



College of Health Professions
LIENHARD SCHOOL OF NURSING

**LIENHARD SCHOOL OF NURSING
DEPARTMENT OF
UNDERGRADUATE STUDIES
STUDENT HANDBOOK**

COLLEGE OF HEALTH PROFESSIONS

SEPTEMBER 2021 (Approved)

**2021-2022 LIENHARD SCHOOL OF NURSING DEPARTMENT OF
UNDERGRADUATE STUDIES STUDENT HANDBOOK**

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

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

September 2021

2021-2022 LIENHARD SCHOOL OF NURSING DEPARTMENT OF UNDERGRADUATE STUDIES STUDENT HANDBOOK

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WELCOME TO THE LIENHARD SCHOOL OF NURSING

Dear Lienhard School of Nursing Undergraduate Students:

The faculty and I applaud your decision to pursue an undergraduate degree in nursing and are delighted you chose Pace University, and the College of Health Professions Lienhard School of Nursing as the place to do so. The program you are enrolled in will be stimulating, challenging, and sometimes exhausting as you make your way through new terminology, insights, dilemmas, and skills. Faculty and staff are here to help you be successful in your endeavors. As with any new role, there are expectations that will help you be successful as a student and practitioner.

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

Professionally and personally, I try to adhere to the "platinum rule": Treat others as they wish to be treated, not assuming that how you wish to be treated is necessarily how others wish to be treated. I urge you, as a student, to learn from the wisdom and experience of your professors while advocating for yourself and having agency over your education and the responsibilities you have both to your profession and your studies.

This handbook will guide you through the standards, policies and practices set forth by the faculty of the Lienhard School of Nursing. The student handbook is updated annually, so please refer to it frequently as an important source for your daily work. An electronic copy is being provided and a copy can be accessed through the Department of Undergraduate Studies Brightspace Classes system.

Increasingly we seek to incorporate interprofessional education and collaboration in our programs, both required and optional, as effective clinical care and health equity require an integrated approach across professions and disciplines. We will hope to launch a series of Dean's Zoom roundtables across professions this academic year. I encourage you to avail yourself of these opportunities when they arise.

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LETTER FROM THE DEPARTMENT OF UNDERGRADUATE STUDIES

Dear Undergraduate Students,

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

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

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

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

Best regards, from the Undergraduate Nursing Faculty

INTRODUCTION TO THE LIENHARD SCHOOL OF NURSING

VISION OF THE LIENHARD SCHOOL OF NURSING

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

MISSION OF THE LIENHARD SCHOOL OF NURSING

The Lienhard School of Nursing is dedicated to offering access and opportunity for qualified individuals of diverse backgrounds, talents, interests, experiences, cultures, and origins to pursue careers within the profession of nursing. As a School set within culturally diverse urban and suburban settings, the Lienhard School of Nursing through community partnerships fosters human growth and dignity and provides 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, international and global levels to meet current and future health care needs. Essential qualities embodied in nursing education at the Lienhard School of Nursing include the following: the liberal arts and sciences as integral foundations; nursing theory, evidence-based practice, and research as the core body of knowledge; communication, critical thinking, cultural competence, and technological competence as essential skills; and moral and ethical decision-making as values to provide society with professionally prepared nurse leaders. The School provides student-centered learning experiences that foster civic, social, and professional responsibility to embrace the challenges of the future. In keeping with our vision, our mission is to continue excellence in teaching, scholarship, practice, and service to prepare graduates to be nursing leaders in health care in the 21st century.

PHILOSOPHY OF THE LIENHARD SCHOOL OF NURSING

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, groups, and communities, locally, nationally, internationally, and globally. We prepare nurses who provide holistic, relationship-centered care within a framework of primary health care in an evolving information age. As life-long learners, nurses participate in an interactive teaching-learning process; develop a strong sense of self-awareness and reflective thinking, and a spirit of inquiry; demonstrate cultural competence; and communicate their ideas effectively. We graduate professionals who practice in an ethical, legal, and socially responsible manner. The Lienhard School of Nursing

baccalaureate curricula are process-oriented, providing a broad foundational base for entry into professional nursing practice. The master's and doctoral curricula provide the depth and breadth of advanced knowledge and skills necessary for practice and advanced clinical leadership, respectively, in primary health care settings.

GOALS OF THE LIENHARD SCHOOL OF NURSING

The goals of the Lienhard School of Nursing are:

1. To produce competent practitioners of nursing consistent with professional standards, the mission of Pace University, and mission and philosophy of Lienhard School of Nursing.
2. To provide a quality education within urban and suburban settings to serve diverse communities.
3. To provide an environment that fosters teaching, learning and scholarship.
4. To prepare nurses who will provide leadership in addressing the future challenges of global healthcare.

EXPECTED STUDENT LEARNING OUTCOMES

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

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

- 1) Demonstrate critical thinking and clinical reasoning to arrive at sound and effective clinical judgments.
- 2) Provide culturally competent patient-centered care to individuals, families, groups and communities.
- 3) Provide safe, comprehensive, high quality, and technologically competent care for diverse populations.
- 4) Integrate concepts of inter and intra-professional communication, holism, health promotion, and disease prevention in the delivery of primary health care.
- 5) Establish community partnerships promoting health from a local through global perspective.
- 6) Integrate nursing theory and research in an evidence-based approach to nursing practice.
- 7) Demonstrate accountability for the legal and ethical principles of professional nursing practice in a socially responsible manner.
- 8) Utilize leadership skills and strategies to promote quality patient care.

NURSING TECHNICAL STANDARDS

Pace University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, both as amended, as well as state and local laws which prohibit institutions of higher education from discriminating against students with disabilities. Although all applicants and students are held to the same technical and academic standards, reasonable accommodations are provided to qualified individuals with a disability. In order to request a reasonable accommodation, applicants and students should visit [Student Accessibility Services](#), and then contact the Coordinator of Student Accessibility Services for their campus. The ability to meet the technical standards and educational objectives established by the program is essential for the fulfillment of the requirements for the Bachelor of Science in Nursing degree. The academic and technical standards established by the faculty require that all students accepted by the Pace University Undergraduate Nursing Programs possess the physical, cognitive, and behavioral abilities that insure that they will be able to complete all aspects of the curriculum. Students admitted to the nursing programs must have the intellectual, emotional and physical abilities to acquire the knowledge, behaviors, and clinical skills needed to successfully complete the entire curriculum and practice nursing as a registered professional nurse. The technical standards outlined below (“Technical Standards”), in conjunction with established academic standards, are followed by undergraduate nursing faculty to select applicants and retain students who possess the intelligence, integrity, physical, and personal as well as emotional characteristics that are necessary to become an effective professional nurse. The faculty must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of a baccalaureate prepared professional nurse. The faculty and program cannot compromise the health and safety of others and reserves the right not to admit and progress in the nursing curriculum, any applicant who cannot meet the technical standards or who would constitute a direct threat to the health and safety of others, e.g., those individuals who are impaired by alcohol or substance abuse cannot meet the Technical Standards.

Communication

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

Observation

In both clinical and laboratory settings, students must be able to observe demonstrations of nursing skills and the implementation of patient care utilizing illustrations, models, medical equipment as well as standardized patients, patient simulators and actual human patients. The student must be able to directly and accurately confirm a patient’s identity,

observe a patient's physical condition and demeanor, obtain a medical history, and perform a complete physical examination. They must then integrate the information obtained through these holistic observations to implement the nursing process. These skills require the functional use of the senses of vision, hearing, smell, and touch.

Motor Skills

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

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

Interpretative, Conceptual and Quantitative

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

Behavioral and Social

Candidates and students must understand the legal and ethical aspects of the practice of nursing and function within the guidelines established by the law and consistent with the professions (ANA) Scope & Standards of Practice and Code of Ethics for Nurses and

National Student Nurses Association Code of Academic and Clinical Conduct and Code of Academic and Clinical Conduct Interpretive statements for Nursing Students. They must be able to relate to patients and their families, colleagues, faculty, and other members of the health care team with courtesy, maturity, and respect for the dignity and cultural diversity of individuals. This requires that they place the welfare of their patients foremost, and demonstrate honesty, integrity, dedication, compassion, and nondiscrimination in the care of their patients. They must demonstrate honesty and integrity in their school work and in their relationships with faculty, staff, administrators, and classmates. They must at all times demonstrate the emotional stability to be able to exercise good judgment, and carry out prompt completion of all the responsibilities attendant to the diagnosis and care of their patients, and in their course work, in a sensitive and effective manner in the role as nursing student. This sensitivity includes self-examination of personal attitudes, perceptions, and stereotypes in order to avoid potential negative impact on relationships and patient care. Applicants and students must be able to adapt to changing environments, display flexibility and professional responsibility to their patients, peers, faculty, staff and administrators, and to learn to function in an environment of uncertainty, in which changes may occur rapidly and without warning. A candidate and student must be able to accept and integrate evaluative feedback and respond by a positive modification of behavior. A candidate and student must use conflict resolution strategies effectively in university settings, and in on and off campus clinical learning settings.

Revised December 2021

Home Campus Designation

The campus to which a student is admitted to the program of study is designated as the student's home campus. Students are not permitted to register for nursing courses offered on another campus. In addition, students may not transfer to a different campus offering the BS in Nursing degree. Students who fail a nursing course on their home campus must retake the course on their home campus the next time it is offered.

Nursing Course Withdrawal

Students who wish to withdraw from a nursing course may only do so during the "withdrawal without instructor permission" period. These dates are published on the Pace University website each semester. Withdrawal after this period requires permission of both the course instructor and Vice Dean. Withdrawal with permission will only be granted under exceptional and extraordinary circumstances, defined as those conditions out of the students control that are non-reoccurring. Having a failing grade in a course is not considered an "exceptional circumstance" as such, withdrawal will not be granted.

ACADEMIC POLICIES OF THE LIENHARD SCHOOL OF NURSING

GRADE APPEAL PROCESS

The process for appealing a grade in a nursing course is informed by the University's Grade Appeal Process which provides that only the final course grade may be appealed. Therefore, a student may not use the Grade Appeal Process to appeal a grade for an examination, assignment, paper and the like; only a final course grade may be appealed. The procedure described below is intended to facilitate a student's understanding of the Grade Appeal Process and to identify the steps that must be followed. Students are responsible for knowing and complying with the Grade Appeal Process of both the University and the Lienhard School of Nursing.

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

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

Step 3. If the student and the instructor are unable to resolve the issue, and the student wishes to continue the grade appeal, he or she may appeal the final nursing course grade to the Undergraduate Department Chair (Chair) in which the student is enrolled. The grade appeal must be submitted in writing to the Chair within 5 business days from the date on which the student was informed of the decision of the course instructor, and must clearly state the basis for challenging the grade received for the nursing course. The student must also forward a copy of his or her written grade appeal to the instructor who issued the final grade being challenged. If the Chair is the instructor who issued the grade being appealed the grade appeal must be submitted to the Graduate Program Chair.

Step 4. If, after submitting his or her written appeal, the student wishes to meet with the Chair responsible for the Grade Appeal to discuss it, the student must contact the Chair to make an appointment.

Step 5. The Chair will decide whether the final nursing course grade should be

reviewed further. The Chair's decision of whether to have a grade reviewed is final and may not be appealed. If the Chair decides that the method by which the student's grade was determined was not proper and that the final nursing course grade will be reviewed The Chair will notify the student in writing whether the grade will be reviewed further.

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

Reviewed September 1, 2013; revised September 1, 2019

ACADEMIC PROBATION POLICY

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

Set forth below is a separate table for each undergraduate LSN program, i.e., Bachelor of Science ("RN4"), Baccalaureate Completion Program for Registered Nurses ("RN-BS") and Accelerated Bachelor of Science Program ("ABS"), that contains (1) the academic standards of each undergraduate LSN program, (2) the conditions that will result in a student in each undergraduate LSN program being placed on academic probation, and (3) the conditions of probation that must be satisfied in order for the student to be returned to good academic standing. In addition to the academic standards and conditions of probation that apply only to a particular undergraduate LSN program, the following conditions apply to all undergraduate LSN programs:

- A student who fails to satisfy the applicable academic standards and is placed on probation, with certain very limited exceptions identified in the tables below, will be on probation for one semester (the "Probationary Semester").
- Normally, a student will be informed in writing by the Director of the program in which he or she is enrolled that he or she failed to satisfy the applicable academic standards and has been placed on probation. Probation is automatic if a student fails to satisfy the applicable academic standards and, therefore, is not contingent upon receipt of such notification. It is the

student's responsibility to verify his or her academic standing before each semester and to make inquiries in the Lienhard School of Nursing Office of Academic Affairs if clarification is needed.

- The Probationary Semester will be the first semester in which the student is enrolled following the semester in which the student failed to satisfy the academic standards. For RN4 students the probationary semester excludes the summer semester.
- Neither the status of probation nor the conditions of probation may be appealed.
- With certain limited exceptions identified in the tables below, the conditions of probation must be satisfied by the conclusion of the Probationary Semester.
- If a student fails to satisfy the conditions of probation by the conclusion of the Probationary Semester, he or she will be dismissed automatically from the LSN program in which he or she is enrolled and from the Lienhard School of Nursing.
- A student who has successfully completed one prior Probationary Semester and, based on his or her current academic performance, would otherwise be placed on probation, will be dismissed automatically from the Lienhard School of Nursing.

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

¹ For purposes of the *Academic Probation Policy*, except as otherwise noted, the term "nursing course" includes required and elective nursing courses.

BACHELOR OF SCIENCE UNDERGRADUATE PROGRAM (“RN4”)

Academic Standards For RN4 Students	Conditions That Will Result In Academic Probation	Conditions That Must Be Satisfied During Probationary Semester
<p>In order to pass a nursing course without a clinical component, a minimum grade of “C+” is required.²</p> <p><u>Note:</u> A student who fails to receive the minimum passing grade of “C+” in NURS 110 will not be placed on probation solely because the student failed NURS 110. The student must, however, repeat NURS 110 the following semester and receive a grade of “C+” or higher. If the student does not receive a grade of “C+” or higher in NURS 110 the second time, he or she will be dismissed automatically from the RN4 program.</p>	<p>Failure to receive the minimum passing grade of “C+” in a nursing course that does not have a clinical component.</p>	<p>The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.75 cumulative quality point average (“CQPA”). In addition, if the failed course is a required nursing course, the student must repeat the course the next time it is offered on the student’s home campus and receive a grade of “C+” or higher. If the failed course is an elective nursing course, the student must (1) either repeat the failed course the next time it is offered on the students home campus <u>or</u> take another elective nursing course during the Probationary Semester, <u>and</u> (2) receive a grade of “C+” or higher in the course.³</p>

² A “C+” is the minimum passing grade accepted by the Lienhard School of Nursing for CHE 113 (Principles of Chemistry for the Health Professions), BIO 152 (Anatomy & Physiology I), BIO 153 (Anatomy & Physiology II) and BIO 264 (Microbiology), PSY 112 and MATH 134. A student will not be placed on probation solely because he or she received a “C” or lower for CHE 113, BIO 152, BIO 153, BIO 264, PSY 112 or MATH 134; however, a student who does not receive a “C+” or higher in one of these courses and also fails to satisfy all of the applicable academic standards set forth in the *Lienhard School of Nursing Academic Probation Policy*, usually will be placed on probation in accordance with the provisions of the *Academic Probation Policy*. Students who received a “C” or lower for CHE 113, BIO 152, BIO 153, BIO 264, PSY 112 and MATH 134 must repeat it the next time it is offered and receive a grade of “C+” or higher; otherwise, the student will be dismissed automatically from the RN4 program. (See *Academic Dismissal Policy*.) Students cannot progress in the nursing program until these courses are successfully completed.

³ Students who satisfied conditions of probation except they were unable to repeat the failed nursing course in the Probationary Semester because it was not offered will be returned to good academic standing for the semester, excluding summer semesters, following the Probationary Semester (the “Subsequent Semester”) contingent upon successfully repeating the failed nursing course in the Subsequent Semester. Students who do not receive a “C+” or higher or a “P” (pass), as the case may be, in the failed nursing course or fail to meet any other academic standard in the Subsequent Semester, will be dismissed from the undergraduate program in which the student is enrolled and, if the student is not eligible to transfer to another LSN program, the Lienhard School of Nursing.

Academic Standards For RN4 Students	Conditions That Will Result In Academic Probation	Conditions That Must Be Satisfied During Probationary Semester
<p>In order to pass a nursing course with one or more clinical components, the student must receive a “P” (pass) for each clinical component and a “C+” or higher for the didactic component, if any.</p> <p><u>Note:</u> A student who fails either a clinical or didactic component of a clinical course automatically fails the entire course. If the failing grade for a component is issued before the completion of the course, the student will not be permitted to continue attending the course and cannot return to clinical.</p>	<p>Failure to receive a “P” for each clinical component of a clinical nursing course and/or a “C+” or higher for the didactic component, if any.</p>	<p>The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.75 CQPA. In addition, the next time the nursing course that was failed is offered on the students home campus the student must repeat both the clinical and didactic components of the course and pass with a “P” and “C+” or higher, respectively.⁴</p>
<p>At the conclusion of the first semester of the freshman level (Level I), a RN4 student must have at least a 2.50 CQPA.</p>	<p>Failure to meet the minimum 2.50 CQPA standard and the student’s CQPA is between 2.25 and 2.49.</p>	<p>The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.75 CQPA. During the Probationary Semester the student may take a maximum of 13 credits. The 13 credits may include core courses in other Pace University colleges and schools and NURS 110.⁵</p>

⁴ See footnote 3.

⁵ Students who are on probation and do not receive a “C+” or higher in NURS 110 will be dismissed automatically from the RN4 program for failure to satisfy the conditions of probation.

Academic Standards For RN4 Students	Conditions That Will Result In Academic probation	Conditions That Must Be Satisfied During Probationary Semester
At the conclusion of the second semester of the freshman level (Level I), a RN4 student must have at least a 2.75 CQPA.	Failure to meet the minimum 2.75 CQPA standard and the student's CQPA is between 2.50 and 2.74	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.75 CQPA. During the Probationary Semester the student may take a maximum of 13 credits. The 13 credits (i) may include NURS 110 or one elective nursing course and (ii) may include core courses in other Pace University colleges and schools.
Students in the sophomore level (Level II), junior level (Level III) and senior level (Level IV) of the RN4 nursing program must maintain a CQPA of 2.75 or higher.	Failure to meet the minimum 2.75 CQPA standard and the student's CQPA is between 2.50 and 2.74	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.75 CQPA. ⁶ During the Probationary Semester the student may take a maximum of 13 credits. The 13 credits may include nursing courses as permitted directly below, core courses in other Pace University colleges and schools, or both nursing and core courses. The nursing courses permitted during the Probationary Semester are as follow: (i) <u>Sophomore</u> level students may enroll only in Level II (sophomore level) nursing courses for which they are eligible. (ii) <u>Junior</u> level students may enroll only in Level III (junior level) nursing courses for which they are eligible. <u>Senior</u> level students may enroll only in Level IV (senior level) nursing courses for which they are eligible.

⁶ Students who (i) were placed on probation because they failed a nursing course and their CQPA was between 2.50 and 2.74 and (ii) satisfied the conditions of probation during the Probationary Semester except they were unable to repeat a failed nursing course in the Probationary Semester because it was not offered, are subject to the following conditions: Such students will be permitted to progress in their program the semester, excluding summer semesters, following the Probationary Semester (the "Subsequent Semester") and required to repeat the failed nursing course. In order to progress in their program following the Subsequent Semester, students must receive a grade of "C+" or higher or a "P" (pass), as the case may be, in the failed nursing course during the Subsequent Semester and meet all other applicable academic standards. During the Subsequent Semester, students will continue to be on probation and subject to the conditions of probation identified above, including the 13-credit maximum.

**BACCALAUREATE COMPLETION PROGRAM FOR REGISTERED NURSES
UNDERGRADUATE PROGRAM (“RN/BS”)**

Academic Standards For RN/BS Students	Conditions That Will Result In Academic Probation	Conditions That Must Be Satisfied During Probationary Semester
In order to pass a nursing course without a clinical component, a minimum grade of “C+” is required.	Failure to receive the minimum passing grade of “C+” in a nursing course that does not have a clinical component.	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.50 cumulative quality point average (“CQPA”). In addition, if the failed course is a required nursing course, the student must repeat the course the next time it is offered on the student’s home campus and receive a grade of “C+” or higher. If the failed course is an elective nursing course, the student must (1) either repeat the failed course the next time it is offered on the students home campus <u>or</u> take another elective nursing course during the Probationary Semester, <u>and</u> (2) receive a grade of “C+” or higher in the course. ⁷
In order to pass a nursing course with one or more clinical components, the student must receive a “P” (pass) for each clinical component and a “C+” or higher for the didactic component, if any. <u>Note:</u> A student who fails either a clinical or didactic component of a clinical course automatically fails the	Failure to receive a “P” for the clinical component of a clinical nursing course and/or a “C+” or higher for the didactic component, if any.	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.50 CQPA. In addition, the next time the nursing course that was failed is <u>offered on the students home campus</u> , the student must repeat both the clinical and didactic components of the course and pass with a “P” and “C+” or higher, respectively. ⁸

⁷ Students who were placed on probation because they failed a nursing course, entered the Probationary Semester with a CQPA of 2.75 or higher, and satisfied the conditions of probation during the Probationary Semester except they were unable to repeat the failed nursing course during the Probationary Semester because it was not offered, will be returned to good academic standing for the Subsequent Semester contingent upon receiving a grade of “C+” or higher or a “P” (pass), as the case may be, in the failed nursing course during the Subsequent Semester.

⁸ See footnote 3.

Academic Standards For RN/BS Students	Conditions That Will Result In Academic Probation	Conditions That Must Be Satisfied During Probationary Semester
entire course. If the failing grade for a component is issued before the completion of the course, the student will not be permitted to continue attending the course and cannot return to clinical		
Students in the RN/BS nursing program must maintain a cumulative quality point average (“CQPA”) of 2.50 or higher.	Failure to meet the minimum 2.50 CQPA standard and the student’s CQPA is between 2.00 and 2.49.	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.50 CQPA.

**THE ACCELERATED BACHELOR OF SCIENCE
DEGREE PROGRAM (“ABS”)**

Academic Standards For ABS Students	Conditions That Will Result In Academic Probation	Conditions That Must Be Satisfied During Probationary Semester
In order to pass a nursing course without a clinical component, a minimum grade of “C+” is required for an undergraduate nursing course.	Failure to receive the minimum passing grade of “C+” for an undergraduate nursing course that does not have a clinical component or a minimum grade of “B” for a graduate nursing course that does not have a clinical component.	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.75 cumulative quality point average (“CQPA”). In addition, if the failed course is a required nursing course, the student must repeat the course the next time it is offered on the student’s home campus* and receive a grade of “C+” or higher. If the failed course is an elective nursing course, the student must (1) either repeat the failed course the next time it is offered on the student’s home campus* <u>or</u> take another elective nursing course during the Probationary Semester, <u>and</u> (2) receive a grade of “C+” or higher for an undergraduate nursing course or a “B” or higher for a graduate nursing course. ⁹
In order to pass a nursing course with one or more clinical components, the student must receive a “P” (pass) for each clinical component and a “C+” or higher for the didactic	Failure to receive a “P” for the clinical component of a clinical nursing course and/or a “C+” or higher for the didactic component,	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.75 CQPA. In addition, the next time the nursing course that was failed is offered <u>on the student’s home campus</u> , the student must repeat both the clinical and didactic components

⁹ Students who satisfied the conditions of probation except they were unable to repeat the failed nursing course in the Probationary Semester because it was not offered will be returned to good academic standing for the semester, excluding summer semesters, following the Probationary Semester (the “Subsequent Semester”) contingent upon successfully repeating the failed nursing course in the Subsequent Semester. Undergraduate students who do not receive a “C+” or higher in an undergraduate nursing course, a “B” in a graduate nursing course, or a “P” (pass), as the case may be, in the failed nursing course or fail to meet any other academic standard during the Subsequent Semester, will be dismissed automatically from the undergraduate program in which the student is enrolled and, if the student is not eligible to transfer to another LSN program, the Lienhard School of Nursing.

Academic Standards For ABS Students	Conditions That Will Result In Academic Probation	Conditions That Must Be Satisfied During Probationary Semester
<p>component of an undergraduate nursing course</p> <p><u>Note:</u> A student who fails either a clinical or didactic component of a clinical course automatically fails the entire course. If the failing grade for a component is issued before the completion of the course, the student will not be permitted to continue attending the course and cannot return to clinical</p>	<p>If any, of an undergraduate nursing course or a “B” or higher for the didactic component, if any, of a graduate nursing course.</p>	<p>of the course and pass with a “P” for the clinical component and a “C+” or higher for an undergraduate nursing course and a “B” or higher for a graduate nursing course.¹⁰</p>
<p>Students in the ABS program must maintain a cumulative quality point average (“CQPA”) of 2.75 or higher</p>	<p>Failure to meet the minimum 2.75CQPA standard and the student’s CQPA is between 2.50 and 2.74.</p>	<p>The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 2.75 CQPA.</p>

Revised September 1, 2016; September 1, 2019

¹⁰ See footnote 9.

ACADEMIC DISMISSAL POLICY^{11 12}

Before being dismissed from the Lienhard School of Nursing (“LSN”) undergraduate program in which a student is enrolled for failing to satisfy the applicable academic standards, usually a student will be placed on academic probation for one semester (the “Probationary Semester”). (*See Academic Probation Policy.*) There are circumstances, however, when a student will not be placed on academic probation and instead will be dismissed from the LSN undergraduate program and, depending on the circumstances, the Lienhard School of Nursing. The circumstances that will result in automatic dismissal rather than probation include, but are not limited to, the following:

*Bachelor of Science Undergraduate Program (“RN4”)*¹³

- a. Students in the RN4 program whose CQPA is below 2.25 at the conclusion of the first semester of the freshmen level (Level I) will be dismissed automatically from the RN4 program. Students whose CQPA is below 2.50 at the conclusion of the second semester of the freshman level (Level I) will be dismissed automatically from the RN4 program.
- b. Students in the sophomore level (Level II), junior level (Level III) and senior level (Level IV) of the RN4 program who’s CQPA is below 2.50 will be dismissed automatically from the RN4 program.
- c. Students in the RN4 program who received a “C” or lower in two of the following courses, whether the same or two different courses, shall be dismissed automatically from the RN4 program: CHE 101 (Introduction to Chemistry I), CHE 113 (Principles of Chemistry for the Health Professions), BIO 152 (Anatomy & Physiology I), BIO 153 (Anatomy & Physiology II), BIO 264 (Microbiology), PSY 112 (Introduction to Psychology), and MATH 134 (Statistics).¹⁴
- d. Students in the RN4 program who fail two nursing courses, whether the same or two different nursing courses, will be dismissed automatically from the RN4 program.

¹¹ For purposes of the *Academic Dismissal Policy*, except as otherwise noted, the term “nursing course” includes required and elective nursing courses.

¹² The minimum passing grade for each of the Lienhard School of Nursing programs may be found in the *Academic Probation Policy*.

¹³ RN4 students dismissed due to unsatisfactory academic performance may reapply for admission two years after dismissal. (*See Reapplication for Admission to RN4 Program Policy*)

¹⁴ A “C+” is the minimum passing grade accepted by the Lienhard School of Nursing for CHE 101 (Introduction to Chemistry I), CHE 113 (Principles of Chemistry for the Health Professions), BIO 152 (Anatomy & Physiology I), BIO 153 (Anatomy & Physiology II), BIO 264 (Microbiology), PSY 112 (Intro to Psych), and MATH 134 (Statistics)

***Baccalaureate Completion Program for Registered Nurses
Undergraduate Program (“RN/BS”)***

- a. Students in the RN/BS program whose CQPA is below 2.00 will be dismissed automatically from the RN/BS program.
- b. Students in the RN/BS program who fail two nursing courses, whether the same or two different nursing courses, will be dismissed automatically from the RN/BS program.

Accelerated Bachelor of Science (‘ABS’)

- c. Students in the ABS program whose CQPA is below 2.50 will be dismissed automatically from the ABS program.
- d. Students in the ABS program who fail two nursing courses, whether the same or two different nursing courses, will be dismissed automatically from the ABS program

All Lienhard School of Undergraduate Nursing Programs

- a. Students who have successfully completed one prior Probationary Semester and, based on his or her current academic performance, would otherwise be placed on probation, will be dismissed automatically from the Lienhard School of Nursing.
- b. Students who were dismissed because they failed two nursing courses, and subsequently were reinstated following a successful appeal in accordance with the Appeal of Academic Dismissal Policy, will be dismissed automatically if, after reinstatement, they fail another nursing course, whether it is the same as or different from the courses previously failed.
- c. Students who fail to satisfy the conditions of probation by the conclusion of the Probationary Semester, and unless they satisfy the criteria for transferring into another LSN program, will be dismissed automatically from the LSN program in which they are enrolled and from the Lienhard School of Nursing.¹⁶

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

Normally, students who are dismissed from the LSN undergraduate program in which they are enrolled will be informed in writing by Program Director as soon as practicable that he or she has been dismissed from the LSN program and, unless he or she is eligible to transfer to another LSN program, from the

¹⁵ Subject to certain very limited exceptions, only students who satisfied the conditions of academic probation by the conclusion of the Probationary Semester will be restored to good academic standing and be eligible for enrollment in their LSN program. *See* footnote 8.

Lienhard School of Nursing. Dismissal is automatic if a student meets the criteria for automatic dismissal and therefore is not contingent upon receipt of such notification. It is the student's responsibility to verify his or her academic standing before each semester and to make inquiries in the Lienhard School of Nursing Office of Academic Affairs if clarification is needed.

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

Revised September 1, 2014; 2020; reviewed September 1, 2016

APPEAL OF ACADEMIC DISMISSAL POLICY

Students who have been dismissed from the Lienhard School of Nursing ("LSN") program in which they are enrolled and, if applicable, the Lienhard School of Nursing may appeal the decision of dismissal to the Academic Progression Appeals Committee (the "Appeals Committee"). (*See Academic Probation Policy and Academic Dismissal Policy.*) To initiate such an appeal the student must deliver a written appeal by overnight mail or personal delivery addressed to the Chair, Academic Progression Appeals Committee, c/o Staff Associate for Appeals, Office of Academic Affairs, Lienhard School of Nursing, 861 Bedford Road, Pleasantville, New York 10570. Alternatively, the written appeal may be sent as an email attachment to the Chair of the Academic Progression Appeals Committee in care of nursingappeals@pace.edu. The written appeal must be received by the Appeals Committee within fourteen (14) calendar days from the date of the letter informing the student that he or she has been dismissed. If the appeal is not received by the Appeals Committee on or before the fourteenth day, normally the appeal will be denied.¹⁶

Standard For Granting An Appeal. An appeal will be granted only if the student demonstrates to the satisfaction of the Appeals Committee that the student's

16. All grade appeals must be completed before the Appeals Committee will accept a student's appeal of the decision dismissing the student from the nursing program in which he or she is enrolled. (See previous comment regarding corresponding footnote 1.) An appeal of the decision dismissing the student from a nursing program must be received by the Appeals Committee within fourteen (14) calendar days from the date of the decision of the grade appeal.

unsatisfactory academic performance is due to (1) extraordinary and (2) non-recurring circumstances and (3) is not representative of the student's academic ability.

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

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

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

In addition to considering the student's written appeal, ordinarily the Appeals Committee will require the student to appear at a hearing in order to, among other things, answer any questions the Appeals Committee may have or to provide additional information. At the hearing before the Appeals Committee, the student may present additional evidence in support of his or her appeal. As part of its deliberations, and at its sole discretion, the Appeals Committee may, among other things, take into consideration

the student's academic record, request relevant information from faculty members concerning the circumstances that gave rise to the dismissal, and request information from persons knowledgeable about other issues before the Appeals Committee. The student will be permitted to respond to such information if it is adverse to the student and the Appeals Committee is likely to rely on it in making their decision. No advisors or representatives of the student may participate in the hearing before the Appeals Committee or the business of the Appeals Committee. Such advisors and representatives include, but are not limited to, attorneys, representatives, friends, classmates, and family members of the student.

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

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

Reinstatement After An Appeal.

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

The Academic Progression Appeals Committee.

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

Revised September 1, 2009; reviewed September 1, 2016

ACADEMIC REQUIREMENTS, THE LAST SEMESTER, AND ELIGIBILITY TO GRADUATE

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

The only students who qualify for this exception are those (i) whose cumulative quality point average (“CQPA”) at the conclusion of the Last Semester meets the minimum standard for the Program; and (ii) who failed a nursing course during the Last Semester and the failure does not qualify the student for dismissal pursuant to the *Academic Dismissal Policy*; and (iii) who have not been on academic probation previously. Students who satisfy all three criteria of the exception will be permitted to continue in the Program the next semester the nursing course is offered on their home campus that they failed in the Last Semester. The sole purpose of this additional semester is to permit eligible students to retake the nursing course they failed in the Last Semester. In order to be eligible to graduate after the additional semester, students must, in accordance with the requirements of their Program, receive a passing grade or higher for the nursing course and maintain the minimum CQPA or higher. Students who do not receive a passing grade or higher in the nursing course or who fail to maintain at least the minimum CQPA as defined by their Program will be ineligible to graduate and instead will be dismissed from the Program and the Lienhard School of Nursing. The dismissal is final and not subject to an appeal.¹⁷

For additional information about this policy, students should contact the Director of the program in which they are enrolled.

Effective September 1, 2011

¹⁷The grade for the nursing course may be appealed in accordance with the *Grade Appeal Process: Step-By-Step Policy*.

ACADEMIC INTEGRITY

The most important rules of academic honesty are fundamental in the pursuit of knowledge and follow inevitably from a respect for commitment to the principles of truth. Pace University's *Academic Integrity Code* requires students to accept responsibility for being honest and to respect ethical standards in meeting their academic assignments and requirements. (A copy of the University *Academic Integrity Code* may be found at: <http://www.pace.edu/sites/default/files/files/student-handbook/pace-university-academic-integrity-code.pdf>).

Integrity in the academic environment requires students to demonstrate intellectual and academic achievement independent of all assistance except that authorized by the course instructor. Therefore, students must always respond truthfully to faculty and credit must only be taken for research, ideas, or words that are original to the student. All data on academic or clinical assignments, client records, or results of research must be the student's own work or must be properly referenced¹⁸. Students must never present any work under false pretenses. The Academic Integrity Code (<http://www.pace.edu/sites/default/files/files/student-handbook/pace-university-academic-integrity-code.pdf>) prohibits all forms of academic dishonesty and misconduct and provides non-exclusive illustrative examples of the kinds of conduct that are prohibited, including, cheating, fabrication, helping others to violate the Academic Integrity Code, plagiarism, misrepresentation, unauthorized possession or use of academic materials, unauthorized communication, forgery or alteration, theft or destruction of academic materials, submitting duplicative work, acts that are harmful to other students, and making false statements to faculty, administrators or the Academic Conduct Committee regarding a possible code violation. Students are responsible for familiarizing themselves with the *Academic Integrity Code* of the University.

Revised September 1, 2017

ACADEMIC INTEGRITY CODE PROCEDURE

Pace University's *Academic Integrity Code* ([Academic Integrity Code](#)) outlines the Direct Resolution and Academic Conduct Committee hearing procedures by which the University determines whether a student violated the Academic Integrity Code. If the violation is addressed through Direct Resolution, sanctions that may be imposed include, but are not limited to a reduction in the grade or a failing grade for the paper, report, examination, data compilation, presentation or other assignment; and/or a failing grade for the course in which the violation occurred, and/or requiring the student to complete a learning intervention designed to increase the student's awareness of the significance and consequences of the violation. If the matter is referred to the Academic Conduct Committee and it is determined that the violation occurred by a preponderance of the evidence, depending on the severity of the violation, sanctions that may be imposed include, but are not limited to file notation, reprimand, academic disciplinary probation, suspension or expulsion from a program and/or the University. The Academic Integrity Code requires that all violations of the Academic Integrity Code be documented and reported to the Director of the program in which the student is enrolled and the Chair of the

University's Academic Conduct Committee. Without limiting the University's discretion to impose a severe sanction for any single Code violation, students found to have committed multiple violations of the Academic Integrity Code will generally be subject to more severe sanctions.

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

Effective September 1, 2017

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18. All undergraduate students are required to use and comply with the *Publication Manual of the American Psychological Association* (7th ed.).

STANDARDS OF PROFESSIONAL CONDUCT

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

In addition to their responsibility to comply with the Code of Ethics for Nurses, students in the Lienhard School of Nursing also are required to comply with, among other things, the policies and practices of the University (including, but not limited to, the University's Guiding Principles of Conduct that may be found in the Pace University Student Handbook at [Student Handbook](#), the Lienhard School of Nursing Undergraduate Student Handbook, and each clinical site to which a student is assigned.

The compliance procedure applicable to the *Standards of Professional Conduct* is set forth in the *LSN Professional Conduct Compliance Policy*.

STANDARDS OF PROFESSIONAL CONDUCT COMPLIANCE POLICY

Violating the Standards for Professional Conduct is grounds for disciplinary action. Examples of such conduct includes, but not be limited to: falsifying documents, unauthorized access of clinical information, unauthorized use of the placement site's electronic resources for

personal use, sleeping while in the clinical placement site, presenting to clinical setting while chemically impaired, use of abusive or inappropriate language in the placement site, excessive unauthorized lateness, leaving the clinical site early without approval of the faculty or assigned supervisor.

Ordinarily, in the course of determining whether a student violated the Lienhard School of Nursing's *Standards of Professional Conduct*, the instructor shall meet with the student in order to discuss the matter and obtain any information the instructor believes is relevant and to permit the student to present information the student wishes to bring to the attention of the instructor. If an instructor determines that it is more likely than not that a student violated the *Standards of Professional Conduct*, the instructor may impose sanctions such as, but not limited to, a reduction in the grade or a failing grade for an assignment or examination; and/or a failing grade for the course in which the violation occurred, and/or requiring the student to complete a learning intervention designed to increase the student's awareness of the significance and consequences of the violation.

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

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

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

Under certain circumstances, the Chair may impose sanctions in addition to those imposed by the instructor. For example, if previous reports show that the student has violated the policy currently at issue, or if the current violation is a significant one (e.g.,

patient information was falsified and consequently the safety and well-being of the patient were jeopardized; the violation jeopardized the relationship of the Lienhard School of Nursing with a clinical site), the Chair may impose additional sanctions up to and including suspension and dismissal from the Lienhard School of Nursing. Before imposing a sanction of suspension or dismissal, the Chair shall meet with the student in order to discuss the matter and obtain any information the Chair believes is relevant and to permit the student to present information the student wishes to bring to the attention of the Chair. A written copy of the Chair's decision shall be provided to the instructor and the student as soon as practicable.

Students found to have violated the *Standards of Professional Conduct* and were sanctioned by the Chair with suspension or dismissal from the Lienhard School of Nursing, may appeal the decision of the Chair to the Vice Dean.¹ The appeal must be submitted in writing to the Vice Dean within five business days of the date on which the Chair's decision is issued to the student. If the appeal to the Vice Dean is not submitted within five business days, ordinarily the appeal shall be denied.

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

Effective September 1, 2016; revised September 1, 2020

ACADEMIC ADVISOR

Every Lienhard School of Nursing student is assigned an academic advisor for the duration of the student's enrollment in the School of Nursing. Students should consult the list of advisors posted on the LSN Undergraduate Community site of Classes for the name of their advisor.

It is the student's responsibility to ensure they satisfy the prerequisites for nursing courses. Students must meet with their advisors each semester prior to registering for courses. A "hold" will be placed on the registration status of RN4, ABS, and RN-BS students and they will not be permitted to register until they meet with their advisor.

REAPPLICATION FOR ADMISSION TO RN4 PROGRAM

Students who were dismissed from the Bachelor of Science undergraduate program ("RN4") due to unsatisfactory academic performance may reapply for readmission to the RN4 program two years after the effective date of dismissal from the Program. In order to be eligible for readmission, the student must meet all of the admission standards in effect

¹ Ordinarily, the sanctions of suspension and dismissal will not be implemented until the appeal process has been completed.

for the RN4 program at the time of his or her reapplication. Students who are readmitted to the RN4 program shall enter such level (Level I, Level II, Level III or Level IV) and be subject to such terms and conditions as may be determined by the Lienhard School of Nursing Department of Undergraduate Studies to be appropriate under the circumstances.

Revised September 1, 2011

REAPPLICATION FOR ADMISSION TO RNBS PROGRAM

Students who were dismissed from the RNBS program due to unsatisfactory academic performance may reapply for readmission to the RNBS program one year after the effective date of dismissal from the program. The following criteria must be met.

1. Students must submit a new application and meet all the admission standards in effect for the RNBS program at the time of reapplication.
2. Students must submit a letter to the admissions and RNBS director stating the circumstances that led to their dismissal and a specific plan to avoid repetition of their academic failure.
3. Registration will be limited to enrolling in one course (3 credits) for the first semester of their re-admission to the program.
4. Students will be on probation for the first 2 semesters of their re-admission. If after two semesters their GPA is <2.5, they will be academically dismissed without the ability to re-apply.

Re-admission is not guaranteed.

Students who are readmitted to the RNBS program shall be subject to such terms and conditions as may be determined by the Lienhard School of Nursing Department of Undergraduate Studies to be appropriate under the circumstances.

Effective 11.15.21

UNDERGRADUATE ENROLLMENT IN GRADUATE COURSES

Undergraduate students with a cumulative quality point average of 3.0 or higher may take graduate-level nursing courses. In order to take more than six graduate-level credits, students must be matriculated in a graduate program.

Students in the Bachelor of Science undergraduate program ("RN 4") may "double count" up to three credits of graduate-level nursing courses and apply them to both the Bachelor of Science undergraduate degree and to the Master of Science graduate degree. Students in the Baccalaureate Completion Program for Registered Nurses undergraduate program ("RN/BS") may apply up to twelve credits of graduate level nursing courses to the undergraduate degree and also to the Master of Science graduate degree. Students in the Accelerated Bachelor of Science ("ABS") may take three graduate-level nursing credits and these credits will apply to both the undergraduate degree and to the Master of Science graduate degree.

Revised September 1, 2014

PROGRAM COMPLETION AND RE-EVALUATION OF NURSING COURSES

Students in the ABS program must complete the program in three years. After three years nursing courses will be re-evaluated and students may be required to retake nursing courses.

Students in the RN4 program must complete the program in six years. After six years nursing courses will be re-evaluated and students may be required to retake nursing courses.

Students in the RN/BS completion must complete the nursing sequence within four years from commencing nursing courses. After four years nursing courses will be re-evaluated and students may be required to retake nursing courses.

Effective September 1, 2014

ATTENDANCE POLICY

Lienhard School of Nursing (LSN) draws upon the American Nurses Association's Foundations of Nursing documents to guide its values and beliefs about undergraduate nursing student attendance in classroom sessions, lab and clinical practicum experiences as follows:

- Scope and Standards of Practice: Students demonstrate accountability by attending classes and clinical experiences. (American Nurses Association (2021), *Nursing: Scope and Standards of Practice* (4th edition, 2021).
- Social Policy Statement: Students demonstrate autonomy interpreted as accepting responsibility for attending classes and clinical sessions to ensure learning the provision of quality nursing care. *American Nurses Association (2015). Nursing's social policy statement: The essence of the profession (3rd ed.). Silver Spring, MD: Author.*)
- Code of Ethics for Nurses: Nursing faculty members have a responsibility to hold students accountable for attendance. (*American Nurses Association (2015). Guide to the code of ethics for nurses: Interpretation and application. Silver Spring, MD: Author*)
- In addition to the ANA documents, research supports a correlation between attendance and academic success. (*Credé, M., Roch, S.G., & Kieszczyńska, U.M. (2010). Class attendance in college: A meta-analytic review of the relationship of class attendance with grades and student characteristics. Review of Educational Research, 80, 272-295.*)

Attendance Policy: The specific guidelines for attendance in the undergraduate program are as follows:

1. Classroom Attendance and Acceptable Classroom Smart Device and Internet Usage

Classroom attendance is expected. A student who is absent from class may not have an opportunity to make-up graded work and may have additional assignments to make-up missed class time. Attendance for online courses constitutes logging into class and

participating in course learning activities as set forth in the course syllabus.

Students will use their cell phones and other smart devices to only complete assignments that are related to the instructional lesson. Otherwise students are expected to keep these devices turned off and refrain from “surfing” the internet during class time. This behavior not only distracts from the individual student learning experience, but also that of other students in close proximity who are able to observe this activity.

2. Clinical and Lab Experience Attendance.

Attendance at clinical practice and lab experiences is required, necessary to achieve learning outcomes, and will be monitored by course faculty.

Excused Absence

1. **Excused absence** for religious holidays: Absences will be excused, on request, for the observance of religious holidays. Students must contact the Program Director at the start of the semester and make their request. At that time the student will be informed as to when the time will be made up. Please refer to University Policy, Religious Beliefs and Attendance at [Religious Beliefs and Attendance](#).
2. **Excused absence** is for reasons such as illness and death of an immediate family member. All excused absences require appropriate documentation from the student, such as a note from a health provider for illness, or evidence of death of the family member. Provide documentation to the Senior Staff Associate for Nursing at the Pleasantville or New York campus immediately upon return to school. The Program Director determines if the absence meets the criteria for an excused absence.

It is the responsibility of the student to promptly inform his/her instructor in the event of an absence or illness. If a student cannot reach his/her faculty member by phone, the student should email the faculty member and the Program Director. The email should include the student's name and the nature of the absence. Failing to notify the instructor before the start of a clinical experience will result in an unexcused absence.

More than two excused absences from clinical experiences during a semester may result in a failing grade in that course ² The student, if eligible, will be required to repeat the course. Any exceptions to this policy are at the discretion of the Program Director and/or the Vice Dean for Academic Nursing.

Unexcused Absence

An **unexcused absence** from the scheduled clinical activity is defined as absence from such activity without appropriate notification as outlined in the above section “Excused Absence”. Examples include, but are not limited to, not calling in advance, not showing up for clinical, scheduling personal vacations during clinical rotations, taking a day off to study, out of compliance with clinical clearance requirements, and attending work or a work related event.

² Each missed session is counted as an absence even if the absence is due to the same cause. Thus, for example, a student who is absent from three consecutive clinical sessions due to the flu, will have three absences and therefore fail the clinical component and the course

One unexcused clinical absence will result in lowering the overall final grade in the course by 1/3 of the letter grade, e.g., B becomes B-. Two unexcused clinical absences during a semester will result in failure of the course.

Make-up Days

All missed clinical and lab experiences, including excused and unexcused absences, must be made-up. Make-up days will typically be scheduled at the end of the semester. The make-up days may be scheduled over a week-end or over the scheduled break. The date and time of the clinical make-up days is at the discretion of the faculty. Students who do not attend a scheduled clinical make-up experience will receive a failing grade for the course.

Appeal of Failure of Clinical Component Due to Absenteeism. Students who have failed a clinical component of a course due to absenteeism they believe was caused by extraordinary circumstances (e.g., serious illness, death in the immediate family, automobile accident on the way to the clinical site) may appeal the failing grade for the clinical component. Students may continue attending the course while an appeal is pending only if the Director of the program in which the student is enrolled has given prior written approval.

The appeal must be in writing (e.g., email, letter) and received by the Director of the program in which the student is enrolled within seven (7) business days following the date the notice was sent to the student informing the student that he or she failed the clinical component (and therefore the course) due to an impermissible number of absences. (If the Program Director issued the failing clinical component grade or participated in the determination of the failing clinical component grade at issue, the appeal must be submitted to the Vice Dean for Academic Nursing. Ordinarily, an appeal not received by the Program Director within seven business days will be denied. The appeal should address each absence separately and include (i) the reason for the absence, (ii) the basis for the student's contention that the circumstances that caused the absence are extraordinary, (iii) a description of the measures the student undertook to mitigate the effects of those causal circumstances on his or her attendance at the clinical session from which the student was absent, and (iv) the reason the student's appeal should be granted.

Based on such information as the Program Director believes to be appropriate under the circumstances, the Program Director will decide whether to grant or deny the appeal. An appeal will not be granted unless the student demonstrates that extraordinary circumstances caused the absences and in the judgement of the Director the student met the clinical objectives of the course.

The written decision of the Program Director shall be sent (usually by email) to the student as soon as practicable. If the appeal is granted, the student will be permitted to make up the missed clinical sessions. The clinical course coordinator and clinical faculty member will determine what the make-up session shall be and will inform the student in

writing of its terms and conditions. If the appeal is denied, the failing grades for the clinical component of the course and the course shall not be changed by the Program Director, and, if the student had prior approval to attend the course while the appeal was pending, he or she will no longer be permitted to attend.

If the student is dissatisfied with the Program Director's decision, he or she may invoke the *Grade Appeal Process: Step-by-Step* with respect to the final grade for the course.

Revised September 1, 2017

Lateness Policy

All students are expected to be on time and be prepared for all clinical. Tardiness to clinical must be avoided. The first time a student is late he/she will receive a warning. Subsequent lateness will result in the student being sent home for that clinical day and the absence will be considered unexcused. (See Clinical Attendance Policy: Unexcused Absence). The student is required to make-up the day.

Personal Technology Use in Clinical Policy (Cell Phones, Apple Watches, etc.)

Students are not permitted to use any form of personal technology including, but not limited, to cell phones, Apple watches, i-Pads, laptops, etc. Use of a device during clinical will result in the student being sent home from clinical. This day will be considered an unexcused absence (see Clinical Attendance Policy: Unexcused Absence). The student is required to make up the day.

September, 2019

THE CLINICAL EXPERIENCE

CLINICAL PLACEMENT GUIDELINES

Many variables must be considered in matching clinical sites and students. For example, the availability of placement opportunities at clinical sites obviously is an important factor, as are the prior experiences and needs of a particular student and other students in the program. Students are not permitted to contact a clinical site or a preceptor about a clinical placement unless they have prior approval from their course faculty member. Students wishing to attend a precepted clinical when the university is not open must gain written permission from the course coordinator.

Before students are permitted to commence a clinical placement, they must have successfully completed the health clearance process, criminal background check, drug screening, mandatory training, the clinical calculation examination, and any other requirements specific to the clinical site. Students will not be considered for a clinical placement until they have satisfied these prerequisites.

A conflict of interest can arise if a student has a familial, social, or long term

professional relationship with a person who would have direct supervision of the student during the clinical placement, grade the student or participate in the grading process. Students have the responsibility of disclosing to the Director of the undergraduate program in which they are enrolled any actual or potential conflict of interest. The Program Director will assess the circumstances and determine whether there is an actual conflict of interest. If the Program Director finds that the clinical placement at issue would create a conflict of interest, the student will not be permitted to commence that clinical placement and the Lienhard School of Nursing will undertake reasonable efforts to identify another clinical placement for the student.

Students are not permitted to enroll in two clinical sections on same day. If a student enrolls in two clinical sections on the same day, student will be dropped from one clinical section by his/her academic advisor.

Clinical sections may on occasion be cancelled due to such things as changes in enrollment, scheduling issues, agency needs and the like. The academic advisor will notify students when a clinical section is cancelled. Every effort will be made to enroll the student in another section of the course with the least disruption as possible, to the student's course schedule.

Revised September 1, 2014; September 1, 2019

CLINICAL CLEARANCE REQUIREMENTS

HEALTH CLEARANCE FOR CLINICAL COURSES

Prior to attending a clinical course students must satisfactorily complete the health clearance process. The clinical clearance process begins up to six months prior to the start of clinical to ensure that all requirements have been met. The completed health clearance process must demonstrate to the satisfaction of the Lienhard School of Nursing and any applicable clinical agency that all requisite health standards have been met.

The health clearance process consists of completing (i) the Annual Health Assessment Form (to be completed yearly); (ii) the forms pertaining to titer tests and immunizations (required only once); and (iii) any supplemental forms required by the agency(s) at which the clinical component of a course will be conducted. In addition, students are required to provide evidence annually of certification in professional rescuer cardiopulmonary resuscitation. Students beginning clinical in January for the spring semester must submit by December 1st, for clinical beginning in the fall semester, by July 1st.

The required health forms are posted for students in the LSN Classes Community, and it

is the student's responsibility to obtain these forms, and submit completed forms as directed. Students are required to upload and manage the required documents to an account they will subscribe to with Castlebranch systems. Separate instructions on how to open and upload the documents are posted in the LSN Classes Community.

Health clearance must be maintained throughout the semester in which the student is enrolled in a clinical course. Students must notify the clinical faculty member and the course coordinator of any health condition that occurs during the semester that, if it had been detected during the health clearance process, would have resulted in the student being denied health clearance. In such cases, the student will not be permitted to attend clinical courses until he or she has been cleared to do so.

In addition to the health clearance required in order to participate in a clinical course, all students must, as required by New York State law, be immunized against measles, mumps and rubella. The registration of students who do not provide proof of the required immunization to the Registrar's Office will be voided. Clinical agencies may require additional immunizations before students are cleared to commence a clinical placement. Students are urged to keep copies of all health forms for their personal records.

Students will not be permitted to attend clinical if any portion of clinical clearance requirements are out of compliance (this includes health clearance, CPR, background checks, drug screening, site specific requirements, etc.). Absence from clinical as a result of failure to remain in compliance standards will be unexcused. Students should refer to the Clinical Attendance Policy: Unexcused Absence.

CRIMINAL BACKGROUND CHECK DRUG SCREENING POLICY

The Lienhard School of Nursing (LSN) requires a criminal background check and drug screening for all students prior to beginning the clinical or research program. Background checks and drug screening are conducted to ensure that nursing students meet regulatory mandates and the requirements of the School of Nursing's affiliated clinical facilities and professional standards. (Students are referred to the *ANA Code of Ethics* for Nurses with Interpretive Statements (2015) which establishes the *ethical* standard for the profession).

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

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

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

Criminal Background Check Policy

The LSN and the student will have online access to the completed criminal background check. If your criminal background check raises concerns related to your participation in a nursing program, you will be contacted by the Vice Dean, or designee, who will schedule a meeting with the student. The criminal background check is **REQUIRED** as a nursing student. Criminal background checks that show evidence of a positive criminal history may be a basis for dismissal from the program. Students with pending charges, undergoing court ordered treatment, or on probation are prohibited from participation in the nursing program.

Depending upon the nature of the offense, students may seek reinstatement to the nursing program upon final disposition of pending charges, upon completion of court ordered treatment, or at the conclusion of a probation period.

Students will have the opportunity to investigate and correct adverse findings through certified court documents. Students may appeal administrative actions of revocation of admission or dismissal taken as a result of information obtained in the criminal background search by submitting a written statement of appeal and supporting documents to the Office of Vice Dean or designee within 5 business days of the receipt of the administrative action.

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

Drug Screening Policy

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

Instructions on submission can be found on the CastleBranch compliance tracking vendor website. Refusal to provide a specimen for drug testing will be considered a positive drug test and subject the applicant to the established procedures for positive tests.

Students have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the results of the drug screen provided are correct. Students who have a positive drug screen may also be subject to discipline for violation of the University's Drug and Alcohol Policy in accordance with the University's disciplinary procedures for students. Refer to the University Student Handbook: [Alcohol and other Drug Policy](#).

Pre-Licensure Students (RN4 and ABS)

Positive drug screen reports will be reviewed by the Vice Dean (LSN) (or their designee) and any clinical, fieldwork, or research related activity will immediately be suspended pending the outcome of that review. During this time, the student may not participate in any aspects of the clinical, fieldwork, or research program of study.

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

A confirmed positive drug screen for **legal recreational drugs** will require the student to be interviewed by the Vice Dean (LSN) (or their designee) and any other Pace University officials relevant to the situation and referred to a certified drug and alcohol counselor for a substance use evaluation. The student must agree to allow the counselor to provide documentation of the evaluation and treatment plan (if deemed necessary) to the Vice Dean or Associate Dean (Allied Health) (See Drug Policy: Student Agreement Form). Payment for the evaluation, treatment, and follow-up care will be the responsibility of the student.

If the counselor recommends no treatment, the student will submit written evidence of such to the Vice Dean (LSN) (or their designee), and submit a written request for reinstatement in the clinical program. Reinstatement is conditional and based on a negative drug screening. **A negative drug screen is a requirement for clinical placement.** A second positive drug screen will result in automatic dismissal from the program.

If the counselor recommends a treatment plan, the student must complete the plan and then submit a written request for reinstatement to the clinical program. Written evidence of completion of the treatment plan, acknowledgment from the counselor that the student is able to safely engage in clinical activities, and the terms of any required follow-up care, must be submitted to the Vice Dean, or designee. The Vice Dean or designee will review the recommendation, and if deemed satisfactory, require the student to undergo drug screening before returning to clinical activities. If the results are negative, the student will be reinstated in the program. If the drug screening result is positive, the student will automatically be dismissed from the program.

Licensed Students (RN-BS)

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

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

Recreational and Medical Marijuana

Federal laws, including the Controlled Substances Act, the Drug-Free Workplace Act, and the Drug Free Schools, and Communities Act, prohibit marijuana at educational institutions

and on the premises of other recipients of federal funds. Accordingly, the University does not tolerate the unlawful possession and/or use of controlled substances on its premises. Students are prohibited from using, possessing, selling, purchasing, cultivating, processing, manufacturing or giving away marijuana/cannabis (or its derivatives), on University owned or leased property. Therefore, the possession and use of medical or recreational marijuana on University property is prohibited, even if it is lawful under New York State law.

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

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

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

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

1. Undergo screening as required by the Department of Undergraduate Studies in Nursing.
2. Upload supporting documentation as required or requested (e.g., copy of valid NYS Medical Marijuana Card) to student's Castlebranch account.
 - a. Provide adequate documentation from student's health care provider that use of prescription medication (including medical marijuana) does not and will not interfere with the student's ability to meet program technical standards. Standards can be viewed at <https://nursing.technicalstandards>.
 - i. If the health care provider's letter indicates that the use of prescription medication, including but not limited to, medical marijuana, does not interfere with the student's ability to meet technical standards, clinical placement will be attempted on behalf of the student. Clinical placement is **NOT** guaranteed, but rather based on the clinical agency's internal policies in regard to offering a student placement in their facility.
 - ii. If the health care provider's letter indicates that the use of prescription medication, including but not limited to medical marijuana, may interfere with the student's ability to meet technical standards, the student may contact the University's Office of Accessibility to determine whether an alternate accommodation to clinical placement may be available. Clinical placement is **NOT** guaranteed, but rather based on the clinical agency's internal policy.
 - b. This supporting documentation must be submitted annually, upon a change in circumstances, or if there is a question as to the student's ability to safely perform their responsibilities, engage in patient care, or otherwise poses a

threat to the safety to themselves or others in the community. The University reserves a right to request additional documentation as necessary to ensure safety of students, patients, and the community.

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

Revised December 1, 2021

MANDATORY TRAINING AND COVID-19 RELATED REQUIREMENTS

In order to participate in clinical placements and take the national nursing licensure examination (known as NCLEX-RN), Lienhard School of Nursing students must have completed the following training.

- Occupational safety and health measures to reduce the transmission of blood borne pathogens.
- The protection and disclosure of protected health information as defined by the federal Health Insurance Portability and Accountability Act.
- Practices and controls to prevent the transmission of the human immunodeficiency virus (“HIV”) and the hepatitis B virus.
- Identification and reporting of child abuse and maltreatment.
- Annual FIT Testing for N95 respirators; Students who are not FIT Tested will not be permitted to attend clinical. Students should refer to the Clinical Attendance Policy: Unexcused Absence.
- All students must sign the **CHP COVID-19 Clinical Student Attestation** annually

Further, a clinical agency may require students to participate in additional training before permitting them to commence a clinical placement. Questions about mandatory training should be addressed to the Lienhard School of Nursing Office of Academic Affairs.

Revised September 1, 2021

RISK OF EXPOSURE

Students enrolled in the Lienhard School of Nursing will be participating in caregiving activities. During these activities, exposure to communicable diseases, including, but not limited to, Hepatitis B (“HBV”), Tuberculosis (“TB”), Human Immunodeficiency Virus

(“HIV”), SARS-Cov-2 (Covid-19), and Ebola Virus is possible. By enrolling in a clinical practicum course, students understand that they may contract a communicable disease while acting as a caregiver during a clinical experiences. Students are provided standard precautions education, in accordance with the Centers for Disease Control and Prevention Guidelines, and are expected to practice within those guidelines. Students are also expected to adhere to the policies of the clinical and practicum partners. However, in some cases, even when guidelines are followed, exposure resulting in illness can occur. This is an inherent risk in all health care fields. Students recognize and acknowledge that they are voluntarily accepting this risk as part of enrollment in the program and cannot hold the University responsible for any illness contracted during their clinical placements. By enrolling in any clinical course, you are acknowledging this potential for exposure and voluntarily accepting the risk of contracting a communicable disease.

September, 2020; revised January 2021

CARDIOPULMONARY RESUSCITATION CERTIFICATION

Evidence of professional rescuer CPR certification must be submitted annually.

LIABILITY INSURANCE

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

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

Revised September 2020

CLINICAL CALCULATION EXAMINATION

Prior to enrolling in any clinical nursing course, students in the Bachelor of Science Undergraduate Program (“RN4”), and the Accelerated Bachelor of Science (‘ABS’),

must take and pass a clinical calculation examination. Information about the minimum passing score may be obtained from the student's advisor and it may also be found on the RN4 and ABS curriculum worksheets and course syllabi. Failure to pass the clinical calculation examination on or before the second attempt will result in the student's registration for all clinical nursing courses being voided. A student who fails the clinical calculation examination on the first attempt is encouraged to remediate prior to taking the examination again. Normally, students who fail to take the clinical calculation examination as scheduled will receive a grade of "0" percent for that examination.

Revised September 1, 2014

DRESS CODE FOR CLINICAL SITES AND THE CLINICAL EDUCATION LABS

When in the clinical setting or in the Center for Excellence in Healthcare Simulation (CEHS) for activities associated with nursing courses, Lienhard School of Nursing students are required to comply with the dress code as follows:

- A. Lienhard ID or Hospital issued ID must be worn at all times.
- B. In the CEHS and hospital setting, students are required to wear navy blue scrubs on which the Pace University Lienhard School of Nursing logo is displayed. The approved uniform may be purchased online.

Clothing worn under scrub tops are to be white in color and not extend below the elbow or bottom of the lower hem of the scrub top.

Footwear must be closed toe, closed heel, non-porous upper in solid colored white or black. Socks, stockings or hosiery must be worn.

Clothing must be free of tobacco odor, excessive fragrance and body odor.

Uniforms and footwear must be clean, properly maintained and appropriately fitted to allow for unrestricted movement.

- C. Hair is to be styled in a manner that does not require readjustment, is not loose and does not dangle. Facial hair must be neatly groomed.

Fingernails must no longer than 0.25 inch past the end of the finger. Only unchipped clear nail polish is permitted. Artificial nails and extenders are not permitted.

Jewelry is not permitted except for one small stud earring in each earlobe, if the ear is pierced, a wristwatch and one smooth surface ring.

Tattoos must not be visible.

Chewing gum is prohibited.

While in a clinical site, in addition to complying with the Lienhard School of Nursing dress code, students must also comply with the dress code of the clinical site. If the required uniform for the clinical setting is “casual attire”, students may wear a skirt or pants blouse or collared shirts. Jeans, shorts, tee-shirts, opened toed shoes, sandals, flip-flops, sweatpants, sweatshirts are not permitted.

Failure to comply with this dress code may result in the student being dismissed from the clinical site, resulting in an unexcused absence. (See Clinical Attendance Policy: Unexcused Absence) The student is responsible for making up the missed clinical class.

Revised September 1, 2019

REQUIRED EQUIPMENT

Students enrolled in a clinical course are required to have the following equipment:

- Watch with a second hand
- 5 ½ -inch bandage scissors
- Pen and pad
- Stethoscope
- Pen flashlight
- Sphygmomanometer in community health settings
- Tuning fork and percussion hammer
- Face shields/goggles/masks

Revised September 1, 2021

CLINICAL COURSE GRADE

Undergraduate students in the Bachelor of Science undergraduate program, Baccalaureate Completion Program for Registered Nurses undergraduate program, and the Accelerated Bachelor of Science in Nursing Program who fail (i.e., a grade of “C” or lower) the didactic component of a clinical, will also fail the entire course. Undergraduate students who fail the clinical component of a clinical course will receive an “F” for the clinical component and an “F” for the course.

Revised September 1, 2013

TRANSPORTATION

Transportation to all off-campus programs, including clinical placements, is the responsibility of the student. In addition, students are responsible for all parking fees. Students are encouraged to make arrangements among themselves to carpool to clinical sites.

POLICIES RELATED TO CLINICAL AGENCIES

- I. Students are bound by applicable policies and procedures of the clinical agencies to which they are assigned. It is the student's responsibility to know and comply with those policies and procedures.
- II. **Unprofessional and/or Unsafe Behavior:** Students are expected to exhibit appropriate professional behavior. Students are expected to be respectful to preceptors, faculty, staff, colleagues, clients, and their families. Students are expected to, at all times conduct themselves in a manner that does not pose a risk to patients or others. Reports of unprofessional or unsafe behavior will be investigated and if confirmed will result in the student being counseled and action will be guided by the *LSN Department of Undergraduate Studies Student Handbook*. Any student asked not to return to a clinical site due to unprofessional and/or unsafe behavior may not be assigned an alternative clinical placement for that rotation, resulting in failure of the clinical course. Additional action may be taken, up to and including dismissal from the program.
- III. Students may not contact representatives of clinical agencies unless given permission to do so by the Program Director or Director for Clinical Placement. Clinical partners communicate to students through Pace designated contacts, only. If questions arise, students should be in communication with their course coordinator or Program Director. Contacting a clinical agency without authorization will result in failure of the clinical course.

POLICY ON SOCIAL MEDIA

Social Media (sites such as Facebook, Twitter, LinkedIn, etc. or any other sites that encourage interactivity with the use of text or multimedia "sharing") is a powerful tool for communication and networking with the potential for useful teaching and learning opportunities. Use of social media must adhere to FERPA and HIPAA regulations. We require students to maintain professional standards of behavior when using these platforms. Please refer to the American Nurses Association's Principles for Social Media Networking. The privacy of others in the community must be respected according to the college's FERPA policy, and in the case of clinical placements, HIPAA, which includes the posting of information about, or photos and videos that depict the patient care environment, patients, families, faculty, peers, etc. In addition to the above standards, you should be prepared to adhere to the standards of professionalism that will apply to your future employment as a nurse.

September, 2019

ASSIGNMENTS AND EXAMINATIONS

ASSIGNMENTS

Unless the instructor has given prior approval for another date, all assignments must be

submitted on or before the date they are due. Failure to do so may result in a reduction in the grade or a failing grade for the late assignment.

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

Unless otherwise approved by the course instructor, all undergraduate students are required to use and comply with the *Publication Manual of the American Psychological Association* (7th ed.) for all written assignments.

Revised September 1, 2011

EXAMINATIONS

Students are expected to take course examinations as scheduled. On occasion, however, a student may be unable to take an examination as scheduled due to a conflict that cannot be resolved or an emergency. In such cases, students should follow the procedures below.

Students unable to take a final examination as scheduled due to a conflict may take a conflict examination. A conflict consists of two final examinations scheduled at the same time or three final examinations scheduled on one day. As soon as the conflict is known, students must make arrangements to take a conflict examination.

Students who are unable to take a final examination as scheduled due to an emergency, may, at the discretion of the instructor, take a deferred examination. Students must notify the instructor as soon as possible that due to an emergency (e.g., serious illness) they are unable to take the examination as scheduled. Only if the instructor approves, may a student take a deferred examination. A fee is charged for a deferred examination.

The necessary forms for conflict and deferred examinations may be obtained in the Lienhard School of Nursing Office of Academic Affairs. The University's Center for Academic Excellence administers conflict and deferred examinations.

If, due to an emergency, a student is unable to take an examination that is not a final examination (e.g., a mid-term examination), the student must notify the instructor as soon as possible and request a "make-up" examination. The decision of whether to permit a make-up examination is at the discretion of the instructor. No fee is charged for a make-up examination.

At the discretion of the instructor, the format of a make-up, conflict and deferred examination may differ from the format of the original examination.

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

Revised September 1, 2008

LIENHARD SCHOOL OF NURSING RESOURCES

Center of Excellence in Healthcare Simulation (CEHS)

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

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

On the Pleasantville campus the CEHS is located at Lienhard Hall L-2 and on the New York City campus at 163 William Street, 6th floor. To request information or make an appointment call 914-773-3560 (Pleasantville campus) or 212-618-6025 (New York City campus). Additional information about the CEHS may be found at <https://www.pace.edu/college-health-professions/center/center-excellence-healthcare-simulation>

Effective September 1, 2013; Revised September 2019

LIENHARD SCHOOL OF NURSING CENTER OF EXCELLENCE FOR ADVANCING LEADERSHIP, PARTNERSHIPS, AND SCHOLARSHIP

In keeping with the Lienhard School of Nursing's vision, the Center of Excellence for Advancing Leadership, Partnerships and Scholarship is dedicated to supporting the academic mission of the School through external funding, facilitation of faculty scholarship, student opportunities, partnerships, and leadership development. The Center of Excellence provides opportunities for faculty to develop their scholarship in education, research and practice through a variety of partnerships at the local, national and international levels, and access to internal and external funding. The Center of Excellence facilitates student-centered learning experiences that further enhance the high quality professional education of Lienhard School of Nursing students to prepare them to embrace the professional challenges in health care in the 21st century. Graduate

assistantships and information about sources of financial support for students are available through the Center of Excellence. Additional information about the Center of Excellence may be found at www.pace.edu/alps.

SIGMA THETA TAU INTERNATIONAL

Omega Delta is the Pace University chapter of Sigma Theta Tau International, the international nursing honor society. The purposes of Sigma Theta Tau International are to recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing. Candidates for membership are selected on the basis of superior scholastic achievement. Undergraduates who are halfway through their program, have a 3.0 cumulative quality point average (“CQPA”), and are in the upper 35% of their class, and graduate students who have completed a quarter of the Master of Science, Master of Arts, Doctor of Nursing Practice or Certificate of Advanced Graduate Study program and have a 3.5 CQPA or higher, are eligible to be nominated for membership. Student standing is reviewed by the Omega Delta chapter faculty counselor and eligible students are invited in writing to consider membership. Outstanding community leaders in nursing are also eligible for membership. Additional information may be found at www.nursingsociety.org

Revised September 1, 2018

STUDENT NURSES ORGANIZATIONS

Student Nurses Association at Pace

The Student Nurses Association at Pace (“SNAP”) is an organization comprised of undergraduate Lienhard School of Nursing students. Participation in SNAP provides students with support from other nursing students, a sense of professional direction and educational opportunities, exposure to nursing health care issues, and the opportunity to develop leadership skills. SNAP meets regularly and sponsors several forums for nursing students. Additional information may be found at www.chp.pace.edu/departments/lienhard-school-nursing.

Student Nurse Coalition for Diversity and Development

The *Student Nurse Coalition for Diversity and Development (SNCDD)* is an interdisciplinary student organization founded in the College of Health Professions in 2014. The mission of the coalition is to attract and mentor traditionally underrepresented nursing and health professions students in the United States. Through collaboration and partnerships with like-minded parties, our goal is to prepare a diverse healthcare workforce prepared to meet the demands of diverse populations across the lifespan, and to address health care concerns of medically underserved communities. Your participation in activities on and off campus will serve to meet the mission and goal of the coalition. SNCDD is chartered on the Pleasantville Campus.

ADDITIONAL INFORMATION

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

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

[Leave of Absence Policy](#) and [Medical Leave of Absence Policy](#) respectively.

Information about resuming studies is set forth in the *Resumption of Studies Policy* at [Resumption of Studies Policy](#).

Revised September 1, 2013

CAREER SERVICES

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

Revised September 1, 2013

Learning Commons

Learning Commons offers Pace University students tutoring for course writing assignments and general skill development related to reading and writing. They offers workshops on study skills and time management. In addition, the Learning Commons also provides assistance in the use of the Publication Manual of the American Psychological Association. More information about the Learning Commons is available at <https://www.pace.edu/learning-commons/current-students>.

PROGRAM RELATED GRIEVANCES AND COMPLAINTS

The Lienhard School of Nursing strives to provide an environment of mutual respect, cooperation, and understanding. Notwithstanding this commitment, problems and concerns sometimes occur. Resources and procedures are available to students for resolving complaints and addressing concerns. For example, concerns about violations of University policies are addressed through the University Grievance Procedure: Student Grievances Procedure (<https://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures/university-grievance>). The Lienhard School of Nursing Academic Progression Appeals Committee decides appeals of decisions dismissing students from

nursing programs and the Lienhard School of Nursing for failing to satisfy the applicable academic standards.

Concerns or complaints about the Lienhard School of Nursing that are outside the scope of any existing University or Lienhard School of Nursing procedure may be addressed in accordance with the following procedure: The complaint must be in writing and contain the date, the student's name, telephone number and e-mail address, the program in which the student is enrolled, and as much detail as possible about the student's concerns.

Complaints or concerns about any of the Lienhard School of Programs or the Center for Excellence in Healthcare Simulation (CEHS) should be submitted to the Chair of the Department in which the student is enrolled. The Chair (or their respective designees) will, in a timely manner, investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may, within five (5) business days of date of the notification, appeal the resolution in writing to the Vice Dean for CHP and the LSN.

Effective August 1, 2013; revised 2021

COMPUTER RESOURCE CENTERS

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

COUNSELING CENTER

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

Revised September 1, 2010

EDUCATION RECORDS

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

[credits/student-records#ferpaPolicy](#).

Revised September 1, 2021

FINANCIAL AID

Information about financial aid may be found at [Financial Aid](#).

HEALTH CARE

University Health Care offers a full range of primary care services to the Pace University community. University Health Care is staffed by nurse practitioners (registered nurses with advanced credentials who are certified to prescribe medications) and consulting physicians. University Health Care is located at 1 Pace Plaza, 6th Floor East on the New York campus (212-346-1600), and at the Paton House, Ground Floor on the Pleasantville campus (914-773-3760). Additional information regarding University Health Care services may be found at <https://chp.pace.edu/university-health-care-uhc>.

HEALTH INSURANCE

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

IMMUNIZATION COMPLIANCE POLICY

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

INCOMPLETE WORK

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

LACTATION SUPPORT

Pace University supports nursing parents. Lactation rooms are available on both campuses. Arrange access through the security department at security@pace.edu.

LIBRARIES

The Edward and Doris Mortola Library is located on the Pleasantville campus (914-773-3380) and the Henry Birnbaum Library on the New York campus (212-346-1332). Library hours vary during semesters, vacations and summer sessions, and many library resources are accessible online. Of particular interest to Lienhard School of Nursing

students are the many databases available to support nursing research. More detailed information about the nursing research resources available at the libraries as well as additional information about the libraries are available at www.pace.edu/library.

Revised September 1, 2011

OFFICE OF THE REGISTRAR

The Office of the Registrar provides information and services related to course registration, scheduling, academic catalogs, transcripts and conferral of degrees. The Registrar's office can be reached through the Help Desk at <https://help.pace.edu/>.

PACE POLICIES PROHIBITING DISCRIMINATION SEX-BASED MISCONDUCT POLICY AND PROCEDURE

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

The University's *Sex-Based Misconduct Policy and Procedure* may be viewed at <https://www.pace.edu/sites/default/files/2021-05/sexual-misconduct-policy.pdf>.

Members of the University community who have questions about the *Sex-Based Misconduct Policy and Procedure* or accessing available resources should contact the Title IX Coordinator/Affirmative Action Officer at 212-346-1310.

PACE UNIVERSITY POLICY AND PROCEDURE – DISCRIMINATION, NON SEX-BASED HARASSMENT AND RETALIATION

Pace University is strongly committed to maintaining a working and learning environment that is free from unlawful Discrimination, Harassment or Retaliation. The University is an equal opportunity employer and an academic institution which strongly believes that all employment and academic decisions must be made without regard to whether an employee or student possesses characteristics protected by federal, state or local law.

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

The University's *Discrimination, Non Sex-Based Harassment and Retaliation Policy and Procedure* may be viewed at: <https://www.pace.edu/sites/default/files/2021-03/policy-against-discrimination-harassment-retaliation.pdf>.

Members of the University community who have concerns about discrimination or harassment should contact the Title IX Coordinator/Affirmative Action Officer at 212-346-1310.

REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

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

Members of the University community who believe that they have been denied a reasonable accommodation for a disability to which they may be entitled should contact the Title IX Coordinator/Affirmative Action Officer at 212-346-1310.

SAFETY AND SECURITY DEPARTMENT

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

- New York Campus – One Pace Plaza, B-Level; 212-346-1800
- Pleasantville Campus – Alumni Hall; 914-773-3400
- White Plains (Law School Campus) – Preston Hall; 914-422-4300

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

SOURCES OF INFORMATION

Additional information about the Lienhard School of Nursing and Pace University may be found, for example, on the Pace University website at <http://www.pace.edu/>, the Lienhard

School of Nursing website at <https://chp.pace.edu//department/lienhard-school-nursing>, in the *Pace University Student Handbook* at <https://www.pace.edu/student-handbook>, and in the Pace University Undergraduate Catalogue at <https://www.pace.edu/registrar/registration/academic-catalogs>.

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

STUDENT ACCOUNTS

The Student Accounts office assists with billing, payments, outside scholarships, immunization compliance and Veterans Education Benefits. Student Accounts can be contacted by telephone at 1-877-672-1830, by email studentaccounts@pace.edu, or via the Help Desk at <https://help.pace.edu/>.

TRANSFER CREDITS

The Lienhard School of Nursing will not accept credits for nursing courses taken at other institutions by students who have matriculated into the Bachelor of Science undergraduate program, Baccalaureate Completion Program for Registered Nurses, or the Accelerated Bachelor of Science in Nursing Program.

Revised September 11, 2011

