management and Corporate Diversification	6
MFP 755	Seminar in Finance	3
MFP 756	Research Project	3

## Social Media and Mobile Marketing MS

### Degree Requirements

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#### Preliminary Skills and Prerequisite Courses (0 - 6)

BUS 043	Business Writing	1
MBA 642	Marketing Management	3
MBA 646	Business Analytics for Decision Making	3

#### Required Courses (12 credits)

MAR 635	Marketing Research	3
MAR 646	Social Media and Mobile Marketing Strategies	3
MAR 692Q	Research Project	3
MAR 648	Foundations of Social and Mobile Technologies	3
	OR	
IS 676	Foundations of Social and Mobile Technologies	3

#### Specialization Courses (18)

Choose 18 credits

MAR 620	Consumer and Organization Buying Behavior	3
MAR 643	Interactive and Direct Marketing	3
MAR 645	Advertising and Sales Promotion	3
MAR 649	Digital Marketing	3
MAR 673	Customer Intelligence	3
MAR 695	Marketing Internship	3
IS 613	Database Management Systems	3

**Total Credit Hours: 30-36**

## Strategic Management MS

### Degree Requirements

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#### Preliminary Skill

BUS 043	Business Writing	1
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#### Foundation Courses (3 - 10)

MBA 640	Accounting for Decision Making	4
MBA 648	Managerial Finance	3
MBA 674	Globalization, The New Economy and Ethics	3

#### Required Specialization Courses (21 credits)

MGT 632	Venture Initiation and Entrepreneurship	3
MGT 637	Competitive Business Strategy	3
MGT 638	Corporate Diversification Strategy	3
MGT 639	Global Corporate Governance	3
MGT 643	Strategic Human Resource Management	3
MGT 646	Government Institutions and Business Strategy	3
MGT 650	Negotiations and Bargaining	3

#### Elective Specialization Courses: Choose one (3 credits)

ACC 615	Financial Reporting I	3
MAR 673	Customer Intelligence	3
MGT 630	Seminar in Strategic Management Issues	3

#### Capstone Course (3 credits)

MGT 692Q	Research Project	3
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## Taxation MS

### Degree Requirements

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#### Preliminary Skills and Prerequisite Courses (0 - 11)

MBA 640	Accounting for Decision Making	4
LAW 630	The Legal Environment of Business	3
TAX 503	Fundamental Concepts of Taxation	2
TAX 504	Sales and Exchanges of Property	2

#### Core Courses (12)

TAX 625	Tax Practice, Procedure and Research	3
TAX 627	Advanced Concepts of Taxation	3
TAX 656	Advanced Corporate Income Taxation I	3
TAX 696Q	Research Project	3

#### Specialization Courses (18)

Choose six		
TAX 633	Taxation of Employee Benefits	3
TAX 634	Tax Problems of Engaging in Interstate Commerce	3
TAX 636	International Taxation I	3
TAX 637	International Taxation II	3
TAX 639	Tax Accounting	3
TAX 642	Estate Planning I	3
TAX 643	Estate Planning II	3
TAX 646	Tax Problems of Partnership Organizations	3
TAX 652	Taxation of Securities and Financial Instruments	3
TAX 653	Seminar in Taxation	3
TAX 659	Advanced Corporate Income Tax II	3

Subtotal: 30-41



## Human Resources Management, MS

### Degree Requirements

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#### HRM Foundation Courses (6)

BUS 043	Business Writing	1
MBA 670	Organizational Behavior and Leadership	3
MGT 680	Human Resources Management	3

#### HRM Options (12)

Choose Four (4) Courses

MGT 643	Strategic Human Resource Management	3
MGT 683	Training and Development	3
MGT 684	Appraisal, Compensation and Assessment	3
MGT 676	Region Specific SGHRM I (HRM in Africa, Asia, Asia Pacific, and Middle East)	3
MGT 677	Region Specific Strategic Global Human Resources Management (SGHRM) (II)	3
MGT 679	Talent Mangement	3
MGT 685	Recruitment and Staffing	3
INB 673	International Human Resource Management	3

#### Research Courses (6)

Choose Two (2) Courses

MGT 656	Human Resources Analytics	3
MGT 682	Research Methods in Management	3
MGT 687	Advanced Topics in Management	3
MGT 692Q	Research Project	3

#### Labor Relations Courses (6)

LAW 628	Employment Law	3
MGT 650	Negotiations and Bargaining	3

Subtotal: 30

## Financial Management, MS

### Degree Requirements

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#### Preliminary Skill and Prerequisite Courses (3-16)

BUS 043	Business Writing	1
MBA 640	Accounting for Decision Making	4
MBA 644	Macroeconomics in the Global Environment	3
MBA 646	Business Analytics for Decision Making	3
MBA 648	Managerial Finance	3
MBA 672	Managerial Economics for Decision Making	3

#### Required Core Courses (15)

ACC 645	Theory and Analysis of Financial Statements	3
FIN 647	Advanced Corporate Finance	3
FIN 649	International Corporate Finance	3credits
FIN 667	Valuation of the Firm	3
FIN 689	Financial Analysis and Policy	3

#### Specialization Electives (15)

Choose Five (5) Courses

*You may take up to one (1) course listed under Specialization Electives in Investment Management, but none are required.*

ECO 630	Game Theory for Business Decisions	3
FIN 634	Entrepreneurial Finance	3
FIN 644	Money and Capital Markets	3
FIN 648	Mergers and Acquisitions	3
FIN 661	Corporate Financial Risk Management	3
FIN 671	Behavioral Finance	3
FIN 677	Contemporary Topics in Financial Management	3
FIN 692Q	Research Project	3
MBA 673	Financial Strategy and Business Decisions	3
FIN 680V	International Field Study	3
	<B> Specialization Electives in Investment Management (0-3) </B>	
FIN 631	Securities Law and Regulations	3
FIN 651	International Banking and Financial Markets	3
FIN 652	Investment Analysis	3
FIN 672	Strategies in Investments, Options and Futures	3
FIN 673	Real Estate Finance	3
FIN 674	Personal Financial Management	3
FIN 678	Contemporary Topics in Investment Management: Commercial Banking	3

**Total Credits: 33-46**

Subtotal: 33-46

## Investment Management, MS

### Degree Requirements

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#### Preliminary Skill and Prerequisite Courses (0-13)

BUS 043	Business Writing	1
MBA 640	Accounting for Decision Making	4
MBA 644	Macroeconomics in the Global Environment	3
MBA 646	Business Analytics for Decision Making	3
MBA 648	Managerial Finance	3

#### Required Core Courses (21)

FIN 650	Applied Analytical Methods in Finance	3
FIN 652	Investment Analysis	3
FIN 653	Portfolio Analysis and Management	3
FIN 654	Risk Management and Capital Market	3
FIN 672	Strategies in Investments, Options and Futures	3
FIN 679	Fixed Income Markets and Analytics	3
FIN 687	Applied Investment Management and Policy	3

#### Specialization Electives (9)

Choose Three (3) Courses

*You may take up to one (1) course listed under Specialization Electives in Financial Management, but none are required.*

ACC 645	Theory and Analysis of Financial Statements	3
FIN 631	Securities Law and Regulations	3
FIN 644	Money and Capital Markets	3
FIN 651	International Banking and Financial Markets	3
FIN 674	Personal Financial Management	3
FIN 678	Contemporary Topics in Investment Management: Commercial Banking	3
FIN 692Q	Research Project	3
FIN 667	Valuation of the Firm	3
FIN 680V	International Field Study	3
FIN 671	Behavioral Finance	3
FIN 673	Real Estate Finance	3
	<B> Specialization Electives in Financial Management (0-3) </B>	
MBA 673	Financial Strategy and Business Decisions	3
FIN 647	Advanced Corporate Finance	3
FIN 649	International Corporate Finance	3credits
FIN 677	Contemporary Topics in Financial Management	3

\*\* Students intending to take the CFA or planning to go into professions dealing with analysis of corporations are recommended to take ACC 645.

**Total Credits: 30-43**

Subtotal: 30-43

## Customer Intelligence & Analytics, MS

### Degree Requirements

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#### Preliminary Skill and Prerequisite Courses (0-6)

BUS 043	Business Writing	1
MBA 642	Marketing Management	3
MBA 646	Business Analytics for Decision Making	3

#### Required Core Courses (21)

MBA 679	Value Creation and Competitive Advantage in Global Markets	3
MAR 635	Marketing Research	3
MAR 644	Customer Relationship Management	3
MAR 649	Digital Marketing	3
	OR	
MAR 675	Strategic Marketing Planning	3
MAR 664	Marketing Analytics	3
MAR 673	Customer Intelligence	3
MAR 692Q	Research Project	3

#### Specialization Electives (9)

Choose Three (3) Courses

IS 613	Database Management Systems	3
MAR 620	Consumer and Organization Buying Behavior	3
MAR 640	Selling Skills and Managing the 21st Century Sales Team	3
MAR 643	Interactive and Direct Marketing	3
MAR 645	Advertising and Sales Promotion	3
MAR 654	Marketing of Services	3
MAR 660	New Product and Service Planning and Development	3
MAR 695	Marketing Internship	3

**Total Credits: 30-36**

Subtotal: 30-36

## Financial Risk Management, MS

### Degree Requirements

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#### Preliminary Skill and Prerequisite Courses (0-7)

BUS 043	Business Writing	1
MBA 640	Accounting for Decision Making	4
MBA 646	Business Analytics for Decision Making	3

#### Required Core Courses (9)

FIN 632	Introduction to Financial Decision Making	3
FIN 654	Risk Management and Capital Market	3
FIN 661	Corporate Financial Risk Management	3

#### Specialization Electives (18)

ECO 646	International Risk Analysis	3
FIN 650	Applied Analytical Methods in Finance	3
FIN 653	Portfolio Analysis and Management	3
FIN 657	Financial Econometrics for Risk Modeling	3
FIN 672	Strategies in Investments, Options and Futures	3
FIN 679	Fixed Income Markets and Analytics	3

#### Capstone Course (3)

FIN 686	Applied Financial Risk Management and Policy	3
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**Total Credits: 30-37**

Subtotal: 30-37

## Graduate Certificate Programs

### Business Economics

#### Certificate Requirements

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##### Requirements List

ECO 616	Macroeconomics and Business Planning	3
ECO 622	International Economics	3
ECO 653	Empirical Methods for Business Economic Analysis	3
ECO 646	International Risk Analysis	3

Gainful Employment Disclosure for students in an approved non-degree certificate program.

### Corporate Taxation

#### Certificate Requirements

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##### Requirements List

TAX 625	Tax Practice, Procedure and Research	3
TAX 627	Advanced Concepts of Taxation	3
TAX 656	Advanced Corporate Income Taxation I	3
TAX 634	Tax Problems of Engaging in Interstate Commerce	3
TAX 638	International Taxation	3
TAX 639	Tax Accounting	3
TAX 646	Tax Problems of Partnership Organizations	3

Gainful Employment Disclosure for students in an approved non-degree certificate program.

### Financial Management

#### Certificate Requirements

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##### Requirements List

ACC 645	Theory and Analysis of Financial Statements	3
FIN 644	Money and Capital Markets	3
FIN 647	Advanced Corporate Finance	3
FIN 689	Financial Analysis and Policy	3

### International Business

#### Certificate Requirements

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##### Requirements List

INB 640	Business in the Global Environment	3
INB 665	Comparative Business Systems and Cross-Cultural Management	3
INB 666	Global Business Strategy and Operations	3
INB 650	Pan American Economic Integration	3
INB 668	Legal and Regulatory Aspects of International Business	3
INB 670	Seminar: Advanced Topics in International Business	3
INB 673	International Human Resource Management	3
INB 692Q	Research Project	3

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## International Economics

### Certificate Requirements

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#### Requirements List

ECO 622	International Economics	3
ECO 646	International Risk Analysis	3
ECO 694	Research Project	3
FIN 644	Money and Capital Markets	3
FIN 651	International Banking and Financial Markets	3
INB 650	Pan American Economic Integration	3
INB 666	Global Business Strategy and Operations	3

Gainful Employment Disclosure for students in an approved non-degree certificate program.

## Investment Management

### Certificate Requirements

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#### Requirements List

ACC 645	Theory and Analysis of Financial Statements	3
FIN 644	Money and Capital Markets	3
FIN 652	Investment Analysis	3
FIN 653	Portfolio Analysis and Management	3

Gainful Employment Disclosure for students in an approved non-degree certificate program.

## Marketing eBusiness

### Certificate Requirements

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#### Requirements List

MAR 649	Digital Marketing	3
MAR 643	Interactive and Direct Marketing	3
MAR 644	Customer Relationship Management	3
MGS 632	Supply-chain Management	3
MGT 635	Small Business Management	3
MGT 641	Managing Innovation and Technology	0 - 3
IS 660	Special Topics in Information Systems	3
LAW 620	Cyberlaw	3
FIN 634	Entrepreneurial Finance	3

## Marketing Management

### Certificate Requirements

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#### Requirements List

MAR 675	Strategic Marketing Planning	3
MAR 635	Marketing Research	3
MAR 620	Consumer and Organization Buying Behavior	3
MAR 640	Selling Skills and Managing the 21st Century Sales Team	3
MAR 641	Business to Business Marketing	3
MAR 643	Interactive and Direct Marketing	3
MAR 644	Customer Relationship Management	3
MAR 645	Advertising and Sales Promotion	3
MAR 649	Digital Marketing	3
MAR 654	Marketing of Services	3
MAR 660	New Product and Service Planning and Development	3
MAR 680	Seminar in Marketing	3
MAR 681	International Marketing	3

MAR 692Q	Research Project	3
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Gainful Employment Disclosure for students in an approved non-degree certificate program.

## Organizational Behavior and Development

### Certificate Requirements

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#### Requirements List

MGT 627	Organization Theory	3
MGT 686	Organizational Communication	3
MGT 687	Advanced Topics in Management	3
MGT 689	Organizational Development	3

## Public Accounting

### Certificate Requirements

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#### Requirements List

ACC 613	Accounting for Planning and Control	4
ACC 615	Financial Reporting I	3
ACC 618	Financial Reporting II	3
ACC 620	Accounting Entities	3
ACC 632	Auditing	3

Gainful Employment Disclosure for students in an approved non-degree certificate program.

## Strategic Management

### Certificate Requirements

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#### New York City Campus

Lubin's Advanced Graduate Certificate Program is designed for professionals who already have an MBA or an MS in a business discipline and wish to explore a new specialty or add depth to earlier study. The 12 – 16 credit programs can be pursued part-time and may be completed within one year. Programs are tailored to individual needs.

#### Requirements List

MGT 627	Organization Theory	3
MGT 637	Competitive Business Strategy	3
MGT 638	Corporate Diversification Strategy	3
MGT 646	Government Institutions and Business Strategy	3

#### Course Requirements

MGT 627	Organization Theory	3
MGT 637	Competitive Business Strategy	3
MGT 638	Corporate Diversification Strategy	3
MGT 646	Government Institutions and Business Strategy	3

Gainful Employment Disclosure for students in an approved non-degree certificate program.

## Trust and Estate Taxation

### Certificate Requirements

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#### Requirements List

TAX 625	Tax Practice, Procedure and Research	3
TAX 627	Advanced Concepts of Taxation	3
TAX 633	Taxation of Employee Benefits	3
TAX 634	Tax Problems of Engaging in Interstate Commerce	3
TAX 639	Tax Accounting	3
TAX 642	Estate Planning I	3

Gainful Employment Disclosure for students in an approved non-degree certificate program.

## Faculty

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### Accounting Full-Time Faculty

Arnold L. Berman, Professor; LL.M., New York University School of Law; CPA

Roberta J. Cable, Professor; PhD, Columbia University; CMA

Kam C. Chan, Professor; Ernst and Young Scholar, PhD, University of South Carolina

Myojung Cho, Assistant Professor; PhD, University of Maryland

Kwang-Hyun Chung, Professor; PhD, Baruch College, City University of New York

Bairj Donabedian, Associate Professor; PhD, Columbia University

Samir M. El-Gazzar, KPMG Professor of Accounting; PhD, Baruch College, City University of New York

Barbara R. Farrell, Professor; EdD, Columbia University; CPA

Patricia Healy, Associate Professor, Undergraduate Program Chair; MBA, Rutgers University; CPA, CMA

Rudolph A. Jacob, Professor, Graduate Program Chair; PhD, New York University

John Y. Lee, Schaeberle Professor of Accounting; PhD, Louisiana State University

Picheng Lee, Professor; PhD, Rutgers University

Chunyan Li, Assistant Professor; PhD, Rutgers University

Steven Mezzio, Clinical Assistant Professor of Accounting; MS, University of Miami; CPA, CIA

Susanne O'Callaghan, Professor, Anthony Pustorino Scholar; PhD, University of Cincinnati; CPA, CIA

Mary Ellen Oliverio, Professor Emeritus of Accounting; PhD, Columbia University; CPA

Matthew Reidenbach, Assistant Professor of Accounting; PhD, Drexel University

Raymond Reisig, Assistant Professor; MBA, Pace University; CPA, CFE

Kaustav Sen, Associate Professor; PhD, Rutgers University

Charles Y. Tang, Associate Professor; Department Chair; PhD, Baruch College, City University of New York

Michael Ulinski, Assistant Professor; PhD, New York University; CPA

Ping Wang, Assistant Professor; PhD, Baruch College, City University of New York

Robert P. Zwicker, Assistant Professor; Ed.D., University of Bridgeport; CPA

### Finance and Economics Full-Time Faculty

Niso Abuaf, Clinical Professor; PhD, University of Chicago

Lewis J. Altfest, Associate Professor; PhD, Baruch College, City University of New York; CFA

Arthur L. Centonze, Associate Professor, Dean Emeritus; PhD, New York University

Burcin Col, Assistant Professor of Finance; PhD, McGill University

Ronald Filante, Associate Professor; PhD, Purdue University

Natalia Gershun, Associate Professor, Undergraduate Program Chair, New York City Campus; PhD, Columbia University

Elena Goldman, Associate Professor; PhD, Rutgers University

Aron Gottesman, Professor, Department Chair; PhD, York University

Iuliana Ismailescu, Associate Professor; PhD, University of Massachusetts



Padma Kadiyala, Professor; PhD, Ohio State University

Maurice Larrain, Associate Professor; PhD, Columbia University

Sophia Longman, Assistant Professor; PhD, Ohio State University

Edmund Mantell, Professor; PhD, Wharton School, University of Pennsylvania

Matthew R. Morey, Professor, New York Stock Exchange Scholar; PhD, University of California at Irvine

Jouahn Nam, Associate Professor; PhD, Georgia State University

Joseph T. Salerno, Professor; PhD, Rutgers University

Michael Szenberg, Professor Emeritus; PhD, City University of New York

P. V. Viswanath, Professor; Director, Global Portfolio Analysis Center; Graduate Program Chair; PhD, University of Chicago

Thomas J. Webster, Professor; PhD, City University of New York

Berry K. Wilson, Associate Professor; PhD, New York University

Kevin J. Wynne, Associate Professor, Academic Director, Masters in Finance for Professionals; Undergraduate Program Chair, Pleasantville Campus; PhD, Fordham University

## **Legal Studies and Taxation - Full Time Faculty**

Walter G. Antognini, Associate Professor, Graduate Program Chair; JD, LL.M., New York University; CPA

Vincent R. Barrella, Professor, Department Chair; JD, Fordham University; LL.M., New York University; CPA

James Castagna, Clinical Associate Professor; JD, New York University

Philip Cohen, Associate Professor; LL.M., New York University Law School

Frank Collela, Clinical Assistant Professor; LL.M., New York University Law School

Joseph C. DiBenedetto, Professor, Undergraduate Program Chair; JD, Brooklyn Law School; CPA, CMA

Mark Fichtenbaum, Clinical Assistant Professor; LL.M., New York University

Rosario J. Girasa, Professor; JD, New York University; MLA, Johns Hopkins University; PhD, Fordham University

Jessica Magaldi, Assistant Professor; Director, Business Honors Program, New York City Campus; JD, New York University

Robert S. Wiener, Associate Professor; JD, New York University

## **Management and Management Science Full-Time Faculty**

Uzoamaka P. Anakwe, Associate Professor; PhD, Drexel University

Bruce Bachenheimer, Clinical Professor; Director, Entrepreneurship Lab; M.B.A., Australian Graduate School of Management

Daniel M. Baugher, Professor; Associate Dean and Director of Graduate Programs; PhD, Rutgers University

Narendra C. Bhandari, Professor; PhD, University of Georgia

Vasanthakumar N. Bhat, Associate Professor; PhD, Yale University

Lawrence G. Bridwell, Professor; Undergraduate Program Chair; PhD, Baruch College, CUNY

John C. Byrne, Professor, Graduate Program Chair; PhD, Stevens Institute of Technology

E. Susanna Cahn, Associate Professor; Director, Business Honors Program, Pleasantville Campus; PhD, Columbia University

Melissa S. Cardon, Professor; PhD, Columbia University

John C. Carter, Professor; PhD, Columbia University

Imran Chowdhury, Assistant Professor; PhD, ESSEC Business School

Andrew O. Coggins, Clinical Professor; Associate Director, Business Honors Program; PhD, Virginia Polytechnic Institute & State University

Robert Dennehy, Professor Emeritus; PhD, New York University

John P. Dory, Associate Professor, Director, Doctoral Program; DBA, Harvard University  
Alan B. Eisner, Professor, Department Chair; PhD, New York University  
Julia Eisenberg, Assistant Professor; PhD, Rutgers University  
Casey Frid, Assistant Professor; PhD, Clemson University  
Barry A. Gold, Associate Professor; PhD, Columbia University  
Claudia G. Green, Associate Professor; Director, Hospitality and Tourism Management Program; PhD, Virginia Tech  
M. Peter Hoefler, Professor; PhD, City University of New York Graduate Center  
Alvin Hwang, Professor; Director, AACSB Accreditation and National Rankings; International Business and International Management Program Chair; PhD University of California, Los Angeles  
Eric H. Kessler, Professor; Henry George Scholar; PhD, Rutgers University  
Chu-Hua Kuei, Professor; PhD, Baruch College, City University of New York  
Theresa K. Lant, Associate Professor; Faculty Director, Arts and Entertainment Management Program; PhD, Stanford University  
Christian N. Madu, Professor; Research Scholar; PhD, Baruch College, City University of New York  
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Deborah Fain, Clinical Assistant Professor; DBA, Boston University  
David Gertner, Associate Professor; PhD Northwestern University  
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# Seidenberg School of Computer Science and Information Systems

## Administration

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For up-to-date information about Seidenberg School administrative and advising staff, please visit the School's Contact page.

## Accreditation and Affiliation

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The faculty within the school are active members of the Association for Computing Machinery (ACM) and the Institute of Electrical and Electronics Engineers, Inc. (IEEE). The school sponsors a chapter of the Upsilon Pi Epsilon (UPE) Honor Society for the Computing and Information Disciplines.

The bachelor of science program in computer science is accredited by the Computing Accreditation Commission (CAC) of ABET, Inc., [www.abet.org](http://www.abet.org)

Pace University is a designated National Center of Academic Excellence (CAE) in Cyber Defense Education by the National Security Agency (NSA) and the Department of Homeland Security (DHS). The program is intended to reduce vulnerabilities in the national information infrastructure by promoting higher education in cybersecurity and producing a growing number of professionals with expertise in various cybersecurity and information assurance disciplines. When available, students attending CAE schools are eligible for scholarships and grants through the Department of Defense Information Assurance Scholarship Program (IASP) and the Federal Cyber Service Scholarship for Service Program (SFS).

The Seidenberg School at Pace University is a Cisco Networking Academy. Through this program, the Seidenberg School offers courses in networking, security, Internet of Things, and much more. A week-long, intensive training course for the CCNA certification is available on an annual basis.

## Mission: Seidenberg School of Computer Science and Information Systems

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The Seidenberg School of Computer Science and Information Systems aspires to innovative leadership in preparing men and women for meaningful work, lifelong learning and responsible participation in a new and dynamic information age. The school does this through a broad spectrum of educational programs on campuses in New York City and Westchester County, and at other locations with corporate partners from the local and global community.

The school has a unique role: it provides professional education in the computing disciplines, supporting education for programs in the other schools, general education for all students, and continuing education. Because change characterizes information technology, programs build upon a strong foundation in the arts and sciences, and emphasize competency in the theory and methodology of the computing disciplines. At the same time, programs are responsive to the rapid pace of technological development.

The school was founded in 1983 in creative response to the educational challenge and opportunity inherent in emerging disciplines, and is characterized by its core values:

- Excellent teaching that is informed by scholarship, professional practice and community service,
- The integration of theory and practice in teaching and scholarly activity,
- Currency in new technology and its application,
- Creative programs and partnerships with the local and global community,
- Attentiveness to professional and social responsibility.

The school values diversity and welcomes qualified students of various experiences and origins, whether regional, national, or international. It provides excellent service to students both within and outside the classroom. It uses the power of technology to offer broad opportunity to students and to enable them to achieve excellence. Throughout its programs and services, the Seidenberg School of Computer Science and Information Systems consistently recognizes that information technologies are tools for the empowerment of people.

## Objectives of Seidenberg Programs

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Consistent with the Pace tradition, the Seidenberg School seeks to integrate theory and practice in its programs and research. The design, development, analysis, application, and management of current computing systems comprise the broad spectrum over which the Seidenberg School creates, interprets, criticizes, and applies knowledge with strict attention to academic standards. Change characterizes information technology; of particular importance, therefore, is the development of competency in the foundation and methodologies of the discipline, in order to enable ongoing learning and effective response to change.

The Seidenberg School is dedicated to the service of a diverse body of students through educational programs that develop skills, enhance individual and community effectiveness, extend knowledge, and enhance critical understanding. The educational process is undertaken with concern for the development of personal, professional, and social responsibility.

## Graduate Degree Programs

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### Masters of Science Programs

#### Computer Science, MS

##### Graduate Program Information

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##### New York City and Pleasantville Campuses

The Computer Science department of the Seidenberg School reviewed and revised the Master of Science in Computer Science in fall 2011. Since then, the department has been offering a 30-credit program that has been both strengthened and updated.

The new rigorous curriculum is built on a core of algorithms and computing theory, Internet and web computing, grid and cloud computing, and database systems. It also offers students the flexibility of pursuing one or more focused, in-depth course sequences in cutting-edge areas like classical computer science, artificial intelligence, Internet computing, mobile computing, network security, and web security.

Whether you are looking to advance your career or change focus and keep ahead of the latest technologies, this master's program is your best choice.

##### Graduate Program Curriculum

##### Bridge Courses

*An entering student with limited or no previous background in the field of computer science or programming may be required to take up to 9 credits of prerequisite bridge coursework. A student with a baccalaureate in computer science should be able to waive these prerequisites. Bridge courses do NOT count toward the degree; grades earned however are computed into the student's QPA.*

CS 502	Fundamentals Computer Science I using Java	3
CS 504	Fundamentals Computer Science II using Java	3
CS 506	Computer Systems and Concepts	3

##### Core Requirements (12 credits)

CS 608	Algorithms and Computing Theory	3
CS 610	Introduction to Parallel and Distributed Computing	3
CS 612	Concepts and Structures in Internet Computing	3
CS 623	Database Management Systems	3

##### Concentration Options or Free Electives (9 credits)

A student may choose to pursue a focused, in-depth concentration in a specific area consisting of a three course sequence for a total of 9 credits. Academic Advisers will help each student to select courses that have been approved by the department. Suggested concentrations include:

##### Artificial Intelligence

CS 619	Data Mining	3
CS 627	Artificial Intelligence	3
CS 655	Pattern Recognition	3

##### Internet Computing

CS 624	Application Development with .NET and Web Services	3
CS 641	Mobile Web Content and Development	3
CS 644	Web Computing	3

##### Mobile Computing

CS 639	Mobile Application Development	3
CS 641	Mobile Web Content and Development	3
CS 643	Mobile Innovations for Global Challenges	3

**Network Security**

CS 634	Computer Networking and the Internet	3
CS 653	Cryptography and Computer Security	3
CS 654	Security in Computer Networking	3

**Computer Science Electives (3-12 credits)**

Students pursuing a 9-credit concentration may select one elective from any of the concentration courses outside of their individual concentration or from those listed below for a total of 3 credits.

Students who elect not to pursue an in-depth concentration, may choose individual courses contained within the courses listed below for a total of 12 credits, provided course prerequisites are met.

CS 600	Independent Study in Graduate Computer Science	1 - 4
CS 607	Simulation and Computer Network Analysis	3
CS 611	Principles of Programming Languages	3
CS 613	Compiler Construction	3
CS 614	Logic and Formal Verification	3
CS 617	Game Programming	3
CS 619	Data Mining	3
CS 620	Introduction to XML Application Development	3
CS 624	Application Development with .NET and Web Services	3
CS 627	Artificial Intelligence	3
CS 628	Automata and Computability	3
CS 629	Computer Graphics	3
CS 630	Intelligent Agents	3
CS 633	Data Communications and Networks	3
CS 634	Computer Networking and the Internet	3
CS 635	Topics in Telecommunications	3
CS 636	Optical Communications and Networks	3
CS 637	Wireless Communications	3
CS 638	Network Analysis and Design	3
CS 639	Mobile Application Development	3
CS 640	Modern Telecommunications Networking	3
CS 641	Mobile Web Content and Development	3
CS 643	Mobile Innovations for Global Challenges	3
CS 644	Web Computing	3
CS 647	Game Model Design and Animation	3
CS 648	Unix/Linux Programming	3
CS 649	Advanced Video Game Programming	3
CS 650	Enterprise Computing	3
CS 651	Secure Distributed System Development	3
CS 652	Secure Web Application Development	3
CS 653	Cryptography and Computer Security	3
CS 654	Security in Computer Networking	3
CS 655	Pattern Recognition	3
CS 656	Introduction to Mainframe Computing	3
CS 699	Field Study	1 - 4

**Capstone Project (6 credits)**

Students are required to select one of the following options:

CS 691	Computer Science Project I	3
	And	
CS 692	Research Project	3
	OR	
CS 693	Thesis I	3
	and	
CS 694	Thesis II	3

**Total Credits: 30**

## Enterprise Analytics, MS

### Graduate Program Information

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#### New York City Campus

According to the Bureau of Labor Statistics projections: In the next ten years, the demand for computer and information analysts will grow by 26.5%, and the demand for Market Research Analysts will grow by 31.6%, and the demand for Management Analysts will grow by 18.6%.

Analytics is decision-making based on data, analysis, and systematic reasoning. While applied statistics is its mathematical foundation, the current industry's focus on effective server-based decision-making based on real-time Big Data and unstructured data allows computer science and technologies to play the central role in applying modern analytics to all industries. This program aims at producing quality analytics and data science professionals who master the modern enterprise analytics technologies and are ready to apply them in all aspects of business operation.

#### Graduate Program Curriculum

##### Foundation Courses (9 credits)

CS 658	Introduction to Analytics Computing	3
CS 660	Mathematical Foundations of Analytics	3
CS 619	Data Mining	3

##### Major Courses (9 credits)

CS 662	Big Data Warehousing	3
CS 664	Introduction to Enterprise Intelligence	3
CS 666	Enterprise Intelligence Development	3

##### Enterprise Technology Elective Courses (9 credits)

MAR 635	Marketing Research	3
MAR 643	Interactive and Direct Marketing	3
MAR 646	Social Media and Mobile Marketing Strategies	3
MAR 649	Digital Marketing	3
MAR 660	New Product and Service Planning and Development	3
MAR 664	Marketing Analytics	3
MAR 673	Customer Intelligence	3
MBA 640	Accounting for Decision Making	4
MBA 642	Marketing Management	3
MBA 646	Business Analytics for Decision Making	3
MGS 632	Supply-chain Management	3

\*Students may take any relevant Pace University graduate course for which they have completed any prerequisite course and the department chair's approval.

##### Enterprise Analytics Capstone Course (3 credits)

CS 668	Analytics Capstone Project	3
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**Total Credits: 30**

## Software Development & Engineering, MS

### Graduate Program Information

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#### New York City Campus

This program is one of the very few graduate programs in Software Development and Engineering in the entire New York City area. This 36-credit advanced program provides you with the opportunity to focus on the application of engineering principles to the development process and is distinguished by a rigorous, in-depth study of the problems of managing, designing, developing, delivering, and maintaining large software systems.

Students completing the MS in Software Development and Engineering program will be prepared to sit for the exam leading to the Certified Software Development Associate (CSDA) credential developed by the Computing Society of the IEEE, the world's leading organization of computing professionals. Students who successfully pass this exam will enter the field, or continue their careers, with both an impressive degree and a highly coveted certification; a powerful combination for professional advancement.

All incoming students are required to have an undergraduate or graduate degree in computer science or related experience.

#### Graduate Program Curriculum

##### Preparatory Courses

\* Although competency in programming is required for admission into the program, any student lacking knowledge of the object-oriented paradigm will be required to take SE 602. Credits taken for the preparatory course do not count toward the degree. However, the grade earned is computed into the student's GPA.

SE 602	Fundamental Computer Science I with Java	4
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##### Core Requirements (18 credits)

SE 616	Introduction to Software Engineering	4
SE 673	Software Design Methodologies	4
SE 675	Requirements Engineering	3
SE 677	Software Reliability & Quality Assurance	3
SE 679	Contemporary Software Engineering Theory and Practice	4

##### Recommended Electives (12 credits)

##### Software Engineering Electives

SE 700	Independent Study in Software Engineering	1 - 4
SE 735	Data & Document Representation and Processing	3
SE 741	Formal Software Development	3
SE 760	Intro to Human-Computer Interaction	3
SE 761	Human Factors and Usability Metrics	3
SE 765	Distributed Software Development	3
SE 770	Software Risk Management	3
SE 780	Software Develop Process Improvement	3

##### Other Electives

IS 637	Information Systems Project and Change Management	3
IS 639	Information Systems Planning and Policy	3
CS 639	Mobile Application Development	3
CS 653	Cryptography and Computer Security	3
IT 660	Network Security	3
IT 662	Web and Internet Security	3

##### Capstone (6 credits)

\*\* IEEE Certification is equivalent to 3 credits of graduate-level coursework.

SE 000	SE - Advanced Elective	3
SE 785	Software Engineering Studio	3
	OR	
SE 701	Software Development Thesis I	3
SE 702	Software Development Thesis II	3
	OR	
SE 000	SE - Advanced Elective	3
IEEE 000	IEEE Certification**	3



**Total Credits: 36****Information Systems, MS****Graduate Program Information**

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**New York City and Pleasantville Campuses**

Global companies gain a competitive advantage through the methods they use to collect, process, transmit, and disseminate data and information. For now and the foreseeable future, the fastest-growing jobs in our economy come from the field of Information Systems. The skills, knowledge, and talents of IS personnel separate great companies from their competitors. A 30-credit Pace Master of Science in Information Systems prepares you to deliver these advantages. You'll benefit whether you are new to Information Systems or if you have an undergraduate degree in the field.

The program's foundation and core programs consist of offerings in systems design and development, project management, organizational structure, networks and telecommunications, and relevant topics associated with software, hardware, and telecommunications infrastructure.

After completion of foundation and core coursework, you will select a 9-credit knowledge area of specialization in either Database Management, Data Science, Business Intelligence, User Experience, Telecommunications Management, Health Information Systems, and Security and Information Assurance. The program culminates in a capstone project that integrates all you have learned while pursuing your degree.

**Graduate Program Curriculum****Foundation Courses (0-18 credits)**

The Foundation courses are for students who have limited or no previous background in the field of information systems or computing. A student with a bachelor's degree in computing may be able to waive some or all of the Foundation. For others, some or all of the following courses may be waived upon advisement.

IS 612	Introduction to Coding	3
IS 613	Database Management Systems	3
IS 617	Information Systems Principles	3
IS 623	Information Systems Design and Development	3
IS 632	Business Data Communications	3
IS 692	Research Project Seminar	3

**Career Tracks and Electives (9 credits)**

Choose one career track and complete at least three courses (9 credits) within selected track. Options include: Database Management, Data Science, Business Intelligence, User Experience, Telecommunications Management, Health Information Systems, and Security and Information Assurance.

**Database Management Track**

IS 664	Database Programming	3
IS 667	Database Design and Development of Web Applications	3
IS 669	Big Data and Information Systems	3

**Data Science Track**

Choose three courses from the following list:

IS 680	Data Science I: Programming for Data Analysis	3
IS 682	Data Mining II: Data Mining Algorithms and Applications	3
IS 684	Web Mining	3

**Business Intelligence Track**

Choose three courses from the following list:

IS 637	Information Systems Project and Change Management	3
IS 675	Customer Relationship Management: Process and Technologies	3
IS 664	Database Programming	3

**User Experience Track**

Choose three courses from the following list:

IS 638	Introduction to User Experience Design	3
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IS 690E	Topic: Information Architecture	3
IS 628	Research Methods for User Experience	3
IS 627	Visual Design for Technology	3

**Telecommunications Management Track**

Choose three courses from the following list:

IS 635	Distributed Information Systems	3
IS 650	Telecommunications Management	3
IS 652	Telecommunications Policy and Environment	3
IS 654	Cases in Telecommunication Systems	3
IS 656	Networks: Routing & Switching	3

**Health Information Systems Track**

Choose two Public Administration Courses and one Information Systems course:

**Public Administration Courses**

PAA 665 and one other PAA elective is required:

PAA 602	Organization Theory and Management	3
PAA 604	Budgeting and Financial Analysis	3
PAA 650	The United States Health Care System	3
PAA 652	Health Policy Studies	3
PAA 661	Hospital and Health Services Administration	3
PAA 662	Health Planning	3
PAA 666	Health Care Economics	3

**Information Systems Course**

One IS course is required:

IS 637	Information Systems Project and Change Management	3
IS 665	Introduction to Data Mining and Visualization	3
IS 668	Foundation of Geographic Information Systems	3
IS 672	Healthcare Innovation and Technology: Industry Trends, Challenges and Opportunities	3
IS 674	Mobile Health Technologies	3

**Security and Information Assurance Track**

*Prerequisite: IS 603*

Choose three courses from the following list:

IT 603	Overview of Information Security	3
IS 641	Information Security and Controls	3
IT 660	Network Security	3
IT 662	Web and Internet Security	3
IT 664	Computer and Internet Forensics	3

**Recommended Electives (18-30 credits)**

IS 620	Information Systems and Organizational Strategy	3
IS 639	Information Systems Planning and Policy	3
IS 676	Foundations of Social and Mobile Technologies	3
IS 665	Introduction to Data Mining and Visualization	3
IS 668	Foundation of Geographic Information Systems	3

Students may choose other elective courses than recommended ones listed in here. Electives may be taken at any time during the student's course of study, provided prerequisites are satisfied. Students can take up to 2 non-IS graduate-level Seidenberg or Lubin MBA Foundation courses as Elective courses, with approval of Academic Advisor or Department Chair.

**Total Credits: 30**

## Information Technology, MS

### Graduate Program Information

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#### Online Campus

As the Internet continues to impact business and society globally, the demand for professionals with the ability to understand, develop, and apply Internet technology will continue to grow. A 30 credit Pace Master of Science in Information Technology degree gives you the skills and knowledge to lead businesses as they face dynamic challenges.

A highly accessible and supportive faculty enthusiastically share their expertise with you in Java Enterprise Edition technology, Web server technology, e-commerce technology, cyber/Web security, and many other areas.

After fulfilling core requirements, you will embark on a curriculum that requires a concentration in Cybersecurity, and then complete a 3-credit capstone project.

Entering students need not hold an undergraduate degree in a computer-related discipline or have experience in the concentration. You will complete your degree completely online.

#### Graduate Program Curriculum

##### Core Requirements (9 credits)

You **must** complete IT 603 Overview of Information Security plus select two (2) courses from the other core courses.

IT 603	Overview of Information Security	3
IT 605	Database Management Systems	3
IT 607	Systems Development and Project Management	3
IT 610	Web Development with Contents Management Systems	3
IT 626	Concepts and Structures in Internet Computing	3

##### Cybersecurity Concentration (12 credits)

IT 660	Network Security	3
IT 662	Web and Internet Security	3
IT 664	Computer and Internet Forensics	3
IT 666	Information Security Management	3

##### Information Technology Electives (6 credits)\*\*

Students may choose 2 courses (6 credits) from the list of suggested IT courses for which they have the necessary prerequisite or

students may take any Seidenberg graduate course or any graduate Lubin MBA/MGT/MAR course for which they have the necessary prerequisite and the chair's approval.

IT 614	Responsive Web Development with HTML/CSS and jQuery	3
IT 624	Application Development with .Net and Web Services	3
IT 632	Web Computing	3
IT 634	Introduction to Data Mining	3
IT 636	XML Application Development	3
IT 640	Introduction to Cloud Computing Technology	3
IT 670	Mobile Forensics Investigation	3

##### Capstone Project (3 credits)

IT 691	Capstone Project	3
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#### **Total Credits: 30**

*The name of this program was changed from Internet Technology to Information Technology. This catalog was updated to reflect the change on February 1, 2019.*

## Telecommunications Systems and Networks, MS

### Graduate Program Information

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#### New York City Campus

In an increasingly interconnected world, telecommunications professionals need both a strong foundation and the skills and knowledge to foster innovation. No program provides a greater understanding of the field of telecommunications than the 36-credit Pace Master of Science in Telecommunications Systems and Networks.

Specifically designed to offer students a comprehensive and multifaceted education in computer networking and telecommunications, this curriculum covers all the significant aspects including technology, management, and policy. It emphasizes current and emerging Internet-related technologies and applications. The broad nature of the program is ideal for those who wish to enter the field of telecommunications, or current professionals looking for that edge to stay ahead in this ever-changing industry.

#### Graduate Program Curriculum

##### Bridge Courses (0-9 credits)

An entering student with limited or no previous background in the field of computer science or programming may be required to take up to 9 credits of prerequisite bridge coursework. A student with a baccalaureate in computer science should be able to waive these prerequisites. For others, some or all of the following courses may be required. Bridge courses do not count toward total required credits.

CS 502	Fundamentals Computer Science I using Java	3
CS 504	Fundamentals Computer Science II using Java	3
CS 506	Computer Systems and Concepts	3

##### Core Requirements (27 credits)

CS 607	Simulation and Computer Network Analysis	3
CS 633	Data Communications and Networks	3
CS 634	Computer Networking and the Internet	3
CS 636	Optical Communications and Networks	3
CS 637	Wireless Communications	3
CS 654	Security in Computer Networking	3
IS 650	Telecommunications Management	3
IS 652	Telecommunications Policy and Environment	3
IS 654	Cases in Telecommunication Systems	3

##### Recommended Electives (9 credits)

Electives may be selected from both the Computer Science (CS) and the Information Systems (IS) offerings. Students are advised to note the prerequisite requirements for particular electives, and to contact their adviser with any questions concerning appropriate electives.

CS 600	Independent Study in Graduate Computer Science	1 - 4
CS 612	Concepts and Structures in Internet Computing	3
CS 638	Network Analysis and Design	3
CS 642	Network programming and Distributed Applications	3
CS 644	Web Computing	3
CS 653	Cryptography and Computer Security	3
IS 617	Information Systems Principles	3
IS 623	Information Systems Design and Development	3
IS 635	Distributed Information Systems	3
IS 641	Information Security and Controls	3

**Total Credits: 36**

## Graduate Certificate Programs

### Chief Information Security Management Officer

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The Seidenberg School, through its recently established CyberSecurity Institute, is committed to increasing the number of trained cybersecurity professionals needed to meet the increased demand for personnel with this expertise. In fall 2012, the Institute introduced a five-course, management-oriented Advanced Certificate for Chief Information Security Officers. It is designed specifically for managers and senior executives in both business and government who want to ramp up their knowledge and skills in this vital area in order to effectively protect their organization's proprietary information.

#### Graduate Certificate Information

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##### Course Requirements (15 credits)

IS 641	Information Security and Controls	3
IS 642	Information Security Planning and Policy: NIST Standards	3
IS 643	Information Security Auditing and Risk Management:ISO Standards	3
IS 644	Business Continuity and Disaster Recovery Plan	3
IS 645	Information Security Management Project: The CISMO Role	3

\*This advanced certificate program is based on the recommendations outlined by the Department of Homeland Security in Information Technology Security Essential Body of Knowledge.

### Information and Communication Technology Strategy and Innovation

#### Graduate Certificate Information

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This graduate-level certificate in Information and Communication Technology (ICT) Strategy and Innovation addresses the needs of experienced information systems professionals who have already completed, or are near completing, master's degree-level education and who wish to acquire industry insight into how firms leverage their information technology assets to gain a competitive advantage in their respective markets. This program is offered using both the traditional in-class learning format, as well as a multimedia-enhanced online learning format, and builds on the concepts learned in the MS in Information Systems program offered through the Seidenberg School. It is anticipated that the majority of students interested in this certificate will be MS in Information Systems graduates.

##### Course Requirements (15 credits)

IS 620	Information Systems and Organizational Strategy	3
IS 637	Information Systems Project and Change Management	3
IS 639	Information Systems Planning and Policy	3
IS 650	Telecommunications Management	3
	OR	
IS 652	Telecommunications Policy and Environment	3
IS 626	Cases in Information and Communication Technology Innovation	3

Students interested in pursuing this program should be currently enrolled in, or have completed an MS in Information Systems. All students beginning the certificate course sequence while matriculating in the MS in Information Systems program may apply up to 12 credits of those courses towards the elective requirement for the degree.

Gainful Employment Disclosure for students in an approved non-degree certificate program.

## Information Systems

### Graduate Certificate Information

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There is an increasing need for information systems specialists in the New York metropolitan area; articles about the shortage of qualified individuals appear regularly. This certificate program enables interested students to explore the field of information systems before committing to a master's degree, or to incorporate information systems principles into their career. The Pace University Information Systems Department has designed a six-course sequence to accomplish these objectives.

#### Course Requirements (15 credits)

##### Core Courses (12 credits)

IS 613	Database Management Systems	3
IS 617	Information Systems Principles	3
IS 623	Information Systems Design and Development	3
IS 632	Business Telecommunications	3

##### Elective Courses (3 credits)

Select one course:

IT 603	Overview of Information Security	3
IS 612	Object Oriented Concepts and Development	3
IS 620	Information Systems and Organizational Strategy	3
IS 637	Information Systems Project and Change Management	3
IS 639	Information Systems Planning and Policy	3

Any student who wishes to pursue an MS in Information Systems after satisfactorily completing the certificate requirements will be sufficiently prepared to matriculate, provided all other admission requirements are satisfied.

Gainful Employment Disclosure for students in an approved non-degree certificate program.

## Internet Technology for e-Commerce

### Graduate Certificate Information

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The Internet revolution has transformed the way we live and work. As a result, it has created a demand for individuals with the skills and knowledge to build the infrastructure to make websites more than mere sources of information. In light of this need, Pace's Seidenberg School of Computer Science and Information Systems has designed a five-course, interdisciplinary, advanced certificate program in Internet Technology for e-Commerce. The program is offered entirely online. Students completing this will learn Internet programming, network design and server setup, configuration, and security.

#### Course Requirements (15 credits)

IS 612	Object Oriented Concepts and Development	3
IT 603	Overview of Information Security	3
IT 604	Web Development I: Java Script and CGI Script	3
IT 608	Web Development II: Java Applets and Java Servlets	3
IT 000	Information Technology Elective	3

Any student who wishes to pursue an MS in IT after satisfactorily completing the certificate requirements will be sufficiently prepared to matriculate in the program, provided all other admission requirements are satisfied.

Gainful Employment Disclosure for students in an approved non-degree certificate program.

## Cybersecurity

### Graduate Certificate Information

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As organizations become more aware of computer and information security requirements, there is a growing need for IT professionals who understand the technologies and concepts of information assurance including encryption, threat analysis, access control, Internet and Web security, and social engineering. The Seidenberg School of Computer Science and Information Systems' five-course, interdisciplinary advanced certificate program provides the necessary skills to prepare professionals in this emerging area.

#### Course Requirements (15 credits)

IT 600	Overview of Computer Networks and Internet Technology	3
IT 603	Overview of Information Security	3
IT 660	Network Security	3
IT 662	Web and Internet Security	3
IT 000	Information Technology Elective	3

Any student who wishes to pursue an MS in IT after satisfactorily completing the certificate requirements will be sufficiently prepared to matriculate in the program, provided all other admission requirements are satisfied.

Gainful Employment Disclosure for students in an approved non-degree certificate program.

## Software Development and Engineering

### Graduate Certificate Information

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*New York City Campus Only*

The need continues for software developers who are knowledgeable and well prepared to meet the challenges of modern software development. Those unable to complete a full graduate program in software development and engineering may wish to elect the Advanced Certificate in Software Development and Engineering. The Computer Science Department has designed a four-course sequence to teach students the fundamentals of the software development and engineering process.

#### Course Requirements (16 credits)

SE 673	Software Design Methodologies	4
SE 675	Requirements Engineering	3
SE 677	Software Reliability & Quality Assurance	3
SE 000	Software Engineering - Two Electives	3

For those students with advanced preparation, other courses from the MS program may be substituted with the permission of the chair. Any student who wishes to pursue an MS in Software Development and Engineering after completing the certificate requirements will be sufficiently prepared to matriculate in the program, provided all other admission requirements are satisfied.

Gainful Employment Disclosure for students in an approved non-degree certificate program.

## Telecommunications Systems and Networks

### Graduate Certificate Information

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A six-course sequence leading to a Pace University graduate-level certificate is available to those interested in the field of telecommunications. The course is designed for people who are currently working in or planning to enter the field, and provides a broad background in the technologies of data, voice, and video communications, and in the management, policy, and environment of the telecommunications industry. This advanced certificate is offered entirely online.

#### Course Requirements (18 credits)

CS 633	Data Communications and Networks	3
CS 634	Computer Networking and the Internet	3
CS 636	Optical Communications and Networks	3
IS 650	Telecommunications Management	3
IS 652	Telecommunications Policy and Environment	3
IS 654	Cases in Telecommunication Systems	3

Any student who wishes to pursue an MS in Telecommunications Systems and Networks after satisfactorily completing the certificate requirements will be sufficiently prepared to matriculate, provided all other admission requirements are satisfied. Note:



CS 502 and CS 504 or equivalents are prerequisites for some of the certificate courses. Consult the online catalog course descriptions.

## School of Education

### General Information: School of Education

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#### Administration - School of Education

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Harriet R. Feldman, PhD, RN, FAAN, Interim Dean  
Peter McDermott, PhD, Department Chair and Professor of Education  
Clarissa Cylich, MBA, Assistant Dean Budget and Finance  
Erika Altolaguirre, BS, Interim Executive Director of Assessment and Planning  
Desiree Narciso, BBA, Director of Marketing and Communications  
Linda Guyette, MFA, Director for Student Success, Westchester  
Sydney Andino-Briglall, BA, Assistant Director for Student Success, NYC  
Lynn Deluca, MA, Director of School Partnerships, NYC  
Bill Kovari, Director of Educational Technology and Certification Officer

#### Accreditation and Affiliations - School of Education

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All Pace School of Education teacher certification programs are registered with and approved by the New York State Education Department. The Pace University School of Education is accredited by the Council for the Accreditation of Educator Preparation (CAEP). Pace University is also Middle States Accredited.

#### Vision Statement: School of Education

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##### **Making Education Public**

The more we discuss education publicly, the better opportunities our schools can create for our children. Education and opportunity are inherently intertwined. We believe that our public schools directly shape our society for generations to come. An inclusive society demands inclusive public schools. At Pace University, we prepare inclusive teachers to systematically honor the unique learning needs of every child, the unique gifts of every community, and the unique potential of education to transform a family's future. And it all starts with *making education public*.

## Mission and Conceptual Framework: School of Education

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The mission of the School of Education is to affect quality teaching and learning in public and private early childhood, childhood, secondary, and non-school settings by preparing educators who are reflective professionals who promote social justice, create caring classroom and school communities, and enable all students to be successful learners.

The School of Education believes that a fundamental aim in education is to nurture the development and growth of human potential within a democratic community. Therefore, we prepare graduates of our programs to be:

- **reflective professionals who**
- **promote social justice,**
- **create caring classroom and school communities and**
- **enable all students to be successful learners.**

These themes form the conceptual framework for the outcomes of the School of Education Programs and guide every aspect of preparing educators for K-12 settings through planning, assessment and evaluation at both candidate and program levels.

As **reflective professionals**, our candidates learn to appreciate the continuity between theory and practice, and seek an understanding of themselves in relation to others as part of an evolving historical process. Our candidates are expected to take multiple perspectives, and to become self-conscious about their own learning. At Pace, we understand that reflective practice is the lens through which teacher educators and candidates see our professional lives. The reflective process is promoted through class discussions, course readings and assignments, case studies, field experiences, self-assessment, and student teaching.

To become professionals who **promote justice**, our candidates learn to address justice and equity in the following areas: protection under the law, distribution and use of material and other resources and access to opportunities within and among nations. As we understand it, justice also implies a balance between the rights of individuals and the needs of society. Through challenging coursework and varied field experiences our candidates are provided with multiple opportunities to recognize injustice and to learn how they can promote justice both within and without their classrooms.

**Caring classrooms and school communities** are seen as places where an "ethic of care" is developed and as places for instructional excellence. At Pace, we draw on our own experience of working in a caring community among faculty, staff, and candidates to model and nurture our candidates by coming to know, respect, and learn from one another. We see our classrooms as places where mutual respect and learning provides candidates with a framework for future practice.

Our fourth theme is both the culminating framework element for all our programs and the ultimate goal of our School of Education. **Enabling all students to be successful learners** conveys our awareness of the diversity within American schools and our respect for each student's prior experience and personal background. When we say **successful learners** we refer to students who develop active habits of questioning and inquiry; who are self-initiating problem posers and problem solvers; who seek to construct deep understandings about complex situations, based on prior knowledge; and who obtain the knowledge, skills, and dispositions to succeed in an ever-changing world. We expect our graduates to facilitate their students' application of multiple alternative strategies for coping with novel situations and enhance their ability to make connections across different experiences, events, information and time periods, and to reflect on their own learning processes.

The School of Education is charged with the responsibility of preparing educators who will embrace and promote teaching and learning as lifelong priorities. Through the work of our faculty and graduates, equipped with sound and rigorous knowledge, skills, dispositions, and a rich practice base, we can prepare professional educators who exemplify these themes.

## School-Based Experiences: Fieldwork and Student Teaching

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The Pace School of Education provides candidates with intensive school-based experiences for candidates through school partnerships. Structured field experiences are linked to every course in a program of study. Student teaching is a semester-long, full-time teaching experience.

Coursework links directly to these field experiences through readings, assignments, and class discussions; and teaching faculty and clinical faculty work together to help candidates apply the theories of learning and teaching to school practice. During the student teaching experience, a Pace clinical faculty member is assigned to each candidate and acts as a liaison between the candidates, their mentor teachers, their Pace education course professors, and the partner school. Teaching faculty assign experiences for candidates to complete in fieldwork, student teaching and design rubrics and checklists that the clinical faculty use to assess the candidates' knowledge, skills, and dispositions.

## Center for Urban Education

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The Center for Urban Education has programs to assist under-served people of all ages. Since 1986, CUE has been dedicated to improving the lives of low-income, first generation, college-bound students and new immigrant youth by offering educational opportunities.

CUE's programs include:

- **Teacher Opportunity Corps (TOC)** – A personalized mentoring program that supports the retention and professional development of future teachers studying at Pace University. The program supports the preparation of teacher candidates to become classroom educators and leaders who enable and empower students to learn and achieve, regardless of perceived limitations of abilities or environment, and celebrate the dynamic relationship between schools, families and communities to ensure the promise and integrity of students' aspirations.
- **Liberty Partnerships Program (LPP)** – The Liberty Partnerships Program at Pace University's School of Education is committed to opening a world of opportunity to approximately 250 high school students from under-resourced schools and communities in New York City. By providing a broad range of academic support services, workforce preparation, family engagement, enrichment activities, mentorship and college counseling, LPP makes success a reality for high school students identified as at-risk for academic failure, and allows these students to develop the skills necessary to fulfill their goal of attending college.
- **Upward Bound Program (UBP)** – The Upward Bound (UB) program, based in the School of Education, is an academic program designed to generate and enhance the skills and motivation necessary for success not only in high school, but in higher education as well. The Upward Bound program is part of the US Department of Education's TRIO program, which is a set of federally-funded college opportunity programs for students from disadvantaged backgrounds. The School of Education occupies Buchsbaum House on the Pleasantville campus, as well as the 11th floor at 163 William Street on the New York City campus.

## SCHOOL OF EDUCATION FACILITIES

On the Pleasantville campus, Buchsbaum House contains staff, faculty and department offices, a video conferencing room, computer stations and resource materials for lesson plan preparation, and a classroom.

The New York City faculty and staff are located on the 11th floor of 163 William Street.

# ADMISSION GENERAL REQUIREMENTS

## GRADUATE ADMISSION GENERAL REQUIREMENTS

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### IN ADDITION TO THE PROGRAM-SPECIFIC REQUIREMENTS BELOW, ADMISSION TO ALL SCHOOL OF EDUCATION GRADUATE PROGRAMS REQUIRE:

- A bachelor's degree or higher from an accredited institution (official transcripts documenting degree must be submitted).
- A minimum cumulative GPA of 3.0 or above. (Upon the recommendation of the Dean, Graduate Faculty Admissions Committee, or the director of Student Support Services or program coordinators, candidates whose GPA is less than 3.0 may be admitted on a conditional/provisional basis, provided that it is determined that the candidate has the necessary knowledge and skills to complete the program successfully.)
- Submission and review of official transcripts from ALL institutions attended.
- Completion of the application process including a personal statement, two letters of recommendation, and, in some cases, an admission interview.
- Admission to Initial certification programs in the School of Education (that is, candidates who seek teacher certification in NY for the first time) requires the GRE General Test. The admissions decision takes into account the candidate's whole application, including transcripts, statement of purpose, letters of recommendation, and the GRE.
- Please note for international students:

If you are an F-1 visa holder, you may not take more than one online class per semester and must be a full time student for the duration of your program. Please note that F-1 visa holders cannot take an all online or majority online program in the United States. We offer many programs for F-1 visa holders that take place on our New York and Pleasantville campuses.

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## ADMISSION INTO THE MST IN ADOLESCENT, CHILDHOOD, EARLY CHILDHOOD EDUCATION, OR TESOL REQUIRES:

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### IN ADDITION TO THE ADMISSIONS GENERAL REQUIREMENTS LISTED ABOVE, CANDIDATES MUST ALSO HAVE:

- Completed a major, concentration, or the equivalent in the subject to be taught for those who seek to become middle school or high school teachers (grades 7-12).
  - Completed a major, concentration, or the equivalent in a Liberal Arts & Science area for those who seek to become elementary school teachers (grades 1-6).
  - Completed a major, concentration, or the equivalent in a Liberal Arts & Science area for those who seek Early Childhood (Birth-grade 2) certification.
  - College-level study in nine (9) Liberal Arts & Science areas as required by NYSED (Artistic Expression, Communication, Humanities, History or Social Science, Language other than English, Technology, Natural Science, Mathematics, & Written Expression). Applicants with more than twelve (12) credits of unmet required coursework are not eligible for admission. (For advisement on how to satisfy unmet pre-admission course requirements, contact Linda Guyette.)
  - In addition to the major or concentration and the Liberal Arts & Science requirements, the TESOL candidate must have a minimum of 12 credits in the study of a Language Other Than English.
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## **ADMISSION INTO THE MSED OR THE ADVANCED CERTIFICATE IN SPECIAL EDUCATION REQUIRES:**

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**IN ADDITION TO THE ADMISSIONS GENERAL REQUIREMENTS LISTED ABOVE, CANDIDATES MUST ALSO HAVE:**

- A New York State classroom teaching certificate (Initial or Professional). The age level of the certificate held at program entry will determine eligibility for the level of the certification in teaching students with disabilities. Specifically, individuals with certification in Childhood are eligible for the program leading to certification in Teaching Students with Disabilities at the Childhood level, and those with certification in teaching Adolescent levels may enter the program leading to certification in Teaching Students with Disabilities in an Adolescent subject.
  - Completed nine (9) Liberal Arts & Science areas as required by NYSED, and the content area or major.
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## **ADMISSION INTO THE MSED OR THE ADVANCED CERTIFICATE IN LITERACY REQUIRES:**

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**IN ADDITION TO THE ADMISSIONS GENERAL REQUIREMENTS LISTED ABOVE, CANDIDATES MUST ALSO HAVE:**

- A New York State classroom teaching certificate (Initial or Professional). The age level of the certificate held at program entry will determine eligibility for the level of the certification in Literacy. Specifically, individuals with certification in Childhood are eligible for the program leading to certification in Literacy at the Childhood level, and those with certification in teaching Adolescent levels may enter the program leading to certification in Literacy at the Adolescent level.
  - Completed nine (9) Liberal Arts & Science areas as required by NYSED, and the content area or major.
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## **ADMISSION INTO THE SCHOOL DISTRICT BUSINESS LEADER PROGRAM REQUIRES:**

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**IN ADDITION TO THE ADMISSIONS GENERAL REQUIREMENTS LISTED ABOVE, CANDIDATES MUST ALSO HAVE:**

- Three years of work experience in a school district business office, other position in a school district, or a comparable position in other public sector or private sector settings.
- A letter from a superintendent or business official supporting their participation in a 600-hour internship.
- Contact with the program coordinator (Dr. Thomas Higgins, [thiggins@pace.edu](mailto:thiggins@pace.edu). (914 )773-3780).

# ADMISSION CRITERIA SUMMARY

The School of Education's Student Support Services Team and Pace University's graduate admissions counselors welcome the opportunity to review your career goals with you to help you determine the best educational path for your future. They are always available in person, by phone, and via e-mail to answer any questions you may have. Your counselor also serves as a valuable referral source, connecting you with the appropriate Pace faculty and administrators who can meet with you one-on-one to discuss academic curricula, financial aid, assistantships, and career opportunities.

Please review the application checklist. You may choose to have your official documents sent to Pace University's Office of Graduate Admission either before or after you have submitted your application.

## **Application checklist:**

- \$70 application fee
- Personal statement
- Resume
- Two (2) recommendations
- Official college or university transcript(s) from all institutions attended
- Official TOEFL or IELTS score report (if applicable)
- Pace University Financial Affidavit and Bank Documentation of Available Funds (for international applicants who, if accepted, will require a student or exchange-visitor's visa)
- Effective 2016, the New York State Legislature requires all applicants to graduate teacher preparation and educational leadership programs to submit official scores of a standardized graduate school examination. The School of Education at Pace University is mandated to follow this new policy, and as such, we require an official score report from the GRE-Graduate Record Examination—General Test. Performance on the GRE will not outweigh the other required criteria in your application.

## ***Priority deadline dates for applicants are as follows:***

### Domestic

- Fall Entry Term (September): August 1
- Spring Entry Term (January): December 1
- Summer I (June) and II (July) Entry Term: May 1

### International

- Fall Entry Term (September): June 1
- Spring Entry Term (January): October 1
- Summer I (June) and II (July) Entry Term: March 1

## **Questions**

Any questions regarding the application process should be directed to a member of The School of Education's Student Support Services team:

- Westchester (Pleasantville): Linda Guyette at (914) 773-3571 or [lguyette@pace.edu](mailto:lguyette@pace.edu)
- New York City: Sydney Andino-Briglall, at (212) 618-6957 or [sandinobriglall@pace.edu](mailto:sandinobriglall@pace.edu)

You may also contact the Pace University Offices of Graduate Admission

- New York City: (212) 346-1531 or [graduateadmission@pace.edu](mailto:graduateadmission@pace.edu)
- Westchester (Pleasantville): (914) 422-4283 or [graduateadmission@pace.edu](mailto:graduateadmission@pace.edu)

# ACADEMIC STANDING REGULATIONS

## Professional Behaviors and Dispositions

As a school preparing future educators, we have specific expectations for the professional dispositions and behaviors exhibited by our teaching candidates both in and out of the classroom. In addition to consistently meeting our academic standards, we require all of our teaching candidates to meet the professional standards outlined below in order to be admitted to the School of Education and to remain in good standing. We believe that these standards are essential to good teaching, and work to promote them in ourselves as well as our candidates. The professional standards are as follows:

- Teacher candidates must exhibit a respect for the opinions and feelings of others, and value diversity of thoughts and ideas.
- Teacher candidates must take responsibility for their own actions, and recognize the value of intrinsic motivation for themselves and others.
- Teacher candidates must commit to the creation of a positive learning environment for themselves and those around them.
- Teacher candidates must be thoughtful and responsive communicators, both in speaking and listening roles.
- Teacher candidates must exhibit promptness, consistent attendance and follow-through in relation to School of Education and field-work requirements and procedures.
- Teacher candidates must exhibit an openness and receptivity to constructive criticism and feedback.
- Teacher candidates must use discretion, and respect the confidentiality of their peers, as well as any children with whom they might be working.
- Teacher candidates must present themselves in ways that positively reflect Pace University and the School of Education, and that are consistent with the School's commitment to social justice and caring classrooms.

Due to the responsibility with which teachers are entrusted, we believe that our students meet high academic as well as dispositional standards. Failure to meet these standards may result in either failure to be admitted to the School or dismissal from the School.

## Maintaining Good Standing in The School of Education

Once admitted to the School of Education, the applicant is considered a candidate for teacher certification and is, therefore, subsequently referred to as a candidate. To remain in good standing and progress through a School of Education program, a candidate must maintain a QPA of at least 3.0, must earn a grade of B or higher in each education course, and must meet the disposition and performance expectations of the School.

## Summary of Criteria For Program Continuation, Completion, and Eligibility for Teacher Certification

Once admitted, teacher education candidates must continue to demonstrate success in each of the essential aspects of the teacher preparation program:

- understanding the theories presented in coursework;
- practicing teaching skills during fieldwork in the Centers for Professional Development (CPD);
- demonstrating the knowledge base of the program in course work and examinations; and
- evidencing the dispositions required for teaching.

While successful teachers merge theoretical understandings and skills of practice in their classrooms daily, candidates preparing to be teachers must sometimes demonstrate their knowledge and skills separately. It is possible to be successful in coursework and not in fieldwork, or the reverse, or to be successful in both but not demonstrate the dispositions required to teach. Since teachers must be strong in knowledge, skills and dispositions, candidates who are permitted to continue in the program must demonstrate their abilities in educational theory and practice as well as their content knowledge in the liberal arts and their certification area(s). In student teaching, the components of content knowledge, educational theory, practice and appropriate dispositions are combined. Successful completion of student teaching and passing scores on the New York State Teacher Certification Examinations (NYSTCE) are required before a candidate is eligible for certification.

### 1. Success in coursework is defined as:

- An overall QPA of 3.0.
- A grade of B or better in each education course.

### 2. Success in student teaching is defined as:

- Meeting the performance indicators for student teaching throughout the semester as defined on the assessment matrix.
- A grade of P in student teaching.
- A positive recommendation from both the Pace Supervisor and the Mentor Teacher.
- A passing capstone project as defined in the guidelines.

3. **Success with the NYSTCE is defined by the scores established by New York State** on the following exams:

- Teacher Performance Assessment (EdTPA),
- Educating All Students Test (EAS), and
- Content Specialty Test (CST) in the certificate field(s).

## ACADEMIC PROBATION AND DISMISSAL POLICY

Once admitted to the School of Education, the applicant is considered a candidate for teacher certification. To remain in good standing and progress through a School of Education program, a candidate admitted to School of Education must maintain throughout the program the same standards as those for admission.

Prior to admission to the School of Education (SOE), University probation and dismissal policies apply. Upon admission to the School of Education the following probation policy applies; SOE candidates will be placed on probation when:

- The candidate's overall QPA falls below 3.0.
- The candidate receives a grade below "B" in any education course.

In the first semester that a candidate is placed on academic warning, he or she is required to meet with an adviser to develop an Action Plan to return to good standing. Probationary status may include restrictions on the type or number of courses that the candidate will be allowed to register for, and/or referral to the Center for Academic Excellence, or other support centers, for academic skill development. A candidate may also be required to retake courses. At the end of the academic warning period, the candidate must either achieve the academic requirements or show significant academic improvement in order to continue in the School of Education.

If students at the candidate level fail to achieve the required QPA or grades after the academic warning period, they may not continue in the School of Education. Candidates may appeal their dismissal from the School of Education by sending a written appeal to the Associate Dean of the School of Education no later than two weeks from the receipt of written notification of removal from the School of Education. Students may not continue in the School of Education if they fail to meet the academic requirements for more than two semesters (consecutive or nonconsecutive).

### Advising

The School of Education Office of Student Support Services assists candidates in achieving their educational and professional goals by providing group and individualized academic advisement. A candidate seeking information and advice about program and degree options, course schedules, transfer credits, teacher certification requirements, or academic concerns is encouraged to contact the Office of Student Support Services on their campus at:

- **New York City**, 163 William St, 11th floor, (212) 618-6957
- **Westchester (Pleasantville)**, Buchsbaum House, (914) 773-3571

### Career Services

At Pace, your academic learning is integrated with real-world experience through internships and case studies. Pace's relationships with the schools in the region bring you unparalleled opportunities to work in diverse educational settings.

Pace University's Office of Career Services offers a comprehensive array of services at no cost to students. Professional career counselors will help you define your goals, plot a career change, or develop job search strategies and interview skills. And these benefits are for life—alumni are always welcome to come back to Pace for personalized career assistance. Services include:

- Job-search databases and access to online job postings
- Hundreds of alumni career advisers and an instant network of great contacts
- Interviewing workshops
- Credential files
- Campus recruiting programs and career fairs
- Job referrals



# STUDENT ORGANIZATIONS

## Pi Lambda Theta

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Pi Lambda Theta (PLT) is an International Honor and Professional Association in Education. Our purpose is to recognize individuals of superior scholastic achievement and high potential for professional leadership, and to stimulate independent thinking educators who can ask critical questions to improve educational decision making. Members of PLT must have a minimum QPA of 3.7 and are either seniors or graduate students obtaining a degree in education.

## STATE CERTIFICATION OPTIONS

Pace University programs lead to two different levels of New York State teaching certificates, the Initial Certificate and the Professional Certificate. An Initial Certificate is the minimal certificate required to teach in public schools in the State of New York. The academic requirements for the Initial Certificate are met through all Pace teacher preparation programs. To continue to teach in New York, a student must ultimately obtain a Professional Certificate.

Additional information regarding New York State Teaching Certificates including time limits and specific criteria can be obtained at [www.nysed.gov](http://www.nysed.gov). For information on certificate requirements in another state, students should contact the teacher certification bureau for that state. Pace programs meet the academic requirements for certification in most other states, especially those states that are, like New York, members of the Interstate Certification Compact.

Additional teaching certificates and extensions allow the holder of a certificate to teach an additional student population, grade, or subject. Each certificate or extension requires additional coursework, field-based experiences and/or certification examination(s). Within Pace University programs, students can become eligible for the following specialty certificates and extensions:

- Bilingual Education Extension
- TESOL Education Extension
- Literacy Specialist Advanced Certificate
- Middle Level Education Extension to Grades 5-6
- Middle Level Education Extension to Grades 7-9
- Adolescent Special Education Advanced Certificate
- Childhood Special Education Advanced Certificate

Please discuss additional certificates and extensions with your adviser or the Director of Student Support Services.

New York State requires that candidates for all teaching certificates successfully complete New York State Teacher Certification

## NEW YORK STATE CERTIFICATION EXAMINATIONS

Examinations (NYSTCE).

Candidates will be required to pass the following exams for initial certification:

- the Teacher Performance Assessment (EdTPA),
- the Educating All Students Test (EAS), and
- the Content Specialty Test (CST) for each certificate area sought.

Pace University integrates information about, and preparation for, these examinations throughout each of our programs, and has a variety of resources available on the School of Education Web site's Certification Information and Resources pages. Students seeking certification in other states are required to pass examinations specified by that state. Information is also available on each state's education department Web site.

# GRADUATE DEGREE PROGRAMS

## Masters of Science in Education (MSEd)

### Educational Leadership-School District Business Leader, MSEd

#### Graduate Program Information

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##### Online

##### About

The ever-changing demands on our public schools require administrative leaders who can successfully manage the vital business functions for success and sustainability. The Pace University School District Business Leader online program prepares flexible, visionary and reflective school business leaders with the skills necessary to create and sustain financial and operational functions within a school district to help ensure the quality of learning for all students. Instruction is online and participants will work with a cohort of peers within a professional network.

This 36-credit program will lead to a master's degree in Educational leadership, specializing in School District Business Leadership. This program consists of a five-semester program (two academic years and a summer) and includes a 600-hour internship (six credits of the program). Candidates will be required to successfully complete the required New York State Certification Examination for School District Business Leader to earn State certification.

We require the GRE-Graduate Record Examination—General Test. Performance on the GRE will not outweigh the other required criteria in your application.

##### For

Professionals who hold a master's degree (in education, business or other fields) and want to help shape public education by taking on non-instructional leadership positions to successfully manager public schools' various business functions.

##### How you learn

The online program was developed by the School of Education faculty at Pace University and is offered in partnership with the Putnam/Northern Westchester BOCES Center for Educational Leadership. The MSEd in Educational Leadership-School District Business Leader program, which is offered online, requires active involvement and provides ongoing feedback to support student learning and skill development. There are multiple opportunities for group interaction through Blackboard's "Discussion Board," group assignments, and the weekly synchronous sessions. Students will be part of an online learning community who share similar interests and career goals.

##### Career outcomes

The role of a School District Business Leader is becoming increasingly important in a new era of unprecedented public scrutiny and calls for accountability in the management of our schools and the resources to educate our youth. Both tracks of this program will prepare candidates and graduates for the challenges and requirements for New York State certification as a School District Business Leader. Career possibilities include roles in certificated positions such as Assistant Superintendent for Business.

##### Schedule and Tuition

A new cohort of the School District Business Leader Program begins each Fall. Degree coursework will be completed over two years, in Fall, Spring and Summer sessions. The Internship component, EEL 696, will be taken at 1.5 credits over four (four) semesters. Please consult the program coordinator or the School of Education Web site for more detailed information.

For more information about admission requirements, tuition and the program schedule, please contact Thomas P. Higgins Jr., EdD, Educational Leadership Program Coordinator in Westchester, at (914) 773-3780 or thiggins@pace.edu

#### Graduate Program Curriculum (36 credits)

##### Year One, Fall

EEL 612	Strategic Planning for Educational Leaders	3
EEL 607	Educational Budgeting	3

##### Year One, Spring

EEL 600	Community and Inclusive School Leadership	3
EEL 602	Technology, Data Management and Analysis for Educational Leader	3
EEL 696	Internship and Seminar in Educational Administration	1.5 - 6

##### Year One, Summer

EEL 601	Educational Law and School Leadership	3
EEL 696	Internship and Seminar in Educational Administration	1.5 - 6
EEL 673	Facilities Planning	
EEL 674	Labor Relations	3

**Year Two, Fall**

EEL 605	Management of the Inclusive Setting	3
EEL 606	Educational Accounting	3
EEL 696	Internship and Seminar in Educational Administration	1.5 - 6

**Year Two, Spring**

EEL 609	Finance Law	3
EEL 610	School District Leadership in Inclusive Settings	3
EEL 696	Internship and Seminar in Educational Administration	1.5 - 6

## Educational Leadership-School District Business Leader, MEd & Master's in Public Administration (MPA)

### Graduate Program Information

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**Online****About**

The ever-changing demands on our public schools require administrative leaders who can successfully manage the vital business functions for success and sustainability. The Pace University School District Business Leader online program prepares flexible, visionary and reflective school business leaders with the skills necessary to create and sustain financial and operational functions within a school district to help ensure the quality of learning for all students. Instruction is online and participants will work with a cohort of peers within a professional network.

Effective 2016, the New York State Legislature requires all applicants to graduate teacher preparation and educational leadership programs to submit official scores of a standardized graduate school examination. The School of Education at Pace University is mandated to follow this new policy, and as such, we require an official score report from the GRE-Graduate Record Examination—General Test. Performance on the GRE will not outweigh the other required criteria in your application.

**For**

The **MEd in Educational Leadership-School District Business Leader & Masters in Public Administration** degree track is for professionals who want to help shape public education by taking on non-instructional leadership positions to successfully manage public schools' various business functions. Candidates who do not currently hold a master's degree will be required to take this 60-credit track to earn an MEd in Educational Leadership and an MPA in Public Administration, with both degrees awarded at the end of the program. The degree coursework, together with a 600-hour internship and successful completion of the required New York State certification exam, will qualify successful candidates for New York State certification as a School District Business Leader.

**How you learn**

The online program was developed by the School of Education faculty at Pace University and is offered in partnership with the Putnam/Northern Westchester BOCES Center for Educational Leadership. The **MEd in Educational Leadership-School District Business Leader & Masters in Public Administration** program, which is offered online, requires active involvement and provides ongoing feedback to support student learning and skill development. There are multiple opportunities for group interaction through Blackboard's "Discussion Board," group assignments, and the weekly synchronous sessions. Students will be part of an online learning community who share similar interests and career goals.

**Career outcomes**

The role of a School District Business Leader is becoming increasingly important in a new era of unprecedented public scrutiny and calls for accountability in the management of our schools and the resources to educate our youth. Both tracks of this program will prepare graduates for New York State certification as a School District Business Leader. Career possibilities include roles in certificated positions such as Assistant Superintendent for Business.

**Schedule and Tuition**

For more information about admission requirements, tuition and the program schedule, please contact Thomas P. Higgins Jr., EdD, Educational Leadership Program Coordinator in Westchester, at (914) 773-3780 or [thiggins@pace.edu](mailto:thiggins@pace.edu)

**MPA Coursework (24 credits)**

## Required Coursework

PAA 601	Public Administration and its Environment	3
PAA 603	Economics of Government, Health Care and Nonprofit Entities	3
PAA 606	Research Design for Administrators	3
PAA 699	Capstone Project Seminar	3

Students will also complete 12 credits in either the Government Track or Non-Profit Management Track:

**Government Track**

PAA 630	Intergovernmental Relations	1 - 3
PAA 641	Municipal Management	3
PAA 632	Policy Studies	3
PAA 644	Seminar in Government Management	3

**Non-Profit Track**

PAA 670	The Not-for-Profit Sector	3
PAA 671	Law and Board Governance for Not-for-Profit Managers	3
PAA 673	Financial Resource Development for Not-for-Profits	3
PAA 681	Advanced Seminar for Not-for-Profit Management Issues	3

**MSEd-School District Business Leader Program (36 credits)****Year One, Fall**

EEL 612	Strategic Planning for Educational Leaders	3
EEL 607	Educational Budgeting	3

**Year One, Spring**

EEL 600	Community and Inclusive School Leadership	3
EEL 602	Technology, Data Management and Analysis for Educational Leader	3
EEL 696	Internship and Seminar in Educational Administration	1.5 - 6

**Year One, Summer**

EEL 601	Educational Law and School Leadership	3
EEL 696	Internship and Seminar in Educational Administration	1.5 - 6
EEL 673	Facilities Planning	
EEL 674	Labor Relations	3

**Year Two, Fall**

EEL 606	Educational Accounting	3
EEL 605	Management of the Inclusive Setting	3
EEL 696	Internship and Seminar in Educational Administration	1.5 - 6

**Year Two, Spring**

EEL 609	Finance Law	3
EEL 610	School District Leadership in Inclusive Settings	3
EEL 696	Internship and Seminar in Educational Administration	1.5 - 6

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# Literacy Specialist and Special Education (Adolescent Track), MSEd

## Graduate Program Information

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### DESCRIPTION

The Dual Certification for Literacy and Special Education offered on the New York and Pleasantville campuses provides a program of teacher education to students in the fields of both content area literacy and special education. Classes are offered in Research, Differentiated Teaching Methods, Diagnosis and Assessment, Technological Integration, Writing and Media Production, and Literature. The 39-credit degree permits students to develop a solid level of competence in the field, grounded in teaching a diverse population of students with ranges in achievement competencies. Classes will be offered through face-to-face, hybrid, and online coursework in lecture, field experiences, and practica experiences.

The practica will take place in the final semester in which the candidates complete 50-hours in Literacy in Adolescent (in young adolescent and then high school level placements) tracks as was chosen, and also in 40 full-time days in the same track in Special Education. In some circumstances, the required practica can take place over two full semesters in after-school hours.

### CERTIFICATION

Special Education (7-12) AND Literacy Specialist in Adolescent (5-12)

#### Graduate Curriculum

##### Fall 1

ED 755B	Literacy Instruction & Technological Applications for a Diverse Population of Middle Grade Students	3
EDG 607	Supporting Positive Behavior and Autonomy	3
ED 671	Assessment, Diagnosis, Evaluation and Instructional Planning	2 - 3

##### Spring 1

ED 650	Research/Theory in Developing Literacy	3
ED 757	Adolescent Content Literacies in Culturally & Linguistically Diverse Settings (Grades 9-12)	3
ED 677	Literacy for Children with Special Needs	3

##### Summer 1-1

ED 652	Assessment in Literacy: Grades B - 12	3
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##### Summer 2-1

ED 754	Literature and Digital Storytelling	3
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##### Fall 2

EDG 618	Individual Program Planning	3
ED 758	Instructional Approaches for Tchng Writing, Digital Cmpsnng, & Media Prdctn for a Diverse Pop of Stds	3
ED 690	Teacher as Researcher	3

##### Spring 2

ED 694B	Literacy Practicum II Grades 5-12	3
ED 679	Practicum in Special Education	3 - 6

**Total Credit Hours: 39**

Subtotal: 36

# Literacy Specialist and Special Education (Childhood Track), MEd

## Graduate Program Information

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### DESCRIPTION

The Dual Certification for Literacy and Special Education offered on the New York and Pleasantville campuses provides a program of teacher education to students in the fields of both content area literacy and special education. Classes are offered in Research, Differentiated Teaching Methods, Diagnosis and Assessment, Technological Integration, Writing and Media Production, and Literature. The 39-credit degree permits students to develop a solid level of competence in the field, grounded in teaching a diverse population of students with ranges in achievement competencies. Classes will be offered through face-to-face, hybrid, and online coursework in lecture, field experiences, and practica experiences.

The practica will take place in the final semester in which the candidates complete 50-hours in Literacy in the Childhood (in early and then intermediate leveled placements tracks as was chosen, and also in 40 full-time days in the same track in Special Education. In some circumstances, the required practica can take place over two full semesters in after-school hours.

### CERTIFICATION

Special Education (grades 1-6) AND Literacy Specialist in Childhood (pre-k - Grade-6) Track

#### Graduate Curriculum

##### Fall 1

ED 755B	Literacy Instruction & Technological Applications for a Diverse Population of Middle Grade Students	3
EDG 607	Supporting Positive Behavior and Autonomy	3
ED 671	Assessment, Diagnosis, Evaluation and Instructional Planning	2 - 3

##### Spring 1

ED 650	Research/Theory in Developing Literacy	3
ED 655A	Early Literacy Development in Culturally and Linguistically Diverse Settings	3
ED 677	Literacy for Children with Special Needs	3

##### Summer 1-1

ED 652	Assessment in Literacy: Grades B - 12	3
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##### Summer 2-1

ED 754	Literature and Digital Storytelling	3
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##### Fall 2

EDG 618	Individual Program Planning	3
ED 758	Instructional Approaches for Tchng Writing, Digital Cmpsnng, & Media Prdctn for a Diverse Pop of Stds	3
ED 690	Teacher as Researcher	3

##### Spring 2

ED 693B	Literacy Practicum II: Birth - Grade 6	3
ED 679	Practicum in Special Education	3 - 6

**Total Credit Hours: 36**

Subtotal: 36

# Literacy Specialist and TESOL, MEd

## Graduate Program Information

The **Literacy Specialist and TESOL (Teaching English to Speakers of Other Languages) MEd** is a dual degree program for certified teachers that seek to enhance their careers. With a focus on instruction and literacy development, this program is ideal for teachers with linguistically and culturally diverse classrooms. The Literacy Specialist and TESOL MEd connects **language** knowledge fundamentals with attention to **cultural** experiences, for today's **globalized** classroom.

## PROGRAM OVERVIEW

The Literacy and TESOL MEd, modeled after the current Literacy MEd and TESOL programs, integrates contemporary theory and practice in a variety of educational areas including language and literacy development, culturally responsive teaching, digital literacies, children and adolescent literature, as well as learning strategies for children who struggle to read or write.

## FIELD EXPERIENCE

Literacy and TESOL students complete substantial fieldwork and mentored experiences that surpass state requirements. Candidates can choose from our faculty-led abroad courses in Italy or Ecuador as one of their required TESOL courses.

## CERTIFICATION AND CAREER OUTCOMES

Graduates leave Pace with the knowledge and skills to lead and meet the changing educational needs of their communities. Some career options include:

- K-12 ESOL Teachers and Literacy Specialists;
- Literacy/TESOL Coaches who assist teachers in developing curriculum that better serve student's cultural differences.

## REQUIREMENTS:

- New York State classroom teaching certificate (Initial or Professional)
- A bachelor's degree or higher from an accredited institution (official transcripts documenting degree must be submitted).
- A minimum cumulative GPA of 3.0 or equivalent.
- Submission and review of official transcripts from ALL institutions attended.
- Completion of the application process, including a personal statement, two letters of recommendation, and, in some cases, an admission interview.
- Twelve (12) credits of study in a language other than English or equivalent. Missing credits can be taken after admissions.

### Graduate Program Curriculum

#### Fall 1

ED 556A	CMA:Teaching Eng Language & Literacy to Culturally & Linguistically Diverse Students	3
ED 755B	Literacy Instruction & Technological Applications for a Diverse Population of Middle Grade Students	3
ED 551	Foundations of Bilingual Education	3

#### Spring 1

ED 650	Research/Theory in Developing Literacy	3
EDG 605	General Assessment	3
ED 556B	CMA: Teaching Culturally & Linguistically Diverse Students across the Content Areas	3

#### Summer 1-1

ED 557	Linguistics and Grammar for Language Teachers	3
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#### Fall 2

ED 655A	Early Literacy Development in Culturally and Linguistically Diverse Settings or	3
ED 757	Adolescent Content Literacies in Culturally & Linguistically Diverse Settings (Grades 9-12)	3
ED 690	Teacher as Researcher	3
ED 677	Literacy for Children with Special Needs	3

**Spring 2**

ED 693B	Literacy Practicum II: Birth - Grade 6	3
	or	
ED 694B	Literacy Practicum II Grades 5-12	3
ED 559	Student Teaching or Practica for TESOL Candidates	3

**Total Credit Hours: 36**

Subtotal: 36



# Literacy Specialist, MEd

## Graduate Program Information

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### Online

#### For

Individuals with a teaching certificate in childhood or adolescent education who want to become certified literacy specialists.

#### What you learn

Graduates of this 30-credit hour online program will gain an understanding of the interrelationships among language acquisition, cognitive and metacognitive processes, and literacy development; and develop strategies for working with teachers and students to support children with literacy needs at all levels of competencies.

#### How you learn

You choose between an Early Childhood/Childhood (birth–grade 6) or Middle Childhood/Adolescent (grades 5–12) concentration and, after a 12-credit core curriculum, you then take a 12-credit sequence of courses in your concentration. These courses are available online.

Your program culminates in a one-semester practicum with clinical and school experiences and a related teacher-as-researcher course project.

The Pace University Center for Literacy Enrichment on the White Plains Campus may be a setting for your internship and research project. For more than 25 years, the Center has provided instruction to improve the reading and writing of elementary and middle school children, with emphasis on literature.

#### Career outcomes

Candidates who complete this program are eligible for an advanced or professional certificate in the teaching of literacy to Early Childhood/Childhood (birth–grade 6) or Middle Childhood/Adolescent (grades 5–12) students.

#### Prerequisites

Candidates must have a bachelor's degree or higher from an accredited institution, with a minimum GPA of 3.0. (Upon the recommendation of the dean, graduate faculty admissions committee, or the director of Student Support Services, candidates whose GPA is less than 3.0 may be admitted on a conditional basis, provided that it is determined that the candidate has the necessary knowledge and skills to complete the program successfully.) Candidates must also have a Provisional, Initial, or Professional teaching certificate or comparable certificate from another state. Candidates must also have transcripts demonstrating arts and sciences, content-area major, and pedagogical core consistent with our program requirements. We require the GRE-Graduate Record Examination—General Test. Performance on the GRE will not outweigh the other required criteria in your application.

### Graduate Program Curriculum (30 credits)

#### Track 1

#### Early Childhood/Childhood Concentration (Birth-Grade 6)

##### Core Requirements (12 credits)

ED 650	Research/Theory in Developing Literacy	3
ED 758	Instructional Approaches for Tchng Writing, Digital Cmpsnng, & Media Prdctn for a Diverse Pop of Stds	3
ED 677	Literacy for Children with Special Needs	3
ED 652	Assessment in Literacy: Grades B - 12	3
TCH 211A	Child Abuse and Violence Prevention	
TCH 211D	DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	

##### Early Childhood/Childhood Concentration (12 credits)

ED 754	Literature and Digital Storytelling	3
ED 655A	Early Literacy Development in Culturally and Linguistically Diverse Settings	3
ED 755B	Literacy Instruction & Technological Applications for a Diverse Population of Middle Grade Students	3
Elec 000	Elective	3

##### Practica and Capstone Experience (6 credits)

ED 693B	Literacy Practicum II: Birth - Grade 6	3
ED 690	Teacher as Researcher	3

**Total Credits: 30**

#### Track 2

#### Middle Childhood/Adolescent Concentration (Grades 5–12)

##### Core Requirements (12 credits)

ED 650	Research/Theory in Developing Literacy	3
ED 758	Instructional Approaches for Tchng Writing, Digital Cmpsng, & Media Prdctn for a Diverse Pop of Stds	3
ED 677	Literacy for Children with Special Needs	3
ED 652	Assessment in Literacy: Grades B - 12	3
TCH 211A	Child Abuse and Violence Prevention	
TCH 211D	DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	
<b>Middle Childhood/Adolescent Concentration (12 credits)</b>		
ED 754	Literature and Digital Storytelling	3
ED 757	Adolescent Content Literacies in Culturally & Linguistically Diverse Settings (Grades 9-12)	3
ED 755B	Literacy Instruction & Technological Applications for a Diverse Population of Middle Grade Students	3
Elec 000	Elective	3
<b>Practica and Capstone Experience (6 credits)</b>		
ED 694B	Literacy Practicum II Grades 5-12	3
ED 690	Teacher as Researcher	3

**Total Credits: 30**

# Special Education, MSEd

## Graduate Program Information

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### New York City and Westchester Campuses

#### For

Certified childhood or adolescent teachers who want to become specialists in teaching students with disabilities.

#### What you learn

Become prepared to work with students who have disabilities. Deepen your knowledge about the characteristics of typical and atypical learners. Learn how to effectively use inclusive practices and differentiated instruction for students with special needs and learning styles.

#### How you learn

The 30-credit master's program is organized into three interrelated strands that integrate theory, technique, and practice in instruction and assessment.

The program culminates in a one-semester, full-time practicum in a classroom setting and a related, teacher-as-researcher course that includes an action research project.

#### Career outcomes

After completing the program, candidates are eligible for an initial or professional certificate in teaching students with disabilities.

#### Prerequisites

Candidates must have a bachelor's degree or higher from an accredited institution and must submit an official transcript. Minimum GPA of 3.0. (Upon the recommendation of the dean, graduate faculty admissions committee, or the director of Student Support Services, candidates whose GPA is less than 3.0 may be admitted on a conditional basis, provided that it is determined that the candidate has the necessary knowledge and skills to complete the program successfully.)

Provisional or Initial New York State teaching certificate or comparable certificate from another state. The age level of the certificate held at program entry will determine the level of the certification in teaching students with disabilities for which the student will be eligible. Specifically, individuals with certification in teaching students at the Childhood level will be eligible for entry into the program leading to certification in teaching students with disabilities in Childhood Education; and those with certification in teaching Adolescents may enter the program leading to certification in teaching students with disabilities in Adolescent Education.

Candidates must also have transcripts demonstrating arts and sciences, content area major, and pedagogical core consistent with our program requirements. For candidates seeking adolescent certification, in addition to meeting the general requirements for the content core, which includes a major, concentration, or the equivalent in one or more of the liberal arts and sciences, additional requirements include six semester hours in each of the following subjects: math, science, English language arts, and social studies to provide an academic foundation to prepare the candidate to teach to the state's learning standards and to teach in supportive roles such as consultant teachers, resource-room service providers, and integrated co-teachers. Two of the courses must be at the 200 or above level.

We require the GRE-Graduate Record Examination—General Test. Performance on the GRE will not outweigh the other required criteria in your application.

### Graduate Program Curriculum (30 credits)

#### Special Education Core (15 credits)

ED 650	Research/Theory in Developing Literacy	3
ED 670	Trends and Issues in Special Education	3
ED 671	Assessment, Diagnosis, Evaluation and Instructional Planning	2 - 3
ED 675	Students with Severe Disabilities	3
ED 677	Literacy for Children with Special Needs	3
TCH 211A	Child Abuse and Violence Prevention	
TCH 211D	DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	

#### Choose One Strand

##### Childhood Strand (9 credits)

ED 672	Differentiating Curriculum and Instruction	3
EDG 607	Supporting Positive Behavior and Autonomy	3
EDG 618	Individual Program Planning	3

##### Adolescent Strand (9 credits)

EDG 607	Supporting Positive Behavior and Autonomy	3
EDG 616	Cross-Disciplinary Instruction and Assessment in Inclusive Adolescent Classroom	3
EDG 618	Individual Program Planning	3

**Special Education Core II (6 credits)**

ED 679                      Practicum in Special Education  
ED 690                      Teacher as Researcher

3 - 6  
3

**Total Credits: 30**

# Master of Science for Teachers (MST)

## Adolescent General Education, MST

### Graduate Program Information

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#### New York City and Westchester Campus

The MST in Adolescent Education program prepares candidates to become knowledgeable to teach subject-specific content to all adolescent students, including students with disabilities and those who are culturally and linguistically diverse.

Candidates will engage in a 30-credit program that provides content and practices appropriate to inclusive classrooms, and provides candidates with clinically-enhanced experiences throughout the program. This program will lead to certification in adolescent education in a content area.

#### Prerequisites

Criteria for full admission include bachelor's degree or higher from an accredited institution, undergraduate GPA of 3.0 or above, submission and review of official undergraduate transcripts documenting completion of Pace distribution requirements for the liberal arts and sciences, positive recommendations, a major or concentration in the liberal arts and sciences and no more than 6 credits of deficiencies in required coursework. Upon the recommendation of the Director of Student Support Services or program coordinators, candidates whose GPA is less than 3.0 may be admitted on a conditional/provisional basis, provided that it is determined that the candidate has the necessary knowledge and skills to complete the program successfully.

We require the GRE-Graduate Record Examination-General Test. Performance on the GRE will not outweigh the other required criteria in your application.

#### Graduate Program Curriculum (30 credits)

The program will include a total of 100 hours of fieldwork, in addition to one (1) semester one student teaching.

#### Degree Requirements (30 credits)

EDG 601	Social Foundations	1.5
EDG 602	Adolescent Development	1.5
EDG 605	General Assessment	3
EDG 606	Learning Environments	3
EDG 609	Language, Literacy, and Global Perspectives	3
EDG 610	General Methods in Inclusive Adolescent Classrooms	3
EDG 617	Inclusive Literacy Assessment and Instruction	4
EDG 620	Educational Research for Teaching	3
EDG 621	Seminar in Inclusive	2 - 3
EDG 622	Clinical Practice in Teaching Adolescents and Teaching Adolescent Students with Disabilities	3
TCH 211A	Child Abuse and Violence Prevention	
TCH 211D	DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	

#### Pick One Course Below For 3 Credits

EDG 611	Mathematics Instruction and Assessment in Inclusive Adolescent Classrooms	3
	OR	
EDG 612	English Language Arts Instruction and Assessment In Inclusive Adolescent Classrooms	3
	OR	
EDG 613	Social Studies Instruction and Assessment in Inclusive Adolescent Classrooms	3
	OR	
EDG 614	Science Instruction and Assessment in Inclusive Adolescent Classrooms	3
	OR	
EDG 615	World Languages Instruction and Assessment in Inclusive Adolescent Classrooms	3

**Total Credit Hours: 30**

# Childhood and Adolescent Education, MST

## Graduate Program Information

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### Adolescent Education, both New York City and Westchester Campuses

### Childhood Education, both New York City and Westchester Campuses

#### **For**

Career changers and college graduates who want to teach, but do not have an undergraduate degree in education.

#### **What you learn**

The pedagogical knowledge, skills, and dispositions necessary to become a successful classroom teacher, both in general childhood (grades 1–6) or adolescent (grades 7–12) classrooms.

#### **You choose one of two tracks**

The Childhood Education program prepares candidates to teach children in grades 1–6. The Adolescent Education program prepares candidates to teach adolescents in grades 7–12 in a selected specialty subject—biology, chemistry, earth science, English, languages other than English, mathematics, physics or social studies.

#### **How you learn**

This program provides a focused exploration into the organization of schools, the different ways that students learn, and the adaptation of teaching methods to meet the needs of individual students.

There is a common 12-credit core and a 15-credit specialty track. Students conclude with a 9-credit capstone experience that includes:

- A one-semester, full-time student-teaching experience
- A research course
- A capstone project

#### **Career outcomes**

After completing the program and passing the New York State Teacher Certification Exams, candidates are eligible for initial teaching certification in Childhood or Adolescent Education in New York State.

#### **Prerequisites**

Candidates must have a bachelor's degree or higher from an accredited institution, with a minimum GPA of 3.0. (Upon the recommendation of the director of Student Support Services, candidates whose GPA is less than 3.0 may be admitted on a conditional basis, provided that it is determined that the candidate has the necessary knowledge and skills to complete the program successfully.) Adolescent-level candidates must have majored in the subject to be taught (or have enough appropriate credits in the subject). Childhood-level candidates must have majored in the liberal arts and sciences or its equivalent. All candidates must meet additional liberal arts and sciences course requirements mandated by New York State.

We require the GRE-Graduate Record Examination-General Test. Performance on the GRE will not outweigh the other required criteria in your application.

# Childhood Education, MST

## Graduate Program Information

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### Childhood Education, both New York City and Westchester Campuses

#### For

Career changers and college graduates who want to teach, but do not have an undergraduate degree in education.

#### What you learn

The pedagogical knowledge, skills, and dispositions necessary to become a successful classroom teacher in general childhood (grades 1–6) classrooms.

#### How you learn

This 36-credit program provides a focused exploration into the organization of schools, the different ways that students learn, and the adaptation of teaching methods to meet the needs of individual students.

There is a common 15-credit core and a 15-credit specialty track. Students conclude with a 6-credit capstone experience that includes:

- A one-semester, full-time student-teaching experience
- A research course
- A capstone project

#### Career outcomes

After completing the program and passing the New York State Teacher Certification Exams, candidates are eligible for initial teaching certification in Childhood Education in New York State.

#### Prerequisites

Candidates must have a bachelor's degree or higher from an accredited institution, with a minimum GPA of 3.0. (Upon the recommendation of the director of Student Support Services, candidates whose GPA is less than 3.0 may be admitted on a conditional basis, provided that it is determined that the candidate has the necessary knowledge and skills to complete the program successfully.) Childhood-level candidates must have majored in the liberal arts and sciences or its equivalent. All candidates must meet additional liberal arts and sciences course requirements mandated by New York State.

We require the GRE-Graduate Record Examination—General Test. Performance on the GRE will not outweigh the other required criteria in your application.

### Graduate Program Curriculum (36 credits)

#### Core Courses (15 credits)

TCH 211A	Child Abuse and Violence Prevention	
TCH 211D	DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	
EDG 601	Social Foundations	1.5
	AND	
EDG 602C	Child Development	1.5
EDG 605	General Assessment	3
EDG 606	Learning Environments	3
EDG 609	Language, Literacy, and Global Perspectives	3
EDG 610	General Methods in Inclusive Adolescent Classrooms	3

#### Childhood Track (15 credits)

EDG 623	Health, Wellness, and Movement in Elementary Education	1
EDG 624	Applied Arts in the classroom	1
EDG 626	Literacy Methods for Diverse Populations (K-6)	3
EDG 627	Literacy Methods in Social Studies and Content Area Learning	4
EDG 636	Childhood Science Teaching Methods	3

\*Please note that EDG 637: Childhood Math Teaching Methods (3 Credits) is also required and brings the total Childhood Concentration credit hours to 15.

#### Capstone Experience (6 credits)

ED 691	Student Teaching and Seminar in the Childhood Classroom	0 - 6
EDG 620	Educational Research for Teaching	3

**Total Credits: 36**

# Childhood and Childhood Special Education, MST

## Graduate Program Information

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### New York City and Westchester Campuses

#### For

Career changers and college graduates who want to teach elementary age children (grades 1-6), but do not have an undergraduate degree in education.

#### What you learn

The pedagogical knowledge, skills, and disposition necessary to become a successful classroom teacher, both in general elementary and special education classrooms.

#### How you learn

This 47-credit program provides a focused exploration into the organization of schools, the different ways that students learn, and the adaptation of teaching methods to meet the needs of individual students with and without disabilities in inclusive and self-contained settings.

#### Career outcomes

After completing the program and passing the New York State Teacher Certification Exams, candidates are eligible for initial teaching certifications in Childhood Education (grades 1–6) and Students with Disabilities (grades 1–6) in New York State.

#### Prerequisites

Candidates must have a bachelor's degree or higher from an accredited institution, with a minimum GPA of 3.0. (Upon the recommendation of the director of Student Support Services, candidates whose GPA is less than 3.0 may be admitted on a conditional basis, provided that it is determined that the candidate has the necessary knowledge and skills to complete the program successfully.) Childhood-level candidates must have majored in the liberal arts and sciences or its equivalent. All candidates must meet additional liberal arts and sciences course requirements mandated by New York State.

We require the GRE-Graduate Record Examination—General Test. Performance on the GRE will not outweigh the other required criteria in your application.

### Graduate Program Curriculum (47 credits)

#### Core Courses (15 credits)

TCH 211A	Child Abuse and Violence Prevention	
TCH 211D	DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	
EDG 601	Social Foundations And	1.5
EDG 602C	Child Development	1.5
EDG 605	General Assessment	3
EDG 606	Learning Environments	3
EDG 609	Language, Literacy, and Global Perspectives	3
EDG 610	General Methods in Inclusive Adolescent Classrooms	3

#### Childhood Concentration (Gr. 1-6) (15-Credits)

EDG 623	Health, Wellness, and Movement in Elementary Education	1
EDG 624	Applied Arts in the classroom	1
EDG 626	Literacy Methods for Diverse Populations (K-6)	3
EDG 627	Literacy Methods in Social Studies and Content Area Learning	4
EDG 636	Childhood Science Teaching Methods	3

\*Please note that EDG 637: Childhood Math Teaching Methods (3 Credits) is also required, for a total of 15 credit hours in the Childhood Concentration.

#### Special Education Concentration - 8 Credits

EDG 607	Supporting Positive Behavior and Autonomy	3
EDG 618	Individual Program Planning	3

\*Please note that ED 671: Assessment, Diagnosis, Evaluation, and Instructional Planning (2 Credits) is also required, for a total of 8 credit hours in the Special Education Concentration.

#### Capstone Experience (9 credits)

ED 690	Teacher as Researcher	3
EDG 691	Student Teaching and Seminar in the Childhood Classroom	3 - 6
ED 679	Practicum in Special Education	3 - 6



# Childhood Education and Bilingual Education MST

## Graduate Program Information

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### New York City and Westchester Campus

#### About

The Master of Science for Teachers (MST) in Childhood and Bilingual Education is a 48-credit program which prepares candidates with bilingual and second language teaching methodologies to educate children in grades 1–6. Differentiated instruction is emphasized, and technology is incorporated into all aspects of the program to successfully provide standards-based, practical education to all students at the elementary level.

#### Program Overview

Every MST candidate enrolled in our program is challenged to reflect on his or her prior notions about schools, classrooms, teaching, and learning. Candidates learn the theories, strategies, and methods for teaching English Learners, apply sociolinguistic knowledge contexts and language development to instruction and experience a range of fieldwork experiences under the guidance of supervisors, faculty and mentor-teachers. Study abroad courses can be substituted for Bilingual courses or core requirements with approval.

#### Field Experience

Students will complete 100 hours of fieldwork that follows a clinically-rich model, integrated with intensive coursework, in collaboration with partner schools. Student teaching will be completed in childhood classrooms, as well as practicum experience in Bilingual.

#### Certification and Career Outcomes

Graduates who pass the New York State Certification Exams will become dual certified to teach Childhood grades 1-6 and a Bilingual Extension. Career options include Childhood teachers who provide support to English Language Learners (ELL) in dual language programs, or as English as a New Language (ENL) teachers.

#### Core Requirements (12 Credits)

EDG 601	Social Foundations	1.5
EDG 602C	Child Development	1.5
EDG 605	General Assessment	3
EDG 610	General Methods in Inclusive Adolescent Classrooms	3
EDG 606	Learning Environments	3

#### Childhood Requirements (15 Credits)

EDG 626	Literacy Methods for Diverse Populations (K-6)	3
EDG 627	Literacy Methods in Social Studies and Content Area Learning	4
ED 636	Methods: Science Interdisciplinary Teaching, Grades 1-6	3
ED 637	Methods: Mathematics Interdisciplinary Teaching, Grades 1-6	3
EDG 623	Health, Wellness, and Movement in Elementary Education	1
EDG 624	Applied Arts in the classroom	1

#### TESOL Requirements (12 Credits)

ED 551	Foundations of Bilingual Education	3
ED 556A	CMA: Teaching Eng Language & Literacy to Culturally & Linguistically Diverse Students	3
ED 556B	CMA: Teaching Culturally & Linguistically Diverse Students across the Content Areas	3
ED 553	Methods and Materials of Teaching in Pre K-6 in the Bilingual Classroom	3

#### Capstone Requirements (9 Credits)

EDG 620	Educational Research for Teaching	3
ED 691	Student Teaching and Seminar in the Childhood Classroom	0 - 6

**Total: 48 Credits**

# Childhood Education and TESOL International MST

## Graduate Program Information

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The Master of Science for Teachers (MST) in Childhood Education and TESOL program prepares candidates to teach children in grades 1–6, in addition to becoming certified to teach English to Speakers of Other Languages. Students gain knowledge to successfully combine the teaching of both general education and specialized study of language development as well as differentiated instruction methods to English language learners.

### PROGRAM OVERVIEW

Every MST candidate enrolled in our program is challenged to reflect on his or her prior notions about schools, classrooms, teaching, and learning. Candidates learn the theories, strategies, and methods for teaching English Learners, apply sociolinguistic knowledge contexts and language development to instruction, and experience a range of fieldwork experiences under the guidance of supervisors, faculty, and mentor-teachers. Study abroad courses can be substituted for TESOL courses or core requirements with approval.

### FIELD EXPERIENCE

Students will complete 100 hours of fieldwork that follows a clinically-rich model, integrated with intensive coursework, in collaboration with partner schools. Student teaching will be completed in childhood classrooms, as well as practicum experience in TESOL.

### CERTIFICATION AND CAREER OUTCOMES

Graduates who pass the New York State Certification Exams will become certified to teach Childhood grades 1-6 and TESOL Education in grades K-12. Career options include Childhood teachers who provide support to English Language Learners (ELL) in dual language programs, or as English as a New Language (ENL) teachers.

### PRIOR TO STUDENT TEACHING in Childhood STUDENTS MUST COMPLETE:

- 100 hours of fieldwork through coursework
- Workshops on child abuse/school violence prevention (TCH 211A), anti-bullying (DASA) (TCH 211D)
- Any Course deficiencies identified at admissions.
- Take the CST in Childhood
- Additionally, Childhood candidates also have to pass the EAS & edTPA Childhood Education for certification. The edTPA is taken during student teaching. Passing the exams are not a requirement for degree completion.

### For ESOL Certification, candidates must:

- Have 12 credits of study in a language other than English or equivalent. Deficiencies must be completed prior to recommendation for certification.
- Take and pass the CST in ESOL exam, to be completed prior to the practicum

### Core Requirements

EDG 601	Social Foundations	1.5
EDG 602C	Child Development	1.5
EDG 605	General Assessment	3
EDG 610	General Methods in Inclusive Adolescent Classrooms	3
EDG 606	Learning Environments	3

### Childhood Requirements

EDG 626	Literacy Methods for Diverse Populations (K-6)	3
EDG 627	Literacy Methods in Social Studies and Content Area Learning	4
ED 636	Methods: Science Interdisciplinary Teaching, Grades 1-6	3
ED 637	Methods: Mathematics Interdisciplinary Teaching, Grades 1-6	3
EDG 623	Health, Wellness, and Movement in Elementary Education	1
EDG 624	Applied Arts in the classroom	1

### TESOL Requirements

ED 551	Foundations of Bilingual Education	3
ED 556A	CMA: Teaching Eng Language & Literacy to Culturally & Linguistically Diverse Students	3
ED 556B	CMA: Teaching Culturally & Linguistically Diverse Students across the Content Areas	3
ED 557	Linguistics and Grammar for Language Teachers	3

### Capstone Requirements

EDG 620	Educational Research for Teaching	3
ED 691	Student Teaching and Seminar in the Childhood Classroom	0 - 6
ED 559	Student Teaching or Practica for TESOL Candidates	3

**Total: 48 Credits**

# Early Childhood Development, Learning, and Intervention, MST

## Graduate Program Information

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### New York City Campus

#### For

Career-changers and candidates who want to teach in early childhood (birth–grade 2) developmental and/or educational settings.

#### What you learn

This program will prepare candidates to take on the many different roles in early childhood, including classroom teachers, developmental specialists, home visitors, and family support professionals.

#### How you learn

In the Early Childhood Development, Learning, and Intervention program, candidates will become knowledgeable and prepared to support the learning and development of all young children (birth–grade 2), including those who are culturally, linguistically, and ability diverse, in classroom, home, and community settings, through partnerships with families. Candidates will engage in 45 credits of coursework that blends content and practices, traditionally a part of early childhood general education and early childhood special education programs. Candidates will be required to participate in clinically rich experiences throughout the program, including four intensive internship/student teaching experiences.

#### Career outcomes

Completion of this program will lead to New York State Certification in Early Childhood Education (birth–grade 2) and Students with Disabilities (birth–grade 2).

#### Prerequisites

Candidates must have a bachelor's degree or higher from an accredited institution, with a minimum GPA of 3.0. (Upon the recommendation of the director of Student Support Services or program coordinators, candidates whose GPA is less than 3.0 may be admitted on a conditional/provisional basis, provided that it is determined that the candidate has the necessary knowledge and skills to complete the program successfully.) Candidates must also have transcripts documenting completion of Pace distribution requirements for the liberal arts and sciences, positive recommendations, and a major or concentration in the liberal arts and sciences.

We require the GRE-Graduate Record Examination—General Test. Performance on the GRE will not outweigh the other required criteria in your application.

### Graduate Program Curriculum (42 credits)

#### Core and Methods Courses (30 credits)

ED 650	Research/Theory in Developing Literacy	3
ED 655A	Early Literacy Development in Culturally and Linguistically Diverse Settings	3
ED 701	Issues and Trends in Early Childhood Development, Learning, and Intervention	3
ED 702	Understanding Young Children: Development and Developmental Transactions	3
ED 703	Family Professional Partnerships: Theories and Practices	3
ED 704	Blended Curricular Approaches in Early Childhood	3
ED 706	Creating Responsive Early Childhood Environments	3
ED 708	Early Childhood Arts, Humanities, and Social Studies: Processes and Practices	3
ED 709	Early Childhood Mathematics Development and Scientific Inquiry: Processes and Practices	3
ED 712	Developmentally Appropriate Early Childhood Assessment Practices	3
TCH 211A	Child Abuse and Violence Prevention	
TCH 211D	DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	

#### Student Teaching and Internship Courses (12 credits)

ED 710	Development Promotion and Intervention: Prenatal through Toddlerhood	3
ED 713	Early Childhood Internship	3
ED 714	Student Teaching Preschool	3

#### Capstone (3 credits)

ED 690	Teacher as Researcher	3
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**Total Credits: 45**

# Adolescent and Adolescent Special Education, MST

## Graduate Program Information

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### Westchester Campus Only

#### For

Career changers and non-education degree holders who want to become dually certified teachers of adolescent subject-specific content and students with disabilities who will also address the needs of those who are culturally and linguistically diverse.

#### What you learn

This 39-credit program provides a focused exploration into the organization of schools, the different ways that students learn, and the adaptation of teaching methods to meet the needs of secondary students with and without disabilities in inclusive and self-contained settings.

#### How you learn

This program provides an engaging blend of general education theory, pedagogy and practice with clinically-enhanced experiences.

#### Career outcomes

Completion of the MST in Adolescent and Adolescent Special Education will lead to the NYS Initial certificate in adolescent education in a content area, adolescent special education generalist, and an adolescent special education content area specialist.

#### Prerequisites

Candidates must have a bachelor's degree or higher from an accredited institution, with a minimum GPA of 3.0. (Upon the recommendation of the director of Student Support Services, candidates whose GPA is less than 3.0 may be admitted on a conditional basis, provided that it is determined that the candidate has the necessary knowledge and skills to complete the program successfully.) Candidates must have majored in the subject to be taught (or have enough appropriate credits in the subject). All candidates must meet additional liberal arts and sciences course requirements mandated by New York State, including six semester hours in each of the following subject areas: mathematics, English language arts, social studies, and science.

We require the GRE-Graduate Record Examination--General Test. Performance on the GRE will not outweigh the other required criteria in your application.

#### Additional Certification Testing Requirements

In addition to the required New York State Certification Examinations, candidates in this program will be required to take a Content Specialty Test (CST) in Teaching Students with Disabilities and a CST Multi-subject Test (7-12).

### Graduate Program Curriculum (39 credits)

#### Course Requirements (39 credits)

EDG 601	Social Foundations	1.5
EDG 602	Adolescent Development	1.5
EDG 605	General Assessment	3
EDG 606	Learning Environments	3
EDG 607	Supporting Positive Behavior and Autonomy	3
EDG 609	Language, Literacy, and Global Perspectives	3
EDG 610	General Methods in Inclusive Adolescent Classrooms	3
EDG 611-615	Content Methods and Assessment in Inclusive Adolescent Classrooms (Mathematics, English, Social Studies, Science, World Languages)	3
EDG 616	Cross-Disciplinary Instruction and Assessment in Inclusive Adolescent Classroom	3
EDG 618	Individual Program Planning	3
EDG 619	Fieldwork	3
EDG 617	Inclusive Literacy Assessment and Instruction	4
EDG 620	Educational Research for Teaching	3
EDG 621	Seminar in Inclusive	2 - 3
EDG 622	Clinical Practice in Teaching Adolescents and Teaching Adolescent Students with Disabilities	3
TCH 211A	Child Abuse and Violence Prevention	
TCH 211D	DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	

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# Teaching English to Speakers of Other Languages (TESOL), MST

## Graduate Program Information

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### **New York City and Westchester Campuses**

Candidates in the TESOL program at the Pace University will gain the skills and knowledge necessary for today's linguistically and culturally diverse classrooms. They will receive a specialized study in multilingual language and literacy development, differentiated instruction, and culturally-responsive pedagogy. TESOL is a growing field with promising career opportunities domestically and internationally. Candidates who successfully complete the program and meet requirements will be certified to teach in English as a New Language (ENL) programs in Pre-K through 12 settings.

### **For**

Career changers and college graduates who want to teach but do not have an undergraduate degree in education.

### **What you learn**

This 30-credit program provides a focused exploration of the theory, research and methods for teaching ELLs. Candidates will acquire an awareness and understanding of the sociocultural and sociolinguistic issues that impact the acquisition of English as an additional language among students. A one-semester full-time student-teaching experience rounds out the intensive study for TESOL certification.

### **Career outcomes**

Candidates who successfully complete the program and pass the New York State Teacher Certification Exams will be certified to teach English to speakers of other languages in all grade levels from Pre K-12.

### **Prerequisites/Admission Requirements**

Candidates for MST in TESOL must have a bachelor's degree or higher from an accredited institution, with a minimum GPA of 3.0. (Upon the recommendation of the director of Student Support Services, candidates whose GPA is less than 3.0 may be admitted on a conditional basis, provided that it is determined that the candidate has the necessary knowledge and skills to complete the program successfully). Candidates will submit official undergraduate transcripts documenting completion of requirements for the liberal arts and sciences; a major or concentration in the liberal arts and sciences; and at least 12 semester hours or the equivalent of study of a language other than English (LOTE). Individuals who lack the required LOTE college-level coursework may earn credits after admission by exams such as CLEP or by taking courses.

We require the GRE-Graduate Record Examination—General Test. Performance on the GRE will not outweigh the other required criteria in your application.

## **Graduate Program Curriculum (30 credits)**

### **Course Requirements (30 credits)**

Please note that all of the required courses have a required fieldwork element.

ED 551	Foundations of Bilingual Education	3
ED 556A	CMA: Teaching Eng Language & Literacy to Culturally & Linguistically Diverse Students	3
ED 556B	CMA: Teaching Culturally & Linguistically Diverse Students across the Content Areas	3
ED 557	Linguistics and Grammar for Language Teachers	3
ED 559	Student Teaching or Practica for TESOL Candidates	3
EDG 601	Social Foundations	1.5
ED 650	Research/Theory in Developing Literacy	3
ED 690	Teacher as Researcher	3
EDG 602	Adolescent Development	1.5
	OR	
EDG 602C	Child Development	1.5
EDG 605	General Assessment	3
EDG 606	Learning Environments	3
TCH 211A	Child Abuse and Violence Prevention	
	And	
TCH 211D	DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	

# Master of Science (MS)

## TESOL International, MS

### Graduate Program Information

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The Master of Science for Teaching English to Speakers of Other Languages (TESOL) International is a 30-credit program that prepares teachers of English who want to work in international settings or with adult learners in the US. Students learn the theories, strategies, and methods for teaching English to create engaging learning environments. Special emphasis is given to the teaching of writing and the use of technology for today's globalized classrooms. Students have a range of fieldwork experiences and hands-on practice teaching under the guidance of supervisors, faculty, and mentor-teachers.

### PROGRAM OVERVIEW AND FIELDWORK

This course of study integrates core (foundational) courses in education, TESOL core courses that cover theories, language acquisition and linguistics, TESOL methods, and electives. This program has been designed so that students can have a practicum experience teaching in New York City or their country of origin. The MS in TESOL International can be combined with Pace University's Global Pathways Program, which integrates academic English development with graduate study.

### CAREER OUTCOMES

Candidates who successfully complete the program will have the skills and knowledge to teach ESL to adults domestically and internationally. Sample career opportunities include:

ESL (English as a Second Language) Teachers at colleges or community-based organizations, in the United States.

Teach EFL (English as a Foreign Language) in a variety of classroom environments internationally.

#### Core Requirements

EDG 601	Social Foundations	1.5
EDG 602	Adolescent Development	1.5
EDG 605	General Assessment	3
EDG 606	Learning Environments	3
EDG 609	Language, Literacy, and Global Perspectives	3

#### TESOL Requirements

ED 556A	CMA: Teaching Eng Language & Literacy to Culturally & Linguistically Diverse Students	3
ED 556B	CMA: Teaching Culturally & Linguistically Diverse Students across the Content Areas	3
ED 557	Linguistics and Grammar for Language Teachers	3

#### Capstone Requirements

ED 690	Teacher as Researcher	3
ED 559	Student Teaching or Practica for TESOL Candidates	3

**Total Credits: 30**

# Advanced Certificates

## Adolescent Special Education

### Certificate Program Information

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#### New York City and Pleasantville Campuses

This 18-credit post-master's program prepares teachers of adolescents to educate all students in inclusive secondary classes. It enables teachers with secondary certification in a content area (e.g., social studies, math, English, science) to obtain New York State Certification as a Secondary Special Education Generalist with Content Area Specialist extension. Pace University is one of the few universities in New York to offer the courses required for this additional, and highly desirable, certification.

We require the GRE-Graduate Record Examination—General Test. Performance on the GRE will not outweigh the other required criteria in your application.

#### Certificate Curriculum

##### Course Requirements (18 credits)

ED 671	Assessment, Diagnosis, Evaluation and Instructional Planning	2 - 3
ED 677	Literacy for Children with Special Needs	3
ED 679	Practicum in Special Education	3 - 6
EDG 607	Supporting Positive Behavior and Autonomy	3
EDG 616	Cross-Disciplinary Instruction and Assessment in Inclusive Adolescent Classroom	3
EDG 618	Individual Program Planning	3
TCH 211A	Child Abuse and Violence Prevention	
TCH 211D	DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	

#### **Total Credits: 18**

Gainful Employment Disclosure for students in an approved non-degree certificate program.

## Childhood Special Education

### Certificate Program Information

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#### New York City and Pleasantville Campuses

This 18-credit post-master's program prepares teachers of children (grades 1–6) to educate all students in inclusive elementary classes. It enables teachers with childhood certification to obtain New York State Certification as a Childhood Special Education Specialist. Pace University is one of the few universities in New York to offer the courses required for this additional, and highly desirable, certification.

#### Certificate Curriculum

##### Course Requirements (18 credits)

ED 671	Assessment, Diagnosis, Evaluation and Instructional Planning	2 - 3
EDG 618	Individual Program Planning	3
EDG 607	Supporting Positive Behavior and Autonomy	3
ED 679	Practicum in Special Education	3 - 6
TCH 211A	Child Abuse and Violence Prevention	
TCH 211D	DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	
ED 677	Literacy for Children with Special Needs	3
Elec 000	Elective	3

#### **Total Credits: 18**

Gainful Employment Disclosure for students in an approved non-degree certificate program.

## Literacy Specialist

### Certificate Program Information

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#### ONLINE

The Advanced Certificate in Literacy Specialist prepares teachers to gain an understanding of the inter-relationships among language acquisition and literacy development, and to develop strategies for working with children who have language differences, literacy difficulties, and learning disabilities. All coursework may be completed online.

#### Certificate Curriculum

Choose one strand:

##### Early Childhood/Childhood Strand (21 credits)

ED 650	Research/Theory in Developing Literacy	3
ED 677	Literacy for Children with Special Needs	3
ED 652	Assessment in Literacy: Grades B - 12	3
ED 754	Literature and Digital Storytelling	3
ED 655A	Early Literacy Development in Culturally and Linguistically Diverse Settings	3
ED 755B	Literacy Instruction & Technological Applications for a Diverse Population of Middle Grade Students	3
ED 693B	Literacy Practicum II: Birth - Grade 6	3
TCH 211A	Child Abuse and Violence Prevention	
TCH 211D	DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	

##### Middle Childhood/Adolescent Strand (21 credits)

ED 650	Research/Theory in Developing Literacy	3
ED 677	Literacy for Children with Special Needs	3
ED 652	Assessment in Literacy: Grades B - 12	3
ED 754	Literature and Digital Storytelling	3
ED 757	Adolescent Content Literacies in Culturally & Linguistically Diverse Settings (Grades 9-12)	3
ED 755B	Literacy Instruction & Technological Applications for a Diverse Population of Middle Grade Students	3
ED 694B	Literacy Practicum II Grades 5-12	3
TCH 211A	Child Abuse and Violence Prevention	
TCH 211D	DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	

**Total Credits: 21**

## Bilingual Education

### Certificate Program Information

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#### New York City and Westchester Campuses

This 15-credit program leads to initial and professional Bilingual Education Extension, which allows the holder to teach in bilingual settings and support ELL students.

#### Admission Requirements

Candidates must have a bachelor's degree or higher from an accredited institution, undergraduate GPA of 3.0 or above, and an Initial or Permanent/Professional teaching certificate as a classroom teacher (or completed the requirements for an initial classroom teaching certificate, or comparable certificate from another state). Candidates must already possess oral and written language proficiency in both English and the language of instruction (Refer to the language proficiency requirements for all candidates and non-native speakers of English). Please visit the School of Education Web site for additional language proficiency requirements for candidates at [www.pace.edu/school-of-education](http://www.pace.edu/school-of-education).

#### Certificate Curriculum

##### Course Requirements (15 Credits)

ED 551	Foundations of Bilingual Education	3
ED 556A	CMA: Teaching Eng Language & Literacy to Culturally & Linguistically Diverse Students	3
ED 556B	CMA: Teaching Culturally & Linguistically Diverse Students across the Content Areas	3
ED 632	Language, Meaning, and Development of Global Perspectives	3

Please note that ED 558: Fieldwork in Bilingual Education (3 credits) is also required



## Teaching English to Speakers of Other Languages (TESOL)

### Certificate Program Information

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#### Program Overview

##### New York City and Pleasantville Campuses

The TESOL program at the Pace University School of Education provides certified educators with knowledge of the multifaceted approach to teaching English language learners (ELLs), an increasing student population that requires a specialized study of language and literacy development, and differentiated instruction for students at all grade levels. TESOL is a growing field for general education, special education, and content area teachers, as many schools prefer to hire teachers with multiple certifications who can better serve the needs of students who are learning English. Candidates who successfully complete the program and meet requirements will be certified to teach in English as a New Language (ENL) programs in Pre-K through 12 settings.

#### Program of Study

This 15-credit certificate program provides a focused exploration of the theory, research and methods for teaching English language learners. Candidates will acquire an awareness and understanding of the sociocultural and sociolinguistic issues that impact the acquisition of English as an additional language among students. Candidates successfully completing this advanced certificate program will be able to provide differentiated instruction and create culturally-responsive environments for diverse classrooms.

#### Admission Requirements

This program is only for candidates who already possess a New York state teaching certificate (ie Childhood, Adolescent, or Special Education). Candidates must have a bachelor's degree or higher from an accredited institution, with a minimum GPA of 3.0. (Upon the recommendation of the dean, graduate faculty admissions committee, or the director of Student Support Services, candidates whose GPA is less than 3.0 may be admitted on a conditional basis, provided that it is determined that the candidate has the necessary knowledge and skills to complete the program successfully). Candidates will submit official undergraduate transcripts documenting completion of requirements for the liberal arts and sciences; a major or concentration in the liberal arts and sciences; and at least 12 semester hours or the equivalent of study of a language other than English (LOTE). Individuals who lack the required LOTE college-level credits may obtain credit by examination through CLEP or any equivalent tests for up to 12 credits. Positive letters of recommendation must also be included with application to the program. Candidates must also have an Initial or Professional teaching certificate from New York State or comparable certificate from another state.

#### Certificate Curriculum

##### Course Requirements (15 Credits)

ED 551	Foundations of Bilingual Education	3
ED 556A	CMA: Teaching Eng Language & Literacy to Culturally & Linguistically Diverse Students	3
ED 556B	CMA: Teaching Culturally & Linguistically Diverse Students across the Content Areas	3
ED 557	Linguistics and Grammar for Language Teachers	3
ED 559	Student Teaching or Practica for TESOL Candidates	3
TCH 211A	Child Abuse and Violence Prevention	
TCH 211D	DASA- Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention & Intervention	

**Total Credits: 15**

## Middle School Extension

### Certificate Program Information

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#### Pleasantville Campus

Childhood teachers may pursue certification in a particular subject area (i.e. English, history, math, science and social studies) in grades 7-9, while adolescent teachers will extend their certification to grades 5 and 6. Candidates will develop critical understanding of the middle school child within the context of communities and popular youth culture. This inquiry-based program also includes methods for differentiated instruction, integrating technology and media, literacy strategies linked to the Common Core Standards, as well as strategies for middle school classroom management

#### Program of Study

Intended for childhood and adolescent teachers with initial certification, this 6-credit program enables teachers to extend their certification with coursework that focuses specifically on the developmental needs of middle school students.

#### Admission Requirements

Adolescent Education majors who are willing to take two additional education courses and who take and pass the Content Specialty Test (CST) in their subject area, are eligible for the **Middle School Extension** to also teach that subject in grades 5-6. Doing so means that an Adolescent Education candidate who completes the Combined Degree Program will be eligible for a minimum of three teaching certificates: the Initial Certificate, the Graduate Specialty Area Certificate, and the Middle School Extension Certificate.

Childhood Education majors must also have 30-credits in a subject area to be taught (i.e. Biology, English, etc.) to be eligible for the **Middle School Extension**. Students who take two additional courses and take and pass the Content Specialty Test (CST) in the subject area, are eligible for a certificate extension to teach that subject area in Grades 7-9. Doing so means that a Childhood Education candidate who completes the Combined Degree Program will be eligible for a minimum of 3 teaching certificates: the Initial Certificate, the Graduate Specialty Area Certificate, and the Middle School Extension Certificate.

#### Certificate Curriculum

##### Course Requirements (6 Credits)

ED 523	Middle Childhood / Early Adolescence: Community, Culture, and Identity	3
ED 524	Differentiating Curriculum and Instruction: Middle Childhood Education	3
	OR	
TCH 455	Middle Childhood / Early Adolescence: Community, Culture, Identity	3
TCH 456	Differentiating Curriculum and Instruction in Middle Childhood Education	3

Must also take and pass the Content Specialty Test (CST) in subject area.

# Continuing and Professional Education

## General Information

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A place where adults get help moving onward and upward. Pace University's Continuing and Professional Education (CPE) gives you the power to transform your life and achieve your educational goals and career dreams. Whether you are looking to enhance your skills in your current position, contemplating a career change, updating your resume, or opening your mind to something you have always dreamed of learning, we have the courses, certificates and professional training opportunities for you. Courses are offered in three convenient locations (Midtown Manhattan, Downtown NYC, and Westchester) and online. If you are looking for something more in your personal or professional life, look no further than Pace CPE and begin your educational journey today.

You may view all CPE certificate and professional development programs at <http://www.pace.edu/CPE>. You may register online or call (888) 561-7223. Our counselors are ready to answer your questions and provide the help and advice you need.

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