LIENHARD SCHOOL OF NURSING
STUDENT HANDBOOK

SEPTEMBER 2005
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A MESSAGE ABOUT THE LIENHARD SCHOOL OF NURSING HANDBOOK

September 2005

The Lienhard School of Nursing Student Handbook has been developed by the faculty to clarify the rights and responsibilities of the students who are enrolled in the Lienhard School of Nursing (LSN). This Handbook is designed to supplement University policies and to the extent that this handbook conflicts with University policies, this Handbook shall prevail. All students, both undergraduate and graduate, should refer to their respective catalogs, as well as other University publications for more information. We hope you find this Handbook helpful and wish you much success in your program.

The provisions of these policies supersede any conflicting statements made by faculty, administrators, and the Undergraduate and Graduate Catalogs, and the LSN has the right to change the policies at any time without prior notice. New policies approved after publication of this Handbook may add to or supersede those contained herein. Check the LSN Website for updates.
VISION OF THE LIENHARD SCHOOL OF NURSING

The Lienhard School of Nursing will be the leading school of nursing for innovation and excellence in education, research, and practice in primary health care.

MISSION OF THE LIENHARD SCHOOL OF NURSING

The Lienhard School of Nursing is dedicated to offering access and opportunity for qualified individuals of diverse talents, interests, experiences, and origins to pursue careers within the profession of nursing. In keeping with our vision, our mission is to continue developing excellence in teaching, scholarship, practice, and service.

As a school set within culturally diverse urban and suburban settings, the Lienhard School of Nursing partners with communities to foster human growth and dignity and provide primary health care. Faithful to the Pace University motto, “Opportunitas,” the School of Nursing is dedicated to and supports commitment to individuals, families, and communities at local, national, and international levels to meet current and future health care needs.

Essential qualities embodied in nursing education at the Lienhard School of Nursing include: the liberal arts and sciences as integral foundations; nursing theory, practice, and research as the core body of knowledge; communication, critical thinking, and technological competence as essential skills; and moral and ethical decision making as values to provide society with professionally prepared nurses. The school provides student-centered learning experiences that foster civic and professional responsibility to embrace the challenges of the future.
PHILOSOPHY

We believe nursing, informed by its rich legacy, is a dynamic, caring art and science that, through intention, facilitates health, healing, and comfort for individuals, families, and communities, locally, nationally, and internationally. We prepare nurses who provide holistic, relationship-centered care within a framework of primary health care. As life-long learners, nurses participate in the teaching-learning process; develop a strong sense of self-awareness and a spirit of inquiry and reflective thinking; demonstrate cultural sensitivity; and communicate their ideas effectively.

The Lienhard School of Nursing undergraduate curriculum is process-oriented, providing a broad foundational base for entry into professional nursing practice. In the graduate program, the master’s curriculum provides the depth and breadth of knowledge and skills necessary to prepare the advanced practice nurse.
DEPARTMENT OF UNDERGRADUATE STUDIES
TERMINAL OBJECTIVES

1. Demonstrate critical thinking skills in nursing practice.

2. Provide culturally sensitive relationship-centered care that influences health and healing over time.

3. Provide nurse care management across a variety of health trajectories.

4. Facilitate wellness by integrating concepts of holism, health promotion, and disease prevention.

5. Establish partnerships within a community to design, implement, and evaluate health care services.

6. Display a spirit of inquiry about nursing knowledge, theory, and practice.

7. Demonstrate accountability for the legal and ethical principles of professional nursing practice.

DEPARTMENT OF GRADUATE STUDIES
TERMINAL OBJECTIVES

1. Use theory from a wide range of disciplines to facilitate and provide primary health care.

2. Provide culturally sensitive, holistic health care that affirms human diversity and commonalities, and addresses the concerns of aggregates.

3. Evaluate the health of individuals, groups, and communities using ecological and global perspectives.

4. Initiate change to improve nursing practice and health care delivery.

5. Develop research-based practice(s) through multiple strategies, including participating in research and utilizing research in practice.

6. Manage human, fiscal, and other health care resources to provide high quality, cost-effective care.
7. Demonstrate skill in collaboration and leadership within the context of interdisciplinary health care systems and policy arenas.

8. Demonstrate accountability for ethical decision-making in the provision of primary health care.
HEALTH CLEARANCE FOR CLINICAL COURSES POLICY

Every undergraduate and graduate student who registers for a clinical nursing course must satisfactorily complete the health clearance process before he or she will be permitted to attend a clinical course. Health clearance is required before a student may attend any clinical nursing course including, but not limited to, courses in the nursing informatics program, NUR 674 and NUR 675, and any session conducted at the Learning Resource Center or at a clinical agency.

The first step in the health clearance process is to complete (i) the Annual Health Assessment Form (to be completed yearly); (ii) the Titer/Immunization Documentation (to be completed once); and (iii) any supplemental forms required by the agency or agencies at which the clinical portion of a course will be conducted. The completed forms must demonstrate to the satisfaction of the Lienhard School of Nursing and any applicable clinical agency that all requisite health standards have been met.

Generally, the required health information forms will be sent to students well in advance of each semester. If the forms are not received, it is the student’s responsibility to pick them up at the LSN Office of Academic Affairs and to return them in accordance with the deadline for completing the health clearance process. Completed forms are to be returned for review and approval to the Lienhard School of Nursing, Office of Academic Affairs, Lienhard Hall, Room L303, Pace University, 861 Bedford Road, Pleasantville, New York 10570.

In addition to completing and submitting the required health information forms, before a student will be permitted to attend a clinical course (including the classroom instruction and laboratory portions of a clinical course), he or she must provide evidence of current Professional Provider CPR certification and be in good
standing with Student Accounts and Registration Services (“SARS”). Evidence of a current New York State RN license must also be presented by each RN/BS student before attending NUR 490 and by all graduate students before attending any clinical course. All graduate students must provide evidence of current student nurse practitioner malpractice insurance or registered nurse student malpractice insurance, as may be applicable.

Students may be required by certain clinical agencies to read and agree to specific agency policies and procedures prior to attending the initial clinical session. It is the student’s responsibility to comply with these requirements.

The deadlines for completing the health clearance process are as follows:

- Fall Semester – August 1st
- Spring Semester – January 1st
- Summer Semester – May 1st

With one exception, no student will be permitted to attend a clinical course (including the classroom instruction and laboratory portions of a clinical course) unless he or she has been cleared to do so prior to the commencement of the course. The exception applies only to students who have commenced but not yet completed the health clearance process at the time a clinical course begins. Under such circumstances, and with the prior written approval of the Associate Dean for Academic Affairs or, as may be applicable, the Chair of Undergraduate Studies or the Chair of Graduate Studies, the student may attend classroom instruction at a Pace facility. The student will not, under any circumstance, be permitted to be present at a clinical site or conduct any clinical procedure that would require touching a patient or another student (such as taking blood pressure) until the student has satisfactorily completed the health clearance process. It is the
Student’s responsibility to obtain the required written approval from the Associate Dean for Academic Affairs or the applicable Chair and provide it to the faculty responsible for the course.

Except as provided for above, if a student fails to satisfactorily complete the health clearance process by the applicable deadline, his or her registration for clinical courses for the semester will be cancelled. Tuition reimbursements, if any, will be made pursuant to the University’s tuition cancellation policy. If a student subsequently submits the required information and receives clearance to attend, and provided that the student pays any late fees that may be assessed by SARS, he or she will be permitted to register for any clinical course that may be open as of that date. Because there is no guarantee that any clinical course will be open for late registration, students are urged to complete the health clearance process as early as possible.

If a health condition arises during a semester that, if it had been known earlier, would have resulted in the student being denied health clearance, or if a condition previously disclosed has changed such that it might be the basis for denying the student health clearance to participate in a clinical setting, it is the student’s responsibility to notify immediately the faculty member and, as may be applicable, the Chair of Undergraduate Studies or the Chair of Graduate Studies. In such cases, the student will not be permitted to attend clinical courses until he or she has been cleared to do so.

(Revised July 20, 2005)

- Students, undergraduate or graduate, registering for a clinical nursing course must submit all clinical/health clearance documentation by the following deadline dates:

**HIPAA TRAINING**

Students are required to participate in a training session in accordance with the regulations set forth in the Privacy Rule, written pursuant to the Health Insurance Portability and Accountability Act (HIPAA) of 1996,
Public Law 104-191. The standards were enacted to make financial and administrative health care transactions more efficient and cost-effective, while protecting the privacy of individually identifiable health information. After training, students will be required to sign a Certification of Training and Confidentiality Agreement. Training materials will be included with course documents whenever possible. Documentation of participation in a training session will be released to requesting agencies, as appropriate. Individual agency policy concerning acceptable documentation of HIPAA training varies; therefore, a student may need to make individual arrangements for compliance before starting a particular clinical placement.

**HEALTH INSURANCE**

All students are strongly encouraged to have adequate health insurance. Students are responsible for their own health care while in nursing school. Selected clinical agencies may require evidence of health insurance. If a student is placed at such an agency, it will be necessary for the student to provide this evidence. Health insurance is available through the University through the Dean for Students Office in Pleasantville (914-773-3352), or New York (212-346-1306), or through the National Student Nurses Association (www: nsna.org) at affordable rates.

**COURSE REGISTRATION POLICY**

In order to attend class, clinical, and/or laboratory seminars, students must be registered and in good standing with the SARS office. A student, whose name does not appear on the official class list, temporary roster, or permanent roster, must present a handwritten class admission card issued by the Registrar. A student who is not registered for a course may not attend classes, clinical, or laboratory seminars and will not receive a grade.

Students enrolled in the RN/BS or RN/BS/MS program must be currently licensed in New York State, as an RN in order to enroll in NUR 490 and NUR 491 A, B, C. **Graduate students must have an active New York State Nursing License** and be currently licensed in the state in which they are doing their clinical.

In order to attend class, clinicals or laboratory seminars, students must have an account that is current with the SARS office.
A student who registers for and attends any course for which they have not met the required CQPA for the program, course pre-requisites and/or co requisites will have their registration canceled for said course and will receive no grade or credit for said course.

EXAMINATION AND ASSIGNMENT POLICY

- Students who are aware of a conflict in advance that they are unable to take a final examination at the scheduled time must apply for a deferred examination with the SARS Office on each campus. Authorization to take a deferred examination is at the discretion of the instructor or if he/she is not available the Department Chair. A fee is charged for each deferred examination.

- Students are required to take all course exams (including finals) as scheduled. Should an exam be missed due to an unavoidable situation, the student must consult the faculty member within five business days of the date on which the exam was originally administered about making up the exam. Make-up exams are given at the discretion of the faculty. Failure to discuss a missed exam may automatically revert the exam grade to "0" at the discretion of the faculty member.

- At the discretion of the faculty member, make-up examinations may be of a different format from the original examination.

- Any student whose exam grade is below 75% is encouraged to review the exam with a faculty member on a one-to-one basis after the examination.

- All written assignments will be submitted on or before the due date unless a prior individual arrangement has been made with the course faculty. Failure to do so may result in a grade of "0" for that assignment.

- No course assignment or examination grade will be changed under any circumstances, unless there is a mathematical error. Students cannot turn in additional work, repeat exams, or redo graded assignments to raise a grade. Final course grades can be appealed through the Grade Appeal Process outlined in this Handbook.

DRESS CODE
Uniform Requirements
A. Undergraduate
   1. The uniform for the hospital setting:
      
      Baccalaureate Nursing Students:
      
      Female: Standard white uniform, including white scrubs pending agency policy, or white shirt with white skirt or pants. A Pace patch is to be worn on the left sleeve. Patches are available from the Pleasantville and New York campus bookstores.
      
      Male: Standard white trousers with white surgical shirt, or white scrubs, pending agency policy. Standard white jacket is desirable. A Pace patch is to be worn on the left sleeve. Patches are available from the Pleasantville and New York campus bookstores.

   2. The uniform for community health settings consists of a white shirt/blouse and navy blue skirt/slacks (no denim or sweats).

   3. Variations in uniform dress and shoes will occur in some clinical settings, e.g., psychiatry, community health, or maternity. Consult your instructor before the course begins.

      For example, some pediatric day care settings ask students to dress in “casual attire.” Casual attire means that the student may wear pants or skirts with blouses for females and pants and casual shirts with collars for men. Casual attire does not mean wearing blue jeans or open toe shoes.

   4. Sweat pants, sweat shirts, or jogging suits are NOT acceptable uniform attire. Uniform material should be substantial enough not to allow discernment of undergarments or body outline.

   5. Uniforms and shoes are expected to be clean and maintained in appropriate fashion. Skirts/dresses are to be no shorter than one inch above the knee.

   6. Comfortable, white professional shoes are to be worn. Shoe style is self-selected (no open toes, running shoes, or clogs). Females must wear white or neutral hose with the uniform. Variations in shoe color may occur in some clinical settings. Contact your instructor.
7. **Sweaters:** If sweaters are worn, they must be navy, white, or black cardigans.

8. **Laboratory Coats:** When laboratory coats are worn, students should wear appropriate dress under the laboratory coat (jeans, shorts, and sweats are not considered appropriate dress).

9. **University Photo ID & Name Pins:** All students must wear a university photo in the clinical setting. Pace Security can make a special name tag that includes the Pace logo, the student’s name and photograph and can be made at the same time as the University Photo ID. This tag can be worn in the clinical setting. In addition, a name pin may be required. The required name pin has a white background with black block lettering and displays the student's name, status, and University name, e.g.:

   - S. Jones  S. Jones, R.N.
   - Student Nurse  Student Nurse
   - Pace University  Pace University

10. **Hair:** Hair longer than shoulder length must be tied up and/or pinned up off the collar.

11. **Fingernails:** Fingernails must be well-groomed, short and clean. Non-chipped, clear nail polish may be worn. Artificial nails, tips, or extenders are not permitted.

12. **Jewelry:** No jewelry is to be worn with the exception of: a wrist watch; plain, smooth surfaced wedding band; small stud type earrings, if ears are pierced; and a School of Nursing pin.

13. **Students are expected to have the following equipment:**
   a. Watch with a second hand;
   b. 5 ½-inch bandage scissors;
   c. Pen and pad;
   d. Stethoscope;
   e. Pen flashlight;
f. Sphygmomanometer required of BS and CDP students in the community health setting, and FNP students;

g. Tuning fork and percussion hammer (RN4, RN/BS, and CDP students in the undergraduate portion).

14. In **ALL** instances, students must follow the dress code of the institution in which the student has the clinical placement.

**B. Graduate Requirements:**

1. Graduate students are to appear professionally attired at all times in the clinical practicum area.
2. A name pin or Pace ID with the student’s name and credentials should be worn. FNP students are expected to have Sphygmomanometer, tuning fork, and percussion hammer.

**TRANSPORTATION**

Transportation to all off-campus experiences in all graduate and undergraduate programs is the responsibility of the student. In addition, students are responsible for all parking fees. Carpooling to clinical sites is encouraged. *For example, students in the community health clinical often need a car to get to the clinical site and to the patients in that setting. If a student does not drive, the student should plan ahead by arranging to car pool with another student or a group of students who do have a car when registering for the clinical group.*
NURSING FEE FOR RN4 AND CDP (Undergraduate Portion)

The School of Nursing contracts with the companies that provide comprehensive testing services and other resources to provide students in the RN4 and CDP (Undergraduate portion) with extensive practice tests and review package that enhances the program. Nursing students are billed a testing fee by the School for these services.

ACADEMIC PROGRESSION THROUGH THE LIENHARD SCHOOL OF NURSING

The study of nursing is a rigorous academic endeavor. The expectation is that students will need to do at least 3 hours of reading and preparatory work for every hour of class time and one hour of reading for every hour of clinical experience each week. Students who want to get the most out of their learning experience often form study groups at the beginning of each semester for additional support. They also meet with their instructors on a regular basis and prepare themselves prior to the classroom and clinical experience. Students who need to work on time management skills may contact the University Counseling Centers (914) 773-3710 and (212) 346-1526). Students must take an active role in their learning in order to be successful in their program and future career as nurses.

Progression and continuance in the Lienhard School of Nursing is based on scholastic achievement specific to each program. It is also, necessarily, based on personal and professional qualities described in the American Nurses Association Code of Ethics (as outlined in this Handbook), individual course objectives, and clinical evaluation tools.

All RN4 students must meet the following criteria in order to progress to sophomore level nursing courses: CQPA 2.75; 3-6 credits of English and Public Speaking (any combination); Biology 152 and Biology 153; University 101 (if needed); Psychology; Nursing 160, and any remedial work that is required based on performance or placement exams. Freshman students are advised to take Bio 152 and Chem 102 concurrently. Effective Fall 2002 all students must maintain a CQPA of 2.5 in order to progress from Sophomore to Junior year level nursing courses and from Junior to Senior year level nursing courses. Students will be withdrawn from any course they are registered for if they do not meet the academic progression requirements.
Example I: A freshman student has registered for NUR 271, NUR 273, and NUR 275 for the fall semester prior to completing the courses taken during the spring semester. At the end of the spring semester the student’s CQPA drops below the required 2.75. The student will be unable to progress into the nursing courses that they are registered for in the fall and the registration for these courses will be dropped.

Example II: A junior student has registered for NUR 405 for the fall semester prior to completing the courses taken during the spring semester. At the end of the spring semester the student’s CQPA drops below the required 2.50. The student will be unable to progress into the nursing course that is registered for in the fall and the registration for this course will be dropped.

GRADING POLICIES

Quality Point System:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>University Quality Point</td>
<td>LSN BS &amp; BSN Quantitative Equivalent</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73-76</td>
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<tr>
<td>C-</td>
<td>1.7</td>
<td>70-72</td>
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<td>D+</td>
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<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>60-66</td>
</tr>
<tr>
<td>D-</td>
<td>No Such Grade</td>
<td>--</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

GRADING CRITERIA FOR UNDERGRADUATE STUDIES
Passing Grade

Effective September 1, 2005, the requirements for a passing grade in all nursing courses will change. As of September 1, 2005, the minimum passing grade for a didactic nursing course (or the didactic portion of a nursing course) is a “C+” or 77%; any grade below a “C+” or 77% is a failing grade. A passing grade in the clinical portion of a nursing course is a “P.” In order to pass a nursing course which consists of both didactic and clinical portions, a student must receive at least a “C+” or 77% for the didactic portion of the course and a “P” for the clinical portion. A failure in either the didactic or clinical portion of a nursing course will result in a failing grade for the entire course.

In addition, effective September 1, 2005, only a nursing course in which the student received at least a “C+,” 77% or a “P,” as may be applicable, will satisfy the course requirements for a major in nursing.

A minimum grade of a “C” is required for Anatomy and Physiology 1 and 2 (Bio 152 and Bio 153, respectively), Microbiology (Bio 264), and Chemistry (Chem 101).

Repeating An Elective Course

RN4 and RN/BS Students. Effective September 1, 2005, a RN4 or RN/BS student who receives a grade of “C” or below in an elective nursing course may, in order to fulfill the requirements of the program, either repeat the course or substitute another elective nursing course. If a student also receives a grade of “C” or below for the course he or she repeated or for the substituted course, the student will be dismissed automatically from the Lienhard School of Nursing.

Automatic Dismissal

RN4 Students. A RN4 student who fails two nursing courses, whether in the same semester or in different semesters and whether the failures are in required or elective nursing courses, will be dismissed automatically from the Lienhard School of Nursing.

In addition to the requirements identified above, other applicable academic progression requirements may be found in the Academic Progression Through The Lienhard School of Nursing section of the Lienhard School
Clinical Calculation Examination

Students in the RN4 and CDP (undergraduate portion) must pass a clinical calculation examination in each nursing course with a clinical component. Failure to pass the examination by the third try will result in a grade of unsatisfactory in the clinical portion of the course. Failure in any portion of the clinical component of the course results in a failure in the entire course.

<table>
<thead>
<tr>
<th>Required Passing Rates for RN4 Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore (Second Year)</td>
</tr>
<tr>
<td>Fall</td>
</tr>
<tr>
<td>80%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Passing Rates for CDP - Undergraduate portion Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Semester</td>
</tr>
<tr>
<td>80%</td>
</tr>
</tbody>
</table>

UNDERGRADUATE COMPREHENSIVE EXAMINATIONS

One element of certain courses is a comprehensive examination. Each of the comprehensive examinations described below will count as ten percent (or up to ten points) of the final grade for the course in which it is administered

RN4 Students

NUR 283. A comprehensive examination will be administered to each student registered in NUR 283, a course usually taken during the last semester of the sophomore year. The comprehensive examination will count as ten percent (or up to ten points) of the grade for NUR 283.

NUR 315. The NLN Comprehensive Examination will be administered to each student registered in NUR 315, a course usually taken during the last semester of the junior year. The NLN Comprehensive Examination will count as ten percent (or up to ten points) of the grade for NUR 315.

NUR 405. A comprehensive examination (such as the HESI I examination) will be administered to each student registered in NUR 405, a course usually taken during the first semester of the senior year. The comprehensive examination will count as ten percent (or up to ten points) of the grade for NUR 405.

NUR 415. A comprehensive examination (such as the HESI II examination) will be administered to each student registered in NUR 415, a course usually taken during the last semester of the senior year. The comprehensive examination will count as ten percent (or up to ten points) of the grade for NUR 415.

CDP Students
NUR 454. A comprehensive examination will be administered to each student registered in NUR 454. NUR 454 is usually the first clinical course taken by CDP students. The comprehensive examination will count as ten percent (or up to ten points) of the grade for NUR 454.

NUR 460. The NLN Comprehensive Examination will be administered to each student registered in NUR 460. NUR 460 is usually the second clinical course taken by CDP students. The NLN Comprehensive Examination will count as ten percent (or up to ten points) of the grade for NUR 460.

NUR 466. A comprehensive examination (such as the HESI I examination) will be administered to each student registered in NUR 466. NUR 466 is usually the last clinical program taken by CDP students. The comprehensive examination will count as ten percent (or up to ten points) of the grade for NUR 466.
Grading Criteria - Department of Graduate Studies:

Combined Degree Program Students in the Undergraduate Portion:

Students enrolled in the undergraduate portion of the Combined Degree Program are required to maintain a CQPA of 3.0 or higher to continue and/or graduate with a BSN. Students must achieve satisfactory grades in both the theory and clinical portions of a course in order to pass the course. A failure in the clinical portion of a course results in an "F" for the entire course. Additional grading criteria for the students in the Undergraduate Portion of the Combined Degree Program include the following:

a) Below a grade of “C+” in any nursing course is considered a failing grade.

b) Students may not fail any course in the program. Students will not be able to repeat a course if a course is failed with a grade of C or lower.

c) The undergraduate Quality Point System is used to determine the course grade for all undergraduate nursing courses at the 400 level or below. For courses taken at the 600 level (such as NUR 621 or NUR 624), the graduate Quality Point System is used.

Quality Point System:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Undergraduate Portion of the CDP (pertaining to all 400 level courses)</th>
<th>Graduate Portion of the CDP (pertaining to all 600 level courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level</td>
<td>University Quality Point</td>
<td>LSN BSN Quantitative Equivalent</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>60-66</td>
</tr>
<tr>
<td>D-</td>
<td>No Such Grade</td>
<td>--</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

d) A student in the undergraduate portion of the Combined Degree Program is reviewed by the Department of Undergraduate Studies Academic Progression Committee. A student in the graduate portion of the Combined Degree Program is reviewed by the Department of Graduate Studies Academic Progression Committee.

e) A student who is dismissed from the undergraduate portion of the Combined Degree Program may be permitted to enter the RN4 program at the discretion of the Academic
Progression Committee and if the Committee determines that the student has the ability to meet the entrance requirements for transfer into the RN4 program.

**Combined Degree Program Students in the Graduate Portion (MS):**
Students enrolled in the graduate portion of the Combined Degree Program will follow the grading criteria in the section designated, “All Programs within the Department of Graduate Studies.”

**All Programs Within the Department of Graduate Studies:**
Students enrolled in the graduate portion of the Combined Degree Program or any graduate program in nursing are required to maintain a CQPA of 3.0 or higher to continue and/or graduate with a master's degree. A student whose academic performance falls below this average is subject to academic review by the Academic Progression Committee in accordance with its guidelines. Depending upon the degree of the academic deficiency, a student may be placed on conditional continuation (probation), or dismissed from the program. A student who is unable to achieve a cumulative quality point average of 3.0 within two semesters will be dismissed from the program. A student with a cumulative quality point average below 3.0 is automatically in academic jeopardy whether or not he or she receives written notification.

For example, if a student’s CQPA drops below a 3.0 in the fall semester the student must raise his or her CQPA to a 3.0 or better by the next semester or the student will be dismissed from the program.

Any course in which a failure is received must be repeated if the course is a degree requirement in the student’s program. If a failure is received in an elective course requirement, another course may be substituted. During the course of study, however, graduate nursing students may be able to repeat a graduate nursing course no more than one time and can only repeat one graduate course. The decision to be able to progress through the program is made by the Academic Progression Committee.

For example, if a student fails NUR 621, the student may be able to take that course again, pending the decision of the Academic Progression Committee. If the student is permitted to take NUR 621 and fails it a second time, then the student would automatically be dismissed from the LSN. If the student is permitted to take NUR 621 and passes the course on the second attempt but fails another course later in the program, the student will automatically be dismissed from the LSN because the student cannot repeat a second course after having already failed one course in the program.
Students who repeat a course may, once only, request a re-computation of their QPA. Appropriate forms are available at the SARS Office.

**Grading Criteria for Graduate Nursing Clinical Course Grades:**

A student who receives a grade of F for any major clinical practice segment in a course will receive a grade of F for the entire course. A student receiving an MS or CAGS must achieve a minimum grade of B in each clinical course in order to progress to the next clinical course. A grade of B- or less is considered a failing grade and a grade of F will appear on the transcript. Students must check with their advisors as to what courses are considered clinical in their program.

*For example, pharmacology is considered a clinical course in the nurse practitioner programs (advanced practice nursing programs) and as such a grade of a B or better must be achieved in that course.*

**Clinical Placement Guidelines- Department of Graduate Studies:**

It is the responsibility of each student to demonstrate that he or she has met the requirements set forth by the LSN and clinical site in order to be cleared to proceed with the practicum experience (see section on Health Clearance for Clinical Courses Policy for specific health clearance criteria). Failure of any student to adhere to these requirements jeopardizes the health and welfare of fellow students, faculty, site personnel, and patients. It also jeopardizes LSN’s standing with the clinical site, as LSN must assure the site that all students have met the established health clearance criteria and other requirements. Because of the importance of student clearances for clinical sites and LSN, any student who does not provide timely documentation showing they have met the health and other requirements for a clinical placement will jeopardize his or her opportunity for a clinical placement during the semester and registration for the clinical practicum will be canceled. A late fee may be charged to the student who does not meet the established deadline for submission of health clearance for clinical courses documentation. Only students who provide appropriate and timely documentation are guaranteed a clinical placement. No clinical placements will be confirmed until all documentation for clearances is obtained by the Department of Graduate Studies. Students with full clearance will be given priority for a clinical placement site.

The availability of sites and preceptors is dynamic and ever changing. There are many variables that affect the placement process in a given site and for a given student. Some examples of variables include prior experience of the student, further needs of a student, and needs of other students in the program. Students may NOT negotiate with preceptors to enter into a clinical placement or extend their clinical placements.
without first discussing the possibility with the Clinical Placement Coordinator (Jane Dolan) and receiving approval to do so. Every effort is made to provide the maximum clinical opportunity for each student.

A student who would like to seek a clinical setting on his or her own must contact the Clinical Placement Coordinator for consultation and provide contact information, if available at least twelve months in advance. The Clinical Placement Coordinator will determine the appropriateness and feasibility of negotiating an arrangement with a non-established site, and inform the student how to begin the process, i.e., preceptor names, telephone contact name, and number. **A student is NOT to contact an established or non-established site without the consultation and approval of the Clinical Placement Coordinator. A student is NOT to begin a clinical rotation until placement from the Clinical Placement Coordinator has been confirmed.** Any violation of this protocol may be considered to be a violation of the behavioral standards, code of ethics, and academic integrity standards that are outlined in the LSN Student Handbook. In such case, the student will be referred to the Academic Progression Committee for review.

**Clinical Placement Policy:**
In any situation where a student and preceptor are known to each other, a determination is to be made by the Chair of the Department of Graduate Studies, on a case-by-case basis, as to whether there is a conflict of interest.

> *For example, a conflict of interest may arise if a student wants to use a preceptor who is a family member, a friend of the family, or a co-worker.*

**Nurse Practitioner Clinical Evaluation Process and Tools:**
It is the responsibility of ALL students to access the LSN Graduate Community Blackboard and download the Clinical Evaluation Process and Tools Document for the program they are enrolled in, such as the Family Nurse Practitioner Program, Collaborative Nursing Informatics Program, and the Masters of Arts in Nursing Leadership Program (MANL)

**Leave of Absence during Clinical Sequence:**
Any student who interrupts studies during the clinical sequence of the Family Nurse Practitioner or Psychiatric Nurse Practitioner program for two or more semesters must meet with the Chairperson of the Graduate Department before applying for resumption of studies. The student may be required to repeat previous clinical content and, if approved for resumption of studies, will be governed by the clinical requirements and policies for graduation at the time their resumption of studies is approved.
For example, if a student took pharmacology and it is five years old, the student must repeat the course before resuming studies.

Incomplete Grades - Department of Undergraduate and Graduate Studies:

The inability to complete required coursework or take an examination may, at the discretion of the faculty member, result in a grade of "I" (Incomplete). A maximum of six weeks will be provided for a student to complete the required coursework or examination. If the coursework requirements are not met within the six week period, the grade of "I" will automatically become an "F" (Failure). If, in the judgment of the faculty member, the work to be completed is so extensive that it cannot be completed within the allotted time, the grade of "F" may be assigned immediately. Students who the faculty member has agreed shall receive an incomplete grade must complete the Incomplete Grade Form available in the department office. This form must be submitted after discussion with the faculty member and no later than the last class meeting. Students must understand that an incomplete grade that turns to an "F" may result in a CQPA that places the student in academic jeopardy and/or may result in loss of financial aid or housing. Additionally, students must be aware that they will not be able to continue in a subsequent course(s) if the prerequisite(s) for that course(s) has/have not been completed.

Incomplete Grades – Department of Graduate Studies Clinical Hours:

In the event that a graduate student is unable to complete his or her clinical hours before the end of the semester, a grade of “I” (Incomplete) may be given at the discretion of the faculty in concert with clinical faculty member, the clinical preceptor, and the clinical agency. Only if all parties are able to accommodate the student’s need for additional hours, then the “I” may be granted and the Incomplete Grade Form designating the outstanding work to be completed must be filed with the Department of Graduate Studies office. The Incomplete Grade Form must be signed by the clinical faculty member and student, and co-signed by the course faculty. A maximum of six weeks may be provided as long as all parties are in agreement, and the work is completed and grade submitted within 10 working days prior to the start of the next semester.

For example, a student takes NUR 651 during summer session I and II, and the last day of class is August 16th. The student requests additional hours to complete his or her clinical requirements. The faculty may only give an incomplete until August 23rd if the start of the next semester is September 6th.
STANDARDS FOR ACADEMIC WORK

All student papers and projects are to be completed according to the criteria outlined in the Publication Manual of the American Psychological Association, 5th edition. In addition to providing required and appropriate content for all written assignments in nursing courses, students are required to meet the following critical elements for writing. The student will:

1. Write assignments using standards of English grammar, spelling, syntax, abbreviations, and format, consistent with University policies.
2. Use language consistent with scientific, nursing, and related disciplines.
3. Write own text without plagiarizing the words and ideas of others, and citing the works of others in the text, footnotes, and/or references, as dictated by the University's Academic Integrity Policy and APA guidelines.
4. Submit written assignments that are consistent with protocols for length, format, style, and conditions stated above, and by the date established by the faculty.
5. Students are encouraged to seek assistance from the University Center for Academic Excellence prior to submitting the paper.
6. Papers submitted are considered final student work and will not be re-graded.
7. Deductions for papers submitted after the due date is determined by the faculty who are teaching the course. Students are directed to individual course syllabus for details.
ACADEMIC INTEGRITY

Students must accept the responsibility to be honest and to respect ethical standards in meeting their academic assignments and requirements. Integrity in academic life requires that students demonstrate intellectual and academic achievement independent of all assistance except that authorized by the instructor. Please refer to the list of behavioral standards set forth below for examples of academic integrity.

Students who fail to meet the responsibility for academic integrity subject themselves to sanctions ranging from a reduction in grade or failure in the assignment or course in which the offense occurred, to suspension or dismissal from the University. Students penalized for plagiarism or other failure to maintain academic integrity will be referred to the Academic Progression Committee (APC). The APC will review this matter as soon as practicable in accordance with its standard procedures (see APC section of this Handbook).

BEHAVIORAL STANDARDS:

While enrolled in the LSN, all students are expected to conduct themselves in a professional manner as described in the American Nurses Association Code of Ethics, course objectives, and clinical evaluations. Appropriate behavior includes but is not limited to such attributes as:

- Ability to work effectively with peers and other members of the health care team.
- Personal, academic and professional honesty and integrity.
- Concern for privacy of the patient.
- Understanding of professional role and limitations.
- Consistent attendance and punctuality.

All of the following offenses are serious violations of conduct and will engender swift disciplinary action or possible dismissal from the program. This list is not intended to be all inclusive or comprehensive.

- Cheating or plagiarism.
- Using crib notes during an exam.
- Talking to other students during an exam.
- Copying from another student’s exam (paper or computer).
- Obtaining a copy of the exam prior to taking the exam.
- Obtaining a copy of the previous year’s exam.
- Handing in the same product as an assignment in two classes.
Substituting another student to take exams.
Purchasing take-home exams from others.
Purchasing a term paper.
Drawing formulas, sentences, graphs or other information on desks, walls, etc.
Copying from books, periodicals, articles in print or over the internet.
Submitting another person’s paper as one’s own.
Lying to Program faculty, professional or clinical preceptors regarding any circumstance.
Forgery – altering or misuse of University, Program, and/or medical documents or knowingly furnishing false information.
Misrepresentation of oneself as a graduate of the School or in a capacity that exceeds the student’s level of training.
Obstruction or disruption of the School’s education process whether on campus, on line, or in any clinical setting.
Physical or verbal abuse or the threat of physical violence against LSN faculty, staff, clinical preceptor, or family members.
Entry into an unauthorized area of the School, Pace University, or any clinical site.
Theft or non-accidental damage to the School, Pace University, or any clinical site.
Possession of explosives, dangerous chemicals, or deadly weapons on Pace University campus or any clinical site without proper authorization.
Engaging in lewd, indecent, or obscene behavior or language on Pace University or any clinical site.
Use, possession, sale or provision to others of controlled or unlawful substances on Pace University or at any clinical site.
Soliciting or assisting another person to perform any act, which could subject a student to discipline as cited in this section.
Any time a student exhibits behavior that may be clinically unsafe or be a danger to patients.

Please also refer to the Pace University Student Handbook section, “University Policies Disciplinary and Grievance Procedures,” on the Pace University Website at www.pace.edu. All Pace University students, including students in the Lienhard School of Nursing, are subject to the policies, procedures, rules and regulations stated in the Student Handbook and in any or all other relevant publications, or on the Pace University Internet Web Site (such as policies related to appropriate use of Pace University Information Technology Resources). In addition to the above behavioral standards, all LSN students are held to the following standards developed by the American Nurses Association:

Approved as of June 30, 2001

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.


Each student in the LSN is required to have and thoroughly review the Code for Nurses with Interpretive Statements (available from the American Nurses Association) and the New York State Nurse Practice Act (available from the New York State Board of Nursing).
ATTENDANCE

Department of Undergraduate Studies

1. LECTURE ATTENDANCE: Regular and prompt attendance at all lecture classes is expected. Students must adhere to the attendance policy established for each course. Students may not receive calls or use the phone during class time.

2. LABORATORY/CLINICAL ATTENDANCE: Attendance and punctuality for all laboratory/clinical practice is required.

   A. To ensure patient and student safety, any student who has any type of injury necessitating the use of ace bandages, slings, splints, casts, canes, crutches, etc., must present a physician, physician assistant, or nurse practitioner note describing the reason for such appliance and certifying the student's current good health and ability to perform in the clinical setting. Furthermore, the student must be free from health impairments that may pose potential risk to patients, personnel, or self, or which may interfere with the performance of nursing responsibilities.

   B. Preparation for Laboratory/Clinical Practice: It is expected that all students will come prepared for clinical practice. The level of preparation is defined by the course faculty. Any student who is unprepared for laboratory/client care may be asked to leave. This will constitute a laboratory/clinical absence. In certain undergraduate courses, students must arrange with their clinical faculty to receive their assignment in advance. Students must be prepared to present information at pre-conferences.

   C. Chronic lateness in reporting to the clinical/laboratory will require that the student make-up missed objectives and may result in a clinical failure.

   D. Failure in the clinical portion of the course results in a failure (F) for the entire course.

3. ATTENDANCE RECORDS: Attendance records will be kept for each undergraduate and graduate lecture and laboratory session per regulation of the New York State Department of Education.
**CLINICAL ATTENDANCE POLICY**

**Department of Undergraduate Studies (RN4, RN/BS):**

All undergraduate degree nursing students are required to attend every scheduled clinical experience. Students are expected to be on time for, and prepared to participate fully in each clinical learning experience. In some RARE instances, a student might be ill or experience an emergency on a clinical day. In this case, the student MUST:

- notify the clinical agency unit/instructor before the start of the clinical experience;
- notify the Lienhard School of Nursing program coordinator; AND
- follow the clinical make-up procedure listed below. (Clinical Absence Policy).

Clinical Absence Policy:

Clinical absences are regarded by all LSN faculty as serious occurrences, because students who miss clinical time do not have adequate opportunities to gain the breadth and depth of experiences that prepare them for clinical practice, and often are not able to meet the clinical laboratory objectives of the course. In addition, faculty are not able to adequately assess the clinical competence of the student. The failure to meet clinical laboratory objectives results in an unsatisfactory rating in the clinical portion of a course and, consequently, a failure for that course. Although a very limited number of clinical experiences can be "made up" in a given course, there is no guarantee that the make-up experience will result in a satisfactory grade for the clinical portion of that course. Furthermore, a clinical rating will not be issued until all clinical time is completed, including agreed-upon make-ups. Failure to complete clinical time by due dates as set by faculty/course coordinator, will constitute a failure.

1. The course coordinator shall meet with the clinical faculty to determine the manner in which the clinical days/experiences will be made up.
2. The course coordinator shall notify the Chair of the manner in which the clinical hours/experience will be made up.
3. The student shall be issued a written statement from the course coordinator, indicating the expected experience(s) and time frame to complete the experience(s).
4. The following are options from which the faculty will choose for the number of absences as indicated:

**ONE (1) ABSENCE:** The first clinical absence in a course must be made up with: (a) either an additional written assignment that equals the number of missed clinical hours, or (b) a day in the
clinical agency or, if not feasible, the LSN Learning Resource Center, equal to the number of missed clinical hours.

**TWO (2) ABSENCES:** Two clinical absences in a course must be made up with: (a) at least one clinical laboratory session in the clinical agency* or, if not feasible, the LSN Learning Resource Center, AND (b) an additional written assignment that equals the number of missed clinical hours (or a second clinical laboratory session in the clinical agency*). In addition, any student with two consecutive absences due to illness must present to the course coordinator, before being allowed to resume clinical coursework, a nurse practitioner's, physician assistant’s, or physician's note, stating the student is able to return to the clinical setting.

**THREE (3) ABSENCES:** If a student is absent for three (3) or more sessions in a single course, as soon as the third absence occurs, a notice will be sent by the course coordinator indicating that as a result of excessive absences, the student has received an unsatisfactory rating for the clinical portion of the course and will not be allowed to make-up the clinical time unless permission for same is granted on appeal. This notice will be sent to the student by "Certified Mail, Return Receipt Requested." If a student feels that she/he has had extenuating circumstances beyond the student's control, which directly caused the excessive clinical absences, the student may appeal the unsatisfactory clinical rating. The student should follow the Clinical Absence Appeal Process.

**CLINICAL ABSENCE APPEAL PROCESS:** Students who, as a result of three or more clinical absences, have received notice of an unsatisfactory rating for the clinical portion of a course, must appeal in writing within 7 business days from the date of mailing of the notice of the unsatisfactory rating, or 2 business days after the actual receipt of the notice. The written appeal must be delivered in writing to the chair of the Academic Progression Appeals Committee (APAC). The appeal must state the reason for the absence, any extraordinary circumstances surrounding the absence, and the reason that the student feels that the appeal should be granted. The APAC and clinical instructor will meet to determine whether or not additional make-up time should be provided for the student. The decision of the APAC and clinical instructor is final. If the appeal is not granted, the unsatisfactory rating for the clinical portion of the course shall be entered and, consequently, a failing grade for that course shall also be entered. If the appeal is granted, the APAC shall issue to the student a written decision stating the expected objectives and experiences and a time frame for completing make-up requirements. Students may not attend nursing courses while their appeal is pending without written permission from the student's department chair.
In all cases, it is ideal for clinical time to be made up with comparable clinical experiences; however, because of possible scheduling conflicts either on the part of the clinical agency or the School of Nursing, alternate experiences will be provided, subject to availability of personnel, funding, a suitable site, and course coordinator approval of the educational content. Every effort will be made to hold make-up sessions within the semester in which the absences occurred; however, if absences are late in the semester, make-ups may be postponed until after the semester has concluded. The student will be required to pay an hourly fee for the additional faculty supervision, in order to complete the required make-up time.

Department of Graduate Studies:

Attendance at Clinical Practice Sites for Undergraduate Portion of the Combined Degree Program (BSN):

All students in the undergraduate portion of the Combined Degree Program are required to attend every scheduled clinical experience. Students are expected to be on time for, and prepared to participate fully in each clinical learning experience. In some rare instances, a student might be ill or experience an emergency on a clinical day. In this case, the student MUST:

- Notify the clinical agency unit/instructor before the start of the clinical experience:
- Notify the Lienhard School of Nursing Program Coordinator; and
- Follow the Clinical Absence Policy listed above for students in the Department of Undergraduate Studies.
Attendance at Clinical Courses for Students in the Department of Graduate Studies (600 level courses)

Attendance in clinical courses (both classroom and clinical parts of clinical courses) and in clinical pharmacology for prescribing nurses (NUR 682) is mandatory. Students are expected to be in their clinical sites as scheduled. There are NO excusable absences from clinical practice. Students who are unavoidably absent due to illness or emergency are expected to notify their clinical faculty member and preceptor as early as possible. If a student has repeated absences, even with documentation, the student may fail the course. Students must complete the required clinical hours for each course in their approved clinical site in order to progress.

Minimum required clinical hours are listed in each course syllabus. Documentation of clinical hours must be completed according to the course guidelines and submitted to the student’s clinical faculty member during each site visit.

Completion of Graduate Clinical Hours

Clinical hours may not take place during those days that the University is officially closed.

For example, a student in NUR 695 will not be able to complete their clinical hours during the days that the University are closed during winter break and must plan the completion of clinical hours accordingly.
TUITION CANCELLATION POLICY

The Lienhard School of Nursing adheres to the Tuition Cancellation Policy stated in the current University Undergraduate and Graduate Catalogs.

WITHDRAWAL

The Lienhard School of Nursing adheres to the Withdrawal Policy stated in the current University Undergraduate and Graduate Catalogs and the current Class Schedule. Students should review this policy and seek further advisement from the appropriate department chair for the courses from which they are requesting to withdraw.

GRADE APPEAL PROCESS

Issues related to the appeal of a final grade should follow the Grade Appeal Process outlined in the current University Undergraduate and Graduate Catalogs. In addition to the Grade Appeal Process as outlined in the University Undergraduate and Graduate Catalogs, a student may attend nursing courses while an appeal is pending only if granted permission by the department chair. If the grade appeal is denied, the student's registration for courses taken with permission during an appeal shall be voided and tuition for such courses shall be refunded.

ACADEMIC PROGRESSION COMMITTEE (APC)

Issues related to a student’s progression through the LSN are to be referred to the Academic Progression Committee at the end of each semester. The Academic Progression Committee will review all matters pertaining to academic progression (e.g., academic achievement, academic integrity, and adherence to the American Nurses Association Code of Ethics and professional standards), inform appropriate parties of the outcomes of the review, facilitate the appeal process, and maintain records of discussions and decisions.
Membership of the Academic Progression Committees:

a. **Undergraduate Academic Progression Committee** consists of the Chair of the Department of Undergraduate Studies and two additional undergraduate faculty members. The Chair of the Committee on Student Performance and Satisfaction is an ex-officio member of the Undergraduate Academic Progression Committee. There are no student or staff members. The Chair of the Department of Undergraduate Studies serves as chair of this committee.

b. **Graduate Academic Progression Committee** consists of the Chair of the Department of Graduate Studies and two additional graduate faculty members. The Chair of the Committee on Student Performance and Satisfaction is an ex-officio member of the Graduate Academic Progression Committee. There are no student or staff members. The Chair of the Department of Graduate Studies serves as chair of this committee.

**ACADEMIC PROGRESSION APPEALS PROCESS**

If a student wishes to appeal the decision of the Academic Progression Committee, the student is required to submit a letter stating the basis for requesting reconsideration within 10 business/school days of receiving the letter from the Academic Progression Committee. If the letter requesting an appeal is not received within the allotted time, the request for an appeal will be denied. The letter should be addressed to:

Associate Dean for Academic Affairs, Chair of the Academic Progression Appeals Committee  
Office of Academic Affairs  
Lienhard School of Nursing  
Pace University  
861 Bedford Road  
Pleasantville, NY 10570

The letter should indicate any extenuating circumstances that may apply. The letter should clearly specify actions that will be taken to improve performance in the next academic semester. The student is allowed to present his or her case in person at an appeals hearing. Students are not permitted to bring representatives to the hearing unless they demonstrate extenuating circumstances to support such request. Decision as to whether a representative will be permitted to accompany a student to the hearing is left to the discretion of the Chair of the APAC.
During the time the student is processing the appeal, the student may not register for or attend classes (including clinicals) without written permission from the student's department Chair. If the appeal is denied, the student's registration for courses taken with permission during an appeal shall be voided and tuition for such courses shall be refunded. Dormitory residence, if any, will not be reserved pending the outcome of the appeal.

As the process for an appeal is a formal one, the appeal must be in written form as specified above. An appeal by means of telephone call is not acceptable to the Academic Progression Committee. The formal process is as follows:

1. Student must submit a request for an appeal in writing: In the case of dismissal from the University or a program of the LSN, the appeal is sent to the Associate Dean for Academic Affairs.

2. The Associate Dean for Academic Affairs convenes an Academic Progression Appeals Committee (APAC) consisting of the following:
   A. The Associate Dean for Academic Affairs who will chair the Academic Progression Appeals Committee;
   B. Two full-time faculty members and who were not members of the Academic Progression Committee that heard the student's case, e.g.:
      1) faculty advisor
      2) course faculty member
      3) clinical faculty member
   C. The Chair of the department will serve ex-officio (non-voting capacity).

3. The APAC will convene at the earliest possible date. During the meeting,
   A. Student materials are reviewed.
   B. The student may be required to present his/her case in person. Emphasis should be on whether there were any extenuating circumstances that lead to the action the student is appealing, and what changes would be made to improve performance in the next academic semester.
   C. The APAC deliberates in private. The APAC has jurisdiction to review the student's entire file, which includes his or her academic and behavioral history as a student with LSN and the University, and to consider any past incidents, course or clinical failures, actions taken, appeals, etc. when making its decision. The APAC's consideration as an appellate body is
not limited to the action taken by the Academic Progression Committee below; however, that is the main focus of its attention.

D. Decision is made to either:

1) grant the appeal and reinstate the student with specific conditions that must be met, including, but not limited to, course work limitation and specific grade requirement expectations, academic or behavioral probation, remediation of certain academic work, etc.; -or-

2) not grant the appeal and uphold the decision of the Academic Progression Committee.

4. The decision of the APAC is final. The student will be notified of the decision of the APAC in writing.

CREDITS OUT OF PROGRAM

Undergraduate RN4 students with a 3.0 CQPA and permission of the Chair of the Department of Undergraduate Studies and Chair of the Department of Graduate Department may take graduate courses, of which 6 credits may be double-counted for the BS and MS degrees. CDP students need a registration form for graduate courses signed by their academic advisor. When CDP students register for their third graduate course, the third course must be entered on a separate registration form so that the course can be registered on their graduate transcript. Students in the RN/BS and RN/BS/MS program with a 3.0 CQPA and permission of the undergraduate and graduate chair may take graduate courses, of which 12 may be double-counted for their BS and MS degrees. In addition, they may receive transfer credit for 3 credits of nursing elective if currently certified in a nursing specialty. The "Instructions for the Granting of Nursing Elective Credit through Certification" and "Application Form" may be obtained in the LSN Office of Academic Affairs, Room 303, Lienhard Hall or Room 303 in Pleasantville, NY, or 41 Park Row New York, NY. Students in the Master's of Science Program may transfer 6 credits into their program from another college or university. All graduate students who desire to transfer credits into their program of study must complete a "Request for Transfer of Credit" form, and submit the form along with a transcript and course descriptions (of courses to be transferred) to the department chair.

Consult the Undergraduate and Graduate Catalogs for all other transfer policies.
CHANGE OF SCHOOL/DEGREE PROGRAMS

The University recognizes that some students may wish to change schools or degree programs at some point in their studies.

Graduate

Graduate students desiring such changes should refer to the Lienhard School of Nursing 2003-2005 Graduate Catalog (p. n-28) (or the latest Catalog published).

Undergraduate

Should a student desire to change a major, the student should first speak with his/her faculty advisor. The student may obtain a "Change of Objective/Major" form from the SARS (Registrar's Office). Once the form is completed by the student, the student submits the form to the LSN Office of Academic Affairs, Room 303, Lienhard Hall in Pleasantville, NY or Room 303, 41 Park Row, New York, NY. The form is then forwarded to the chair for a decision. The form is then returned to the SARS (Registrar’s Office) for notification of the student.

All transfer students and Pace University students wishing to change their major to nursing must meet the following criteria in order to be admitted to the nursing major: have a minimum CQPA of 2.75, successful completion of prerequisite courses needed to enroll in NUR 271, NUR 273, and NUR 275, and University 101 (if required).

CDP students at the completion of the BSN, must complete a “Change of Objective/Major” form to continue in the master’s portion of the CDP.

MANDATED REQUIREMENTS:
INFECTION CONTROL AND BARRIER PRECAUTIONS TRAINING

In accordance with the requirements set in chapter 786 of the Laws of New York, every nursing student who graduates from a New York State Education Department approved entry level program that leads to eligibility for the NCLEX-RN licensure exam must receive the six core elements contained in the course on Training in Infection Control and Barrier Precautions. To comply with these regulations, every student in the Lienhard School of Nursing must have documentation of this course work. Students who are absent when this course work is covered must attend an approved program covering the core elements and submit
evidence of completion of same. For a student progressing through the nursing sequence, the appropriate material will be covered in classroom content. Should a student transfer in any nursing courses, he/she will have to demonstrate documentation of the required content in previous nursing courses or provide a copy of the Certificate of Completion for the training by a New York State approved provider of Training in Infection Control and Barrier Precautions. Documentation of the training must be on file in the LSN Office of Academic Affairs, Room 303, Lienhard Hall in Pleasantville, NY or Room 303, 41 Park Row, New York, NY for the student to be eligible to take the NCLEX-RN exam in New York State.

**MANDATED REQUIREMENTS: TRAINING IN CHILD ABUSE IDENTIFICATION AND REPORTING**

A three-hour module in Child Abuse Identification and Reporting will occur within a nursing course for RN4 students and CDP students. Students who are absent from the presentation must attend an approved program and submit certification to the LSN Office of Academic Affairs, Room 303, Lienhard Hall in Pleasantville, NY or Room 303, 41 Park Row, New York, NY.

**OSHA REQUIREMENTS**

Students are required to attend a training session annually and sign a "Bloodborne Pathogen Student Training Session Record" (OSHA Regulation), with the written policy that "students who sign below understand that they are not an employee of Pace University and therefore must assume all responsibility for post-exposure activities and the attendant expenses."

**POLICY STATEMENT REGARDING PROGRAM ACCESS FOR DISABLED STUDENTS**

Pace University takes seriously its obligation under Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act of 1990 not to discriminate against qualified persons with disabilities in its federally-assisted programs or activities. The University recognizes it has a responsibility under these laws to ensure that no student with a disability who can meet the academic and technical standards requisite for admission to or for participation in its programs is excluded from such participation or otherwise discriminated against because of the absence of educational auxiliary aids or other reasonable accommodations which are necessary to provide the student with a disability an equal opportunity to obtain an education in the most integrated setting appropriate to the student's needs.
Pace University believes that its responsibility to ensure the availability of necessary auxiliary aids ordinarily can be met by assisting students with disabilities in obtaining such aids from governmental units, such as the state vocational rehabilitation agencies or from private charitable organizations. Accordingly, students with disabilities will be expected to exercise reasonable self-help in obtaining and maintaining funding from outside sources for required aids. In the event a student with a disability has been turned down by outside agencies for aids which the University has determined are necessary to give the student an equal opportunity to obtain the same educational benefit from the course or courses in which the student seeks to enroll as may be obtained by a student without a disability, and the student is unable to afford to pay for such aids on his/her own, the University will take whatever reasonable action is necessary to fulfill its obligation to ensure that the student is not denied the right to participate in any such class or classes because of the absence of educationally necessary aids.

To ensure the availability of necessary aids or other reasonable accommodations at the start of any particular semester, a student with a disability who believes he/she will need an auxiliary aid or other accommodation in order to participate in a course or courses offered by Pace University must notify the Counseling and Personal Development Office on their respective campus of the need for such assistance prior to the beginning of the first day classes for that term. Such notice is required in order to give the student and the University a reasonable period of time in which to evaluate whether the requested aid or accommodation, including testing variations, are necessary to provide the student with a disability an equal opportunity to benefit from the University’s education programs, to identify sources for purchasing, leasing or hiring any necessary aid, and, if possible, to obtain funding for required aids from appropriate sources.

Once the Counseling and Personal Development Center determines eligibility for necessary auxiliary aids and/or reasonable accommodations, it will coordinate with departments and faculty in establishing and implementing an accommodation plan. The only way to obtain auxiliary aids or other accommodations is to follow the foregoing procedure. Faculty cannot provide accommodations directly to students. The University Compliance Officer for Section 504 and the Americans with Disabilities Act oversees compliance of services for persons with disabilities. Any student, faculty, or staff member with disabilities should feel free to contact the Compliance Officer.

If you have a disability for which you are or may be requesting an academic accommodation, you must register with the Coordinator of Services for Students with Disabilities. You can contact the Coordinator on the New York Campus at (212) 346-1526 and the Coordinator on the Pleasantville Campus at (914) 773-3710.
The American Association of the Colleges of Nursing, Guidelines for Accommodating Students With Disabilities in Schools of Nursing, provides additional information specifically for nursing education. Students may access these guidelines by contacting the Coordinator of Services for Students with Disabilities or can contact the American Association of Colleges of Nursing at www.aacn.nche.edu or (202) 463-6930.

STUDENT ACCESS TO EDUCATION RECORDS/FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT)

The Family Educational Rights and Privacy Act of 1974, commonly referred to as the "Buckley Amendment," became effective November 19, 1974. This act has the following purposes: (a) To protect the privacy of educational records by limiting the release of records maintained by the University and information contained therein, and to release information only with written consent of the individual student, with some exceptions in special circumstances (e.g., parents of dependent students); (b) to establish the rights of students to inspect and review their educational records; and to provide guidelines for the correction of inaccurate or misleading information contained in such records through formal and informal hearings. In compliance with the provisions of this law, the University grants access to students requesting an opportunity to review records as provided in the legislation.

The law covers many of the educational records of all present and former students of Pace University. This includes part-time as well as full-time students. The term "educational records" includes all records, files, data, and other materials which contain information directly related to a student and (which) are maintained by Pace University or by a person acting for Pace. Not included among the materials to which a student shall have access are the following:

1. Financial records of a student's parents;
2. Confidential letters and statements or recommendations placed in an individual's file prior to January 1, 1975;
3. Letters of recommendation in those circumstances specified by the Act, in which a student may waive his/her rights of access;
4. Records maintained solely for law enforcement purposes by Pace;
5. Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute, who performs on a temporary basis (defined in the institutional personnel policy) the duties of the individual who made the record;
6. Records relating to individuals, who are employed by the institution, which are made and maintained in the normal course of business, relating exclusively to individuals in their capacity as employees, and which are not available for use for any other purpose (records of individuals in attendance at an institution who are employed as a result of their status as students are education records, e.g., work study).

NOTE: Any student who wishes to review his/her official University records must file a written request with the administrator responsible for the record in question. All legitimate requests will be honored within five working days. Valid identification will be requested at the time of review and a University official will be present throughout the period of inspection. Copies of the material will be available at the cost of $.10 per page.

After viewing the records, a student who believes that the information or data contained therein is incorrect, misleading, or otherwise in violation of privacy or any other of his/her rights may request a hearing. Such a hearing enables the student to challenge the accuracy or appropriateness of the information contained in the records. The Dean for Students is responsible for arranging a hearing according to the procedures established by the University for Pace University will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records;
   A School official is:
   a. A person employed by the University in an administrative, supervisory, academic, research, legal, or support staff position;
   b. A person elected to the Pace University Board of Trustees;
   c. A person employed by or under contract to the University to perform a special task, such as a consultant, attorney, auditor, or collection agent.
A School official has a legitimate educational interest if the official is:

a. Performing a task that is specified in his or her position description or by a contract agreement;
b. Performing a task related to a student's education;
c. Performing a task related to the discipline of a student;
d. Providing a service or benefit relating to the student or the student's family, such as health care, counseling, job placement, or financial aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for a receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before Nov.19, 1974.
6. Organizations conducting certain studies for or on behalf of the University.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully served subpoena.
10. To appropriate parties in a health or safety emergency.

In addition to the foregoing, the law provides that "Directory Information" may be released to all parties seeking this information without prior consent of the student unless the student has specifically requested that prior consent be obtained in all cases.

At Pace University, "Directory Information" is on file in the SARS (Registrar's Office) and includes a student's name, date of birth, major field of study, attendance dates, degrees, and honors and awards received.

In addition, participation in intercollegiate sports and the height and weight of athletes are considered "Directory Information." Student athletes who do not wish this information made public without their prior consent must so advise the Director of Athletics in writing.
Students who wish their prior consent to be sought before "Directory Information" is made available to third parties must file their written requests with the SARS Office.

Pace will honor any student's request to withhold any or all of the "Directory Information" applicable to said student but cannot assume responsibility to contact that student for subsequent permission to release such information, regardless of the effect upon that student. Pace assumes no liability for honoring that student's instructions that such information be withheld.

Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the University to comply with the Act. A Pace University Policy Statement in connection with this Act may be obtained from the Dean for Students' Office, or in the Pace University Student Handbook located on the Pace Website.

**SOURCES OF ACADEMIC ASSISTANCE**

Center for Academic Excellence

The Center for Academic Excellence provides tutorial services for students in math, reading, and writing skills. Students have found this assistance most helpful for improving study skills and using textbooks, as well as tutoring in math, reading comprehension, science, and writing. Pleasantville students should call (914) 773-3721 for an appointment and New York students should call (212) 346-1329.

Counseling and Personal Development Center

The Counseling and Personal Development Center offers individual counseling and workshops on such topics as stress management, study methods, time management, and test-taking skills. The professional staff of the Counseling Services Center is especially helpful for students unsure of their educational/career goals or those who feel they are not achieving their potential. The Counseling and Personal Development Center is located at the Administrative Center in Pleasantville and at 156 Williams Street New York. In Pleasantville, telephone (914) 773-3710 and in New York, telephone (212) 346-1526, for an appointment.
Faculty Advisor

A student’s Faculty Advisor assists in program planning, remediation, and professional issues. Each Faculty Advisor has posted office hours on his/her office door in Lienhard Hall for Pleasantville students, and at 41 Park Row for New York students.

All students are strongly encouraged to meet with their Faculty Advisor early each semester and whenever they are having academic difficulties. Plans should be made to meet regularly with the Faculty Advisor. An appointment may be made directly with the Faculty Advisor. A message can also be left on the faculty’s voice mail on both the Pleasantville and New York City campuses or sent to the faculty’s email address.

Learning Resource Center

The Learning Resource Center in Pleasantville and New York has numerous slides, videotapes, computer programs, and equipment to use as an adjunct to nursing coursework. Students may also schedule laboratory practice time with the director or teaching assistant. For an appointment, call (914) 773-3560 in Pleasantville or (212) 346-1439 in New York.

Tutoring for Undergraduate Nursing Students

As part of their regularly scheduled office hours, faculty provides tutoring for nursing content. Hours are posted on each faculty office door. Tutoring is also available on an individually scheduled basis at the Learning Resource Center. Any student encountering academic difficulties in courses should seek advisement from his/her course instructor(s). Referral for tutorial assistance may be possible.

SOURCES OF ACADEMIC ASSISTANCE

1. Financial
   The Financial Aid Office can assist you with a wide variety of loans, grants, and/or scholarships. For an appointment, in Pleasantville call (914) 773-3751, and in New York call (212) 346-1300.

2. Employment
   The Career Services Office provides a variety of career development and placement services, including: career counseling, recruiting programs, resume referral, job postings, credential files, employment bulletins, alumni mentor program, career panels, employer visits, career resource center
and guides. For an appointment, New York students should call (212) 346-1610 and Pleasantville students should call (914) 773-3361.

### Counseling and Personal Development Center

Helping students realize their full potential for growth and development is a major responsibility of the Counseling and Personal Development Center. The counseling process teaches students to think objectively about themselves and their relationships with others. This is accomplished through a variety of services which are provided free of charge to Pace students. These services include:

**PERSONAL COUNSELING:** Professionally trained counselors are available for students who wish to discuss personal or emotional difficulties in complete confidentiality. Services include crisis intervention in response to rape, sexual harassment, and sexual abuse.

**EDUCATIONAL COUNSELING:** Students who are unsure of their educational and career goals, lack motivation, are indecisive and worried about choosing a major, or simply do not know how to go about studying effectively find Counseling Services very helpful.

**VOCATIONAL COUNSELING:** Vocational counseling helps students appraise their interests, aptitudes and personality traits. Counselors frequently use tests to reveal these characteristics. By gaining self-understanding, students become better equipped to make decisions vital to their educational and vocational futures.

### Personal Health

**A. University Health Care (UHC),** located on the Pleasantville and New York City campuses, is staffed by certified nurse practitioners who are qualified to: diagnose and treat many acute illnesses; help manage many chronic illnesses; prescribe and dispense medications when necessary; offer clients continuing and comprehensive health care, including for example, complete physicals, family planning visits, nutrition, physical fitness, and stress management programs.

**B.** Appointments at UHC should be scheduled ahead of time either by phone or in person, but walk-ins are accommodated, when possible. Problems requiring immediate attention will be given priority. If you find you want to continue to see the same nurse practitioner you have seen before, every effort will be made to honor your request.
C. UHC can complete your mandatory annual health clearance for clinical courses forms and offers good rates on required lab work. Have your exam done thoroughly, economically and efficiently, right on campus!

D. When to use UHC: Here are some examples of problems UHC can help you with, and when it would be better to see a physician or go to the emergency room:

1. UHC can help:
   a. Colds, sore throats, ear infections, sinus problems, bronchitis, skin problems, urinary infections;
   b. Pap smears, pregnancy tests, family planning, prevention and treatment of sexually transmitted infections for men and women;
   c. Complete physicals to meet requirements for nursing, physician assistants, student teaching, employment, etc.;
   d. Immunizations;
   e. Small wounds, burns, tetanus shots, removal of stitches;
   f. When you are just not feeling well.

2. Students should seek outside help for:
   a. Large wounds requiring stitches;
   b. Significant injuries such as bone fractures, or injuries from a motor vehicle accident;
   c. Serious complicated medical conditions such as meningitis, cancer, and illnesses requiring the services of a specialist;
   d. Dental problems.

E. If you have questions as to whether UHC can handle your concerns, please call and talk with one of the nurse practitioners who can either make an appointment for you at UHC, or direct you to an appropriate health care provider.

F. UHC has two convenient locations:

1. New York
   41 Park Row
   3rd Floor, Suite 313
   New York, NY 10038
   (212) 346-1600
   * Hours: Monday through Friday 9:00am to 5:00

2. Pleasantville/Briarcliff
Goldstein Health Fitness and Recreation Center
861 Bedford Road
Pleasantville, NY 10570
(914) 773-3760
* Hours: Monday through Friday 9:00am to 5:00pm

* Hours are subject to change. Please call for information.

5. Health Insurance
Information about college health insurance programs, offered to Pace University students, can be obtained from the Office of the Dean for Students, University Health Care, and on-line at www.pace.edu/HealthInsurance.

6. Professional Organizations
A. Students Nurses Association at Pace (SNAP) is an organization comprised of nursing students from the undergraduate programs in Pleasantville and New York. Involvement in SNAP exposes students to a support structure with other nursing students, a sense of professional direction, nursing health care issues, educational opportunities, group involvement, and development of leadership skills. The organization meets on a regular basis and sponsors several school-wide forums for nursing students yearly. For further information contact the SNAP office located in Lienhard Hall, telephone number, (914) 773-3973.

B. Zeta Omega, Westchester/Rockland at-Large Chapter, Sigma Theta Tau is the International Honor Society of Nursing. The purposes of Sigma Theta Tau are to recognize the development of leadership qualities; foster high professional standards; encourage creative work and strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing.

The Lienhard School of Nursing is part of the Zeta Omega Westchester/ Rockland at-Large Chapter, which is composed of a consortium of nursing programs at the College of New Rochelle, Dominican College, Mercy College, and Pace University. Candidates for membership are selected on the basis of superior scholastic achievement. Undergraduates who are halfway through the program, have a 3.0 CQPA, and are in the upper 35% of their class, or graduate students a quarter of the way through
the master's program, with a 3.5 CQPA or higher are eligible. Outstanding community leaders in nursing are also eligible for membership. Student standing is reviewed by the School Sigma Theta Tau faculty counselor and eligible students are invited in writing to consider membership.

CENTER FOR NURSING RESEARCH, CLINICAL PRACTICE, AND INTERNATIONAL AFFAIRS

The Center for Nursing Research, Clinical Practice and International Affairs (CNRCPIA) provides leadership and support for LSN activities in the areas of nursing research, clinical practice, and international affairs. In addition, the center houses the Historical Nursing Archives, the Institute for Healthy Aging, and the International Institute for Qualitative Methodology-Cooperating Site.

The CNRCPIA strives to provide LSN students with opportunities to enrich their academic experience with:

- **Paid Professional Experience**
  - Graduate Assistantships (Research, Special Projects, Teaching Assistants, LRC)
  - Clinical Practice Internships (University Health Care, Community Sites)
- **Sponsorship to attend professional conferences**
- **Lectures/Workshops by Visiting Scholars and International Visitors**
- **International Student Exchanges**

The CNRCPIA also works closely with the Financial Aid Office to help LSN students identify nursing scholarships and awards based on the program they’re enrolled in.
PACE UNIVERSITY LIBRARIES

MORTOLA LIBRARY – PLEASANTVILLE
BIRNBAUM LIBRARY – NEW YORK CITY

Hours vary during the semesters, vacations and summer sessions. For up-to-date detailed information, please call the library at (914) 773-3380 for information or visit the Pace Homepage.
# Lienhard Students

**Office of Academic Affairs**

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<th>Announcements and updates throughout the year</th>
<th>Check Blackboard and check your email regularly</th>
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<td>Question/concern about a course or clinical, including grade appeals</td>
<td>Classroom/Clinical Teacher first: if not resolved, see the course coordinator or chairperson</td>
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<tr>
<td>Registration curriculum planning, and professional advice</td>
<td>Faculty Advisor (check bulletin boards)</td>
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<td>Problems and Appeals not resolved with individual faculty members</td>
<td>Chairpersons</td>
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<tr>
<td>Undergraduate</td>
<td>Graduate</td>
</tr>
<tr>
<td>Dr. Donna Hallas</td>
<td>Dr. Marie Londrigan</td>
</tr>
<tr>
<td>(914) 773-3323</td>
<td>(914)-773-3709</td>
</tr>
<tr>
<td><a href="mailto:dhallas@pace.edu">dhallas@pace.edu</a></td>
<td><a href="mailto:mlondrigan@pace.edu">mlondrigan@pace.edu</a></td>
</tr>
<tr>
<td>Health Clearance Forms</td>
<td></td>
</tr>
<tr>
<td>Pleasantville</td>
<td>New York City</td>
</tr>
<tr>
<td>Ms. Elfi Rivera</td>
<td>Ms. Maureen Anello</td>
</tr>
<tr>
<td>(914) 773-3324</td>
<td>(212) 346-1716</td>
</tr>
<tr>
<td><a href="mailto:erivera@pace.edu">erivera@pace.edu</a></td>
<td><a href="mailto:manello@pace.edu">manello@pace.edu</a></td>
</tr>
<tr>
<td>Clinical Placement Information</td>
<td>RN/BS Program</td>
</tr>
<tr>
<td>(RN4 and CDP students – see clinical instructor)</td>
<td>MS and CAGS Programs</td>
</tr>
<tr>
<td>Ms. Judi DeBlasio</td>
<td>Ms. Jane Dolan</td>
</tr>
<tr>
<td>(914) 773-3442</td>
<td>(914) 773-3326</td>
</tr>
<tr>
<td><a href="mailto:jdeblasio@pace.edu">jdeblasio@pace.edu</a></td>
<td><a href="mailto:jdolan@pace.edu">jdolan@pace.edu</a></td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td></td>
</tr>
<tr>
<td>• Who is my faculty adviser?</td>
<td>Check bulletin boards outside of OAA offices (Lienhard Hall or 41 Park Row 3rd floor outside of Room)</td>
</tr>
<tr>
<td>• Where is my clinical?</td>
<td>Check the LSN Student Handbook</td>
</tr>
<tr>
<td>• What should I wear to clinical?</td>
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<tr>
<td>Paperwork – Pleasantville</td>
<td>Program Coordinators</td>
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<tr>
<td>Undergraduate</td>
<td>Graduate</td>
</tr>
<tr>
<td>Ms. Barbara Streany</td>
<td>Ms. Maureen Lopez</td>
</tr>
<tr>
<td>(914) 773-3373</td>
<td>(914) 773-3550</td>
</tr>
<tr>
<td><a href="mailto:bstreany@pace.edu">bstreany@pace.edu</a></td>
<td><a href="mailto:mlopez@pace.edu">mlopez@pace.edu</a></td>
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<tr>
<td>Paperwork – New York City</td>
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<tr>
<td>Undergraduate</td>
<td>Graduate</td>
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<tr>
<td>Ms. Maureen Anello</td>
<td>New York City</td>
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<tr>
<td>(212) 346-1716</td>
<td></td>
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<tr>
<td><a href="mailto:manello@pace.edu">manello@pace.edu</a></td>
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</tr>
<tr>
<td>Unresolved academic issues (following meeting with chairs)</td>
<td>Associate Dean for Academic Affairs</td>
</tr>
<tr>
<td>Unresolved issues related to LRC</td>
<td>Dr. Sandra B. Lewenson</td>
</tr>
<tr>
<td></td>
<td>(914) 773-3550 or 3373; or (212) 346-1439</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:slewenson@pace.edu">slewenson@pace.edu</a></td>
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Don’t forget to regularly check your Pace email and Blackboard Community!
# Lienhard Students

## Where to go for help?

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<th>Clinical Skills Review and Practice</th>
<th>Learning Resource Center (LRC)</th>
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<tr>
<td>Medication Calculation Review and Practice</td>
<td>Manager: Ms. Angela Apuzzo</td>
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<tr>
<td>Audio-Visual Materials</td>
<td><a href="mailto:aapuzzo@pace.edu">aapuzzo@pace.edu</a></td>
</tr>
<tr>
<td>Computer Software Programs</td>
<td>Pleasantville (914) 773-3560</td>
</tr>
<tr>
<td>Individual appointments for Review and Remediation</td>
<td>New York (212) 346-1439</td>
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<tr>
<th>NCLEX-RN Review Course</th>
<th>Center for Continuing Education (L322)</th>
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<tr>
<td>Certification Review Courses</td>
<td>Director: Ms. Judy Vallarelli</td>
</tr>
<tr>
<td>Barrier Precautions and Infection Control Measures (BPIC)</td>
<td>(914) 773-3726</td>
</tr>
<tr>
<td>IV/Venipuncture Course</td>
<td><a href="mailto:acenurse@pace.edu">cenurse@pace.edu</a></td>
</tr>
<tr>
<td>Physical Assessment Course</td>
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<table>
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<tr>
<th>Physical exams</th>
<th>University Health Care (PLV and PNY)</th>
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<tr>
<td>Lab Tests</td>
<td>Pleasantville (914) 773-3760</td>
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<tr>
<td>Immunizations</td>
<td>New York City (212) 346-1600</td>
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<td>Flu Shots</td>
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<tr>
<th>Graduate Assistantships</th>
<th>CNRCPIA Office (L314)</th>
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<tr>
<th>Student Scholarships</th>
<th>Check the bulletin boards outside of L314 and CNRCPIA Office (L314)</th>
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<table>
<thead>
<tr>
<th>Unresolved issues related to University Health Care or Graduate Assistantships/Scholarships</th>
<th>Administrative Director, Center for Nursing Research, Clinical Practice and International Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Sophie R. Kaufman</td>
<td>(914) 773-3336</td>
</tr>
<tr>
<td><a href="mailto:skaufman@pace.edu">skaufman@pace.edu</a></td>
<td></td>
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<table>
<thead>
<tr>
<th>Where do I go after other Lienhard resources have been tried?</th>
<th>Dean</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Dr. Harriet R. Feldman</td>
</tr>
<tr>
<td></td>
<td>(914) 773-3341; (212) 346-1724</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:hfeldman@pace.edu">hfeldman@pace.edu</a></td>
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<thead>
<tr>
<th>Suggestions: What should we add to this list?</th>
<th>Assistant Dean for Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dr. Gerrie Colombraro</td>
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