

**HEALTH SCIENCE PROGRAM  
STUDENT HANDBOOK**

**COLLEGE OF HEALTH PROFESSIONS**

**SEPTEMBER 2021**

# ***2021-2022 HEALTH SCIENCE PROGRAM STUDENT HANDBOOK***

Students are responsible for knowing and complying with all applicable policies of Pace University and the Health Science Program.

The *2021-2022 Health Science Program Student Handbook* may be changed from time to time at the sole discretion of the Health Science Department and such changes may be with or without prior notice. The *2021-2022 Health Science Program Student Handbook* is not intended as, and shall not be construed as, a contract.

August 2021

**2021-2022 HEALTH SCIENCE PROGRAM  
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## WELCOME TO THE HEALTH SCIENCE PROGRAM

Dear Health Science Undergraduate Students:

The faculty and I applaud your decision to pursue an undergraduate degree in Health Science and are delighted you chose Pace University and the College of Health Professions as the place to do so. The program you are enrolled in will be stimulating, challenging, and sometimes exhausting as you make your way through new terminology, insights, dilemmas, and skills. Faculty and staff are here to help you to be successful in your endeavors. As with any new role there are expectations that will help you to be successful as a student and as a graduate. The Core Values of the College of Health Profession are: **Commitment to Quality Care, Cultural Competence, Innovation, Integrity, Interprofessional Collaboration, and Scholarship.** In concert with these values, our expectations of you in the student role are that you will be honest, respect others and yourself, be accountable and committed to doing your very best, give constructive feedback to us and to your peers, participate fully in the learning process, be reflective in your learning and practice, adhere to standards, and understand all of the privileges, rights, and responsibilities of being a student in the College of Health Professions and Pace University. As part of these responsibilities, you are required to be familiar with the *Health Science Program Student Handbook*. Our goal is to provide you with the tools to be the best you can be ---excellent professionals of the highest caliber!

This *Handbook* will guide you through the standards, policies and practices set forth by the faculty of the Health Science Program. The *Student Handbook* will be updated annually, so please refer to it frequently as an important source for your daily work. An electronic copy is being provided and a copy can be accessed through the Health Sciences Program Blackboard site.

Our commitment to you is to give you constructive feedback, participate fully in the teaching/learning process, be reflective in our teaching, and adhere to the standards we have established for ourselves, our students, and health professions. We welcome the opportunity to embrace all of the privileges, rights, and responsibilities of being your teachers and mentors. We wish you the very best in your studies!

Marcus C. Tye, PhD,  
Dean, College of Health Professions

### Administrative Structure:

Beau J. Anderson, PhD, MA(Ed), LAc

Associate Dean, College of Health Professions Allied Health Programs  
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## **LETTER FROM HEALTH SCIENCE PROGRAM FACULTY**

Dear Health Science Students,

The policies in this *Health Science Program Student Handbook* were developed by faculty and administrators of the Health Science Program to provide information to students about what is required of them as they progress in their program of study, and to promote and maintain standards of quality in the undergraduate programs. This *Handbook*, however, is not the only source of policies and procedures that you are required to be knowledgeable about and to comply with while you are a student in the Health Science Program. For example, course syllabi may contain policy statements and there are many University policies and procedures that are applicable to students in the Health Science Program. In the event that a University policy or procedure conflicts with a provision of this *Handbook*, the provision of the *Handbook* will apply and govern.

Sometimes it is necessary or desirable to change a policy, or to repeal it, or to create a new one. Consequently, generally this *Handbook* will be updated and reissued each year effective September 1, and you are responsible for remaining current with any changes as well as changes in policies from other sources.

Of course, sometimes questions arise as to whether a policy applies to a particular situation. If you have any questions about the interpretation or application of any policy, please contact the Program Chair.

We wish you every success in your undergraduate studies at the College of Health Professions.

Best regards,

The Health Science Program Faculty

# **INTRODUCTION TO THE COLLEGE OF HEALTH PROFESSIONS AND THE HEALTH SCIENCE PROGRAM**

## ***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.

## ***ABOUT THE HEALTH SCIENCE PROGRAM***

The Bachelor of Science in Health Science program offers students a broad overview of our healthcare system. This program offers an interdisciplinary approach to learning about health sciences. Students will be exposed to basic science courses as well as foundation courses that will prepare them for multiple careers in the health care field. Students will also be prepared to apply to post-graduate programs such as physician assistant or pre-licensure nursing.

This program is 120 credits which include 45-60 credits of health science coursework. This program offers the following three tracks of study:

- Generalist
- Pre-nursing
- Pre-physician assistant

Students in all three health science tracks will complete 30 credits of foundational health science core curriculum (A minimum grade of C is required to pass each course).

These courses are as follows:

**HSC 100:** Health Care Ethics

**HSC 110:** Introduction to Health Promotion and Disease Prevention

**HSC 200:** Health Care for Diverse Populations

**HSC 205:** Health Informatics and Telehealth

**HSC 210:** Health Care Policy

**HSC 300:** Genetics in Health Care

**HSC 305:** Introduction to Epidemiology and Evidence Based Practice

**HSC 400:** Leadership and Management in Health Care

**HSC 480:** Capstone Project I

**HSC 481:** Capstone Project II

In addition, students will complete 15-30 credits in one or both (determined by the student's track) of health related concentrations including *Global Health* and/or *Health Policy and Advocacy*.

The Bachelor of Science degree in Health Science can prepare students for job opportunities in hospitals, private medical offices, governmental and community agencies, and global health organizations. A Bachelor of Science Degree in Health Science can lead to a variety of career paths including (but not limited to) medical or dental assistant, healthcare administrator, medical billing and coder, and health educator. This degree can also serve as pre-professional preparation for a graduate degree required for advanced study in nursing or physical assistant studies.

***EXPECTED STUDENT LEARNING OUTCOMES***

Students are expected to achieve the following characteristics and attributes by the completion of their program:

1. Develop administrative, ethical, and professional skills to assume entry-level positions in the health-related fields
  2. Knowledgeable in searching and retrieving information founded in evidence-based practice guidelines and apply the research to address health-related issues
  3. Analyze the health care delivery system.
  4. Determine how to incorporate healthcare informatics and telehealth into the workplace.
  5. Determine how to deliver culturally competent care to diverse populations.
  6. Develop a comprehensive capstone project which demonstrates students' health science skills and knowledge acquired throughout the program.
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## ACADEMIC POLICIES OF THE HEALTH SCIENCE PROGRAM

### ***GRADE APPEAL PROCESS***

The process for appealing a grade in a health science course is informed by the University's Grade Appeal Process which provides that only the final course grade may be appealed. Therefore, a student may not use the Grade Appeal Process to appeal a grade for an examination, assignment, paper and the like; only a final course grade may be appealed. In the Health Science Department, the Chair of the Health Science department will hear the Grade Appeal Process. The procedure described below is intended to facilitate a student's understanding of the Grade Appeal Process and to identify the steps that must be followed. Students are responsible for knowing and complying with the Grade Appeal Process of both the University and the Health Science Program.

**Step 1.** At the sole discretion of the Chair of the Health Science department the student may be permitted to register for and attend certain health science courses, while the student's grade appeal is pending (ordinarily, such health science courses are those courses for which the failed course is a prerequisite). The Chair of Health Science's approval must be in writing. Continued enrollment is subject to the decision of the grade appeal. If the grade appeal is not granted, effective immediately the student will no longer be permitted to attend the classes for which approval to attend was given, no grades or credit will be given for those courses and the student's registration for those courses shall be voided. If the grade appeal is granted, a plan will be put in place to enable the student to complete the clinical component of the course, the timeframe of which might extend beyond the semester.

**Step 2.** If a student believes that the final grade received in a Health Science course does not reflect "reasonable and generally acceptable academic requirements," the student must, within 10 business days from the date on which the student knew or should have known about the final Health Science course grade, arrange to meet with the instructor who issued the grade. The purpose of this meeting is to provide clarification about the method by which the grade was determined and, if possible, to resolve the issue.

**Step 3.** If the student and the instructor are unable to resolve the issue, and the student wishes to continue the grade appeal, he or she may appeal the final health science course grade to the Chair of the Health Science department. The grade appeal must be submitted in writing to the Chair and must clearly state the basis for challenging the grade received for the HSC course. The student must also forward a copy of his or her written grade appeal to the instructor who issued the final grade being challenged. If the Chair is the instructor who issued the grade being appealed the grade appeal must be submitted to the Associate Dean for Allied Health Programs.

**Step 4.** If, after submitting his or her written appeal, the student wishes to meet with the Chair of the Health Science department who is responsible for the Grade Appeal

to discuss it, the student must contact the Chair to make an appointment.

**Step 5.** The Chair of the Health Science department will decide whether the final HSC course grade should be reviewed further. The Chair's decision of whether to have a grade reviewed is final and may not be appealed. If the Chair decides that the method by which the student's grade was determined was not proper, the final health science course grade will be reviewed. The Chair will notify the student in writing whether the grade will be reviewed further.

**Step 6.** If the grade is subject to further review, the Chair will notify the student in writing of the result of the review.

### ***ACADEMIC PROBATION POLICY***

The academic standards of the Health Science Department ("HSC") are established by the HSC faculty and are intended to be consistent with the policies and practices of Pace University. Usually, HSC students who fail to satisfy the academic standards of the HSC program in which they are enrolled will be placed on academic probation. Under certain circumstances, however, students who fail to satisfy the applicable academic standards will be dismissed from the HSC program even though they previously were not on probation. (*See Academic Dismissal Policy*) The purpose of academic probation is to give students an opportunity to improve their academic performance and to meet the applicable academic standards. Students who satisfy the conditions of probation in the time permitted will be returned to the status of good academic standing and be eligible for enrollment in their HSC program. Students who fail to satisfy the conditions of probation within the time permitted will be dismissed automatically from the HSC program in which they are enrolled and, if they are not eligible to transfer to another HSC track, from the College of Health Professions.

Set forth below is a separate table for each undergraduate HSC track, i.e., general ("GEN"), pre-nursing ("PPN"), and pre-physician assistant ("PPA"), that contains (1) the academic standards of each undergraduate HSC track, (2) the conditions that will result in a student in each undergraduate HSC track being placed on academic probation, and (3) the conditions of probation that must be satisfied in order for the student to be returned to good academic standing. In addition to the academic standards and conditions of probation that apply only to a particular undergraduate HSC tracks, the following conditions apply to all undergraduate HSC tracks:

- A student who fails to satisfy the applicable academic standards and is placed on probation, with certain very limited exceptions identified in the tables below, will be on probation for one semester (the "Probationary Semester").
- Normally, a student will be informed in writing by the Chair of the Health Science department that he or she failed to satisfy the applicable academic standards and has been placed on probation. Probation is automatic if a student fails to satisfy the applicable academic standards and, therefore, is not contingent upon receipt of such notification. It is the student's responsibility to verify his or her academic standing before each semester and to make inquiries in the HSC department office if

clarification is needed.

- The Probationary Semester will be the first semester in which the student is enrolled following the semester in which the student failed to satisfy the academic standards. For HSC students the probationary semester excludes the summer semester.
- Neither the status of probation nor the conditions of probation may be appealed.
- With certain limited exceptions identified in the tables below, the conditions of probation must be satisfied by the conclusion of the Probationary Semester.
- If a student fails to satisfy the conditions of probation by the conclusion of the Probationary Semester, he or she will be dismissed automatically from the HSC program in which he or she is enrolled and from the College of Health Professions.
- A student who has successfully completed one prior Probationary Semester and, based on his or her current academic performance, would otherwise be placed on probation, will be dismissed automatically from the College of Health Professions.

The academic standards, the conditions that will result in academic probation, and the conditions that must be satisfied during the Probationary Semester for each undergraduate HSC program include, but are not limited to, the following<sup>1</sup>:

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<sup>1</sup> For purposes of the *Academic Probation Policy*, except as otherwise noted, the term “health science course” includes required health science core and health science concentration courses.

## HEALTH SCIENCE – ALL TRACKS

<b>Academic Standards For HSC Students</b>	<b>Conditions That Will Result In Academic Probation</b>	<b>Conditions That Must Be Satisfied During Probationary Semester</b>
In order to pass a health science core curriculum course a minimum grade of “C” is required. <sup>2</sup>	Failure to receive the minimum passing grade of “C” in a health science core curriculum course.	<p>The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.50 cumulative quality point average (“CQPA”).</p> <p>In addition, the student must repeat the course the next time it is offered and receive a grade of “C” or higher.<sup>3</sup> Students may only repeat a HSC course once.</p>
At the conclusion of the first semester of the freshman level (Level I), an HSC student must have at least a 2.25 CQPA.	Failure to meet the minimum 2.25 CQPA standard and the student’s CQPA is between 2.00 and 2.24.	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.5 CQPA. During the Probationary Semester the student may take a maximum of 13 credits. The 13 credits may include core courses in other Pace University colleges and schools and HSC 100 <sup>4</sup> .

<sup>2</sup> “Health Science core curriculum course” refers to the following courses: HSC 100, 110, 200, 205, 210, 300, 305, 400, 480, and 481.

<sup>3</sup> Students who satisfied conditions of probation except they were unable to repeat the failed health science course in the Probationary Semester because it was not offered will be returned to good academic standing for the semester, excluding summer semesters, following the Probationary Semester (the “Subsequent Semester”) contingent upon successfully repeating the failed HSC course in the Subsequent Semester. Students who do not receive a “C” or higher in the failed health science course or fail to meet any other academic standard in the Subsequent Semester, will be dismissed from the Health Science program and the College of Health Professions.

<sup>4</sup> Students who are on probation and do not receive a “C” or higher in HSC 100 will be dismissed automatically from the HSC program for failure to satisfy the conditions of probation.

<b>Academic Standards For HSC Students</b>	<b>Conditions That Will Result In Academic Probation</b>	<b>Conditions That Must Be Satisfied During</b>
At the conclusion of the second semester of the freshman level, a HSC student must have at least a 2.50 CQPA.	Failure to meet the minimum 2.50 CQPA standard and the student's CQPA is between 2.00 and 2.49	<p>The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.50 CQPA.</p> <p>During the Probationary Semester the student may take a maximum of 13 credits. The 13 credits (i) may include HSC courses and (ii) may include core courses in other Pace University colleges and schools.</p>
HSC students in the sophomore, junior, and senior levels must maintain a CQPA of 2.50 or higher.	Failure to meet the minimum 2.50 CQPA standard and the student's CQPA is between 2.00 and 2.49	<p>The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.50 CQPA.<sup>5</sup></p> <p>During the Probationary Semester the student may take a maximum of 13 credits. The 13 credits may include HSC courses as permitted directly below, core courses in other Pace University colleges and schools, or both HSC and core courses.</p> <p>The HSC courses permitted during the Probationary Semester are as follow:</p> <p>(i) <u>Sophomore</u> level students may enroll only in 200 level HSC courses for which they are eligible.</p> <p>(ii) <u>Junior</u> level students may enroll only in 300 level courses for which they are eligible.</p> <p>(iii) <u>Senior</u> level students may enroll only in 300/400 courses for which they are eligible.</p>

<sup>5</sup> Students who (i) were placed on probation because they failed a HSC course and their CQPA was between 2.00 and 2.49 and (ii) satisfied the conditions of probation during the Probationary Semester except they were unable to repeat a failed HSC course in the Probationary Semester because it was not offered, are subject to the following conditions: Such students will be permitted to progress in their program the semester, excluding summer semesters, following the Probationary Semester (the "Subsequent Semester") and required to repeat the failed HSC course. In order to progress in their program following the Subsequent Semester, students must receive a grade of "C" or higher during the Subsequent Semester and meet all other applicable academic standards. During the Subsequent Semester, students will continue to be on probation and subject to the conditions of probation identified above, including the 13-credit maximum

## ***ACADEMIC DISMISSAL POLICY***<sup>67</sup>

Before being dismissed from the Health Science program (“HSC”) for failing to satisfy the applicable academic standards, usually a student will be placed on academic probation for one semester (the “Probationary Semester”) (*See Academic Probation Policy*). There are circumstances, however, when a student will not be placed on academic probation and instead will be dismissed from the students respective HSC track and, depending on the circumstances, the College of Health Professions. The circumstances that will result in automatic dismissal rather than probation include, but are not limited to, the following:

1. Health Science students in the freshman level, sophomore level, junior level, and senior level whose CQPA is below 2.00 will be dismissed automatically from the Health Science program and the College of Health Professions.
2. Students who fail the same health science course twice will be dismissed automatically from the Health Science program and the College of Health Professions.
3. Students who fail three health science courses, whether the same or three different health science courses, will be dismissed automatically from the Health Science program and the College of Health Professions.
4. Students who have successfully completed one prior Probationary Semester and, based on his or her current academic performance, would otherwise be placed on probation, will be dismissed automatically from the Health Science program and the College of Health Professions
5. Students who were dismissed because they failed three health science courses, and subsequently were reinstated following a successful appeal in accordance with the *Appeal of Academic Dismissal Policy*, will be dismissed automatically if, after reinstatement, they fail another health science course, whether it is the same as or different from the courses previously failed.
6. Students who fail to satisfy the conditions of probation by the conclusion of the Probationary Semester will be dismissed automatically from the Health Science program and the College of Health Professions<sup>8</sup>

As soon as practicable after the conclusion of the fall and spring semesters and the first and second summer sessions, the Chair of the Health Science department will review the status of each student enrolled to identify those students who meet any of the circumstances identified above that result in automatic dismissal.

Normally, students who are dismissed from an HSC track will be informed in writing by the Chair as soon as practicable that he or she has been dismissed from the program and, unless he or she is eligible to transfer to another HSC track, from the College of Health

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<sup>6</sup> For purposes of the Academic Dismissal Policy, except as otherwise noted, the term “health science course” includes required core and concentration health science courses.

<sup>7</sup> The minimum passing grade for each of the Health Science Tracks may be found in the Academic Probation Policy.

<sup>8</sup> Subject to certain very limited exceptions, only students who satisfied the conditions of academic probation by the conclusion of the Probationary Semester will be restored to good academic standing and be eligible for enrollment in their HSC program.

Professions.

HSC program dismissal is automatic if a student meets the criteria for automatic dismissal and therefore is not contingent upon receipt of such notification. It is the student's responsibility to verify his or her academic standing before each semester and to make inquiries within the HSC Department if clarification is needed.

A student who has been dismissed from a HSC track or, if applicable, the College of Health Professions, may appeal the decision of dismissal to the Academic Progression Appeal Committee (the "Appeals Committee") in accordance with the procedure set forth in the *Health Science Department Appeal of Academic Dismissal Policy*. A student may, at the sole discretion of the Chair of the Health Science department be permitted to register for and attend class while the student's appeal to the Appeals Committee is pending. Such approval must be in writing. If the appeal is not granted, effective immediately the student will no longer be permitted to attend class, no grades or credit will be given for the classes attended while the appeal was pending, and the student's registration shall be voided.

#### ***APPEAL OF ACADEMIC DISMISSAL POLICY***

Students who have been dismissed from the HSC track and, if applicable, the College of Health Professions may appeal the decision of dismissal to the Academic Progression Appeals Committee (the "Appeals Committee"). (See *Academic Probation Policy* and *Academic Dismissal Policy*) To initiate such an appeal the student must deliver a written appeal by overnight mail or personal delivery addressed to the Chair, Academic Progression Appeals Committee, c/o Staff Associate for Appeals, Office of Academic Affairs, Health Science Department, 861 Bedford Road, Pleasantville, New York 10570. Alternatively, the written appeal may be sent as an email attachment to the Chair of the Academic Progression Appeals Committee in care of [healthscienceappeals@pace.edu](mailto:healthscienceappeals@pace.edu). The written appeal must be received by the Appeals Committee within fourteen (14) calendar days from the date of the letter informing the student that he or she has been dismissed. If the appeal is not received by the Appeals Committee on or before the fourteenth day, normally the appeal will be denied. <sup>16</sup>

**Standard For Granting An Appeal.** An appeal will be granted only if the student demonstrates to the satisfaction of the Appeals Committee that the student's unsatisfactory academic performance is due to (1) extraordinary and (2) non-recurring circumstances, and (3) is not representative of the student's academic ability.

**Information Required.** The written appeal submitted by the student must include the following information:

1. The name, telephone number, address and e-mail address of the student appealing the decision of dismissal; and
2. The name of the HSC track from which the student was dismissed and confirmation of whether the student was dismissed also from the College of Health Professions; and

3. The reason the student was dismissed from the HSC track and, if applicable, the College of Health Professions; and
4. Identification of the (a) extraordinary and (b) non-recurring circumstances that caused the student's unsatisfactory academic performance and subsequent dismissal from an HSC track; and (c) evidence that the unsatisfactory academic performance is not representative of the student's academic ability; and
5. An explanation of why the information provided in Paragraph 4 above should result in the reversal of the decision to dismiss the student from the HSC track and, if applicable, the College of Health Professions; and
6. A copy of the letter informing the student that he or she was dismissed from a HSC track and, if applicable, the College of Health Professions; and
7. A statement that no grade appeals are pending or will be commenced after the appeal of the decision to dismiss has been submitted to the Appeals Committee with respect to grades issued that resulted in the student being dismissed.

**The Appeals Process.** The Appeals Committee will meet as soon as practicable after the fall and spring semesters and each of the summer sessions to hear appeals of academic dismissals. The Appeals Committee will also meet at such other times as may be reasonably necessary.

In addition to considering the student's written appeal, ordinarily the Appeals Committee will require the student to appear at a hearing in order to, among other things, answer any questions the Appeals Committee may have or to provide additional information. At the hearing before the Appeals Committee, the student may present additional evidence in support of his or her appeal. As part of its deliberations, and at its sole discretion, the Appeals Committee may, among other things, take into consideration the student's academic record, request relevant information from faculty members concerning the circumstances that gave rise to the dismissal, and request information from persons knowledgeable about other issues before the Appeals Committee. The student will be permitted to respond to such information if it is adverse to the student and the Appeals Committee is likely to rely on it in making their decision. No advisors or representatives of the student may participate in the hearing before the Appeals Committee or the business of the Appeals Committee. Such advisors and representatives include, but are not limited to, attorneys, representatives, friends, classmates, and family members of the student.

If the appeal is granted, the student will be reinstated in an appropriate HSC track and the College of Health Professions as the case may be, and placed on academic probation in accordance with the applicable conditions of probation set forth in the *Academic Probation Policy*. (See Reinstatement After An Appeal below.) If the appeal is denied, dismissal from the HSC track and, if applicable, the College of Health Professions will be effective as of the last day of the semester in which the student was on probation or was enrolled immediately prior to being dismissed.



The decision of the Appeals Committee requires a majority vote and is final and not subject to further review. The student will be notified of the decision of the Appeals Committee in writing as soon as practicable, usually within fifteen (15) business days following the date on which the Appeals Committee made its decision.

**Reinstatement After An Appeal.** A student whose appeal is granted will be reinstated in the appropriate HSC track and the College of Health Professions, as the case may be, on academic probation in accordance with the applicable conditions of probation set forth in the *Academic Probation Policy*. A student who is reinstated and satisfies the conditions of probation within the time permitted can re-take the courses they failed. If they fail another HSC course or fail to meet the required CQPA the student will be dismissed automatically from the program and the College of Health Professions. A student who is reinstated and fails to satisfy the conditions of academic probation within the time permitted, will be dismissed automatically from the College of Health Professions. If such occurs, ordinarily the dismissal will be final and the student will not have the right to any further review or appeal.

**The Academic Progression Appeals Committee.** The Appeals Committee consists of five full-time faculty members of the College of Health Professions, only three of whom ordinarily will hear a student's appeal. A member of the Appeals Committee, who was a participant in the circumstances that gave rise to the student's unsatisfactory academic performance and/or subsequent dismissal, must recuse him or herself from the Appeals Committee for the sole purpose of that student's appeal.

## ***ACADEMIC REQUIREMENTS, THE LAST SEMESTER, AND ELIGIBILITY TO GRADUATE***

Normally, in order to be eligible to graduate from the HSC program, students must have satisfied all academic requirements no later than the end of the last semester (the “Last Semester”) of the HSC track in which they are enrolled (the “Program”). In rare instances, a student who has been academically successful in the Program encounters academic difficulties in the Last Semester that make the student ineligible to graduate. Unless they qualify for the exception described below, students who have not satisfied all of the academic requirements by the end of the Last Semester will not be permitted to graduate and instead will be dismissed from the Program and the College of Health Professions.

The only students who qualify for this exception are those (i) whose cumulative quality point average (“CQPA”) at the conclusion of the Last Semester meets the minimum standard for the Program; and (ii) who failed a HSC course during the Last Semester and the failure does not qualify the student for dismissal pursuant to the *Academic Dismissal Policy*; and (iii) who have not been on academic probation previously. Students who satisfy all three criteria of the exception will be permitted to continue in the Program the next semester the HSC course is offered that they failed in the Last Semester. The sole purpose of this additional semester is to permit eligible students to retake the HSC course they failed in the Last Semester. In order to be eligible to graduate after the additional semester, students must, in accordance with the requirements of their Program, receive a passing grade or higher for the HSC course and maintain the minimum CQPA or higher. Students who do not receive a passing grade or higher in the HSC course or who fail to maintain at least the minimum CQPA as defined by their Program will be ineligible to graduate and instead will be dismissed from the Program and the College of Health Professions. The dismissal is final and not subject to an appeal. <sup>9</sup>

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<sup>9</sup> The grade for the HSC course may be appealed in accordance with the *Grade Appeal Process: Step-By-Step Policy*.

## ***ACADEMIC INTEGRITY CODE***

The most important rules of academic honesty are fundamental in the pursuit of knowledge and follow inevitably from a respect for commitment to the principles of truth. Pace University's *Academic Integrity Code* requires students to accept responsibility for being honest and to respect ethical standards in meeting their academic assignments and requirements. A copy of the University *Academic Integrity Code* may be found at:

<https://www.pace.edu/sites/default/files/2022-02/academic-integrity-code.pdf>

Integrity in the academic environment requires students to demonstrate intellectual and academic achievement independent of all assistance except that authorized by the course instructor. Therefore, students must always respond truthfully to faculty and credit must only be taken for research, ideas, or words that are original to the student. All data on academic or clinical assignments, client records, or results of research must be the student's own work or must be properly referenced<sup>10</sup>. Students must never present any work under false pretenses. The Academic Integrity Code (<https://www.pace.edu/sites/default/files/2022-02/academic-integrity-code.pdf>) prohibits all forms of academic dishonesty and misconduct and provides non-exclusive illustrative examples of the kinds of conduct that are prohibited, including, cheating, fabrication, helping others to violate the Academic Integrity Code, plagiarism, misrepresentation, unauthorized possession or use of academic materials, unauthorized communication, forgery or alteration, theft or destruction of academic materials, submitting duplicative work, acts that are harmful to other students, and making false statements to faculty, administrators or the Academic Conduct Committee regarding a possible code violation. Students are responsible for familiarizing themselves with the *Academic Integrity Code* of the University.

Revised September 1, 2017

## ***ACADEMIC INTEGRITY CODE PROCEDURE***

Pace University's *Academic Integrity Code* (<https://www.pace.edu/sites/default/files/2022-02/academic-integrity-code.pdf>) outlines the Direct Resolution and Academic Conduct Committee hearing procedures by which the University determines whether a student violated the Academic Integrity Code. If the violation is addressed through Direct Resolution, sanctions that may be imposed include, but are not limited to a reduction in the grade or a failing grade for the paper, report, examination, data compilation, presentation or other assignment; and/or a failing grade for the course in which the violation occurred, and/or requiring the student to complete a learning intervention designed to increase the student's awareness of the significance and consequences of the violation. If the matter is referred to the Academic Conduct Committee and it is determined that the violation occurred by a preponderance of the evidence, depending on the severity of the violation, sanctions that may be imposed include, but are not limited to file notation, reprimand, academic disciplinary probation, suspension or expulsion from a program and/or the University. The Academic Integrity Code requires that all violations of the Academic Integrity Code be documented and reported to the Chair of the program in which the student is enrolled and the Chair of the University's Academic Conduct Committee. Without limiting the University's discretion to impose a severe sanction for any single Code violation, students found to have committed multiple violations of the Academic Integrity Code will generally be subject to more severe sanctions.

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<sup>10</sup> All undergraduate students are required to use and comply with the Publication Manual of the American Psychological Association (6th ed.).

If a student is not satisfied with the resolution of an academic integrity violation, the student may follow the appeal process as outlined in the University's Academic Integrity Code.

Effective September 1, 2017

### ***ACADEMIC ADVISOR***

Every HSC student is assigned an academic advisor for the duration of the student's enrollment in the Health Science program.

It is the student's responsibility to ensure they satisfy the prerequisites for HSC courses. Students must meet with their advisors each semester prior to registering for courses. A "hold" will be placed on the registration status of HSC students and they will not be permitted to register until they meet with their advisor.

### ***REAPPLICATION FOR ADMISSION TO HSC PROGRAM***

Students who were dismissed from the HSC program due to unsatisfactory academic performance may reapply for readmission to the HSC program one year after the effective date of dismissal from the Program. In order to be eligible for readmission, the student must meet all of the admission standards in effect for the HSC program at the time of his or her reapplication. Students who are readmitted to the HSC program shall be subject to such terms and conditions as may be determined by the Health Science Department to be appropriate under the circumstances.

## **CAPSTONE FIELDWORK EXPERIENCE**

As part of the Capstone 480 and 481 coursework, a health science fieldwork experience of 90 hours undertaken in the Senior year is required.

The options for fieldwork placement are broad and varied. Students are encouraged to choose a fieldwork option that reflects their interests and aspirations. Fieldwork should be a fulfilling and stimulating experience for students as well as a beneficial arrangement for agencies and the people they serve.

### ***Student Eligibility Requirements:***

1. Grade point average of 2.50
2. Good academic standing. A student may NOT be actively on academic probation
3. Senior level student status; on track to graduation

### ***Learning Objectives:***

Fieldwork provides students opportunities to apply knowledge and skills through opportunities in health care settings, community-based organizations and other related facilities. As a result of health science fieldwork students will be able to:

1. Transition from student to entry-level professional career or post-baccalaureate education.
2. Integrate knowledge acquired during the program to the fieldwork experience.
3. Discuss the impact of the fieldwork experiences on future career goals.
4. Begin to develop a network of professionals to assist with future professional opportunities.

There are four ways to fulfill this requirement:

Option A: Internship

Option B: Volunteer work

Option C: Faculty mentored research

Option D: Capstone course group project

The decision of which option you have secured and will pursue must be declared in a **Letter of Intent (LOI)**. Please submit the LOI via the Health Science Internship Blackboard shell. Requirements and due for dates for what must be included in the LOI are outlined underneath each option below. The template for the LOI for each option will be available on the Blackboard Internship site.

### ***Requirements for ALL health science fieldwork options:***

Career Services Market Ready Process

Health Science Fieldwork students commit to attending to the following responsibilities:

- Attending all mandatory information and training sessions offered by Pace University and the employer. This includes (but may not be limited to): Fieldwork introductory session; Career Services Boot Camp; one-on-one Career Services appointments for branding and resume approval, and employer orientation.
- Completing all checkpoints in the onboarding process by stated deadlines published on the Health Science Internship Blackboard shell and on Handshake.
- Staying current with all fieldwork announcements posted to the Health Science Internship Blackboard shell and copied to your Pace email from onboarding through to completion of requirements.
- Conducting oneself in a professional manner in all fieldwork related communications and activities

***Verification of Hours***

- Students must submit signed verification from supervisor of hours completed by December 1 for the Fall semester and April 1 for the Spring semester.
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## CHP COVID-19 Clinical Student Attestation

*The following COVID-19 policies and requirements are for students who will be undertaking fieldwork at offsite clinical locations*

This attestation is in addition to and should not preclude following the Pace University COVID-19 reporting guidelines. If you are experiencing symptoms of COVID-19, you must report your symptoms through the PaceSafe mobile screening app or directly to [University Health Care](#).

The purpose of the Clinical Student Attestation is to heighten student awareness and make clear the additional responsibilities health professions students have in regard to protecting the public and themselves from exposure to COVID-19. COVID-19 vaccines are [effective](#). However, a small percentage of people who are [fully vaccinated](#) will still get COVID-19 if they are exposed to the virus that causes it. For this reason, all students must continue to monitor and report symptoms, and undergo testing as necessary to reduce the spread of the virus.

As part of a program of study that requires students to engage directly with the public and other healthcare providers in the delivery of healthcare services, it is critical that students recognize the potential risk of harm to others if COVID-19 risk reduction measures are not followed. If you are not fully vaccinated and have had close contact with someone who has tested positive for COVID-19, you must report that you have had close contact through the Pace Safe mobile screening app or directly to [University Health Care](#). Please note: Contact with patients while using all OSHA required PPE in a healthcare employment setting is not considered exposure for the purpose of this attestation.

Students scheduled for experiential learning activities, including clinical placements, practicum experiences, and internships, are required to attest that they will:

1. Follow all recommended procedures for donning, wearing, doffing and disposing of or sanitizing all forms of PPE.
2. Each day, prior to reporting to clinical, complete the Pace Safe App COVID-19 Self-Assessment. Only enter the site if you receive the "Approved" screen after completing the survey. If attending a clinical site with a Pace instructor, show your instructor the result screen upon entering the clinical area. Be prepared to share the result screen with preceptors and other agency representatives if requested.
3. Immediately report COVID-19 positive test results. If you are not fully vaccinated and have had close contact with someone who has tested positive for COVID-19, you must report that contact through the PaceSafe mobile screening app or directly to [University Health Care](#). The University Health Care staff will work with the Coronavirus Coordination Officer to determine if exposed students require quarantine. In both instances, report using the University Healthcare (UHC) Patient Portal and by contacting UHC directly, and to the program's designated contact below. Students are obligated to notify their clinical site. The student must self-isolate and NOT attend any clinical/practicum/internship experiences until authorized by the University and CHP Program's designated contact. Students will be required to follow all program specific health clearance and absence policies and procedures in order to return to clinical. Clinical affiliation sites may have their own or additional health clearance policies that students must follow in order to return to clinical. All clinical time must be made-up according to program specific policies.
4. Self-monitor, using the Pace Safe App, for COVID-19 symptoms and report positive symptom to University Healthcare (UHC) via the Patient Portal or contacting UHC directly, and to the program's designated contact below. Students are obligated to notify their

clinical site. Students must self-isolate and NOT attend any clinical/practicum/internship experiences until authorized by the University and the designated program contact. Students will be required to follow all program specific health clearance and absence policies in order to return to clinical. Clinical affiliation sites may have their own or additional health clearance policies that the students must follow in order to return to clinical. All clinical time must be made-up according to program specific policies.

5. Students must adhere to Pace’s Policy on Travel. Students should be aware that travel to certain area may require quarantine and testing upon return and notification to the University. All clinical time must be made-up; refer to program specific policies.

Any student who signs the attestation and does not self-report, self-monitor using the Pace Safe App, and follow University and Program Policies as they relate to the containment, tracing, and reduction of risk to the community will be subject to disciplinary action, including, possible failure of the clinical course, program suspension, or dismissal from the program.

**Program Designated Contacts:**

Health Science NYC and PLV: Chair of the Health Science department

Pace University- Lenox Hill Hospital PA NYC: Pace Coronavirus Coordinator Officer

Pace University PLV PA: Pace Coronavirus Coordinator Officer

Communication Sciences & Disorders; Director of Speech, Language & Hearing Center

Nutrition PLV; Chair/Director

Occupational Therapy PLV: Chair/Director

All Nursing Programs, PLV & NYC: Program Director and Director of Clinical Placement

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CHP: Approved August\_2021



## **ADDITIONAL INFORMATION**

### ***LEAVE OF ABSENCE, MEDICAL LEAVE OF ABSENCE AND RESUMPTION OF STUDIES POLICIES***

Information about a leave of absence and a medical leave of absence from the University and resuming studies thereafter may be found on the Pace University website at

<https://catalog.pace.edu/graduate/academic/academic-policies-general-regulations/disruption-normal-academic-progress/leave-absence/> respectively.

### ***CAREER SERVICES***

Career Services provides undergraduate and graduate students and alumni of the College of Health Professions with information about careers and job searches. Career Services is a resource for HSC students and alumni who wish to explore employment opportunities and the best way to present themselves to prospective employers. For example, Career Services offers assistance in, among other things, preparation of resumes and cover letters and developing interviewing skills, and organizes an annual spring career fair. Career Services is located on the Pleasantville and New York City campuses. Additional information about Career Services may be found at <https://www.pace.edu/career-services/>.

### ***CENTER FOR ACADEMIC EXCELLENCE***

The Center for Academic Excellence offers Pace University students tutoring for course writing assignments and general skill development related to reading and writing. The Center offers workshops on study skills and time management. In addition, the Center also provides assistance in the use of the Publication Manual of the American Psychological Association. More information about the Center for Academic Excellence is available at <https://catalog.pace.edu/undergraduate/general-university/academic-co-curricular-services/center-academic-excellence-cae/>.

### ***COMPLAINTS***

The College of Health Professions 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 Greivances (<https://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures/university-grievance>) Complaints of Sex-Based Misconduct and Discrimination, Non Sex-Based Harassment and Retaliation are addressed by the University's Title IX Coordinator/Affirmative Action Officer (<https://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures/affirmative-action>), pursuant respectively the University's Sex-Based Misconduct Policy and Procedure (<https://www.pace.edu/sites/default/files/2024-08/sex-based-misconduct-policy-august-2024.pdf>) and the Pace University Policy and Procedure – Discrimination, Non Sex-Based Harassment and Retaliation. The Title IX Coordinator/Affirmative Action Officer, Bernard Dufresne, can be contacted at

(212) 346-1310, or at [bdufresne@pace.edu](mailto:bdufresne@pace.edu). (<https://www.pace.edu/sites/default/files/2024-01/policy-against-discrimination-harassment-retaliation.pdf>)

The Health Science Department Academic Progression Appeals Committee decides appeals of decisions dismissing students from the HSC program and the College of Health Professions for failing to satisfy the applicable academic standards.

Concerns or complaints about the College of Health Professions that are outside the scope of any existing University or College of Health Professions 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 College of Health Professions should be submitted to the applicable Chair of the program in which the student is enrolled; concerns about the Graduate Program should be submitted to the applicable graduate Program Chair; and concerns about the Center of Excellence for Healthcare Simulation should be submitted to the CHP Associate Dean for Administration. The Chair or the Associate Dean for Administration 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 Associate Dean.

### ***COMPUTER RESOURCE CENTER***

The Computer Resource Centers offer students a wide variety of resources including Internet access, wireless laptop workstations, over 50 software packages, headphones, USB connections, scanners, high-powered printers and Macs. More information about the Computer Resource Center may be found at <https://www.pace.edu/its/its-service-areas/its-computer-labs>.

### ***COUNSELING CENTER***

The services of the Counseling Center address personal, academic and vocational problems. In addition, the Counseling Center is available to victims of sexual assault and can provide crisis intervention assistance, emotional support, information, and referrals to medical, police and other pertinent services. Information discussed during counseling sessions is confidential. The services of the Counseling Center are offered for no fee to all members of the Pace University community. More information about counseling services can be obtained at <https://www.pace.edu/counseling>.

### ***EDUCATION RECORDS***

The Family Educational Rights and Privacy Act, commonly referred to as "FERPA," is a federal law that protects the confidentiality of student education records and provides for a student's right to review and request correction of such records. Information about a student's rights under FERPA may be found at [pace.edu/osa/student-records/pace-university-ferpa-policy](https://www.pace.edu/osa/student-records/pace-university-ferpa-policy).

## ***FINANCIAL AID***

Information about financial aid may be found at <https://www.pace.edu/financial-aid>.

## ***HEALTH CARE***

University Health Care offers a full range of primary care services to the Pace University community. University Health Care is staffed by nurse practitioners (registered nurses with advanced credentials who are certified to prescribe medications) and consulting physicians. University Health Care is located at One Pace Plaza, 6<sup>th</sup> Floor East on the New York campus (212-346-1600), and at the Paton House, Ground Floor on the Pleasantville campus (914-773-3760). Additional information regarding University Health Care services may be found at <https://www.pace.edu/college-health-professions/life-chp/university-health-care>.

## ***HEALTH INSURANCE***

Information about accident and sickness insurance may be found at <https://www.pace.edu/health-insurance>.

## ***IMMUNIZATION COMPLIANCE POLICY***

Students are required to comply with the requirements of the New York State Public Health Law regarding immunity against measles, mumps and rubella. Details about these requirements may be found at <https://www.pace.edu/student-accounts/immunization-compliance>.

## ***INCOMPLETE WORK***

Information about course grades when course work is incomplete at the end of the semester may be found at <https://catalog.pace.edu/undergraduate/academic/academic-policies-general-regulations/grades-academic-standing/incomplete-work/>

## ***LIBRARIES***

The Edward and Doris Mortola Library is located on the Pleasantville campus (914-773-3380) and the Henry Birnbaum Library on the New York campus (212-346-1332).

Library hours vary during semesters, vacations and summer sessions, and many library resources are accessible online. Of particular interest to College of Health Professions students are the many databases available to support healthcare related research. More detailed information about the resources available at the libraries as well as additional information about the libraries are available at <https://libguides.pace.edu/newhomebuild>.

## ***PACE POLICIES PROHIBITING DISCRIMINATION***

**SEX-BASED MISCONDUCT POLICY AND PROCEDURE.** As part of its commitment to providing a safe environment for every member of the University community and to ensuring that no student, faculty, or staff member is excluded from participating in or denied the benefits of any University program or activity on the basis of sex, Pace University prohibits Sex-Based Misconduct. Sex-Based Misconduct includes sexual harassment, sexual assault, gender-based harassment, sexual exploitation, domestic violence, dating violence and stalking. The University also prohibits retaliation against anyone who reports an incident of sex-based misconduct or participates in an investigation or proceeding related to any such report.

The University's Sex-Based Misconduct Policy<sup>27</sup> and Procedure may be viewed at (

<https://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures/affirmative-action>)

Members of the University community who have questions about the Sex-Based Misconduct Policy and Procedure or accessing available resources should contact the Title IX Coordinator/Affirmative Action Officer at 212-346-1310, or [bdufresne@pace.edu](mailto:bdufresne@pace.edu).

**PACE UNIVERSITY POLICY AND PROCEDURE – DISCRIMINATION, NON SEX-BASED HARASSMENT AND RETALIATION.** Pace University is strongly committed to maintaining a working and learning environment that is free from unlawful Discrimination, Harassment or Retaliation. The University is an equal opportunity employer and an academic institution which strongly believes that all employment and academic decisions must be made without regard to whether an employee or student possesses characteristics protected by federal, state, or local law and this Policy and Procedure (“protected characteristics”).

It is the policy of the University to ensure equality of opportunity for all members of the University. Therefore, Pace University prohibits and will not tolerate discrimination or harassment on the basis of a protected characteristic. These characteristics include: sex; gender or gender identity; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partner status; sexual orientation; genetic predisposition or carrier status; military or veteran status; status as a victim of domestic violence, sex offenses or stalking and any other characteristic that may be protected by law.

The University’s Discrimination, Non Sex-Based Harassment and Retaliation Policy and Procedure may be viewed at:

<https://www.pace.edu/sites/default/files/2024-08/sex-based-misconduct-policy-august-2024.pdf>

Members of the University community who have concerns about discrimination or harassment should contact the Title IX Coordinator/Affirmative Action Officer at 212-346-1310, or [bdufresne@pace.edu](mailto:bdufresne@pace.edu).

### ***REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES***

The University's commitment to equal educational opportunities for students with disabilities includes providing reasonable accommodations for the needs of students with disabilities. To request an accommodation for a qualifying disability, a student must self-identify and register with the Office of Student Accessibility for his or her campus. Except for the Office of Disability Services, no one, including faculty, is authorized to evaluate the need and arrange for an accommodation. Moreover, no one, including faculty, is authorized to contact the Office of Disability Services on behalf of a student. For further information, please see Resources for Students with Disabilities at <https://www.pace.edu/student-accessibility-services>. The Office of Student Accessibility may be contacted at 212-346-1526 on the New York campus and 914-773-3710 on the Pleasantville campus.

Members of the University community who believe that they have been denied a reasonable accommodation for a disability to which they may be entitled, should contact the Title IX Coordinator/Affirmative Action Officer at 212-346-1310, or [bdufresne@pace.edu](mailto:bdufresne@pace.edu).

### ***OFFICE OF THE REGISTRAR***

The Office of the Registrar provides financial aid, student accounts (billing and payment) and registrar services. The can be contacted by telephone at 1-877-672-1830 or in person at the New York City, Pleasantville and Law School campuses. Additional information about the

registrar's office may be found at <https://www.pace.edu/registrar> .

### ***SAFETY AND SECURITY DEPARTMENT***

The Safety and Security Department is responsible for ensuring the safety and security of all members of the Pace University community 24 hours a day, 365 days per year. Safety and Security also issues parking permits and identification cards. The locations and telephone numbers of Safety and Security are:

New York Campus – One Pace Plaza, B-Level; 212-346-1800

Pleasantville Campus – Alumni Hall; 914-773-3400

White Plains (Law School Campus) – Preston Hall; 914-422-4300

Additional information about the Safety and Security Department may be found at <https://www.pace.edu/security-emergency-management>.

### ***SOURCES OF INFORMATION***

Additional information about the Health Science Program and Pace University may be found, at the following:

Pace University website at <https://www.pace.edu/>.

Health Science Department website at <https://www.pace.edu/college-health-professions/faculty-and-departments/departments/health-science>.

*Pace University Student Handbook* at <https://www.pace.edu/student-handbook>.

Pace University Undergraduate Catalogue at <https://www.pace.edu/registrar/registration/academic-catalogs>.

Students are responsible for knowing and complying with all applicable policies of Pace University and the Health Science Department.