



College of Health Professions
LIENHARD SCHOOL OF NURSING

**DEPARTMENT OF GRADUATE STUDIES
STUDENT HANDBOOK**

Approved
SEPTEMBER 2024

Students are responsible for knowing and complying with all applicable policies of Pace University and the Lienhard School of Nursing.

The *Lienhard School of Nursing Department of Graduate Studies Student Handbook* may be changed from time to time at the sole discretion of the Lienhard School of Nursing and such changes may be with or without prior notice. The *Lienhard School of Nursing Department of Graduate Studies Student Handbook* is not intended as, and shall not be construed as, a contract.

September 1, 2024

**2024-2025 LIENHARD SCHOOL OF NURSING
DEPARTMENT OF GRADUATE STUDIES
STUDENT HANDBOOK**

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WELCOME FROM THE INTERIM CO-DEAN OF THE COLLEGE OF HEALTH PROFESSIONS

Dear Lienhard School of Nursing graduate students:

The faculty and I applaud your decision to pursue a graduate degree in nursing and are delighted you chose Pace University and the College of Health Professions (CHP) Lienhard School of Nursing (LSN) 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. As with any new role, there are expectations that will help you be successful as a student and practitioner. Faculty and staff are here to help you be successful in your endeavors.

The Core Values of the College of Health Profession are: **Commitment to Quality Care, Cultural Competence, Innovation, Integrity, Interprofessional Collaboration, and Scholarship**. Nursing is the most trusted profession in the United States, rated highest in honesty and integrity, and it is a privilege for me as dean to serve our Nursing programs.

Professionally and personally, I try to adhere to the **Platinum Rule**: *Treat others as they wish to be treated, not assuming that how you wish to be treated is necessarily how others wish to be treated*. I urge you, as a student, to learn from the wisdom and experience of your professors while advocating for yourself and having agency over your education and the responsibilities you have both to your profession and your studies. As part of these responsibilities, you are required to be familiar with the *Lienhard School of Nursing Department of Graduate Studies Student Handbook*. Our goal is to provide you with the tools to be the best you can be - excellent nurses of the highest caliber!

Increasingly, we seek to incorporate interprofessional education and collaboration in our programs, both required and optional, as effective clinical care and health equity require an integrated approach across professions and disciplines. I encourage you to avail yourself of these opportunities when they arise.

On behalf of the faculty and staff of the College of Health Professions, let me congratulate you on your admission. Our commitment 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 the profession. We welcome the opportunity to embrace all the privileges, rights, and responsibilities of being your teachers and mentors. I wish you the very best in your studies!

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WELCOME FROM THE CHAIR AND DIRECTOR OF GRADUATE PRACTICE PROGRAMS

Dear graduate students,

Welcome to the Department of Graduate Studies (DGS) in the Lienhard School of Nursing.

As a graduate nursing student, you are joining a long tradition of graduate nursing education that began in 1973 with the generic master's degree for nursing. The Lienhard School of Nursing has one of the oldest Family Nurse Practitioner programs in the region, and one of the first Doctor of Nursing Practice programs approved in the state of New York. Today we have three thriving clinical master's programs, a post-graduate certificate program in Nursing Education, and an online post-master's Doctor of Nursing Practice.

Within DGS you will be challenged to expand your understanding of health, healthcare, and nursing. The graduate programs are built around the core principles of **Primary Health Care, Equitable Person-Centered Care, and Evidence-Based Practice**. You will find your courses organized around these foundational concepts as you move toward your goal of advanced nursing practice or doctoral nursing practice. Your faculty are expert clinicians and educators, and most maintain an active clinical practice. The facilities include a state-of-the-art simulation lab, staffed by expert clinician-educators who work in collaboration with your faculty to help you achieve your learning goals. Your clinical sites will expose you to even more expert clinicians, in a wide variety of settings.

Graduate education is never easy, and we know the sacrifice that you and your family make when pursuing an advanced degree. Know that you have earned your position within the student body and that our high expectations for you are within your reach. Your faculty, track coordinators, and administrators are all here to support you in this path to advanced practice.

This handbook is a guide to circumstances and procedures that you may encounter in your time within the program. There are additional guides for clinical settings and policies specific to each individual program. These materials are housed in the LSN Graduate Community in the Classes learning management system. Please contact your track coordinator with questions or concerns.

As the department chair and director, we wish you all the best as you proceed through this program. LSN faculty are committed to your success. We enjoy watching you grow during your graduate education and look forward to seeing you join the ranks of Pace University, Lienhard School of Nursing Alumni who are practicing around the world in many different clinical, educational, and research settings.

Joanne Singleton, PhD, RN, FNP-BC, FNAP, FNYAM, FAAN
Chair and Professor, Department of Graduate Studies

Jason Slyer DNP, RN, FNP-BC, CNL, FNYAM, FNAP
Director of Graduate Practice Programs and Associate Professor, Department of Graduate Studies

WELCOME FROM THE FACULTY

Dear graduate students,

The policies in this *Lienhard School of Nursing Department of Graduate Studies Student Handbook* were developed by faculty and administrators of the LSN to provide information to students about what is required of them as they progress through their graduate program, and to promote and maintain standards of quality in the graduate programs. This *Handbook* is not the only source of policies and procedures that you are required to comply with while you are an LSN student. Links to additional policies governing your student experience are included in this *Handbook*. For example, the *Clinical Evaluation of Nurse Practitioner Students* packet addresses policies and procedures applicable to the oversight and evaluation of the clinical portion of graduate nurse practitioner programs; course syllabi may contain policy statements; and there are many University policies and procedures that are applicable to students in the LSN.

Sometimes it is necessary or desirable to change, repeal, or create a new policy. Consequently, this *Handbook* will be updated and reissued each year effective September 1. 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 your program's specialty track coordinator.

We wish you every success in your graduate studies at the Lienhard School of Nursing.

Best regards,

The Graduate Nursing Faculty

INTRODUCTION TO THE LIENHARD SCHOOL OF NURSING (LSN)

Vision of LSN

The Lienhard School of Nursing will lead nursing education through the advancement of evidence-based practice and scholarship in primary health care.

Mission of LSN

The Lienhard School of Nursing is an inclusive learning environment that prepares diverse nurse leaders in evidence-based, equitable, person-centered, primary health care by integrating an innovative pedagogy with interprofessional partnerships, scholarship, and practice to improve health and wellness for all persons and populations.

Philosophy of LSN

Informed by our rich legacy, the Lienhard School of Nursing ensures health equity by preparing diverse nurses to provide safe, high-quality, person-centered nursing care that is grounded in an evidence-based framework of primary health care.

LSN Core Values

- Equitable, person-centered care
- Evidence-based practice
- Primary health care

LSN Graduate Goals

The goals of the Lienhard School of Nursing are:

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. Provide a quality education within urban and suburban settings to serve diverse communities.
3. Foster teaching, learning, scholarship, and service within a community of integrity that respects all persons and values health care as a social right.
4. Prepare nurses to be global citizens.
5. Educate baccalaureate students in curricula that value a high level of nursing competence, clinical reasoning, and effective communication to provide a broad foundational base for professional nursing practice in complex and diverse healthcare environments with a primary health care worldview.
6. Educate master's and doctoral students with a depth and breadth of knowledge, skills, and philosophy necessary for advanced nurse leaders to promote health, innovate practice, and expand scholarship in complex and diverse healthcare environments with a primary health care worldview.

Expected Student Learning Outcomes

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

Master's Programs

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

1. Integrate knowledge from nursing and other disciplines to facilitate evidence-based, equitable, person-centered, primary health care.
2. Ensure the provision of person-centered, primary health care that is evidence-based, affirms human diversity, and promotes individual empowerment.

3. Attribute primary health care principles to the delivery of evidence-based care to diverse populations.
4. Evaluate the best evidence, along with clinical judgement and patient preferences and values, to support decision-making and enhance outcomes in the provision of primary health care.
5. Participate in the planning, implementation, and evaluation of evidence-based changes to improve quality and safety in the provision of equitable, person-centered, primary health care.
6. Support interprofessional partnerships with other disciplines and essential stakeholders with attention to legal, ethical, social, health policy, and economic issues that impact the quality and safety of primary health care delivery.
7. Coordinate care within complex healthcare systems that enhances the delivery of evidence-based, equitable, person-centered, primary health care.
8. Evaluate the use of information technologies to support the delivery of safe, high-quality, evidence-based, equitable, person-centered, primary health care.
9. Develop a professional identity that reflects the characteristics and values of advanced nursing practice.
10. Value personal, professional, and leadership development in advanced nursing practice through a spirit of inquiry and reflective practice.

Doctor of Nursing Practice (DNP) Program

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

1. Create frameworks for advanced nursing practice that synthesize knowledge from nursing and other disciplines to facilitate evidence-based, equitable, person-centered, primary health care.
2. Enhance the delivery of person-centered, primary health care practices that are evidence-based, affirm human diversity, and promote individual empowerment.
3. Facilitate practice grounded in the principles of primary health care to improve equitable, population health outcomes.
4. Propose changes in clinical practice supported by best evidence, along with clinical judgement and patient preferences and values, to improve primary health care practice and outcomes.
5. Lead the planning, implementation, and evaluation of evidence-based changes to improve quality and safety in the provision of equitable, person-centered, primary health care.
6. Promote interprofessional collaborations with other disciplines and essential stakeholders with attention to legal, ethical, social, health policy, and economic issues that impact the quality and safety of primary health care delivery.
7. Design leadership roles within complex healthcare systems that enhance the delivery of evidence-based, equitable, person-centered, primary health care.
8. Implement best practices for the meaningful use of information technologies to support the delivery of safe, high-quality, evidence-based, equitable, person-centered, primary health care.
9. Cultivate a sustainable professional identity in oneself and others that reflects the characteristics and values of advanced nursing practice.
10. Influence the personal, professional, and leadership development in advanced nursing practice in oneself and others through a spirit of inquiry and reflective practice.

NURSING TECHNICAL STANDARDS

Pace University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, both as amended, 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 visit [Student Accessibility Services](#), and then contact the Coordinator of Student Accessibility Services for their campus. The Department of Graduate Studies endorses and applies for graduate master's and DNP students the Nursing Technical Standards which follow. The ability to meet the technical standards and educational objectives established by the program is essential for the fulfillment of the requirements for the Bachelor of Science in Nursing, graduate master's, and DNP degrees.

The academic and technical standards established by the faculty require that all students accepted by the Pace University undergraduate nursing programs and graduate master's and DNP programs possess the physical, cognitive, and behavioral abilities that ensure that they will be able to complete all aspects of the curriculum. Students admitted to the nursing programs 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 nursing as a registered professional nurse. The technical standards outlined below ("Technical Standards"), in conjunction with established academic standards, are followed by undergraduate and graduate nursing faculty to select applicants and retain students who possess the intelligence, integrity, physical, and personal as well as emotional characteristics that are necessary to become an effective professional nurse. The faculty must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of a baccalaureate prepared professional nurse, and a master's and DNP prepared advanced practice nurse. The faculty and program cannot compromise the health and safety of others and reserves the right not to admit and progress in the nursing curriculum 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 impaired by alcohol or substance abuse cannot meet the Technical Standards.

Communication

Nursing students must be able to communicate effectively with members of the health care team, including patients and family members verbally and in writing, and be able to record information accurately and clearly. Nursing students must be able to accurately interpret a patient's verbal and non-verbal expressions. Nursing students must be able to critically analyze and convey information on the patient's status to members of the healthcare team in oral, written, and electronic form in a timely manner.

Motor Skills

Students must possess and use motor skills in conjunction with the senses of sight, hearing, smell, and touch to accurately collect, interpret and utilize data. Examples include, but are not limited to:

- use a stethoscope and sphygmomanometer to assess vital signs.
- possess the gross motor skills to provide safe patient care, e.g., perform CPR, apply pressure, or position and transfer patients.
- possess the fine motor skills to provide safe patient care, e.g., prepare and administer medications, manipulate emergency medical equipment, and change a dressing.
- maintain balance and coordination while responding quickly to and in emergency situations.
- have the endurance to complete all required tasks during the assigned period of clinical practice in order to carry out the nursing process during the delivery of general nursing care or in emergency situations.

Interpretative, Conceptual, and Quantitative

Candidates for the degree should possess capabilities that enable them to function effectively and efficiently in the domains of interpretative, cognitive, and quantitative reasoning. Undergraduate and Graduate nursing students are expected to be capable of developing and seeking out appropriate learning techniques and study habits that allow for an evolving understanding of the baccalaureate, master's, and DNP curricular content. Students must be able to learn through a variety of teaching-learning modalities, including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of assignments, validation of accurate medication administration and calculation of medication dosage, and use of computer technology. They must be able to progressively remember, understand, apply, analyze, evaluate, create, memorize, measure, calculate, reason, and synthesize the essential concepts of nursing, including person, health, and environment. They must also be able to apply these concepts in their clinical student nursing practice through the use of clinical reasoning and clinical judgment. To achieve the goals of clinical competency and patient safety, nursing students are expected to acquire the strategies of problem-solving and critical thinking in order to prioritize patient needs, recognizing urgent or emergent situations as well as demonstrating conscientious detail to the needs of the whole patient and family.

Behavioral and Social

Candidates and students must understand the legal and ethical aspects of the practice of nursing and function within the guidelines established by the law and consistent with the profession's (ANA) Scope & Standards of Practice and Code of Ethics for Nurses,¹ and National Student Nurses Association Code of Academic and Clinical Conduct and Code of Academic and Clinical Conduct Interpretive statements for Nursing Students.² They must be able to relate to patients and their families, colleagues, faculty, and other members of the health care team with courtesy, maturity, and respect for the dignity and cultural diversity 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 demonstrate honesty and integrity in their schoolwork and in their relationships with faculty, staff, administrators, and classmates. 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, and in their course work, in a sensitive and effective manner in the role as nursing student. This sensitivity includes self-examination of personal attitudes, perceptions, and stereotypes in order to avoid potential negative impact on relationships and patient care. Candidates and students must be able to adapt to changing environments, display flexibility and professional responsibility to their patients, peers, faculty, staff, and administrators, and learn to function in an environment of uncertainty, in which changes may occur rapidly and without warning. A candidate and student must be able to accept and integrate evaluative feedback and respond by a positive modification of behavior. A candidate and student must use conflict resolution strategies effectively in university settings, and in on and off campus clinical learning settings.

Observation

In both clinical and laboratory settings, students must be able to observe demonstrations of nursing skills and the implementation of patient care utilizing illustrations, models, medical equipment as well as standardized patients, patient simulators, and actual human patients. The student must be able to directly and accurately confirm a patient's identity, observe a patient's physical condition and demeanor, obtain a medical history, and perform a complete physical examination. They must then integrate the information obtained through these holistic observations to implement the nursing process. These skills require the functional use of the senses of vision, hearing, smell, and touch.

¹ [Code of Ethics for Nurses](https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/). (n.d.). ANA. Retrieved January 1, 2019, from <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

² [National Student Nurses' Association](https://www.nsna.org/nsna-code-of-ethics.html). (2022). *NSNA Code of Ethics including Code of Academic and Clinical Conduct and interpretive statements*. NSNA. <https://www.nsna.org/nsna-code-of-ethics.html>

ACADEMIC POLICIES OF THE LSN

Home Campus Designation

The campus to which a student is admitted for a program of study is designated as the student's home campus. Campus assignment may be limited by the location of the program of study. Students are not permitted to register for nursing courses offered on another campus.

Students who fail a nursing course on their home campus must retake the course on their home campus the next time it is offered.

Students may request a change in home campus by contacting the director of graduate practice programs. A permanent change in the home campus is allowed only once and is dependent on space availability at the requested campus. Students who wish to transfer to a different program may follow those instructions described in Change of Program Policy/Program Transfer.

Grade Appeal Process, Step-by-Step

The process for appealing a grade in a nursing course is governed by the University's Grade Appeal Process (a copy of which may be found in the online [Pace University Student Handbook](#)) and this *Grade Appeal Process: Step-by-Step*, both of which provide 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. 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 LSN.

Step 1: Before appealing a final nursing course grade, the student should review and become familiar with the Grade Appeal Process of the University and this *Grade Appeal Process: Step-by-Step*.

Step 2: At the sole discretion of the graduate department chair (chair) the student may be permitted to register for and attend certain nursing courses while the student's grade appeal is pending (ordinarily, such nursing courses are those courses for which the failed course is a prerequisite). The chair'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.

Step 3: If a student believes that the final grade received in a nursing 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 nursing 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 4: If the student and the instructor are unable to resolve the issue and the student wishes to continue the grade appeal, the student may appeal the final nursing course grade to the chair. The grade appeal must be submitted in writing to the chair within 5 business days from the date on which the student was informed of the decision of the course instructor and must clearly state the basis for challenging the grade received for the nursing course. The student must also forward a copy of their written grade appeal to the instructor who issued the final grade being challenged. If the graduate department chair is the instructor who issued the grade being appealed, the grade appeal must be submitted to the undergraduate department chair.

Step 5: If after submitting their written appeal the student wishes to meet with the chair responsible for the Grade Appeal to discuss it, the student must contact the department's specialty track

coordinator to make an appointment.

Step 6: The chair will decide whether the final nursing 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 and that the final nursing course grade will be reviewed, the procedure for reviewing the grade described in the University's Grade Appeal Process will be implemented. The chair will notify the student in writing whether the grade will be reviewed further.

Step 7: If the grade is subject to further review, the chair will notify the student in writing of the result of the review.

Incomplete Work

Information about course grades at the end of the semester may be found at [Grading System](#) in the Pace Catalog.

At the discretion of the instructor, students who have outstanding work at the end of the semester may be given a grade of "I" or Incomplete. Students must complete a formal Agreement for Incomplete Work form and have it signed by the course faculty. A maximum of six weeks will be provided to allow the student to complete the required course work or examination. If the course requirements are not completed within the six-week period, the grade of "I" will automatically become an "F" failing grade and further extensions will not be considered.

The Agreement for Incomplete Work (didactic and clinical) is found in the Lienhard School of Nursing Graduate Community.

Leave of Absence

Information about a leave of absence from the University may be found at [Leave of Absence](#) in the Pace Catalog.

A leave of absence is limited to two consecutive semesters excluding the summer semesters. A student who does not resume study within this time period will be dropped from the program. Students wishing to resume studies after an extended leave of absence must reapply for admission and meet current application standards for readmission. Students may only request one leave of absence during their time in the program.

Medical Leave of Absence

Information about a medical leave of absence from the University may be found at [Leave of Absence](#) in the Pace Catalog. Normally, a medical leave of absence is limited to two consecutive semesters excluding the summer semesters but may not exceed four consecutive semesters, excluding the summer semesters. A student who does not resume study within this time period will be dropped from the program. Students wishing to resume studies after an extended leave of absence must reapply for admission and meet current application standards for readmission.

Resumption of Studies Policy

Information about the resumption of studies after a leave of absence or a medical leave of absence from the University may be found at [Resumption of Study](#) in the Pace Catalog.

Students who are readmitted after an absence of 2 years or more from their original Advanced Pharmacology or Advanced Physical Assessment classes have the option to retake the course(s) or to demonstrate currency in their understanding and skills with a test-out. They will contact the director of graduate practice programs to arrange for the test-out. If students do not pass the test-out, they will be required to repeat the class.

Academic Probation Policy

The academic standards of LSN are established by the LSN faculty and are intended to be consistent with the policies and practices of Pace University. Usually, LSN students who fail to satisfy the academic standards of the LSN 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 LSN 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 LSN program. Students who fail to satisfy the conditions of probation within the time permitted will be dismissed automatically from the LSN graduate program in which they are enrolled and from the Lienhard School of Nursing.

Set forth below are (1) the academic standards of the LSN masters, certificate of graduate studies, and DNP programs, (2) the conditions that will result in a student 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, the following conditions apply to the LSN graduate programs:

- A student who fails to satisfy the applicable academic standards and is placed on probation will be on probation for one semester (the "Probationary Semester").
- Normal practice is that the department chair will inform students in writing if the student 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 their academic standing before each semester and to make inquiries in the Lienhard School of Nursing Office of Academic Affairs 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.
- Neither the status of probation nor the conditions of probation may be appealed.
- 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, the student will be dismissed automatically from the LSN graduate program in which they are enrolled and from the Lienhard School of Nursing.
- A graduate student who has successfully completed one prior Probationary Semester and based on current academic performance, would otherwise be placed on probation, will be dismissed automatically from the LSN graduate program in which they are enrolled and the Lienhard School of Nursing.

Academic Standards: Graduate Programs

The academic standards, the conditions that will result in academic probation, and the conditions that must be satisfied during the Probationary Semester for each LSN graduate program include, but are not limited to, the following:

Master of Science (MS), Certificate of Advanced Graduate Study (CAGS) and Doctor of Nursing Practice (DNP) Programs

Academic Standards	Conditions That Will Result in Academic Probation	Conditions That Must Be Satisfied During Probationary Semester
In order to pass a nursing course ³ without a clinical component, a minimum grade of B is required.	Failure to receive the minimum passing grade of B in a nursing course that does not have a clinical component.	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 3.00 cumulative quality point average (CQPA). In addition, if the failed course is a required nursing course, the student must repeat the course the next time it is offered and receive a grade of B or higher. If the failed course is an elective nursing course, the student must (1) either repeat the failed course the next time it is offered <u>or</u> take another elective nursing course during the Probationary Semester <u>and</u> (2) receive a grade of B or higher in the course. ⁴
In order to pass a nursing course with one or more clinical components, the student must receive a P (pass) for the clinical component and a B or higher for the didactic component. <u>Note:</u> A student who fails either a clinical or didactic component of a clinical course automatically fails the entire course. If the failing grade for a component is issued before the completion of the course, the student will not be permitted to continue attending the course.	Failure to receive a P for the clinical component of a clinical nursing course and/or a B or higher for the didactic component.	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 3.00 CQPA. In addition, the next time the nursing course that was failed is offered, the student must repeat both the clinical and didactic components of the course and pass with a P and B or higher, respectively. ⁵
Students must maintain a CQPA of 3.00 or higher.	Failure to meet the minimum 3.00 CQPA standard and the student's CQPA is between 2.75 and 2.99.	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 3.00 CQPA.

³ For purposes of the Academic Probation Policy, except as otherwise noted, the term nursing course includes required and elective graduate nursing courses.

⁴ Students who satisfied the conditions of probation except they were unable to repeat the failed nursing course in the Probationary Semester because it was not offered will be returned to good academic standing for the semester following the Probationary Semester (the "Subsequent Semester"), excluding summer semesters, contingent upon successfully repeating the failed nursing course in that semester. Students who do not receive a "B" or higher or a "P" (pass), as the case may be, in the failed nursing course or fail to meet any other academic standard in the Subsequent Semester, will be dismissed from the graduate program in which the student is enrolled and, if the student is not eligible to transfer to another LSN program, the Lienhard School of Nursing.

⁵ See footnote 4.

Assignments

Unless the instructor has given prior approval for another date, all assignments must be submitted on or before the date they are due. Failure to do so may result in a reduction in the grade or a failing grade for the late assignment.

Students are not permitted to submit additional work, repeat examinations, or revise and resubmit graded assignments in an effort to raise their grade.

Examinations

If, due to an emergency, a student is unable to take an examination, the student must notify the instructor as soon as possible and request a make-up examination. The decision of whether to permit a make-up examination is at the discretion of the instructor. No fee is charged for a make-up examination. At the discretion of the instructor, the format of a make-up, conflict and deferred examination may differ from the format of the original examination.

Students are permitted to take an examination only once; no examination may be repeated.

Communication

Communication between students, faculty, and staff is essential, and it is expected to be professional and timely. Email is the primary form of communication within the Lienhard School of Nursing. Students, faculty, and staff are expected to check Pace email accounts frequently and respond to any inquiries within **72 hours**. Students are expected to use their Pace University email to communicate with faculty and staff for all University related communications. In the event that there are difficulties using Pace email, students are to contact Information Technology Services to resolve the issue.

Revised September 1, 2024

ACADEMIC DISMISSAL POLICY ^{6,7}

Before being dismissed from a Lienhard School of Nursing (LSN) graduate program 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 LSN graduate program and the Lienhard School of Nursing. The circumstances that will result in automatic dismissal rather than probation include, but are not limited to, the following:

- Graduate students whose CQPA is below 2.75 will be dismissed automatically from their respective program and the Lienhard School of Nursing.
- Students who fail two nursing courses, whether the same or different nursing courses, will be dismissed automatically from their respective program and the Lienhard School of Nursing.
- A graduate student who has successfully completed one prior Probationary Semester and, based on current academic performance, would otherwise be placed on probation, will be dismissed automatically from the LSN graduate program in which they are enrolled and the Lienhard School of Nursing.

As soon as practicable after the conclusion of the fall and spring semesters and the first and second summer sessions, the director of graduate practice programs in coordination with the LSN Office of Academic Affairs will review the status of each student enrolled in the department of graduate studies (1) to identify those students who meet any of the circumstances identified above that result in automatic dismissal and (2) to determine whether students who were on academic probation in the previous

⁶ For purposes of the Academic Dismissal Policy, except as otherwise noted, the term "nursing course" includes required and elective nursing courses.

⁷ The minimum passing grade for each of the Lienhard School of Nursing programs may be found in the Academic Probation Policy.

semester satisfied the conditions of probation by the conclusion of the Probationary Semester. 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 LSN program.

Ordinarily, students who are dismissed from an LSN graduate program will be informed in writing by the chair as soon as practicable of the dismissal from the LSN graduate program and from the Lienhard School of Nursing. 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 their academic standing before each semester and to make inquiries in the LSN Office of Academic Affairs if clarification is needed.

A student who has been dismissed from an LSN graduate program and, if applicable, the Lienhard School of Nursing, may appeal the decision of dismissal to the Academic Progression Appeals Committee (the Appeals Committee) in accordance with the procedure set forth in the *Lienhard School of Nursing Appeal of Academic Dismissal Policy*. A student may, at the sole discretion of the graduate department chair, 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 Lienhard School of Nursing (LSN) program in which they are enrolled and, if applicable, the Lienhard School of Nursing, may appeal the decision of dismissal to 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,
Lienhard School of Nursing,
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 nursingappeals@pace.edu. The written appeal must be received by the Appeals Committee within 14 calendar days from the date of the letter informing the student of their academic dismissal. If the appeal is not received by the Appeals Committee on or before the 14th day, normally the appeal will be denied.⁸

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 for an Appeal

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 LSN program from which the student was dismissed and confirmation of

⁸ All grade appeals must be completed before the Appeals Committee will accept a student's appeal of the decision dismissing the student from the nursing program in which he or she is enrolled. An appeal of the decision dismissing the student from a nursing program must be received by the Appeals Committee within 14 calendar days from the date of the decision of the grade appeal.

- whether the student was dismissed also from the Lienhard School of Nursing; and
3. the reason the student was dismissed from the LSN program and, if applicable, the Lienhard School of Nursing; 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 LSN program; 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 LSN program and, if applicable, the Lienhard School of Nursing; and
 6. a copy of the student's dismissal letter from the graduate program and/or the Lienhard School of Nursing; 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 supportive evidence of their 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 averse 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 LSN program and the Lienhard School of Nursing, 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 LSN program and, if applicable, the Lienhard School of Nursing 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, 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 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 LSN program and the Lienhard School of Nursing, 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 fails to satisfy the conditions of academic probation within the time permitted will be dismissed automatically from the Lienhard School of Nursing. 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 Lienhard School of Nursing, 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 be recused from the Appeals Committee for the sole purpose of that student's appeal.

ACADEMIC REQUIREMENTS, THE LAST SEMESTER, AND ELIGIBILITY TO GRADUATE

For graduation eligibility from LSN, students must have satisfied all academic requirements no later than the end of the last semester (the Last Semester) of the LSN program 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 LSN.

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 nursing 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 nursing 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 nursing course they failed in the Last Semester. 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 nursing course and maintain the minimum CQPA or higher. Students who do not receive a passing grade or higher in the nursing 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 Lienhard School of Nursing. The dismissal is final and not subject to an appeal.⁹

For additional information about this policy, students should contact the director of graduate practice programs.

ACADEMIC INTEGRITY

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 on the [University Policies, Disciplinary and Grievance Procedures](#) web page and by downloading the [Academic Integrity Code \(PDF\)](#) document.

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

⁹ The grade for the nursing course may be appealed in accordance with the Grade Appeal Process: Step-By-Step Policy.

own work or must be properly referenced. Students must never present any work under false pretenses. The LSN Department of Graduate Studies (DGS) recognizes Artificial Intelligence (AI) as a tool that may facilitate learning experiences. AI should be viewed as a complement to one's learning, rather than a replacement for critical thinking and genuine engagement with the subject matter. Using an AI-content generator to complete coursework without proper attribution constitutes a form of academic dishonesty. The Pace University Academic Integrity Code 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.

Academic Integrity Code Procedure

Pace University's [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. Additional sanctions may be imposed including: financial aid from the University may be withdrawn, a previously granted degree may be revoked, and the committee chair may submit a written recommendation to a course instructor regarding a student's grade.

The Academic Integrity Code requires that all violations be documented and reported to the director of the program in which the student is enrolled and to 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.

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.

STANDARDS OF PROFESSIONAL CONDUCT

Students in the Lienhard School of Nursing are required to adhere to the same high ethical and professional standards required of licensed nurses and nurse practitioners. The *Code of Ethics for Nurses* promulgated by the American Nurses Association applies to all students in the Lienhard School of Nursing. The American Nurses Association's *Code of Ethics for Nurses* is supplemented by the [Code of Ethics for Nurses with Interpretative Statements \(2015\)](#). Also promulgated by the American Nurses Association and applicable to all Lienhard School of Nursing students are the expectations of the professional role of a registered nurse which are identified and discussed in *Nursing: Scope and Standards of Practice* (4th edition, 2021) published by the American Nurses Association. Students are encouraged to have their own copy of *Nursing: Scope and Standards of Practice*, however copies are available for review in the Lienhard School of Nursing Office of Academic Affairs on the New York and Pleasantville campuses, and they are on reserve in the Edward and Doris Mortola Library and the Henry Birnbaum Library.

In addition to their responsibility to comply with the American Nurses Association's *Code of Ethics for*

Nurses and Nursing: Scope and Standards of Practice, Lienhard School of Nursing students also are required to comply with the policies and practices of the University including, but not limited to, the University's Guiding Principles of Conduct which may be found in the [Pace University Student Handbook](#), the policies of the Lienhard School of Nursing, and the policies of each clinical site to which a student is assigned.

The compliance procedure applicable to the *Standards of Professional Conduct* is set forth in the Lienhard School of Nursing *Professional Conduct Compliance Policy*, which follows.

Standards of Professional Conduct Compliance Policy

Violating the Standards for Professional Conduct is grounds for disciplinary action. Examples of such conduct include, but are not limited to: falsifying documents, unauthorized access of clinical information, unauthorized ordering or prescribing of medications, unauthorized use of the placement site's electronic resources for personal business, sleeping while in the clinical placement site, presenting to clinical setting while chemically impaired, use of abusive or inappropriate language in the placement site, excessive unauthorized lateness, leaving the clinical site early without approval of the faculty or assigned supervisor. In the course of determining whether a student violated the Lienhard School of Nursing's *Standards of Professional Conduct*, the instructor shall meet with the student to discuss the matter, to obtain any relevant information from the student, and to permit the student to present further information regarding the case. If an instructor determines that it is more likely than not that a student violated the *Standards of Professional Conduct*, the instructor may impose sanctions such as, but not limited to, a reduction in the grade or a failing grade for an assignment or examination; 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.

Ordinarily, within five business days of making the determination of whether there was a violation and imposing the sanction, if any, the instructor shall report in writing to the graduate department chair (chair) that the instructor determined the student violated the *Standards of Professional Conduct*. The report shall (i) provide the relevant details about the violation; (ii) describe the instructor's investigation and the basis of the finding that the student violated the *Standards of Professional Conduct*; (iii) identify the sanction(s) imposed; and (iv) include any relevant documents. A copy of the report shall simultaneously be provided to the student and the associate dean for LSN.

The student may appeal the finding of a violation of the *Standards of Professional Conduct* and/or the sanction imposed to the chair. The appeal must be submitted in writing to the chair within five business days of the date on which the instructor's report was issued to the student. If the appeal to the chair is not submitted within five business days, ordinarily the appeal shall be denied. If the instructor who found the student violated the *Standards of Professional Conduct* is also the chair, the appeal must be submitted to the associate dean for LSN.

The chair may conduct a further investigation as appropriate under the circumstances. The instructor's finding of a violation and/or the sanction imposed will be affirmed unless the chair determines there is no rational basis for the finding and/or the sanction, as the case may be. If such occurs, the chair will confer with the instructor and request that the instructor review the matter and, if the instructor concludes it is appropriate, to vacate or modify the finding of a violation of the *Standards of Professional Conduct* and/or the sanction imposed. If the instructor does not conduct a review, the chair will request that at least one other instructor review the basis of the finding that the student violated the *Standards of Professional Conduct* and/or the sanction. During the period the matter is being reviewed by another instructor, the course instructor may vacate or modify their finding of a violation and/or any sanction imposed.

Under certain circumstances, the chair may impose sanctions in addition to those imposed by the instructor. For example, if previous reports show that the student has violated the policy currently at issue, or if the current violation is a significant one (e.g., patient information was falsified and consequently the safety and well-being of the patient were jeopardized; the violation jeopardized the

relationship of the Lienhard School of Nursing with a clinical site), the chair may impose additional sanctions up to and including suspension or dismissal from the Lienhard School of Nursing. Before imposing a sanction of suspension or dismissal, the chair shall meet with the student to discuss the matter, to obtain any additional relevant information, and to permit the student to present information regarding the case. A written copy of the chair's decision shall be provided to the instructor and the student as soon as practicable.

Students found to have violated the *Standards of Professional Conduct* and were sanctioned by the chair with suspension or dismissal from the Lienhard School of Nursing, may appeal the decision of the associate dean for LSN.¹⁰ The appeal must be submitted in writing to the associate dean for LSN within five business days of the date on which the chair's decision is issued to the student. If the appeal to the associate dean for LSN is not submitted within five business days, ordinarily the appeal shall be denied.

The associate dean for LSN will review the report from the course instructor, the chair's decision, and the student's appeal to the instructor and to the chair, and such other information the associate dean for LSN believes is relevant to the matter. The associate dean for LSN will affirm the decision of the chair unless the associate dean for LSN determines there is no rational basis for the chair's decision. A written copy of the associate dean for LSN's decision shall be provided to the chair and the student as soon as practicable. The associate dean for LSN's decision is final and not subject to further review.

ADVISEMENT

Advisement pertaining to academic program progression and planning is the responsibility of the specialty track coordinators. Soon after admission, a program plan is established for each student based on the student's chosen program curriculum. The progression of students in their clinical practicum courses is established during the semester prior to the start of their clinical practicum. Students who wish to change their progression plan must confer with the appropriate specialty track coordinator.

Change of Program Policy/Program Transfer

Students must contact the specialty track coordinator for the program into which they wish to transfer. Students must meet the program admission and practice requirements. Students need to submit a current resume and essay addressing these questions:

- What has changed over your time in the program to make you alter your educational goal to achieving NP certification in the area you are requesting transfer to.
- How do you envision your practice as an NP to be over the next 5 years.

Transfers will be determined on a case-by-case basis by the specialty track coordinator pending application review and enrollment availability. Transfers can only be considered within the first program year (prior to beginning NURS 640), and only one transfer per student will be accommodated.

Reapplication for Admission to Graduate Programs

Students who were dismissed from an LSN graduate program due to unsatisfactory academic performance may reapply for admission to the same or a different LSN graduate program no earlier than three (3) years after the effective date of dismissal from the graduate program. To be eligible for admission, the student must (i) meet all of the current admission standards for the chosen graduate program at the time of reapplication; (ii) demonstrate successful completion of six (6) credits of graduate-level nursing courses with a minimum grade of B+ at another university since the effective date of the student's dismissal from the LSN graduate program; and (iii) submit an essay in which the student identifies the circumstances that caused the dismissal from the LSN graduate program, the resolution of those circumstances, and the plan for successful completion if readmitted. Readmission will be subject to such terms and conditions as may be determined by the Lienhard School of Nursing Department of Graduate Studies to be appropriate under the circumstances.

¹⁰ Ordinarily, the sanctions of suspension and dismissal will not be implemented until the appeal process has been completed.

Undergraduate Enrollment in Graduate Courses

Undergraduate students with a cumulative quality point average of 3.0 or higher may take graduate-level nursing courses as follows:

- Students in the undergraduate Bachelor of Science, Nursing program (RN4) or the Accelerated Bachelor of Science Nursing program (ABS) may take up to three credits of graduate-level nursing courses.
- Students in the baccalaureate completion program for registered nurses (RN-BS) may take up to 12 credits of graduate level nursing courses. Students must receive approval to register for graduate courses. Enrollment is not guaranteed but provided on a space available basis.

Transfer Credits

With the prior approval of the specialty track coordinator, the Lienhard School of Nursing will accept up to a maximum of six (6) credits with a grade of B or better for certain graduate nursing courses, taken at other institutions by students who have matriculated into the Lienhard School of Nursing Master of Science programs. Transfer credit toward NURS 682 and NURS 640 will only be considered if the course was completed within two years of beginning the clinical experience. Students whose original Advanced Pharmacology and/or Physical Assessment courses were greater than two years prior to clinical placements must demonstrate clinical acumen with a test-out option conducted by the director of graduate practice programs to receive transfer credit for these courses. Failure to pass the test-out will require repeating the relevant course material.

THE CLINICAL EXPERIENCE

Clinical Placement Guidelines

The student, in consultation with the director of graduate clinical placements, will identify potential preceptors and clinical agencies. Arranging for and finding preceptors and clinical sites is a shared responsibility between the school and the individual student. Students should contact the director of graduate clinical placements prior to exploring a potential preceptor(s) or clinical site(s) to ensure the site meets program requirements. Each student's responsibility, therefore, is to recommend clinical sites and, once approved, to provide the name of the person at the facility who will work with the director of graduate clinical placements. Students should begin searching for preceptors with the aid of the director of graduate clinical placements six months prior to each practicum experience.

Before students are permitted to commence a clinical placement, they must have authorization from the director of graduate clinical placement and successfully completed the clearance process which is described directly below. Students will not be considered for a clinical placement until they have satisfied these prerequisites.

Many variables must be considered in matching clinical sites and students. For example, the availability of placement opportunities at clinical sites is an important factor, as are the prior experiences and needs of a particular student and other students in the program. Every effort is taken to minimize student travel to a clinical site; however, students may have two hours of travel time one way for some rotations.

The faculty are keenly aware that most students are trying to juggle clinical rotations, employment, and family needs. It is essential that students recognize that preceptor's schedules are not determined by LSN and that preceptor availability is limited by the facility where they are located. Students should not expect to be able to complete clinical hours fully during the evening hours or on weekends. Additionally, students may not exceed 12 hours in one clinical day. Students must communicate consistently with their preceptors to understand and adhere to the clinical hours available at their clinical site.

Clinical sites are selected to ensure students meet the required population foci and number of clinical

hours through their assigned placements. Students should expect that they will complete clinical hours at multiple locations over the course of their clinical year. Students who desire to remain at a single clinical location for more than two rotations must meet with their specialty track coordinator who will evaluate the appropriateness of the placement for extended use.

Once a student is assigned a clinical placement in the clinical compliance tracking system, changes in the placement will not be made. Declination of a clinical placement or request for a transfer out of a clinical placement will only be considered due to safety concerns. The student must present supportive documentary evidence to the director of graduate clinical placements (e.g., a written incident report concerning credible threats to the student). The safety of the clinical site will be assessed by the director of graduate clinical placements. If a student does not provide sufficient evidence to support a conclusion that the clinical site is unsafe yet declines the clinical placement or does not complete all of the requisite clinical hours, the student will not be assigned a substitute placement until the next time the course is offered or receive credit for that clinical placement, respectively.

A student who does not complete all of the required clinical hours of a placement will not receive credit for that clinical placement.

A conflict of interest can arise if a student has a familial, social, or long-term professional relationship with a person who would have direct supervision of the student during the clinical placement, grade the student, or participate in the grading process. Students must disclose any potential or actual conflicts of interest to their specialty track coordinator **and** to the director of graduate clinical placement. The specialty track coordinator will assess the circumstances and determine whether a conflict of interest exists. If the specialty track coordinator finds that the clinical placement at issue would create an actual conflict of interest, the student will not be permitted to commence that clinical placement and the LSN will undertake reasonable efforts to identify another clinical placement for the student.

Clinical Clearance Requirements

Prior to commencement of NURS 640 (MS students) or NURS 900A (DNP students), or a clinical placement, students must satisfactorily complete **all clinical clearance requirements** of the Lienhard School of Nursing Department of Graduate Studies and of each clinical agency where the student has been assigned a clinical placement.

Clinical clearance requirements include, but are not limited to, the following:

- Health clearance (as outlined below)
- 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).
- FIT Testing for N95 Respirators
- Criminal Background Clearance (as outlined below)
- Drug Screening Clearance (as outlined below)
- Mandatory training (as outlined below).
- Clinical agency requirements may include additional drug screening, criminal background check, 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.

Students are required to upload and manage the required documents to their account in the clinical compliance tracking system. Separate instructions on how to open and upload the documents are posted in the clinical compliance tracking system.

For students beginning NURS 640 in the summer semester, the clinical clearance process must be completed by April 1, unless otherwise instructed. DNP students must complete the clinical clearance

process by October 1 prior to starting NURS 900A. CAGS and transfer MS students beginning in a course with a clinical or laboratory component must complete their clinical clearance by August 1 as a requirement for Fall admission.

The registration of students who do not complete the clearance process as required or maintain their clinical clearance prior to the start of a semester with a clinical or laboratory component will be voided, and tuition cancellations, if any, will be made in accordance with the University's [Tuition Cancellation Policy](#). CAGS or transfer MS students who are required to complete the clinical clearance process as part of their admission requirements will have their admission decision voided.

Students are also responsible for maintaining clinical clearance throughout the semester in which the student is enrolled in a course with a clinical or laboratory component. Students may not attend clinical if any part of their clearance requirements is missing or expired. Should a student with any expired clearance requirements attend clinical, any hours completed are considered unauthorized and cannot be included in the total clinical hours for the course. Additionally, this is a policy violation for which the student will be counseled. A student's inability to complete the required clinical hours by the end date of a course due to non-compliance with health clearance requirements may result in a failure of the course.

Revised September 1, 2024

Health Clearance Requirements

Prior to participating in NURS 640 Advanced Physical Assessment (MS students) or NURS 900A (DNP students), and the commencement of a course with a clinical or laboratory component, students must complete the health clearance process. No student may participate in a course with a clinical or laboratory component without successfully completing the health clearance process in addition to the other clinical clearance requirements outlined above.

In order to ensure that all health standards have been met, the health clearance process begins as early as six months prior to the commencement of NURS 640 (MS students), NURS 900A (DNP students), or a course with a clinical or laboratory component. Only if the completed health clearance process demonstrates to the satisfaction of the LSN and any applicable clinical agency that all requisite health standards have been met, will the student be permitted to participate in a course with a clinical or laboratory component.

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. The required health forms are posted in the clinical compliance tracking system, 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 the clinical compliance tracking system.

The health clearance process must be completed as part of the clinical clearance requirements by the deadlines indicated above. Health clearance must be maintained throughout the semester in which the student is enrolled in a course with a clinical or laboratory component. Students must notify their course/clinical faculty member and their specialty track 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 continue in a clinical placement or participate in laboratory experiences until health clearance has been completed.

In addition to the health clearance required to participate in a course with a clinical or laboratory component, 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 University's Student Accounts office 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.

Revised September 1, 2024

Criminal Background Check and Drug Screening

LSN requires a criminal background check and drug screening for all students as part of the clinical clearance requirements. Background checks and drug screening are conducted to ensure that nursing students meet regulatory mandates and the requirements of the LSN affiliated clinical facilities and professional standards (students are referred to the *ANA Code of Ethics* for Nurses with Interpretive Statements (2015) which establishes the *ethical* standard for the profession).

The information obtained through the criminal background check and drug screening will not become part of a student's academic file and will remain confidential.

Validated criminal background reports found to be in conflict with responses in the application will be grounds for dismissal from the University based upon submission of false or misleading information on the application.

Students with a criminal conviction or a positive drug screen who graduate from a LSN program are advised that decisions regarding nursing licensure and subsequent prescription and DEA certification (for NP students) are made by the state board of nursing in which the individual is applying.

Criminal Background Check Policy

LSN and the student will have online access to the completed criminal background check. If a criminal background check raises concerns related to a student's participation in a nursing program, the student will be contacted by the associate dean for LSN, or designee, who will schedule a meeting with the student. The criminal background check is **REQUIRED** as a nursing student. Criminal background checks that show evidence of a positive criminal history may be a basis for dismissal from the program. Students with pending charges, undergoing court ordered treatment, or on probation are prohibited from participation in the nursing program. Depending upon the nature of the offense, students may seek reinstatement to the nursing program upon final disposition of pending charges, upon completion of court ordered treatment, or at the conclusion of a probation period.

Students will have the opportunity to investigate and correct adverse findings through certified court documents. Students may appeal administrative actions of revocation of admission or dismissal taken as a result of information obtained in the criminal background check by submitting a written statement of appeal and supporting documents to the office of the Associate Dean for LSN or designee within five business days of the receipt of the administrative action.

Students must report felony or misdemeanor charges (excluding minor traffic violations) that occur during enrollment within 10 business days of occurrence to the Office of the Associate Dean of LSN (or designee). Failure to report requisite information will constitute grounds for immediate dismissal.

Drug Screening Policy

All students enrolled in the Graduate Nursing Department who participate in clinical activities must complete a drug-screening test that is consistent with professional and industry standards. As part of clinical clearance, students must submit to urine drug screening using the school approved vendor; no other results will be accepted.

Instructions on submission can be found in the clinical compliance tracking system. Refusal to provide a specimen for drug testing will be considered a positive drug test and subject the

applicant to the established procedures for positive tests.

Students have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the results of the drug screen provided are correct.

Students who have a positive drug screen may also be subject to discipline for violation of the University's Drug and Alcohol Policy in accordance with the University's disciplinary procedures for students. Refer to the University Student Handbook: [Alcohol and other Drug Policy](#).

Positive drug screen reports will be reviewed by the associate dean for LSN (or their designee) and any clinical or research related activity will immediately be suspended pending the outcomes of that review. During this time, the student may not participate in any aspects of the clinical or research program of study. The student will be interviewed by the associate dean for LSN (or their designee) and any other Pace University officials relevant to the situation.

A confirmed positive drug screen will result in dismissal from the program.

Recreational and Medical Marijuana Policy

Federal laws, including the Controlled Substances Act, the Drug-Free Workplace Act, and the Drug Free Schools, and Communities Act, prohibit marijuana at educational institutions and on the premises of other recipients of federal funds. Accordingly, the University does not tolerate the unlawful possession and/or use of controlled substances on its premises. Students are prohibited from using, possessing, selling, purchasing, cultivating, processing, manufacturing or giving away marijuana/cannabis (or its derivatives) on University owned or leased property. Therefore, the possession and use of medical or recreational marijuana on University property is prohibited, even if it is lawful under New York State law.

Additionally, students, including those who are certified or registered participants in a medical marijuana program, remain strictly prohibited from using marijuana or being under the influence or impaired by marijuana while in the clinical environment or on any healthcare agency property. Use of marijuana in the clinical environment or on agency property or reporting for clinical rotations impaired or under the influence of marijuana will result in dismissal from the program.

Students who use marijuana may not be eligible for clinical placement in Federal Healthcare Facilities. Acceptance and participation in clinical rotation placements are also subject to individual clinical agency placement policies.

Drug Screening and Prescription Medication (including but not limited to Medical Marijuana)

Drug screening is required for all students, including those who use prescription medication, including but not limited to medical marijuana. Students who use prescription medication that may result in a positive drug screening, including but not limited to medical marijuana, should follow the process below to notify the University during the drug screening and evaluation process:

1. Undergo screening as required by the Department of Graduate Studies in Nursing.
2. Upload supporting documentation as required or requested (e.g., copy of valid NYS Medical Marijuana Card) to the clinical compliance tracking system.
 - a. Provide adequate documentation from student's health care provider that use of prescription medication (including medical marijuana) does not and will not interfere with the student's ability to meet program technical standards. Standards can be viewed in the Nursing Technical Standards section.
 - i. If the health care provider's letter indicates that the use of prescription medication, including but not limited to, medical marijuana, does not interfere with the student's ability to meet technical standards, clinical

placement will be attempted on behalf of the student. Clinical placement is **NOT** guaranteed, but rather based on the clinical agency's internal policies in regard to offering a student placement in their facility.

- ii. If the health care provider's letter indicates that the use of prescription medication, including but not limited to medical marijuana may interfere with the student's ability to meet technical standards, the student may contact the University's Student Accessibility Services to determine whether an alternate accommodation to clinical placement may be available. Clinical placement is **NOT** guaranteed, but rather based on the clinical agency's internal policy.
- b. This supporting documentation must be submitted annually, upon a change in circumstances, or if there is a question as to the student's ability to safely perform their responsibilities, engage in patient care, or otherwise poses a threat to the safety to themselves or others in the community. The University reserves a right to request additional documentation as necessary to ensure safety of students, patients, and the community.

Students are reminded that improper use or possession of prescription medication including but not limited to use or possession of medical marijuana, on University property or during clinical rotations, or reporting to clinical rotations under the influence or impaired by such substances is still strictly prohibited and violation(s) of this policy may still subject a student to disciplinary action, up to and including dismissal from the program.

Licensure as a Registered Professional Nurse

Soon after admission but before the start of the first semester, Master of Science, certificate of advanced graduate studies (CAGS), 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.

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 the [Office of Professions](#).

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 an assigned clinical site is located.

DNP students must provide evidence they are 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. Visit [New York State certification for nurse practitioners](#) for more information.

Cardiopulmonary Resuscitation Certification

Every LSN student must submit evidence of professional rescuer CPR certification annually to the LSN. Certification must be by the American Red Cross or the American Heart Association in basic life support for the healthcare provider and include use of the Automated External Defibrillator (AED) on the adult, child, and infant.

Mandatory Training/Documentation

Students must meet current requirements for unrestricted New York State nursing licensure including:

- Occupational safety and health measures to reduce the transmission of blood borne pathogens.
- 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.

Risk of Exposure

Students enrolled in the nursing program will be participating in caregiving activities. During these activities, exposure to communicable diseases, including, but not limited to, Hepatitis B (HBV), Tuberculosis (TB), Human Immunodeficiency Virus (HIV), SARS-Cov-2 (COVID-19), and Ebola Virus is possible. By enrolling in a clinical practicum course, students understand that they may contract a communicable disease while acting as a caregiver during clinical experiences. Students are expected to practice in accordance with the Centers for Disease Control and Prevention Guidelines. Students are also expected to adhere to the policies of the clinical and practicum partners. However, in some cases, even when guidelines are followed, exposure resulting in illness can occur. This is an inherent risk in all health care fields. Students recognize and acknowledge that they are voluntarily accepting this risk as part of enrollment in the program and cannot hold the University responsible for any illness contracted during their clinical placements. By enrolling in any clinical course, you are acknowledging this potential for exposure and voluntarily accepting the risk of contracting a communicable disease.

Liability Insurance

Pace University carries general and professional liability insurance that includes coverage for all students in the Lienhard School of Nursing for claims arising from a student's activities in satisfaction of the requirements of their academic program, including clinical courses, at the University. The University's general and professional liability insurance does **not** cover any claim arising from a student's activities outside of his or her academic programs at the University, including, without limitation, claims arising out of previous or current academic activities at another institution or employment. These insurances apply only to claims brought against the student by third parties; they do not provide coverage for the student if the student is injured or becomes ill from work performed during their clinical course work. It is the student's responsibility to carry personal medical insurance to cover this potential.

On occasion, a clinical site may require that students performing a clinical placement at its site have their own professional liability insurance in addition to that provided by the University. Therefore, prior to attending a clinical course, students should confirm with the clinical instructor whether students at the clinical site are required to have their own professional liability insurance in addition to that provided by the University.

Dress Code for Clinical Sites and Clinical Education Lab (The Center for Excellence in Healthcare Simulation)

When in a clinical setting or the Center for Excellence in Healthcare Simulation for activities associated with a clinical or laboratory course, LSN graduate students are required to comply with the dress code as follows:

Students are expected to dress in a professional manner at all times. This is defined as business casual attire. School insignia and/or student identification badges should be worn that include the student's name, designation as a graduate student, and the name of the university. Students should also wear a laboratory coat over professional attire. The clinical site may, however, specify the dress code.

- Jeans, denim, shorts, tank tops, t-shirts, open-toe shoes, sandals, flip flops, sweatpants, sweatshirt, and similar casual clothing are not appropriate in a clinical setting and are never permitted.
- Shoulder-length hair and longer must be tied or pinned up off of the collar.
- Fingernails must be well groomed, short and clean. Clear, unchipped nail polish is permissible. Artificial nails, tips, and extenders are not permitted.

- Jewelry is not permitted except for a wristwatch, smooth-surfaced ring, and small stud earrings if the ears are pierced.
- While in a clinical setting, students are required to wear their Pace University photo identification card. Some clinical sites may issue a separate identification card and require students to wear or carry on them while on site.

Required Equipment

Students enrolled in nurse practitioner clinical courses are required to have equipment appropriate to the clinical setting.

MS students enrolled in NURS 640 are required to have:

- otoscope/ophthalmoscope, ear speculums, and battery power source
- tuning fork
- reflex hammer
- pen light,
- hand-held Snellen chart
- stethoscope
- measuring tape

Students in clinical should be prepared to additionally have:

- watch with a second hand
- pen and notepad
- smart phone or other smart device (e.g. tablet, iPad, etc.)

Attendance at Clinical Sessions

In clinical courses, LSN graduate students are required to complete a specified number of hours of direct patient care clinical hours. Students who must be absent from a clinical session due to illness or an emergency are required to notify their clinical faculty member and preceptor as soon as possible.

Absences caused by illness or an emergency must be made up at the clinical site at which the student has been placed in accordance with the terms and conditions required by the preceptor and clinical faculty member. Excessive absenteeism, even if it is the result of illness or emergencies, may result in a failing grade for the clinical component of the course and therefore the course. Questions about the requirements of attendance at clinical sessions for graduate students should be addressed to the clinical faculty member or clinical course coordinator.

All graduate students are required to have faculty supervision during their clinical hours. Because the University is closed during the winter holiday break, supervision is not available during that period and therefore students may not attend or make up clinical hours during the winter holiday break. Clinical courses must be completed within the semester timeframe.

Clinical hour extension beyond the last day of class for a semester are only considered for extenuating circumstances and must be approved by the clinical faculty member, clinical course coordinator, preceptor, clinical site, and the director for graduate clinical placements. An approved Agreement for Incomplete Work must be on file for a student to continue clinical hours beyond the end of a semester.

Clinical Course Grade

LSN graduate students who fail (i.e., a grade of B- or lower) the didactic component of a clinical course, will also fail the entire course. Graduate students who fail the clinical component of a clinical course will receive a grade of F for the clinical component and a grade of F for the entire course.

Clinical Oversight and Evaluation

Students in each of the LSN graduate programs are subject to the procedures promulgated by their respective programs for the oversight and evaluation of the clinical portion of that program. Students are responsible for knowing and complying with the contents of other documents pertaining to the program in which they are enrolled, including the oversight and evaluation of the clinical portion of that program, which supplement this *Lienhard School of Nursing Department of Graduate Studies Student Handbook*. For example,

- The AGACNP, FNP, Nursing Education (NE) and PMHNP Each have a clinical evaluation guideline that is applicable to MS and CAGS students in each respective program.
- *Doctor of Nursing Practice Project Guidelines* are applicable to students in the DNP program.

Transportation

Transportation and associated fees such as parking and tolls to all off-campus programs, including clinical placements, are the responsibility of the student.

Policies of Clinical Agencies

Students are bound by applicable policies and procedures of the clinical agencies to which they are assigned. Students are responsible to know and comply with the policies and procedures established by the clinical agencies.

LIENHARD SCHOOL OF NURSING RESOURCES

Center for Excellence in Healthcare Simulation

The Center of Excellence in Healthcare Simulation (CEHS) offers state-of-the-art resources on both the Pleasantville and New York City campuses. Utilizing a wide array of methodologies including task trainers, human patient simulators and standardized patients (actors who play the role of patients), a variety of clinical focused learning opportunities ranging from fundamental skills to high fidelity simulation are available at the CEHS. The CEHS is available for students alone or in small groups to study, practice for exams, work with tutors, and receive remediation as needed.

Hospital-like settings and clinic simulated environments provide students an opportunity to practice skills at basic and advanced levels across all LSN curricula. The CEHS's equipment and design replicate various healthcare settings including primary care, pediatrics, maternity, medical-surgical, critical care, and psychiatric-mental health, telehealth, and community. Standardized patients and human patient simulators allow students to practice skills, develop critical thinking and improve performance in a safe and nurturing environment through scenario-based educational experiences. The CEHS is equipped with video capabilities that can be used for many purposes, including self-reflection based on clinical simulations to identify areas in need of improvement.

The campus CEHS locations are:

Pleasantville	New York City
Lienhard Hall, L-2	161 William Street, 6 th floor
Phone: (914) 773-3560	Phone: (212) 618-6025

To request information or make an appointment, call the campus location directly. Visit the [Center for Excellence in Healthcare Simulation website](#) for additional information.

Center for Strategic Initiatives and Grants

In keeping with the Lienhard School of Nursing's vision, the Center of Strategic Initiatives and Grants is dedicated to supporting the academic mission of the school 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. The Center facilitates student-centered learning experiences that further enhance

the high-quality professional education of Lienhard School of Nursing students to prepare them to embrace the professional challenges in health care in the 21st century. Graduate assistantships, information about sources of financial support for students, and additional information are available through the [Center of Strategic Initiatives and Grants](#).

Sigma Theta Tau International

Omega Delta is the Pace University chapter of Sigma Theta Tau International, the international nursing honor society. The purposes of Sigma Theta Tau International 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 ideals and purposes of the profession of nursing.

Candidates for membership are selected based on superior scholastic achievement. Undergraduates who are halfway through their program, have a 3.0 cumulative quality point average (CQPA), and are in the upper 35% of their class, and graduate students who have completed a quarter of the master of science, Certificate of Advanced Graduate Studies, Doctor of Nursing Practice, and Doctor of Philosophy programs and who have a 3.5 CQPA or higher are eligible to be nominated for membership.

Student standing is reviewed by the Omega Delta chapter faculty counselor and eligible students are invited in writing to consider membership. Outstanding community leaders in nursing are also eligible for membership.

For more information, visit [Sigma](#).

HEALTH CARE

University Health Care (UHC)

UHC offers a full range of primary care services to the Pace University community. UHC is staffed by nurse practitioners (registered nurses with advanced credentials who are certified to prescribe medications) and consulting physicians. UHC is located at

New York City
161 William Street, 2nd Floor Room 212
Phone: (212) 346-1600

Pleasantville
Paton House, Ground Floor
Phone: (914) 773-3760

For additional information, visit [University Health Care](#).

Health Insurance

For Information about accident and sickness insurance, visit [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 [Immunization-Compliance](#).

Lactation Room

Lactation rooms are available for use at both campuses and require security access.

New York City
1 Pace Plaza
2nd Floor West Side, W205A
(same hallway as the computer labs
W205 & W206)

Pleasantville
15D Miller Hall

In New York City, access can be given by visiting the Security office on the B-level of 1 Pace Plaza. In

Pleasantville, access can be given by Security by calling (914) 773-3400.

ADDITIONAL RESOURCES

Career Services

Career Services provides undergraduate and graduate students and alumni of the LSN with information about careers and job searches. It is a resource to explore employment opportunities and the best way to present themselves to prospective employers. Examples of services include, among other things, preparation of resumes and cover letters and developing interviewing skills and organizes an annual spring nursing career fair.

Career Services office are located on both the Pleasantville and New York City Campuses at:

New York City	Pleasantville
161 William St.	861 Bedford Road
1st Floor	Paton House
Phone: (212) 346-1950	Phone: (914) 773-3415

For additional information, visit [Career Services](#).

Learning Commons

Learning Commons offers Pace University students tutoring for course writing assignments and general skill development related to reading and writing and workshops on study skills and time management. In addition, the Learning Commons also provides assistance in the use of the Publication Manual of the American Psychological Association.

For additional information, visit [Learning Commons](#).

Computer Resource Centers

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 MAC computers.

For additional information, visit [Computer Resource Center](#).

Counseling Center

The services of the Counseling Center address personal, academic, and vocational concerns. 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.

For additional information, visit [Counseling Services](#).

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. For information about student's rights under FERPA, visit [Student Records Policy](#).

Appropriate Use of Information Technology

[The Pace University Appropriate Use Policy for Information Technology \(IT\)](#) is posted on the Division of Information Technology (DoIT) web page. Information Technology (IT) at Pace University encompasses the use of all campus computing, networking (data, voice, and video), document services, educational media, and management information systems technologies. These IT resources support the

instructional, research, and administrative activities of the University.

Users of these services and facilities have access to valuable University resources, to sensitive data and to external networks. Consequently, it is important for all users to behave in a responsible, ethical, and legal manner. In general, appropriate use means understanding the intended use for Pace IT (and making certain that your use complies), respecting the rights of other Pace information technology users, maintaining the integrity of the physical facilities, and obeying all pertinent license and contractual agreements.

It is the responsibility of each Pace student to read and abide by the terms of the [Appropriate Use Policy for IT](#).

Financial Aid

For information, visit [Financial Aid](#).

Libraries

Library hours vary during semesters, vacations and summer sessions, and many library resources are accessible online. Of particular interest to LSN students are the many databases available to support nursing research.

Henry Birnbaum Library
New York City Campus
Phone: (212) 346-1332

Edward and Doris Mortola Library
Pleasantville Campus
Phone: (914) 773- 3380

For additional information about the nursing research resources, visit the [Library](#).

Nurse Practitioner Certification

Certification by the New York State Department of Education is required in order to use the title nurse practitioner in New York. To be certified by New York State as a nurse practitioner, a currently registered New York State license as a registered professional nurse is required and certain education requirements must be satisfied. For more information about the nurse practitioner certification, visit the [Office of Professions](#).

Office of the Registrar

The Office of the Registrar provides information and services related to course registration, scheduling, academic catalogs, transcripts and conferral of degrees. The Registrar's office can be reached through the [Help Desk](#).

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
161 Williams St, 1st Floor
Phone: (212) 346-1800

Pleasantville Campus
Alumni Hall
Phone: (914) 773-3400

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

For additional information, visit [Safety and Security](#).

Sources of Information

Additional information about the Lienhard School of Nursing and Pace University may be found, on the [Pace University](#) website, the [Lienhard School of Nursing website](#), in the [Pace University Student](#)

[Handbook](#), and in the [Pace University Graduate Catalog](#).

Students are responsible for knowing and complying with all applicable policies of Pace University and the Lienhard School of Nursing.

Student Accounts

The Student Accounts office assists with billing, payments, outside scholarships, immunization compliance and Veterans Education Benefits. Student Accounts can be contacted by telephone at (877) 672-1830, by email studentaccounts@pace.edu, or online through the [Help Desk](#).

PROGRAM RELATED GRIEVANCES AND COMPLAINTS

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](#). 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.

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, email address, the program in which the student is enrolled, and as much detail as possible about the student's concerns. Complaints or concerns about any of the Lienhard School of Nursing programs or the Center for Excellence in Healthcare Simulation (CEHS) should be submitted to the chair of the department in which the student is enrolled.
- The chair (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 5 business days of date of the notification, appeal the resolution in writing to the associate dean for LSN.

PACE POLICIES PROHIBITING DISCRIMINATION

Sex-Based Misconduct Policy and Procedures

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.

For additional information, visit [University's Sex-Based Misconduct Policy and Procedure \(PDF\)](#).

Members of the University community who have questions about the sex-based misconduct policy and procedures or accessing available resources should contact the executive director for Institutional Equity/ Title IX Coordinator at (212) 346-1310.

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.

All University officers, administrators, supervisors, staff, faculty members, students, visitors, and applicants, as well as vendors, consultants and contractors with whom the University does business are prohibited from engaging in discrimination, harassment, or retaliation.

For additional information, view the [University's Discrimination, Non Sex-Based Harassment and Retaliation Policy and Procedure \(PDF\)](#)

Members of the University community who have concerns about discrimination or harassment should contact the Executive Director Institutional Equity/ Title IX Coordinator at (212) 346-1310.

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 Accessibility Services for his or her campus.

Except for Student Accessibility 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 Student Accessibility Services on behalf of a student. For additional information, visit [Student Accessibility Services](#) or contact:

New York City Campus
Phone: (212) 346-1526

Pleasantville Campus
Phone: (914) 773-3710

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.