



College of Health Professions

**2024-2025  
HEALTH SCIENCE PROGRAM  
STUDENT HANDBOOK**

**SEPTEMBER 2024**

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

The 2024-2025 Health Science Program Student Handbook may be changed from time to time at the sole discretion of the Health Science Department and such changes may be with or without prior notice. The 2024-2025 Health Science Program Student Handbook is not intended as, and shall not be construed as, a contract.

# 2024-2025 HEALTH SCIENCE PROGRAM STUDENT HANDBOOK

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## **WELCOME TO THE HEALTH SCIENCE PROGRAM**

Dear Health Science undergraduate students:

Congratulations and welcome! We are so glad you chose to pursue an undergraduate degree in Health Science in the College of Health Professions at Pace University. The program you are enrolled in will be stimulating, challenging, and sometimes exhausting as you navigate new terminology, insights, dilemmas, and skills. Faculty and staff are here to help you to be successful in your endeavors. As with any new role there are expectations that will help you to be successful as a student and as a graduate.

The Core Values of the College of Health Profession are: Commitment to Quality Care, Cultural Competence, Innovation, Integrity, Interprofessional Collaboration, and Scholarship. In concert with these values, our expectations of you in the student role are that you will be honest, respect others and yourself, be accountable and committed to doing your very best, give constructive feedback to us and to your peers, participate fully in the learning process, be reflective in your learning and practice, adhere to standards, and understand all of the privileges, rights, and responsibilities of being a student in the College of Health Professions and Pace University. As part of these responsibilities, you are required to be familiar with the Health Science Program Student Handbook. Our goal is to provide you with the knowledge and tools to be the best you can be ---excellent health professionals of the highest caliber!

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

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

**Beau J. Anderson, PhD, MA(Ed), Lac**  
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## **Administrative Structure**

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## **WELCOME FROM THE HEALTH SCIENCE PROGRAM FACULTY**

Dear Health Science students,

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

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

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

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

Best regards,

The Health Science program faculty

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

## **Vision of CHP**

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

## **Mission of CHP**

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

## **ABOUT THE HEALTH SCIENCE PROGRAM**

### **Program of Study**

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

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

- Generalist
- Pre-nursing
- Pre-physician Assistant

Students in all three health science tracks will complete 30 credits of foundational health science core curriculum (a minimum grade of C is required to pass each course). These health science courses (HSC) are as follows:

- HSC 100: Health Care Ethics
- HSC 110: Introduction to Health Promotion and Disease Prevention
- HSC 200: Health Care for Diverse Populations
- HSC 205: Health Informatics and Telehealth
- HSC 210: Health Care Policy
- HSC 300: Genetics in Health Care
- HSC 305: Introduction to Epidemiology and Evidence Based Practice
- HSC 400: Leadership and Management in Health Care
- HSC 480: Capstone Project I
- HSC 481: Capstone Project II

In addition, students will complete 15-30 credits in one or both (determined by the student's track) of health-related concentrations including Global Health and/or Health Policy and Advocacy. A minimum grade of C is required for all HSC concentration courses, including all and any course substitutions.

The Bachelor of Science in Health Science degree program can prepare students for job opportunities in hospitals, private medical offices, governmental and community agencies, and

global health organizations. It can lead to a variety of career paths including (but not limited to) medical or dental assistant, healthcare administrator, medical billing and coder, and health educator. This degree can also serve as pre-professional preparation for a graduate degree required for advanced study in allied health professions including physician assistant, nursing, occupational therapy, physical therapy, communication science disorders, and nutrition and dietetics.

### **Expected Student Learning Outcomes**

Students are expected to demonstrate the following skills, characteristics, and attributes by the completion of their program:

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

## **ACADEMIC POLICIES OF THE HEALTH SCIENCE PROGRAM**

### **Grade Appeal Process**

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

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

**Step 2:** If a student believes that the final grade received in a health science course does not reflect "reasonable and generally acceptable academic requirements," the student must, within 10 business days from the date on which the student knew or should have known about the final health science course grade, arrange to meet with the instructor who issued the



grade. The purpose of this meeting is to provide clarification about the method by which the grade was determined and, if possible, to resolve the issue.

**Step 3:** If the student and the instructor are unable to resolve the issue, and the student wishes to continue the grade appeal, they may appeal the final health science course grade to the HSC chair. The grade appeal must be submitted in writing to the chair and must clearly state the basis for challenging the grade received for the HSC course. The student must also forward a copy of their written grade appeal to the instructor who issued the final grade being challenged. If the chair is the instructor who issued the grade being appealed, the grade appeal must be submitted to the associate dean for Allied Health Programs.

**Step 4:** If, after submitting their written appeal, the student wishes to meet with the HSC chair who is responsible for the Grade Appeal to discuss it, the student must contact the chair to make an appointment.

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

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

### **Academic Probation Policy**

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

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

- A student who fails to satisfy the applicable academic standards and is placed on probation, with certain very limited exceptions identified in the tables below.

- Normally, a student will be informed in writing by the HSC chair that they failed to satisfy the applicable academic standards and have 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 with the HSC department office if clarification is needed.
- The Probationary Period will be the first semester in which the student is enrolled following the semester in which the student failed to satisfy the academic standards. For failed HSC courses, the student will remain on probation until the course is retaken and passed. For HSC students the Probationary Period excludes the Summer Semester.
- Neither the status of probation nor the conditions of probation may be appealed.
- With certain limited exceptions identified in the tables below, the conditions of probation must be satisfied by the conclusion of the Probationary Period.
- If a student fails to satisfy the conditions of probation by the conclusion of the Probationary Period, they will be dismissed automatically from the HSC program in which they are enrolled and from the College of Health Professions.
- A student who has successfully completed two prior Probationary Periods and based on their current academic performance, would otherwise be placed on probation for a third time, will be dismissed automatically from the College of Health Professions.

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

### Health Science – General (GEN) Track Academic Standards

Academic Standards for HSC GEN Track Students	Conditions that will Result in Academic Probation	Conditions That Must Be Satisfied During a Probationary Period
In order to pass a Health Science core, curriculum or a concentration course, a minimum grade of "C" is required.	Failure to receive the minimum passing grade of "C" in a health science core curriculum or a concentration course.	The student must pass each course taken during the probationary period and, at the conclusion of the probationary period, raise their cumulative grade point average ("CGPA") to the appropriate level.  In addition, the student must repeat the course the next time it is offered and receive a grade of "C" or higher. Students may only repeat an HSC course once.
At the conclusion of the first semester of the first-year level (Level I), an HSC student must have at least a 2.25 CGPA.	Failure to meet the minimum 2.25 CGPA standard and the student's CGPA is between 2.00 and 2.24.	The student must pass each course taken during the probationary period and, at the conclusion of the probationary period, have at least a 2.5 CGPA.  During the Probationary period the student may take a maximum of 13 credits. The 13 credits may include core courses in other Pace University colleges and schools and HSC 100.
At the conclusion of the second semester of the first-year level and thereafter, an HSC Generalist Track student must maintain at least a 2.50 CGPA.	Failure to meet the Generalist Track minimum 2.50 CGPA standard and the student's CGPA is between 2.00 and 2.49	The student must pass each course taken during the probationary period and, at the conclusion of the Probationary period, have at least a 2.50 CGPA.  During the probationary period the student may take a maximum of 13 credits. The 13 credits (i) may include HSC courses and (ii) may include core courses in other Pace University colleges and schools.

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

## Health Science – PPA/PPN Tracks Academic Standards

Academic Standards for HSC PPA/PPN Track Students	Conditions that will Result in Academic Probation	Conditions That Must Be Satisfied During a Probationary Semester
In order to pass a Health Science core, curriculum or a concentration course, a minimum grade of "C" is required.	Failure to receive the minimum passing grade of "C" in a health science core curriculum or a concentration course.	The student must pass each course taken during the probationary period and, at the conclusion of the probationary period, raise their cumulative grade point average ("CGPA") to the appropriate level.  In addition, the student must repeat the course the next time it is offered and receive a grade of "C" or higher. Students may only repeat an HSC course once.
At the conclusion of the first semester for PPA or PN students, students must have at least a CGPA of 2.5.	Failure to meet the minimum of 2.5 CGPA standard and the student's CGPA is between 2.25 and 2.49 is grounds for probation for PPA or PN students.	The student must pass each course taken during the probationary period and, at the conclusion of the probationary period, have at least a 2.50 CGPA.  During the probationary period the student may take a maximum of 13 credits. The 13 credits may include core courses in other Pace University colleges and schools and HSC 100.
At the conclusion of the second semester of the first-year level and thereafter, HSC Pre-Pa or Pre-Nursing Track student must have at least a 2.75 CGPA.	Failure to meet the Pre-Pa or Pre-Nursing Track minimum 2.75 CGPA standard and the student's CGPA is between 2.50 and 2.74	The student must pass each course taken during the probationary period and, at the conclusion of the probationary period, have at least a 2.75 CGPA.  During the probationary period the student may take a maximum of 13 credits. The 13 credits (i) may include HSC courses and (ii) may include core courses in other Pace University colleges and schools.

## ACADEMIC DISMISSAL POLICY <sup>2,3</sup>

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

1. Health Science Generalist Track students in the first-year level, sophomore level, junior level, and senior level whose CGPA is below 2.00 will be dismissed automatically from the Health Science program and the College of Health Professions.
2. Health science students in the PPA or PPN Track whose CGPA is below 2.50 will be dismissed automatically from the Health Science program and the College of Health Professions.
3. Students who fail the same health science course twice will be dismissed automatically from the Health Science program and the College of Health Professions.
4. Students who fail three health science courses, whether the same or three different health science courses, will be dismissed automatically from the Health Science program and the College of Health Professions.
5. Students who have successfully completed two prior Probationary Periods and, based on their current academic performance, would otherwise be placed on probation, will be

<sup>2</sup> For purposes of the Academic Dismissal Policy, except as otherwise noted, the term "health science course" includes required core and concentration health science courses.

<sup>3</sup> The minimum passing grade for each of the health science tracks may be found in the Academic Probation Policy.

dismissed automatically from the Health Science program and the College of Health Professions.

6. Students who fail to satisfy the conditions of probation by the conclusion of the Probationary Period will be dismissed automatically from the Health Science program and the College of Health Professions.

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

Normally, students who are dismissed from an HSC track will be informed in writing by the chair as soon as practicable that they have been dismissed from the program and, unless they are eligible to transfer to another HSC track, from the College of Health Professions.

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

A student who has been dismissed from an HSC track or, if applicable, the College of Health Professions, may appeal the decision of dismissal to the Academic Progression Appeal Committee (the "Appeals Committee") in accordance with the procedure set forth in the Health Science Department Appeal of Academic Dismissal Policy. A student may, at the sole discretion of the HSC 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 HSC track and, if applicable, the College of Health Professions, may appeal the decision of dismissal to the Academic Progression Appeals Committee (the "Appeals Committee"), (see Academic Probation Policy and Academic Dismissal Policy). To initiate such an appeal the student must deliver a written appeal by overnight mail or personal delivery addressed to:

Chair, Academic Progression Appeals Committee  
c/o Staff Associate for Appeals  
Office of Academic Affairs  
Health Science Department  
161 Williams street, 4<sup>th</sup> Floor  
New York, NY 10038

Alternatively, the written appeal may be sent as an email attachment to the chair of the Academic Progression Appeals Committee in care of [healthscienceappeals@pace.edu](mailto:healthscienceappeals@pace.edu). The written appeal must be received by the Appeals Committee within ten (10) calendar days from the receipt date of the initial Health Science Program Progression correspondence informing the student that they have been dismissed. If the appeal is not received by the Appeals Committee on or before the tenth day, normally the appeal will be denied.

### **Standard for Granting an Appeal**

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

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

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

### **The Appeals Process**

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

In addition to considering the student's written appeal, ordinarily the Appeals Committee will require the student to appear at a hearing in order to, among other things, answer any questions the Appeals Committee may have or to provide additional information. At the hearing before the Appeals Committee, the student may present additional evidence in support of 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 adverse to the student **and** the Appeals Committee is likely to rely on it in making their decision. No advisors or representatives of the student may participate in the hearing before the Appeals Committee or the business of the Appeals Committee. Such advisors and representatives include, but are not limited to, attorneys, representatives, friends, classmates, and family members of the student.

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

The decision of the Appeals Committee requires a majority vote and is final and not subject to further review. The student will be notified of the decision of the Appeals Committee in writing as soon as practicable, usually within ten (10) business days following the date on which the Appeals Committee made its decision.

### **Reinstatement after an Appeal**

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

### **The Academic Progression Appeals Committee**

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

### **Reapplication for Admission to the HSC Program**

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

### **Leave of Absence, Medical Leave of Absence, and Resumption of Studies Policies**

Visit [Leave of Absence](#) online for Information regarding leaves of absence, including a medical leave of absence from the University, and [resuming studies](#) thereafter.

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

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

The only students who qualify for this exception are those (i) whose CGPA at the conclusion of the Last Semester meets the minimum standard for the Program; and (ii) who failed a HSC course during the Last Semester and the failure does not qualify the student for dismissal pursuant to the Academic Dismissal Policy; and (iii) who have not been on academic probation previously. Students who satisfy all three criteria of the exception will be permitted to continue in the Program the next semester the HSC course is offered that they failed in the Last Semester. The sole purpose of this additional semester is to permit eligible students to retake the HSC course they failed in the Last Semester. In order to be eligible to graduate after the additional semester, students must, in accordance with the requirements of their program, receive a passing grade or higher for the HSC course and maintain the minimum CGPA or higher. Students who do not receive a passing grade or higher in the HSC course or who fail to maintain at least the minimum CGPA as defined by their Program will be ineligible to graduate and instead will be dismissed from the Program and the College of Health Professions. The dismissal is final and not subject to an appeal.<sup>4</sup>

## **ACADEMIC INTEGRITY CODE**

The most important rules of academic honesty are fundamental in the pursuit of knowledge and follow inevitably from a respect for commitment to the principles of truth. Pace University's Academic Integrity Code requires students to accept responsibility for being honest and to respect ethical standards in meeting their academic assignments and requirements. You can view the [University Academic Integrity Code \(PDF\)](#) online.

Integrity in the academic environment requires students to demonstrate intellectual and academic achievement independent of all assistance except that authorized by the course instructor. Therefore, students must always respond truthfully to faculty and credit must only be taken for research, ideas, or words that are original to the student. All data on academic or clinical assignments, client records, or results of research must be the student's own work or must be properly referenced<sup>5</sup>. Students must never present any work under false pretenses. The [Academic Integrity Code \(PDF\)](#) prohibits all forms of academic dishonesty and misconduct and provides non-exclusive illustrative examples of the kinds of conduct that are prohibited, including, cheating, fabrication, helping others to violate the Academic Integrity Code, plagiarism, misrepresentation, unauthorized possession or use of academic materials, unauthorized communication, forgery or alteration, theft or destruction of academic materials, submitting duplicative work, acts that are harmful to other students, and making false statements to faculty, administrators or the Academic Conduct Committee regarding a possible code violation.

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<sup>4</sup> The grade for the HSC course may be appealed in accordance with the Grade Appeal Process: Step-By-Step Policy.

<sup>5</sup> All graduate students are required to use and comply with the Publication Manual of the American Psychological Association (6th ed.).

Students are responsible for familiarizing themselves with the University Academic Integrity Code.

### **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. The Academic Integrity Code requires that all violations of the Academic Integrity Code be documented and reported to the chair of the program in which the student is enrolled and the chair of the University's Academic Conduct Committee. Without limiting the University's discretion to impose a severe sanction for any single Code violation, students found to have committed multiple violations of the Academic Integrity Code will generally be subject to more severe sanctions.

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.

## **ACADEMIC ADVISOR**

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

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

## **CAPSTONE FIELDWORK EXPERIENCE**

As part of the Capstone 480 and 481 coursework, a **90 hour health science fieldwork experience is required to be taken in the senior year.**

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

### **Student Eligibility Requirements**

- Good academic standing. A student may **not** be actively on academic probation.
- Grade point average of 2.50 (Generalist Track); Grade point average of 2.75 (Pre-physician Assistant and Pre-nursing Tracks).



- Senior level student status; on track to graduation.

### **Learning Objectives**

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

- Transition from student to entry-level professional career or post-baccalaureate education.
- Integrate knowledge acquired during the program to the fieldwork experience.
- Discuss the impact of the fieldwork experience on future career goals.
- Begin to develop a network of professionals to assist with future professional opportunities and mentorship.
- Explore potential career paths.
- Work towards meeting clinical requirements for graduate program admission.

There are three ways to fulfill this requirement:

1. Option A: Internship
2. Option B: Volunteer work
3. Option C: Faculty mentored research

Students must begin the Office of Career Services Market Ready Process, as outlined below. Fieldwork opportunities will be posted, and students may apply with an OCS-approved resume. In some instances, students may be directly matched to some opportunities.

### **Requirements for all health science fieldwork options**

#### **Office of Career Services (OCS) Market Ready Process**

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

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

#### **Fieldwork Proposal Form**

Upon acceptance to a fieldwork opportunity, students must submit a proposal form. The proposal form outlines the proposed schedule, brief description of duties, brief description of the expected deliverables to the site, and possible topics for Capstone I. Proposals must be approved before students begin fieldwork.

#### **Verification of Hours**

Students must submit signed verification from supervisor of hours completed by December 1 for the fall semester.

### **Evaluations**

Mid-semester and final evaluations of student performance will be sent to supervisors. Students must ensure that evaluations are completed and submitted to the fieldwork coordinator.

### **Fieldwork Final Report**

A final report must be written by each student upon completion of fieldwork. The final report must be submitted to the Fieldwork Classes course site and to the Capstone I course.

## **ADDITIONAL INFORMATION**

### **Career Services**

Career Services provides undergraduate and graduate students and alumni of the College of Health Professions with information about careers and job searches. Career Services is a resource for HSC students and alumni who wish to explore employment opportunities and the best way to present themselves to prospective employers. For example, Career Services offers assistance in, among other things, preparation of resumes and cover letters, developing interviewing skills, and organizes an annual spring career fair. Career Services is located on the New York City and Pleasantville campuses. For additional information, visit [Career Services](#).

### **Center for Strategic Initiatives and Grants (CSIG)**

The Center for 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 students to prepare them to embrace the professional challenges in health care in the 21st century. Graduate assistantships and information about sources of financial support for students are available on the [CSIG](#) website.

### **Complaints**

The College of Health Professions strives to provide an environment of mutual respect, cooperation and understanding. Notwithstanding this commitment, problems and concerns sometimes occur. Resources and procedures are available to students for resolving complaints and addressing concerns. For example, concerns about violations of University policies are addressed through the [University Grievance Procedure: Student Grievances](#).

Complaints of Sex-Based Misconduct and Discrimination, Non Sex-Based Harassment and Retaliation are addressed by the [University's Title IX Coordinator/Affirmative Action Officer](#) pursuant respectively the [University's Sex-Based Misconduct Policy and Procedure \(PDF\)](#), and the Pace University Policy and Procedure, Discrimination, Non Sex-Based Harassment and Retaliation. The Title IX Coordinator/Affirmative Action Officer, Bernard Dufresne, can be contacted at (212) 346-1310, or at [bdufresne@pace.edu](mailto:bdufresne@pace.edu).

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

Concerns or complaints about the College of Health Professions that are outside the scope of any existing University or College of Health Professions procedure may be addressed in accordance with the following procedure:

- The complaint must be in writing and contain the date, the student's name, telephone number and 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 the College of Health Professions should be submitted to the applicable program chair for which the student is enrolled, and concerns about the Center of Excellence for Healthcare Simulation should be submitted to the [CHP assistant dean, accreditation and educational support](#).
- The chair or assistant dean will, in a timely manner, investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may, within five (5) business days of date of the notification, appeal the resolution in writing to the assistant dean.

### **Computer Resource Center**

The Computer Resource Centers offer students a wide variety of resources including Internet access, wireless laptop workstations, over 50 software packages, headphones, USB connections, scanners, high-powered printers, and MAC computers.

There are many computer labs across the campuses, visit [ITS Computer Lab: Satellite Campus Locations](#).

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

### **Counseling Center**

The services of the Counseling Center address personal, academic and vocational problems. In addition, the Counseling Center is available to victims of sexual assault and can provide crisis intervention assistance, emotional support, information, and referrals to medical, police and other pertinent services. Information discussed during counseling sessions is confidential. The services of the Counseling Center are offered for no fee to all members of the Pace University community. For more information, visit the [Counseling Center](#).

### **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 more information about a student's rights, visit the [Office of the Registrar](#).

### **Financial Aid**

Visit the [Financial Aid](#) website for information about student aid opportunities.

### **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  
(212) 346-1600

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

Additional information may be found at the [University Health Care](#) website.

### **Health Insurance**

Information about [accident and sickness insurance](#) may be found on the Pace University website.

### **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 the [Immunization Compliance](#) requirements may be found on the Pace University website.

### **Meditation Room**

Meditation rooms are available on the New York and Pleasantville campuses at:

New York City

One Pace Plaza, 2nd Floor

Entrance is next Lecture Hall North.

Proceed thru the door for W205D

to enter the hall for room W204B.

Pleasantville

Willcox Hall

Across from the elevator

(no room number)

### **Lactation Room**

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

New York City

One Pace Plaza

2nd Floor West Side, W205A

(same hallway as the computer labs

W205 & W206)

Pleasantville

15D Miller Hall

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

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

### **Incomplete Work**

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

### **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 the [Learning Commons](#).

### **Libraries**

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

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

Library hours vary during semesters, vacations and summer sessions, and many library resources are accessible online. There are many databases available to support health science research.

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

### **New Student Experience and Transitions**

New Student Experience and Transitions provides guidance, resources, and advocacy for you to create a solid foundation for success and supports you in becoming an active member of our Pace community. Our division is comprised of both the Office of First-Year Experience and the Office of Transfer Student Experience, and we work closely with all new students. For additional information, visit the [New Student Experience and Transitions](#).

### **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 City  
161 William St, 1st floor  
(212) 346-1800

Pleasantville  
Alumni Hall  
(914) 773-3400

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

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

### **Sources of Information**

Additional information about the HSC Program and Pace University may be found at the following:

[Pace University](#)

[Health Science Department](#)

[Pace University Student Handbook](#)

[Pace University Graduate Catalog](#)

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

## **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, email to [studentaccounts@pace.edu](mailto:studentaccounts@pace.edu), or via the [Help Desk](#).

## **PACE POLICIES PROHIBITING SEX AND NON-SEX BASED MISCONDUCT AND 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, view the [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 Student Accessibility Services for his or her campus.

Except for the Office of 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 Accessibility Services on behalf of a student.

For additional information, visit [Students Accessibility Services](#) or contact:

New York City  
(212) 346-1526

Pleasantville  
(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.