



College of Health Professions
LIENHARD SCHOOL OF NURSING

**DEPARTMENT OF GRADUATE STUDIES
STUDENT HANDBOOK**

Approved
SEPTEMBER 2022

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

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

September 1, 2022

**2022-2023 LIENHARD SCHOOL OF NURSING
DEPARTMENT OF GRADUATE STUDIES
STUDENT HANDBOOK**

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WELCOME FROM THE DEAN OF THE COLLEGE OF HEALTH PROFESSIONS

Dear Lienhard School of Nursing Graduate Students:

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

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

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

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

On behalf of the faculty and staff of the College of Health Professions, let me congratulate you on your admission. Our commitment is to give you constructive feedback, participate fully in the teaching/learning process, be reflective in our teaching, and adhere to the standards we have established for ourselves, our students, and the profession. We welcome the opportunity to embrace all the privileges, rights, and responsibilities of being your teachers and mentors. I wish you the very best in your studies!

Marcus C. Tye, Ph.D. [he/him]

Dean, College of Health Professions

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WELCOME FROM THE CHAIR

Dear graduate students,

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

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

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

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

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

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

Winifred C. Connerton, PhD, CNM, FACNM
Chair and Associate Professor, Department of Graduate Studies

WELCOME FROM THE FACULTY

Dear graduate students,

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

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

Of course, sometimes questions arise as to whether a policy applies to a particular situation. If you have any questions about the interpretation or application of any policy, please contact your program's director.

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

Best regards,
The Graduate Nursing Faculty

INTRODUCTION TO THE LIENHARD SCHOOL OF NURSING (LSN)

Vision of LSN

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

Mission of LSN

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 LSN

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 lifelong 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.

LSN Graduate Goals

The goals of the Lienhard School of Nursing are:

To produce competent practitioners who meet professional standards and fulfill the missions, values and philosophies of the Lienhard School of Nursing, the College of Health Professions, and Pace University.

1. To provide a quality education within urban and suburban settings to serve diverse communities.
2. To foster teaching, learning, scholarship, and service within a community of integrity.
3. To prepare nurses to be global citizens.
4. To educate baccalaureate students in curricula that are process-oriented, providing a broad foundational base for professional nursing practice.
5. To educate master's and doctoral students with a depth and breadth of advanced knowledge, skills, and philosophy necessary for advanced nursing leaders to practice in a variety of settings with a primary health care worldview.

Revised September 1, 2014

Expected Student Learning Outcomes

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

Master's Programs

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

1. Use theory from a wide range of disciplines to facilitate and provide primary health care.
2. Provide culturally competent, holistic health care that affirms human diversity and commonalities and addresses the concerns of aggregates.
3. Evaluate the health of individuals, families, groups, and communities using ecological and global perspectives.
4. Initiate change to improve nursing practice and primary health care delivery.
5. Apply theory, research, and other accepted forms of evidence to provide evidence-based practice.
6. Manage human, fiscal, and other health care resources to provide high quality, cost-effective care.
7. Demonstrate skill in collaboration and leadership within the context of interdisciplinary health care systems and policy arenas.
8. Demonstrate accountability for ethical decision-making in the provision of primary health care.

Doctor of Nursing Practice (DNP) Program

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

1. Synthesize relevant theories from a variety of disciplines to develop frameworks for culturally competent, evidence-based advanced practice nursing in primary health care.
2. Guide the provision of culturally competent evidence-based primary health care to individuals and populations in a variety of primary health care practice settings.
3. Evaluate evidence related to clinical, educational, cultural and organizational issues, needs, and challenges to recommend a course of action for best practices in primary health care.
4. Design mentorship roles in primary health care clinical practices in the development, implementation, and evaluation of culturally competent, evidence-based best practice protocols and projects.
5. Integrate relevant information technology to support culturally competent, evidence-based primary health care delivery.
6. Create change in health policy using the best available evidence with a culturally competent primary health care perspective.
7. Develop collaborations with other disciplines and essential stakeholders to provide culturally competent, best practices in primary health 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 Department of Graduate studies endorses and applies for graduate master's and DNP students the Nursing Technical Standards set by the Undergraduate Department which follows. 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; and graduate master's and DNP degrees. The academic and technical standards established by the faculty require that all students accepted by the Pace University Undergraduate Nursing Programs and Graduate Master's and DNP programs possess the physical, cognitive, and behavioral abilities that ensure that they will be able to complete all aspects of the curriculum. Students admitted to the nursing programs must have the intellectual, emotional and physical abilities to acquire the knowledge, behaviors, and clinical skills needed to successfully complete the entire curriculum and practice nursing as a registered professional nurse. The technical standards outlined below ("Technical Standards"), in conjunction with established academic standards, are followed by undergraduate and graduate nursing faculty to select applicants and retain students who possess the intelligence, integrity, physical, and personal as well as emotional characteristics that are necessary to become an effective professional nurse. The faculty must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of a baccalaureate prepared professional nurse, and a master's and DNP prepared advanced practice nurse. The faculty and program cannot compromise the health and safety of others and reserves the right not to admit and progress in the nursing curriculum, any applicant who cannot meet the technical standards or who would constitute a direct threat to the health and safety of others, e.g., those individuals who are impaired by alcohol or substance abuse cannot meet the Technical Standards.

Communication

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

Motor Skills

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

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

Behavioral and Social

Candidates and students must understand the legal and ethical aspects of the practice of nursing and function within the guidelines established by the law and consistent with the 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.

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.

Effective December 2021

ACADEMIC POLICIES OF THE LSN

Home Campus Designation

The campus to which a student is admitted for a program of study is designated as the student's home campus. Students are not permitted to register for nursing courses offered on another campus. Students who fail a nursing course on their home campus must retake the course on their home campus the next time it is offered.

Grade Appeal Process, Step-by-Step

The process for appealing a grade in a nursing course is governed by the University's Grade Appeal Process (a copy of which may be found in the online *Pace University Student Handbook*) and this *Grade Appeal Process: Step-by-Step*, both of which provide that only the final course grade may be appealed. Therefore, a student may not use the Grade Appeal Process to appeal a grade for an examination, assignment, paper and the like; only a final course grade may be appealed. The procedure described below is intended to facilitate a student's understanding of the Grade Appeal Process and to identify the steps that must be followed. Students are responsible for knowing and complying with the Grade Appeal Process of both the University and LSN.

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

Step 2: At the sole discretion of the graduate department chair (chair) the student may be permitted to register for and attend certain nursing courses while the student's grade appeal is pending (ordinarily, such nursing courses are those courses for which the failed course is a prerequisite). The chair's approval must be in writing. Continued enrollment is subject to the decision of the grade appeal. If the grade appeal is not granted, effective immediately the student will no longer be permitted to attend the classes for which approval to attend was given, no grades or credit will be given for those courses, and the student's registration for those courses shall be voided.

Step 3: If a student believes that the final grade received in a nursing course does not reflect "reasonable and generally acceptable academic requirements," the student must, within 10 business days from the date on which the student knew or should have known about the final nursing course grade, arrange to meet with the instructor who issued the grade. The purpose of this meeting is to provide clarification about the method by which the grade was determined and, if possible, to resolve the issue.

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

Step 5: If after submitting their written appeal the student wishes to meet with the chair responsible for the Grade Appeal to discuss it, the student must contact the department's program coordinator to make an appointment.

Step 6: The chair will decide whether the final nursing course grade should be reviewed further. The chair's decision of whether to have a grade reviewed is final and may not be appealed. If the chair decides that the method by which the student's grade was determined was not proper and that the final nursing course grade will be reviewed, the procedure for reviewing the grade described in the University's Grade Appeal Process will be implemented. The chair will notify the student in writing whether the grade will be reviewed further.

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

Revised September 2021

Incomplete Work

Information about course grades when course work is incomplete at the end of the semester may be found in the Pace [Catalog](#).

Academic Probation Policy

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

Set forth below are (1) the academic standards of the LSN masters, certificate of graduate studies, and DNP programs, (2) the conditions that will result in a student being placed on academic probation, and (3) the conditions of probation that must be satisfied in order for the student to be returned to good academic standing.

In addition to the academic standards and conditions of probation, the following conditions apply to the LSN graduate programs:

- A student who fails to satisfy the applicable academic standards and is placed on probation will be on probation for one semester (the “Probationary Semester”).
- Normal practice is that program directors will inform students in writing if the student failed to satisfy the applicable academic standards and has been placed on probation. Probation is automatic if a student fails to satisfy the applicable academic standards and, therefore, is not contingent upon receipt of such notification. It is the student’s responsibility to verify their academic standing before each semester and to make inquiries in the Lienhard School of Nursing Office of Academic Affairs if clarification is needed.
- The Probationary Semester will be the first semester in which the student is enrolled following the semester in which the student failed to satisfy the academic standards.
- Neither the status of probation nor the conditions of probation may be appealed.
- The conditions of probation must be satisfied by the conclusion of the Probationary Semester.
- If a student fails to satisfy the conditions of probation by the conclusion of the Probationary Semester, and unless the student satisfies the criteria for transferring into another LSN graduate program, the student will be dismissed automatically from the LSN graduate program in which he or she is enrolled and from the Lienhard School of Nursing.
- A Graduate student who has successfully completed one prior Probationary Semester and, based on current academic performance, would otherwise be placed on probation, will be

dismissed automatically from the LSN graduate program in which they are enrolled and the Lienhard School of Nursing.

Academic Standards: Graduate Programs

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

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

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

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

² Students who satisfied the conditions of probation except they were unable to repeat the failed nursing course in the Probationary Semester because it was not offered will be returned to good academic standing for the semester following the Probationary Semester (the "Subsequent Semester"), excluding summer semesters, contingent upon successfully repeating the failed nursing course in that semester. Students who do not receive a "B" or higher or a "P" (pass), as the case may be, in the failed nursing course or fail to meet any other academic standard in the Subsequent Semester, will be dismissed from the graduate program in which the student is enrolled and, if the student is not eligible to transfer to another LSN program, the Lienhard School of Nursing.

³ See footnote 3.

Assignments

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

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

Examinations

Students are expected to take course examinations as scheduled. If a student emergency or unresolvable conflict occurs that prevents the student from taking a scheduled examination, the student must follow the procedures below regarding conflict, deferred, or make-up examinations, respectively. 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

ACADEMIC DISMISSAL POLICY ^{4, 5}

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

- Graduate students whose CQPA is below 2.75 will be dismissed automatically from their respective program and the Lienhard School of Nursing.

⁴ For purposes of the Academic Dismissal Policy, except as otherwise noted, the term "nursing course" includes required and elective nursing courses.

⁵ The minimum passing grade for each of the Lienhard School of Nursing programs may be found in the Academic Probation Policy.

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

As soon as practicable after the conclusion of the fall and spring semesters and the first and second summer sessions, the program director(s) will review the status of each student enrolled in a graduate program (1) to identify those students who meet any of the circumstances identified above that result in automatic dismissal and (2) to determine whether students who were on academic probation in the previous semester satisfied the conditions of probation by the conclusion of the Probationary Semester. Students who satisfied the conditions of academic probation by the conclusion of the Probationary Semester will be restored to good academic standing and be eligible for enrollment in their LSN program.

Ordinarily, students who are dismissed from an LSN graduate program will be informed in writing by the chair as soon as practicable of the dismissal from the LSN graduate program and, unless the student is eligible to transfer to another LSN program, from the Lienhard School of Nursing. Dismissal is automatic if a student meets the criteria for automatic dismissal and therefore is not contingent upon receipt of such notification. It is the student's responsibility to verify their academic standing before each semester and to make inquiries in the Lienhard School of Nursing Office of Academic Affairs if clarification is needed.

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

Revised September 2021

Appeal of Academic Dismissal Policy

Students who have been dismissed from the Lienhard School of Nursing (LSN) program in which they are enrolled and, if applicable, the Lienhard School of Nursing, may appeal the decision of dismissal to the Appeals Committee, (*see Academic Probation Policy and Academic Dismissal Policy*). To initiate such an appeal, the student must deliver a written appeal by overnight mail or personal delivery addressed to the

Chair, Academic Progression Appeals Committee,
c/o Staff Associate for Appeals,
Office of Academic Affairs,
Lienhard School of Nursing,
861 Bedford Road
Pleasantville, New York 10570

Alternatively, the written appeal may be sent as an email attachment to the chair of the Academic Progression Appeals Committee in care of nursingappeals@pace.edu. The written appeal must be received by the Appeals Committee within 14 calendar days from the date of the letter informing the

student of their academic dismissal. If the appeal is not received by the Appeals Committee on or before the fourteenth day, normally the appeal will be denied.⁶

Standard for Granting an Appeal

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

Information Required for an Appeal

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

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

The Appeals Process

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

In addition to considering the student's written appeal, ordinarily the Appeals Committee will require the student to appear at a hearing in order to, among other things, answer any questions the Appeals Committee may have or to provide additional information. At the hearing before the Appeals Committee, the student may present additional supportive evidence of their appeal. As part of its deliberations, and at its sole discretion, the Appeals Committee may, among other things, take into consideration the student's academic record, request relevant information from faculty members concerning the circumstances that gave rise to the dismissal, and request information from persons knowledgeable about other issues before the Appeals Committee. The student will be permitted to respond to such information if it is averse to the student and the Appeals Committee is likely to rely on it in making their decision. No advisors or representatives of the student may participate in the hearing before the Appeals Committee or the business of

⁶ All grade appeals must be completed before the Appeals Committee will accept a student's appeal of the decision dismissing the student from the nursing program in which he or she is enrolled. An appeal of the decision dismissing the student from a nursing program must be received by the Appeals Committee within fourteen (14) calendar days from the date of the decision of the grade appeal.

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 Lienhard School of Nursing 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 15 business days following the date on which the Appeals Committee made its decision.

Reinstatement After an Appeal

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

The Academic Progression Appeals Committee

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

Revised September 1, 2009

ACADEMIC REQUIREMENTS, THE LAST SEMESTER, AND ELIGIBILITY TO GRADUATE

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

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

Program will be ineligible to graduate and instead will be dismissed from the Program and the Lienhard School of Nursing. The dismissal is final and not subject to an appeal.⁷

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

Effective September 1, 2011

ACADEMIC INTEGRITY

The most important rules of academic honesty are fundamental in the pursuit of knowledge and follow inevitably from a respect for commitment to the principles of truth. Pace University's Academic Integrity Code requires students to accept responsibility for being honest and to respect ethical standards in meeting their academic assignments and requirements. A copy of the University Academic Integrity Code may be found on the [University Policies, Disciplinary and Grievance Procedures](#) web page and by downloading the [Academic Integrity Code](#) document.

Integrity in the academic environment requires students to demonstrate intellectual and academic achievement independent of all assistance except that authorized by the course instructor. Therefore, students must always respond truthfully to faculty and credit must only be taken for research, ideas, or words that are original to the student.

All data on academic or clinical assignments, client records, or results of research must be the student's own work or must be properly referenced. Students must never present any work under false pretenses. The Pace University Academic Integrity Code prohibits all forms of academic dishonesty and misconduct and provides non-exclusive illustrative examples of the kinds of conduct that are prohibited, including, cheating, fabrication, helping others to violate the Academic Integrity Code, plagiarism, misrepresentation, unauthorized possession or use of academic materials, unauthorized communication, forgery or alteration, theft or destruction of academic materials, submitting duplicative work, acts that are harmful to other students, and making false statements to faculty, administrators or the Academic Conduct Committee regarding a possible code violation. Students are responsible for familiarizing themselves with the [Academic Integrity Code](#) of the University.

Revised September 1, 2017

Academic Integrity Code Procedure

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

The Academic Integrity Code requires that all violations be documented and reported to the, director of the program in which the student is enrolled, and the chair of the University's Academic Conduct Committee. Without limiting the University's discretion to impose a severe sanction for any single Code

⁷ The grade for the nursing course may be appealed in accordance with the Grade Appeal Process: Step-By-Step Policy.

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

STANDARDS OF PROFESSIONAL CONDUCT

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

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

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

Revised September 1, 2013

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 ordering or prescribing of medications, unauthorized use of the placement site's electronic resources for personal business, sleeping while in the clinical placement site, presenting to clinical setting while chemically impaired, use of abusive or inappropriate language in the placement site, excessive unauthorized lateness, leaving the clinical site early without approval of the faculty or assigned supervisor. In the course of determining whether a student violated the Lienhard School of Nursing's *Standards of Professional Conduct*, the instructor shall meet with the student to discuss the matter, to obtain any relevant information from the student, and to permit the student to present further information regarding the case. If an instructor determines that it is more likely than not that a student violated the *Standards of Professional Conduct*, the instructor may impose sanctions such as, but not limited to, a reduction in the grade or a failing grade for an assignment or examination; and/or a failing grade for the course in which the violation occurred; and/or requiring the student to complete a learning intervention designed to increase the student's awareness of the significance and consequences of the violation.

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

the sanction(s) imposed; and (iv) include any relevant documents. A copy of the report shall simultaneously be provided to the student and the associate dean, interim.

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

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

Under certain circumstances, the chair may impose sanctions in addition to those imposed by the instructor. For example, if previous reports show that the student has violated the policy currently at issue, or if the current violation is a significant one (e.g., patient information was falsified and consequently the safety and well-being of the patient were jeopardized; the violation jeopardized the relationship of the Lienhard School of Nursing with a clinical site), the chair may impose additional sanctions up to and including suspension and dismissal from the Lienhard School of Nursing. Before imposing a sanction of suspension or dismissal, the chair shall meet with the student to discuss the matter, to obtain any additional relevant information, and to permit the student to present information regarding the case. A written copy of the chair's decision shall be provided to the instructor and the student as soon as practicable.

Students found to have violated the *Standards of Professional Conduct* and were sanctioned by the chair with suspension or dismissal from the Lienhard School of Nursing, may appeal the decision of the associate dean, interim.⁸ The appeal must be submitted in writing to the associate dean, interim within five business days of the date on which the chair's decision is issued to the student. If the appeal to the associate dean, interim is not submitted within five business days, ordinarily the appeal shall be denied.

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

Effective September 2017; revised September 2020

ADVISEMENT

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

⁸ Ordinarily, the sanctions of suspension and dismissal will not be implemented until the appeal process has been completed.

In addition, every LSN graduate student is assigned a faculty advisor to assist them with their professional development. Clinical placement is subject to the guidelines outlined in the *Clinical Evaluation* handbooks for respective clinical programs.

Revised September 1, 2016

Change of Program Policy/Program Transfer

Students must contact the program director for the program into which they wish to transfer. Students must meet the program admission and practice requirements. Transfers will be determined on a case-by-case basis by the program director pending enrollment availability. Transfers can only be considered within the first program year (prior to beginning NURS 640), and only one transfer per student will be accommodated.

Reapplication for Admission to Graduate Programs

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

Effective September 1, 2011

Undergraduate Enrollment in Graduate Courses

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

- Students in the Bachelor of Science Undergraduate Program (RN4) and Accelerated Bachelor of Science Nursing Program (ABS), may take up to three credits of graduate-level nursing courses.
- Students in the Baccalaureate Completion Program for Registered Nurses may take up to 12 credits of graduate level nursing courses. Students must receive approval to register for graduate courses. Enrollment is not guaranteed but provided on a space available basis.

Revised September 1, 2021

Transfer Credits

With the prior approval of the Program Director, the Lienhard School of Nursing will accept up to a maximum of six (6) credits for certain nursing courses taken at other institutions by students who have matriculated into the Lienhard School of Nursing Master of Science programs.

Revised September 1, 2016

THE CLINICAL EXPERIENCE

Clinical Placement Guidelines

The student, in consultation with the director of graduate clinical placements, will identify potential preceptors and clinical agencies. Arranging for and finding preceptors and clinical sites is a shared responsibility between the school and the individual student. Students should contact the director of graduate clinical placements prior to exploring potential preceptor(s) or clinical site(s) to ensure the site

meets program requirements. Each student's responsibility; therefore, is to recommend clinical sites and, once approved, to provide the name of the person at the facility who will work with the director of graduate clinical placements. Students should begin searching for preceptors with the aid of the director of graduate clinical placements six months prior to each practicum experience.

The faculty are keenly aware that most students are trying to juggle clinical rotations, employment, and family needs. It is important for students to recognize that the overwhelming majority of preceptors typically have practice hours limited to Monday through Friday, between 8:00 a.m. and 5:00 p.m. Students should not expect to be able to complete clinical during the evening hours or on weekends.

Many variables must be considered in matching clinical sites and students. For example, the availability of placement opportunities at clinical sites is an important factor, as are the prior experiences and needs of a particular student and other students in the program. Every effort is taken to minimize student travel to a clinical site; however, students may have 2 or more hours of travel time one way for some rotations.

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

When a student accepts a clinical placement, changes in the placement will not be made. A student who does not complete all of the required clinical hours of a placement will not receive credit for that clinical placement.

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

If a student declines a clinical placement or requests a transfer out of a clinical placement due to safety concerns, the student must present supportive evidence to the Lienhard School of Nursing. Usually documentary evidence will be required, for example, a written incident report concerning credible threats to the student. If a student does not provide sufficient evidence to support a conclusion that the clinical site is unsafe as determined in the sole discretion of the LSN, and yet declines the clinical placement or does not complete all of the requisite clinical hours, the student will not be assigned a substitute placement until the next rotation or receive credit for that clinical placement, respectively.

Revised September 1, 2019

Clinical Courses: Clinical Placement Clearance Requirements

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

Clearance requirements include, but are not limited to, the following:

- Health clearance (as outlined below)
- Proof of a current registered professional nurse license issued by the New York State Education Department and a current unrestricted registration. The registration must remain current and unrestricted until the student's degree is conferred.

- Cardiopulmonary resuscitation certification (CPR), including use of the automated external defibrillator (AED).
- Criminal Background Clearance
- Drug Screening Clearance
- Mandatory training (as outlined below).
- Clinical agency requirements may include such things as drug screening, criminal background check, respirator mask fit test, student interview, and facility orientation. Failure to satisfy the clinical agency's requirements may result in removal of the student from the clinical agency, reassignment to another clinical agency, and subsequent delay in program progression and completion.

Students are required to upload and manage the required documents to an account they will subscribe to with Castlebranch. Separate instructions on how to open and upload the documents are posted in the Lienhard School of Nursing Graduate Community in Classes. The registration of students who do not complete the clearance process as required will be voided, and tuition cancellations, if any, will be made in accordance with the University's Tuition Cancellation Policy. Students are also responsible for maintaining clinical clearance throughout the semester in which the student is enrolled in a clinical course. Students may not attend clinical if any part of their clearance requirements is missing or expired. Should a student with any expired clearance requirements attend clinical, any hours completed are considered unauthorized and cannot be included in the total clinical hours for the course. Additionally, this is a policy violation for which the student will be counseled.

Effective September 1, 2019

Health Clearance for Clinical Courses

Prior to participating in NURS 640A/B/C Advanced Physical Assessment (MS students) or NURS 900A (DNP students), and the commencement of clinical placement, students must complete the health clearance process. No student may participate in NURS 640A/B/C or a clinical placement without successfully completing the health clearance process (this includes Health Clearance, Criminal Background Clearance, and Drug Screening).

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

The health clearance process consists of completing (i) the Annual Health Assessment Form (to be completed yearly); (ii) the forms pertaining to titer tests and immunizations (required only once); and (iii) any supplemental forms required by the agency(s) at which the clinical component of a course will be conducted. In addition, students are required to provide evidence of an annual influenza immunization. For the fall semester, the health clearance process must be completed by May 1 and for the spring semester by August 1, unless otherwise instructed. The required health forms are posted in the Lienhard School of Nursing Graduate Community in Classes, and it is the student's responsibility to obtain these forms, complete them, and submit them as directed. Students are required to upload and manage the required documents to an account they will subscribe to with Castlebranch.

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 commence a clinical placement until health clearance has been completed.

In addition to the health clearance required to commence a clinical placement, 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 Office of Student Assistance will be voided. Clinical agencies may require additional immunizations before students are cleared to commence a clinical placement. Students are urged to keep copies of all health forms for their personal records.

Revised September 1, 2019

Criminal Background Check and Drug Screening

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

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

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

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

Criminal Background Check Policy

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

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

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

Drug Screening Policy

All students enrolled in the Graduate Nursing Department who participate in clinical activities must complete a drug-screening test that is consistent with professional and industry

standards. As part of clinical clearance, students must submit to urine drug screening using the school approved vendor; no other results will be accepted.

Instructions on submission can be found 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](#).

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

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

Recreational and Medical Marijuana Policy

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

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

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

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

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

1. Undergo screening as required by the Department of Graduate Studies in Nursing.
2. Upload supporting documentation as required or requested (e.g., copy of valid NYS Medical Marijuana Card) to 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 online at [Nursing Technical Standards](#).

- 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

Licensure as a Registered Professional Nurse

Soon after admission but before the start of the first semester, master's of science, certificate of advanced graduate studies (CAGS), and Doctor of Nursing Practice (DNP) students in the Lienhard School of Nursing must provide evidence they are currently licensed by the New York State Education Department as a registered professional nurse and have a current unrestricted registration.

Every student's registration must remain current and unrestricted until the student's degree is conferred. Information about New York State licensing requirements for a registered professional nurse may be found at the [Office of Professions](#).

In addition, prior to attending a clinical course, graduate students must provide evidence they are currently licensed as a registered professional nurse and have a current unrestricted registration from any state in which an assigned clinical site is located.

DNP students must provide evidence they are certified as a nurse practitioner by the New York State Education Department and have a current unrestricted registration by the completion of their first year of study. Every DNP student's nurse practitioner certification must remain current and unrestricted until the student's degree is conferred. Information about [New York State certification for nurse practitioners](#) may be found online.

Revised September 1, 2017

Cardiopulmonary Resuscitation Certification

Every LSN student must submit evidence of professional rescuer CPR certification annually to the LSN. Certification must be by the American Red Cross or the American Heart Association in basic life

support for the healthcare provider and include use of the Automated External Defibrillator (AED) on the adult, child, and infant.

Revised September 1, 2013

Mandatory Training and COVID-19 Attestation

In order to participate in clinical placements, LSN graduate 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 (HIPAA).
- 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
- 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 nursing program will be participating in caregiving activities. During these activities, exposure to communicable diseases, including, but not limited to, Hepatitis B (HBV), Tuberculosis (TB), Human Immunodeficiency Virus (HIV), SARS-Cov-2 (Covid-19), and Ebola Virus is possible. By enrolling in a clinical practicum course, students understand that they may contract a communicable disease while acting as a caregiver during clinical experiences. Students are 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.

Effective September 2020, revised January 2021

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 2011; revised September, 2020

Dress Code for Clinical Sites and the Clinical Education Lab

When in a clinical setting or the Clinical Education Lab for activities associated with a clinical course, LSN graduate students are required to comply with the dress code as follows:

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

- Jeans, denim, shorts, tank tops, t-shirts, open-toe shoes, sandals, flip flops, sweat pants, sweatshirt, and similar casual clothing are not appropriate in a clinical setting and are never permitted.
- Shoulder-length hair and longer must be tied or pinned up off of the collar.
- Fingernails must be well groomed, short and clean. Clear nail polish that is not chipped is permissible. Artificial nails, tips, and extenders are not permitted.
- Jewelry is not permitted except for a wrist watch, smooth-surfaced ring, and small stud earrings if the ears are pierced.
- While in a clinical setting, students are required to wear their Pace University photo identification card. Some clinical sites may issue a separate identification card and require students to wear or carry on them while on site.

Revised September 1, 2021

Required Equipment

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

FNP and ACAGNP students are required to have:

- Watch with a second hand
- 5 ½ inch bandage scissors
- Pen and pad
- Stethoscope
- Pen flashlight
- Tuning fork and percussion hammer
- Face shield/goggles
- Smart phone or other smart device (e.g. tablet, iPad, etc.)

Revised September 1, 2021

Attendance at Clinical Sessions

In clinical courses, LSN graduate students are required to complete a specified number of hours of direct patient care clinical hours. Students who must be absent from a clinical session due to illness or an emergency are required to notify their clinical faculty member and preceptor as soon as possible. Absences caused by illness or an emergency must be made up at the clinical site at which the student has been placed in accordance with the terms and conditions required by the preceptor and clinical faculty member. Excessive absenteeism, even if it is the result of illness or emergencies, may result in a failing grade for the clinical component of the course and therefore the course. Questions about the requirements of attendance at clinical sessions for graduate students should be addressed to the clinical faculty member.

All graduate students are required to be supervised during their clinical hours. Because the University is closed during the winter holiday break, supervision is not available during that period and therefore students may not attend or make up clinical hours during the winter holiday break. Clinical courses must be completed within the semester timeframe. Clinical hours will not be extended past the last official day of class in any given semester.

Revised September 1, 2021

Clinical Course Grade

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

Revised September 1, 2011

Clinical Oversight and Evaluation

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

- *Clinical Evaluation of Nurse Practitioner (FNP, AGACNP, PMHNP) Students* is applicable to students in the master of science and Certificate of Advance Graduate Study in Family Nurse Practitioner, Adult Gerontology Acute Care Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, and Nursing Education programs.
- *Doctor of Nursing Practice Project Guidelines* are applicable to students in the DNP program.

Revised September 1, 2017

Transportation

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

Revised September 1, 2011

Policies of Clinical Agencies

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

LIENHARD SCHOOL OF NURSING RESOURCES

Center of Excellence for Healthcare Simulation

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

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

The campus CEHS locations are:

Pleasantville
Lienhard Hall, L-2
914-773-3560

New York City
163 William Street, 6th Floor
212-618-6025

To request information or make an appointment, call the campus location directly.

Visit the [CEHS](#) site for additional information.

Effective September 1, 2021

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 (ALPS) 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, information about sources of financial support for students, and additional information are available through the [Center of Excellence](#).

Sigma Theta Tau International

Omega Delta is the Pace University chapter of Sigma Theta Tau International, the international nursing honor society. The purposes of Sigma Theta Tau International are to recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing. Candidates for membership are selected based on superior scholastic achievement. Undergraduates

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

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

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

Revised September 1, 2019

HEALTH CARE

University Health Care (UHC)

UHC 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

New York City
1 Pace Plaza, 6th Floor
(212) 346-1600

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

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

Health Insurance

For Information about accident and sickness insurance, visit [Health Insurance](#).

Immunization Compliance Policy

Students are required to comply with the requirements of the New York State Public Health Law regarding immunity against measles, mumps, and rubella. Details about these requirements may be found at [Immunization-Compliance](#).

Revised September 1, 2013

Meditation Room

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

New York City
1 Pace Plaza, 2nd Floor
Entrance is next Lecture Hall North.
Proceed thru the door for W205D
to enter the hall for room W204B.

Pleasantville
Wilcox Hall
Across from the elevator
(no room number)

Lactation Room

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

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

Pleasantville
15D Miller Hall

In New York City, access can be given by visiting the Security office on the B-level of 1 Pace Plaza. In Pleasantville, access can be given by Security by calling (914) 773-3400.

ADDITIONAL RESOURCES

Career Services

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

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

New York City
41 Park Row
14th Floor
(212) 346-1950

Pleasantville
861 Bedford Road
Paton House
(914) 773-3415

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

Revised September 1, 2010

Learning Commons

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

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

Computer Resource Centers

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

Visit [Computer Labs](#) to view all the lab locations across the campuses.

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

Counseling Center

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

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

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

Revised September 1, 2021

Email Communication, and Appropriate Use of Information Technology

Students are expected to use Pace University email to communicate with faculty and for all University related communications. Email sent from personal, or work email addresses will not be responded to. In the event that there are difficulties using Pace email, students are to contact Information Technology Services to resolve the issue.

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

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

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

Financial Aid

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

Leave of Absence, Medical Leave of Absence, and Resumption of Studies Policy

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

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

Revised September 1, 2016

Libraries

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

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

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

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

Revised September 1, 2011

Nurse Practitioner Certification

Certification by the New York State Department of Education is required in order to use the title nurse practitioner in New York. To be certified by New York State as a nurse practitioner, a currently registered New York State license as a registered professional nurse is required and certain education

requirements must be satisfied. For more information about the nurse practitioner certification, visit the [Office of Professions](#).

Office of the Registrar

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

Safety and Security Department

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

The locations and telephone numbers of Safety and Security are:

New York Campus One Pace Plaza, B-Level (212) 346-1800	Pleasantville Campus Alumni Hall (914) 773-3400	White Plains (Law School) Preston Hall (914) 422-4300
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For additional information, visit [Safety and Security](#).

Sources of Information

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

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

Student Accounts

The Student Accounts office assists with billing, payments, outside scholarships, immunization compliance and Veterans Education Benefits. Student Accounts can be contacted by telephone at 1-877-672-1830, by email studentaccounts@pace.edu, or via the [Help Desk](#).

PROGRAM RELATED GRIEVANCES AND COMPLAINTS

The Lienhard School of Nursing strives to provide an environment of mutual respect, cooperation, and understanding. Notwithstanding this commitment, problems and concerns sometimes occur. Resources and procedures are available to students for resolving complaints and addressing concerns. For example, concerns about violations of University policies are addressed through the [University Grievance Procedure: Student Grievances Procedure](#). The Lienhard School of Nursing Academic Progression Appeals Committee decides appeals of decisions dismissing students from nursing programs and the Lienhard School of Nursing for failing to satisfy the applicable academic standards.

Concerns or complaints about the Lienhard School of Nursing that are outside the scope of any existing University or Lienhard School of Nursing procedure may be addressed in accordance with the following procedure:

- The complaint must be in writing and contain the date, the student's name, telephone number, email address, the program in which the student is enrolled, and as much detail as possible about the student's concerns.

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

Revised September 1, 2021

PACE POLICIES PROHIBITING DISCRIMINATION

Sex-Based Misconduct Policy and Procedures

As part of its commitment to providing a safe environment for every member of the University community and to ensuring that no student, faculty, or staff member is excluded from participating in or denied the benefits of any University program or activity on the basis of sex.

Pace University prohibits sex-based misconduct. Sex-Based Misconduct includes sexual harassment, sexual assault, gender-based harassment, sexual exploitation, domestic violence, dating violence, and stalking. The University also prohibits retaliation against anyone who reports an incident of sex-based misconduct or participates in an investigation or proceeding related to any such report.

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

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

Discrimination, Non-sex-based Harassment, and Retaliation

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

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

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

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

Reasonable Accommodations for Students with Disabilities

The University's commitment to equal educational opportunities for students with disabilities includes providing reasonable accommodations for the needs of students with disabilities. To request an accommodation for a qualifying disability, a student must self-identify and register with the Office of Accessibility Services for his or her campus.

Except for the Office of Accessibility Services, no one, including faculty, is authorized to evaluate the need and arrange for an accommodation. Moreover, no one, including faculty, is authorized to contact the Office of Accessibility Services on behalf of a student.

For additional information, visit [Resources for Students with Disabilities](#) or contact:

New York City Campus
(212) 346-1526

Pleasantville Campus
(914) 773-3710

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