



College of Health Professions
LIENHARD SCHOOL OF NURSING

DEPARTMENT OF GRADUATE STUDIES STUDENT HANDBOOK 2026-2027

Effective September 1, 2026

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.

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WELCOME FROM THE ASSOCIATE DEAN AND CHIEF NURSING OFFICER

Dear Lienhard School of Nursing graduate students:

Welcome to our nursing community, and congratulations on your decision to pursue a graduate degree in nursing. The faculty and I applaud your commitment to advanced education and are delighted you chose Pace University and the College of Health Professions (CHP) Lienhard School of Nursing (LSN) as the place to continue your professional journey.

Graduate nursing education is intellectually stimulating, professionally challenging, and at times demanding. As you progress through new terminology, perspectives, clinical dilemmas, and skill development, you will encounter expectations designed to support your success as both a student and a practitioner. Faculty and staff are committed to supporting you throughout this process and to helping you meet these expectations.

The College of Health Professions is guided by the following core values: **Commitment to Quality Care, Cultural Competence, Innovation, Integrity, Interprofessional Collaboration, and Scholarship**. Nursing remains the most trusted profession in the United States, consistently rated highest in honesty and integrity, and it is a privilege for me as Associate Dean and Chief Nursing Officer, to serve in support of our nursing programs and students.

In my professional and personal practice, I strive to follow the Platinum Rule: *Treat others as they wish to be treated, recognizing that one's own preferences may not reflect the needs or values of others*. I urge you to learn from the wisdom and experience of your faculty while also advocating for yourself and exercising agency in your education. This includes understanding your responsibilities to your studies, your profession, and the communities you serve. Professional accountability includes understanding program expectations and institutional policies that guide your education and practice. Our goal is to provide you with the tools to be the best you can be - excellent nurses of the highest caliber!

Interprofessional education and collaboration are increasingly central to effective clinical practice and the advancement of health equity. Our programs intentionally incorporate opportunities for interprofessional learning, and I encourage you to engage fully in these opportunities when they arise.

On behalf of the faculty and staff of the College of Health Professions and the Lienhard School of Nursing, congratulations on your admission. Our commitment is to provide constructive feedback, engage fully in the teaching/learning process, reflect continually on our educational practices, and uphold the standards we have established for ourselves, our students, and the nursing profession. We value the opportunity to embrace all the privileges, rights, and responsibilities of being your teachers and mentors. I wish you the very best in your graduate studies!

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WELCOME FROM THE CHAIR AND DIRECTOR OF GRADUATE PRACTICE PROGRAMS

Dear Graduate Students,

Welcome to the Department of Graduate Studies (DGS) in the Lienhard School of Nursing (LSN). We are pleased to welcome you to a community of advanced nursing scholars and clinicians.

As a graduate nursing student, you are joining a long tradition of graduate nursing education at Pace that began in 1973. The LSN is home to one of the oldest Family Nurse Practitioner programs in the region and one of the first Doctor of Nursing Practice programs approved in New York State. Today, LSN has three clinical master's programs, a post-graduate certificate program in Nursing Education, an online post-master's Doctor of Nursing Practice, and a PhD in Nursing.

Within DGS, you will be challenged to expand your understanding of health, healthcare, and professional nursing practice. Our graduate programs are grounded in the core principles of **Primary Health Care**, **Equitable Person-Centered Care**, and **Evidence-Based Practice**. Courses are organized around these foundational concepts as you progress toward advanced nursing practice or doctoral-level scholarship. Your faculty are expert clinicians and educators, many of whom maintain active clinical practice. You will learn in our state-of-the-art simulation lab, supported by expert clinician-educators who collaborate closely with faculty to help you achieve program outcomes. Clinical placements will further expose you to experienced practitioners across a wide range of practice settings.

Our programs are intentionally designed to support progressive development of clinical reasoning, professional judgement, and leadership across the curriculum. Graduate education is demanding, and we recognize the personal and professional sacrifices that you and your family make in pursuing an advanced degree. You have earned your place in this program, and the high expectations we hold for you are both intentional and attainable. Faculty, Specialty Track Coordinators, and program administrators are committed to supporting you throughout your educational journey.

This handbook is a guide to policies, procedures, and expectations you may encounter during your time in the program. Additional resources and program-specific policies, including clinical guidance, are available in the *Lienhard School of Nursing Graduate* community in the Classes learning management system. Your Specialty Track Coordinator serves as your academic adviser and should be your first point of contact for questions or concerns related to your program.

As department chair and director of Graduate Practice Programs, we wish you every success as you progress through your graduate education. LSN faculty are deeply committed to your growth and achievement, and we look forward to supporting you as you develop into advanced practice nurses, scholars, and leaders. We are proud to welcome you to the community of Pace University and the Lienhard School of Nursing alumni practicing in clinical, educational, and research settings around the world.

Joanne Singleton, PhD, RN, FNP-BC, FNAP, FNYAM, FAAN

Chair and Professor
Department of Graduate Studies

Jason Slyer, DNP, RN, FNP-BC, CHSE, CNL, FNYAM, FNAP

Professor and Director of Graduate Practice Programs
Department of Graduate Studies

PURPOSE AND USE OF THIS HANDBOOK

This Student Handbook was developed by faculty and administrators of the Lienhard School of Nursing (LSN) Department of Graduate Studies (DGS) to provide guidance on program expectations, policies, and procedures that support high-quality graduate nursing education. The policies and guidelines contained in this Handbook apply to students enrolled in graduate nursing programs administered by the Department of Graduate Studies, including the Master of Science (MS), Certificate of Advanced Graduate Studies (CAGS), and Doctor of Nursing Practice (DNP) programs.

This Handbook serves as an important reference throughout your graduate program. It outlines key academic expectations, professional standards, and program requirements. References to additional policies governing your student experience are included in this Handbook. For example, the *Clinical Evaluation of Nurse Practitioner Students* guidelines outline policies related to the oversight and evaluation of clinical education. Course syllabi may also contain policy statements, and University-wide policies and procedures apply to all students enrolled at Pace University.

Students are responsible for knowing and complying with all applicable University policies, LSN policies, course policies outlined in syllabi, and the policies of assigned clinical agencies. Students are also responsible for remaining informed of policy updates that may occur during their enrollment.

As academic programs, accreditation standards, and regulatory requirements evolve, it may be necessary to revise, repeal, or implement new policies. Accordingly, this Handbook is reviewed, updated, and reissued annually, effective September 1. Students are responsible for remaining informed of the most current version of the Handbook, as well as relevant policies issued through other institutional sources.

Questions may arise regarding the interpretation or application of specific policies. Your Specialty Track Coordinator serves as your primary academic advisor and is the appropriate point of contact for questions or concerns related to program policies.

The graduate nursing faculty are committed to maintaining a professional learning environment grounded in accountability, integrity, and mutual respect. Students are expected to use this Handbook as a reference throughout their time in the program.

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Visit the [Lienhard School of Nursing Contact Us](#) page for additional program contacts.

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Administrative Authority Statement

Unless otherwise specified, references in this handbook to the Director of Graduate Clinical Placements, Director of Graduate Practice Programs, Department Chair, Program Coordinator, or other administrative officials include their designated representatives, who are authorized to act on their behalf within the scope of their assigned responsibilities.

INTRODUCTION TO THE LIENHARD SCHOOL OF NURSING (LSN)

Vision of LSN

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

Mission of LSN

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

Philosophy of LSN

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

LSN Core Values

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

LSN Graduate Goals

The goals of the Lienhard School of Nursing are:

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

EXPECTED STUDENT LEARNING OUTCOMES

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

Master's Programs

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

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

Doctor of Nursing Practice (DNP) Program

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

1. Create frameworks for advanced nursing practice that synthesize knowledge from nursing and other disciplines to facilitate evidence-based, equitable, person-centered, primary health care.
2. Enhance the delivery of person-centered, primary health care practices that are evidence-based, affirm human diversity, and promote individual empowerment.
3. Facilitate practice grounded in the principles of primary health care to improve equitable, population health outcomes.
4. Propose changes in clinical practice supported by best evidence, along with clinical judgement and patient preferences and values, to improve primary health care practice and outcomes.
5. Lead the planning, implementation, and evaluation of evidence-based changes to improve quality and safety in the provision of equitable, person-centered, primary health care.
6. Promote interprofessional collaborations with other disciplines and essential stakeholders

with attention to legal, ethical, social, health policy, and economic issues that impact the quality and safety of primary health care delivery.

7. Design leadership roles within complex healthcare systems that enhance the delivery of evidence-based, equitable, person-centered, primary health care.
8. Implement best practices for the meaningful use of information technologies to support the delivery of safe, high-quality, evidence-based, equitable, person-centered, primary health care.
9. Cultivate a sustainable professional identity in oneself and others that reflects the characteristics and values of advanced nursing practice.
10. Influence the personal, professional, and leadership development in advanced nursing practice in oneself and others through a spirit of inquiry and reflective practice.

NURSING TECHNICAL STANDARDS

Pace University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, both as amended, as well as applicable state and local laws that prohibit institutions of higher education from discriminating against students with disabilities. All applicants and students are held to the same technical and academic standards; however, 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 in NYC at (212) 346-1199 or Westchester at (914) 773-3201).

The Department of Graduate Studies endorses and applies the Nursing Technical Standards for students enrolled in its graduate Master of Science (MS), Certificate of Advanced Graduate Studies (CAGS), and Doctor of Nursing Practice (DNP) programs. The ability to meet the technical standards and educational objectives established by the program is essential for successful progression and completion of these degrees.

The academic and technical standards established by the faculty require that all students admitted to Pace University graduate nursing programs, including MS, CAGS, and DNP programs, possess the physical, cognitive, and behavioral abilities necessary to successfully complete all components of the curriculum.

Graduate nursing students must demonstrate the intellectual, emotional, and physical capacity to acquire the knowledge, professional behaviors, and clinical skills required for advanced nursing practice. The Technical Standards outlined below, in conjunction with established academic standards, are used by graduate nursing faculty to guide admissions decisions and to support students' progression and retention throughout the program.

Faculty are responsible for maintaining the integrity of the curriculum and preserving those elements deemed essential to the preparation of MS-, CAGS-, and DNP-prepared advanced practice nurses. The faculty and program cannot compromise the health and safety of patients, students, faculty, or others and therefore reserves the right to deny admission to, or progression of, any student who is unable to meet the Technical Standards or who would pose a direct threat to the health and safety of others. Students whose ability to meet the Technical Standards is compromised in a manner that affects safe practice (e.g., impairment by alcohol or substance use) may not be eligible for admission or continued enrollment in the program.

Communication

Graduate nursing students must be able to communicate effectively with patients, families, and members of the healthcare team through verbal, written, and electronic means. Students must be able to document information accurately and clearly, interpret both verbal and nonverbal communication, critically analyze patient information, and convey changes in patient status in a timely manner to members of the healthcare team.

Motor Skills

Graduate nursing students must possess the motor skills necessary to safely and effectively perform advanced nursing practice activities in a variety of clinical settings. In conjunction with the functional use of vision, hearing, smell, and touch, students must be able to accurately collect, interpret, and apply clinical data to support patient assessment, clinical decision-making, and care delivery.

Students must demonstrate sufficient gross and fine motor coordination, balance, and sensory function to perform comprehensive and focused assessments using appropriate diagnostic equipment; carry out therapeutic and diagnostic interventions appropriate to their specialty role; prepare and administer medications; and utilize emergency equipment safely and effectively.

Graduate nursing students must also be able to sustain the physical endurance necessary to complete assigned clinical responsibilities, including patient encounters, procedures, documentation, and participation in clinical and simulation-based learning activities across the duration of scheduled clinical experiences.

Motor skill requirements may vary by specialty track and clinical settings. Students are expected to meet the technical demands of their assigned practice environments to ensure patient safety and achieve program outcomes.

Interpretative, Conceptual, and Quantitative

Graduate nursing students must possess interpretative, conceptual, and quantitative abilities sufficient to function effectively and efficiently in advanced nursing practice. Students are expected to develop and apply appropriate learning strategies and study habits that support progressive mastery of MS-, CAGS-, and DNP-level curricular content. Students must be able to learn through a variety of teaching and learning modalities, including, but not limited to, classroom instruction, simulation, clinical experiences, small-group activities, individual study, written and oral presentations and reports, and use of computer technology. These abilities must be to apply to clinical decision-making and patient care through sound clinical reasoning and judgment. To ensure patient safety and clinical competence, students must be able to prioritize patient needs, recognizing urgent or emergent situations, and respond appropriately while maintaining attention to the needs of patients and families.

Behavioral and Social

Graduate nursing students must demonstrate professional behavior consistent with legal and ethical standards of the nursing profession. Student conduct is guided by the principles outlined in the American Nurses Association (ANA) *Nursing: Scope & Standards of Practice* (4th edition, 2021) and *Code of Ethics for Nurses* (2025).¹

¹ American Nurses Association. (2025). [*Code of Ethics for Nurses*](#).

Graduate nursing students must be able to interact with patients, families, peers, faculty, and other members of the healthcare team with courtesy, maturity, and respect for the dignity and cultural diversity. This requires that they place the welfare of their patients foremost. They are expected to demonstrate honesty, integrity, accountability, compassion, and nondiscrimination in all academic and clinical settings.

Graduate nursing students must demonstrate emotional stability and sound clinical judgment in fulfilling academic and clinical responsibilities. This includes the ability to engage in self-reflection, recognize the impact of personal attitudes and biases, accept and integrate evaluative feedback, and modify behavior when necessary. Students must be able to adapt to changing environments, function effectively in situations of uncertainty, and demonstrate flexibility, professionalism, and effective conflict-resolution skills in academic and clinical settings.

Observation

In both clinical and laboratory settings, graduate nursing students must be able to observe demonstrations of nursing skills and patient care using illustrations, models, medical equipment, standardized patients, patient simulators, and actual human patients. Students must be able to accurately confirm a patient's identity, observe physical conditions and behaviors, obtain health histories, and perform comprehensive physical examinations. They must be able to integrate the information obtained through observation to support advanced clinical reasoning, diagnostic formulation, clinical decision-making, and the development, implementation, and evaluation of evidence-based plans of care. These skills require the functional use of vision, hearing, smell, and touch.

ACADEMIC POLICIES OF THE LSN

Home Campus Designation

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

Students may request a change in home campus by contacting the Director of Graduate Practice Programs. A permanent change in the home campus is allowed only once and is dependent on space availability at the requested campus. Students who wish to transfer to a different specialty track should follow the procedures outlined in Specialty Track Change Policy.

Communication

Professional and timely communication between students, faculty, and staff is essential to academic and clinical success within the Lienhard School of Nursing (LSN). Email is the primary form of communication within the LSN. Students, faculty, and staff are expected to check Pace email accounts regularly and respond in a timely manner. Unless otherwise indicated in the communication, students are expected to respond to communications from program staff, faculty, clinical preceptors, and clinical site personnel within **72 hours**. Failure to respond within the noted timeframe may impact academic progression or clinical placement. Students are required to use their Pace University email for all University and program related communications

with faculty, staff, clinical preceptors, and clinical sites. In the event of technical difficulties accessing Pace email, students must promptly contact Information Technology Services to resolve the issue.

Attendance and Participation

Regular attendance and active participation are essential components of graduate nursing education and professional development. Students are expected to attend all required in-person, clinical, simulation, intensive, and synchronous online learning experiences as scheduled. Punctuality is mandatory. Remote participation is not permitted for on-campus sessions designated as in-person unless explicitly approved by the program. Absences must be communicated to course faculty in advance whenever possible. Approval of an absence is at the discretion of course faculty and does not relieve the student of responsibility for all course requirements. Absence or lateness does not exempt students from demonstrating required knowledge, clinical skills, or professional competencies. Students who miss required learning activities may be required to complete additional assignments, assessments, or remediation activities to demonstrate competency.

Active participation is expected in all learning environments. Students are required to arrive prepared, engage constructively in discussion, collaborate effectively in team-based activities, and contribute to a professional learning climate. Expectations for professional conduct apply equally to in-person and virtual settings.

Failure to meet attendance or participation expectations may result in academic consequences, including grade reductions, required remediation, probation, or other action consistent with course syllabi and LSN academic policies.

Students are expected to communicate proactively with faculty regarding attendance concerns and to uphold professional standards consistent with graduate-level nursing education.

The use of personal electronic devices during class is prohibited unless required for instructional purposes. Devices must be silenced during scheduled learning activities.

Incomplete Work

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

At the discretion of the faculty, students who have outstanding work at the end of the semester may be given a grade of "I" or Incomplete. Students must complete a formal Agreement for Incomplete Work form, and have it signed by the course faculty. A maximum of six (6) weeks will be provided to allow the student to complete the required course work, examinations, or assessments. If course requirements are not completed within the six-week period, the grade of "I" will automatically convert to an "F" (failing grade) in accordance University policy. No further extensions will not be granted.

The Agreement for Incomplete Work form (didactic and clinical) is found in the Lienhard School of Nursing Graduate community in the Classes learning management system.

Assignments

Students are expected to submit all assignments on or before the established due date unless prior written approval for an extension has been granted by course faculty. Requests for extensions must be made in advance of the deadline. Approval of an extension is at the discretion of course faculty and may require appropriate documentation. Failure to submit assignments by the stated deadline may result in a grade reduction or a failing grade for the assignment, as determined by course faculty.

Students are not permitted to submit additional work, repeat examinations or assessments, or revise and resubmit graded assignments for the purpose of raising a grade unless explicitly authorized by course faculty as part of an approved remediation plan.

Examinations and Assessment Activities

Students are required to complete all examinations and assessment activities as scheduled. Assessment activities include, but are not limited to, written examinations, quizzes, objective structured clinical examinations (OSCEs), simulation-based assessments, skills validations, laboratory check-offs, and other graded performance evaluations. All assessment activities are essential components of graduate nursing education and must be completed in accordance with course and program policies.

If a student is unable to complete a scheduled examination or assessment activity due to an emergency, the student must notify course faculty as soon as possible and formally request a make-up or rescheduled assessment. Approval is at the discretion of course faculty and may require appropriate documentation. The format of a make-up, conflict, or deferred assessment may differ from the original format. If a student fails to appear for a scheduled make-up examination or assessment, the student will receive a grade of zero for that examination or assessment.

Students are permitted one attempt per examination or assessment activity unless otherwise specified in the course syllabus. Examinations and assessments may not be repeated for the purpose of improving a grade.

Simulation and Clinical Skills Assessments

Simulation-based assessments, objective structured clinical examinations (OSCEs), laboratory skills validations, and clinical performance evaluations are formal assessment activities. Students are expected to demonstrate required knowledge, clinical reasoning, psychomotor skills, and professional behaviors during these evaluations. Failure to meet established performance standards in simulation or clinical skills assessments may require remediation or repetition of the course, as outlined in course syllabi and LSN academic policies.

Examination Security

Examination and assessment materials, scenarios, and evaluation tools are confidential. Students are prohibited from copying, photographing, recording, reproducing, sharing, or distributing examination and assessment content in any form. This prohibition applies to in-person, remote, simulation, and electronically administered assessments.

No unauthorized materials may be used during examinations, assessments, or simulation experiences unless explicitly permitted by faculty. Violation of examination security standards may

result in invalidation of the assessment, assignment of a grade of zero, and referral under the Academic Integrity Code.

Technology and Testing Environment

Students are responsible for ensuring access to reliable technology, required software and hardware (e.g., webcam, microphone), and stable internet connectivity for all electronically administered examinations, assessments, and simulation activities. Students must ensure that the testing environment is secure, quiet, free from unauthorized individuals, and compliant with examination security requirements established by LSN and course faculty.

Technical difficulties, environmental disruptions, or failure to comply with required testing conditions do not automatically warrant a make-up assessment and will be reviewed at the discretion of faculty. Failure to maintain required technological readiness or an appropriate testing environment may result in invalidation of the assessment, assignment of a grade of zero, or other academic consequences.

Online Examination Security and Proctoring

Students must comply with all online testing security procedures, including identity verification, environmental scanning, use of approved technology, browser restrictions, camera requirements, and proctoring software protocols. Failure to comply with required testing procedures, disabling or interfering with proctoring software, engaging in unauthorized conduct during an examination, or violating testing instructions may result in immediate termination of the examination session. If an examination is terminated due to violation of testing security measures, the student may receive a failing grade for the examination and may be reported under the Academic Integrity Code. The decision to permit a retest, if any, is at the sole discretion of course faculty and program leadership.

Academic Accommodations

Students approved for academic accommodations through the University's [Student Accessibility Services](#) must provide official documentation to course faculty in a timely manner in advance of examinations or assessment activities in order for accommodations to be implemented.

Accommodations will be implemented in accordance with University policy and applicable law.

Accommodations may not fundamentally alter essential program requirements, compromise patient safety, or modify professional standards that are required for safe and effective nursing practice. Certain academic, clinical, simulation, and professional performance standards are considered essential functions of graduate nursing education and reflect the expectations required for safe and effective professional nursing practice. Accommodations in academic or clinical settings that fundamentally alter these standards may not be implemented. Students are encouraged to engage proactively with Student Accessibility Services and program leadership to ensure timely and appropriate accommodation planning.

Leave of Absence

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

A leave of absence is limited to two (2) consecutive semesters, excluding the summer semesters. A student who does not resume study within this time period will be administratively withdrawn from the program. Students who do not resume study within this time period and wish to return

must reapply for admission and meet current application standards for readmission. Students may only request one leave of absence during their time in the program.

Students enrolled in LSN graduate programs who wish to take a leave of absence must consult with and obtain prior written approval from the Director of Graduate Practice Programs or Specialty Track Coordinator. This requirement is in addition to the existing University Leave of Absence Policy.

Students must be in good academic standing at the time of the request. Requests from students who are not in good academic standing will be reviewed on a case-by-case basis, and approval is not guaranteed.

Students who take a leave of absence without prior written approval are not guaranteed reentry into the program. Due to the structured nature of graduate nursing curricula and defined cohort sizes, unauthorized leaves may disrupt academic progression and delay program completion. The process outlined below is intended to ensure informed decision-making and maintain the integrity and scheduling of LSN graduate nursing programs.

Process:

1. Consultation: Meet with the Director of Graduate Practice Programs or the Specialty Track Coordinator to discuss the request, verify academic standing, and review the implications for academic progression and program completion.
2. Written Approval: Obtain written approval prior to submitting the University Leave of Absence application.
3. University Application: Complete the University's Leave of Absence application process as outlined in the [Leave of Absence](#) section of the Pace University Graduate Academic Catalog.

Failure to adhere to this policy may result in delays in program completion or the inability to rejoin the program.

A student who is unable to complete the semester and requests a leave of absence must withdraw from all courses in which the student is currently enrolled and will receive a "W" for each course. A leave of absence is considered a withdrawal for financial aid purposes and may affect a student's status and financial aid packages. Loan repayment obligations may be triggered.

Students contemplating a leave of absence or withdrawal should also consult the University's [Refund and Repayment Policy](#) and are strongly encouraged to contact the Financial Aid Department prior to submitting a Leave of Absence Application.

The LSN Department of Graduate Studies adheres to the [Tuition Cancellation Schedule](#) policy outlined in the Pace University Graduate Academic Catalog.

Medical Leave of Absence

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

Students requesting a medical leave of absence must follow the process outlined in the Leave of Absence section of this Handbook, including obtaining prior written approval from the Director of Graduate Practice Programs or Specialty Track Coordinator.

A medical leave of absence is normally limited to two (2) consecutive semesters, excluding the summer semesters, but may not exceed four (4) consecutive semesters, excluding the summer semesters. A student who does not resume study within this time period will be administratively withdrawn from the program. Students who do not resume studies within the approved time period must reapply for admission and meet current application standards for readmission.

Resumption of Studies Policy

Information about the resumption of studies after a leave of absence from the University may be found in the [Resumption of Study](#) section of the *Pace University Graduate Academic Catalog*.

Students returning from a leave of absence must complete a Resumption of Studies application in accordance with the University policy, which requires submission at least three (3) weeks prior to the start of the semester. Students are encouraged to initiate this process earlier to allow sufficient time for advising and course registration.

Students returning after an extended absence will be required to meet the curriculum requirements in effect at the time of re-enrollment and demonstrate clinical competency, as outlined in the Demonstration of Current Competency policy.

Demonstration of Current Competency

Students whose progression in the program is interrupted because of a leave of absence, course repetition, or other interruption in enrollment may be required to demonstrate their current competency in certain graduate nursing courses prior to resuming studies or progression in the program.

If two (2) years or more have elapsed since a student's successful completion of Advanced Pathophysiology, Advanced Pharmacology, or Advanced Physical Assessment, the student must demonstrate current knowledge and skills in those courses prior to resuming progression in the program. Students may elect either to:

- Retake the course(s), or
- Demonstrate competency through a formal test-out process, which may include a written, oral, and/or practical examination.

A grade of 83% or greater is required to demonstrate current competency. A student is permitted one attempt at the competency examination. Students who do not successfully pass the test-out will be required to repeat the course, even if the course was previously completed successfully. Students must contact the director of Graduate Practice Programs in the semester prior to the next scheduled course offering to arrange the test-out.

Time to Program Completion

Graduate nursing students are expected to complete all degree requirements within five (5) years of their initial term of matriculation to ensure continuity of learning, compliance with regulatory and accreditation standards, and readiness for professional practice. This timeframe includes any

periods of leave of absence. Students who do not complete their program within this timeframe and who have not received a formal extension may be subject to dismissal from the program. Students experiencing extenuating circumstances may submit a written request for an extension to the department chair. The request must include a proposed plan for program completion. Approval of an extension is not guaranteed and is granted at the discretion of the department chair.

Students who are approved for an extension remain subject to all current LSN policies and curriculum requirements.

Academic Standards

Students enrolled in LSN graduate nursing programs (MS, CAGS, and DNP) must meet defined academic and progression standards to remain in good standing, progress in the curriculum, and graduate. Graduate nursing courses require a minimum grade of B (83%) in all letter-graded courses and a grade of "P" (Pass) in pass/fail courses. A grade of B- (82%) or lower is considered a failing grade.

LSN Department of Graduate Studies Grading Criteria

A	=	95-100	(4.0)
A-	=	90-94	(3.7)
B+	=	87-89	(3.3)
B	=	83-86	(3.0)
B-	=	80-82	(2.7)
C+	=	75-79	(2.3)
C	=	70-74	(2.0)
F	=	Below 70	(0.0)

Any letter grade below B is not considered a passing grade by program standards.

Students must maintain a cumulative quality point average (CQPA) of 3.00 or higher and complete all program requirements within five (5) years of matriculation, in accordance with the Pace University Graduate Academic Catalog.

Failure to meet these standards may result in academic probation, course failure, delay in progression, or dismissal in accordance with the Academic Probation and Academic Dismissal policies.

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

Master of Science (MS), Certificate of Advanced Graduate Study (CAGS), and Doctor of Nursing Practice (DNP) Programs		
Academic Standards	Conditions That Will Result in Academic Probation	Conditions That Must Be Satisfied During Probationary Semester
To pass a nursing course ² 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 (i.) either repeat the failed course the next time it is offered or take another elective nursing course during the Probationary Semester and (ii.) receive a grade of B or higher in the course. ³
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. Note: 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. ⁴
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.

² For purposes of the Academic Probation Policy, except as otherwise noted, the term nursing course includes required and elective graduate nursing courses.

³ 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 will not be eligible to enroll in any other program within the LSN.

⁴ See footnote 3.

Comprehensive Examination Requirement (MS and CAGS programs)

Graduate nursing education is cumulative and builds upon prior didactic and clinical learning. Students enrolled in the MS and CAGS nurse practitioner programs are required to successfully complete a Comprehensive Examination administered in the final course of their specialty track NURS 724 (Family Nurse Practitioner), NURS 744 (Adult-Gerontology Acute Care Nurse Practitioner, or NURS 784 (Psychiatric Mental Health Nurse Practitioner). The Comprehensive Examination assesses integration of knowledge, clinical reasoning, and readiness for entry into advanced practice. Successful completion of the Comprehensive Examination is required for successful completion of the course and for degree conferral.

The Comprehensive Examination constitutes 20% of the total course grade. A minimum score of 83% is required to pass the Comprehensive Examination.

Students who do not achieve a passing score of 83% on the initial Comprehensive Examination will receive a grade of "I" (Incomplete) for the course and must complete a structured remediation plan. Students will be permitted one remediation examination within the six-week timeframe established under the University Incomplete Grade policy. The format, timing, and requirements of remediation and reassessment will be determined by program faculty. Receipt of an Incomplete grade will delay course completion and may delay graduation.

If the student achieves a score of 83% or higher on the remediation Comprehensive Examination, the "I" grade will be converted to the final letter grade earned in the course based on established grading criteria. The student may then progress in the program and graduate, provided all other degree requirements have been satisfied.

If the student does not achieve a passing score of 83% or higher on the remediation Comprehensive Examination, the Comprehensive Examination component of the course grade will be recorded as 0% (no credit). The student will receive the final letter grade calculated according to the established course grading criteria. Because a minimum final course grade of 83% (B) is required to pass graduate nursing courses, a final course grade below 83% constitutes failure of the course.

A student who fails the course due to unsuccessful completion of the Comprehensive Examination may be eligible to repeat the course the next time it is offered, in accordance with Academic Standards policy. Students repeating the course must retake the Comprehensive Examination as part of the repeated course. Remediation is permitted only once and is not permitted during a repeated course. Failure of the Comprehensive Examination during the repeated course will result in failure of the course and dismissal from the program in accordance with the Academic Dismissal policy.

Successful completion of the Comprehensive Examination is required for degree conferral.

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](#), as described in the Pace University Graduate Academic Catalog and supplemented by the procedure outlined below. Only final course grades may be appealed. Grades for individual assignments, papers, examinations, assessments, and other course components are not subject to appeal.

The procedure described below is intended to clarify the steps that must be followed when appealing a final grade in a nursing course. Students are responsible for knowing and complying with the University's Grade Appeal Process and the policies of the LSN.

Step 1: Before initiating an appeal of a final grade in a nursing course, the student must review and become familiar with the University's Grade Appeal Process and this Grade Appeal Process: Step-by-Step.

Step 2: If the grade being appealed prevents the student from progressing in the program (for example, a grade below the required Academic Standards) the Graduate Department Chair (Chair), at their sole discretion, may permit the student to register for and attend certain nursing courses while a grade appeal is pending. Such permission is typically limited to courses for which the appealed course is a prerequisite.

Approval must be granted in writing by the Chair. Continued enrollment is contingent upon the outcome of the grade appeal. If the grade appeal is denied and the appealed grade remains insufficient for progression, the student will be immediately withdrawn from any course taken under this provisional approval. No academic credit or grades will be awarded for those courses, and the student's registration will be voided.

This provisional enrollment provision applies only when the appealed grade would otherwise prevent progression in the program.

Step 3: If a student believes that the final grade received in a nursing course does not reflect *reasonable and generally acceptable academic standards*, the student must, within 10 business days from the date the student knew or reasonably should have known of the final nursing course grade, arrange to meet with the faculty who issued the grade. The purpose of this meeting is to review how the grade was determined, seek clarification, and attempt informal resolution.

Step 4: If the student and the faculty are unable to resolve the matter and the student wishes to proceed with the grade appeal, the student must submit a written appeal to the Chair within five (5) business days from the date on which the student was informed of the faculty's decision. The appeal must clearly state the basis for challenging the final course grade.

A copy of the written grade appeal must also be provided to the course faculty. If the Graduate Department Chair is the faculty who issued the grade being appealed, the grade appeal must be submitted to the Dean.

Step 5: If, after submitting their written appeal, the student wishes to meet with the Chair to discuss the appeal, the student must contact the Graduate Program Manager to request an appointment.

Step 6: The Chair will determine whether the appeal warrants further review. The Chair's determination regarding whether a grade will be reviewed further is final and not subject to appeal.

If the Chair determines that the method used to assign the final grade may not have been appropriate, the Chair will conduct a review of the grade in accordance with the procedures outlined in the University's Grade Appeal Process.

Step 7: The Chair will notify the student in writing of the determination. If the appeal does not warrant further review, the notification will indicate no further review will be conducted. If a review is conducted, the notification will include the outcome of the grade review in accordance with the University Grade Appeal Process.

Academic Probation Policy

The academic standards of LSN are established by the LSN faculty and are consistent with the policies and practices of Pace University. 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, students who fail to satisfy the applicable Academic Standards may be dismissed from the LSN program without a prior probationary period in accordance with the Academic Dismissal Policy.

The purpose of academic probation is to give students an opportunity to improve their academic performance and meet the Academic Standards. Students who satisfy the conditions of probation within the time permitted will return to good academic standing and are eligible for continued enrollment in their LSN program. Students who fail to satisfy the conditions of probation within the time permitted will be dismissed from the LSN graduate program in which they are enrolled in accordance with the Academic Dismissal Policy.

Set forth above are (i.) the Academic Standards of the LSN Master of Science, Certificate of Graduate Studies, and Doctor of Nursing Practice programs administered by the Department of Graduate Studies, (ii.) the conditions that result in academic probation, and (iii.) the conditions that must be satisfied during the Probationary Semester for return to good academic standing.

In addition to the Academic Standards and conditions of probation outlined above, the following conditions apply to the LSN graduate programs:

- A student who is placed on probation will be on probation for one semester (Probationary Semester).
- The Department Chair will notify the student in writing of the probationary status. Academic probation is automatic upon failure to satisfy applicable academic standards and is not contingent upon receipt of written notification. Students are responsible for verifying their academic standing before each semester and to make inquiries in the LSN Office of Academic Affairs if clarification is needed.
- The Probationary Semester is the first semester of enrollment following the semester in which the student failed to satisfy the Academic Standards.
- Neither the status of probation nor the conditions of probation are subject to appeal.
- All conditions of probation must be satisfied by the conclusion of the Probationary Semester.
- Failure to satisfy probation conditions will result in automatic dismissal from the LSN graduate program in accordance with the Academic Dismissal Policy.
- A student who has successfully completed one prior Probationary Semester and subsequently fails to meet academic standards will be dismissed automatically from the LSN graduate program in accordance with the Academic Dismissal Policy.

Academic Dismissal Policy ^{5,6}

Students enrolled in LSN graduate programs are expected to maintain the Academic Standards established by the Department of Graduate Studies.

In most circumstances, a student who fails to meet these Academic Standards will first be placed on academic probation for one (1) semester (Probationary Semester) in accordance with the Academic Probation Policy. The probationary period provides the student an opportunity to demonstrate the ability to meet program academic expectations.

However, certain academic circumstances are considered sufficiently serious that immediate dismissal from the LSN graduate program will occur without a probationary semester, as described in the Circumstances Resulting in Immediate Academic Dismissal section below.

A student who is dismissed from an LSN graduate program is not eligible to enroll in any other program within the LSN.

Students who have been dismissed may appeal the dismissal in accordance with the Appeal of Academic Dismissal policy.

Circumstances Resulting in Immediate Academic Dismissal

A student will be immediately dismissed from the LSN graduate program in which they are enrolled if any of the following occur:

- A graduate student's cumulative quality point average (CQPA) falls below 2.75.
- A student fails two nursing courses, whether the same course repeated or two different nursing courses.
- A student who has previously completed a Probationary Semester again meets criteria that would otherwise result in academic probation.

Review of Academic Status

At the conclusion of the fall and spring semesters and the first and second summer sessions, the Department Chair, in coordination with the LSN Office of Academic Affairs, will review the academic standing of all students enrolled in the Department of Graduate Studies. This review will determine:

1. Which students meet the criteria for academic dismissal, and
2. Whether students who were previously placed on academic probation have satisfied the conditions of their Probationary Semester.

Students who successfully satisfied the conditions of probation will be restored to good academic standing and may continue in their program.

Notification of Dismissal

Students who meet the criteria for academic dismissal will be notified in writing by the Department Chair as soon as practicable.

⁵ For purposes of the Academic Dismissal Policy, except as otherwise noted, the term "nursing course" includes required and elective nursing courses.

⁶ The minimum passing grade for each of the Lienhard School of Nursing programs may be found in the Academic Standards section.

The written notification will inform the student of the dismissal, the effective date of the dismissal, and the procedures for appealing the decision in accordance with the Appeal of Academic Dismissal policy.

Students are responsible for monitoring their academic standing and should consult the LSN Office of Academic Affairs if clarification regarding their academic status is needed.

Appeal of Academic Dismissal Policy

Students who have been dismissed from the LSN graduate program in which they are enrolled may appeal the decision of dismissal to the Academic Progression and Appeals Committee (Appeals Committee) in accordance with the procedures described below (see also the Academic Probation Policy and Academic Dismissal Policy).

To initiate an appeal, the student must submit a written appeal by overnight mail or personal delivery addressed to:

Chair, Academic Progression and 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 to the chair of the Academic Progression and Appeals Committee as an attachment in an email to 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. Appeals received after this deadline will not be considered.

If the academic dismissal is based in whole or in part on a final course grade, all grade appeals must be completed before the Appeals Committee will consider an appeal of academic dismissal. In such cases, the appeal of academic dismissal must be received by the Appeals Committee within 14 calendar days of the final decision in the grade appeal process.

At the sole discretion of the Department Chair, a student may be permitted to register for and attend classes while an appeal is pending. Such permission must be granted in writing. If the appeal is denied, the student will be immediately withdrawn from any courses taken during the appeal period. No academic credit or grades will be awarded for coursework completed during that time, and the student's course registration will be voided.

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 (i.) extraordinary circumstances, (ii.) non-recurring circumstances, and (iii.) circumstances not representative of the student's academic ability.

Extraordinary circumstances are those that are significant, unexpected, and beyond the student's reasonable control, and that materially interfered with the student's ability to meet academic requirements. Examples may include, but are not limited to, serious personal illness or injury, a

medical or mental health emergency, the death or serious illness of an immediate family member, or other comparable events.

Information Required for an Appeal

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

1. The name, telephone number, address, and email address of the student appealing the decision of dismissal;
2. The name of the LSN graduate program from which the student was dismissed;
3. The reason the student was dismissed;
4. Identification of the (a) extraordinary and (b) non-recurring circumstances that caused the student's unsatisfactory academic performance and subsequent dismissal; and (c) evidence that the unsatisfactory academic performance is not representative of the student's academic ability;
5. An explanation of why the information provided in Paragraph 4 above should result in the reversal of the dismissal decision;
6. A copy of the student's dismissal letter; 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.

Failure to include the required information may result the appeal not being considered by the Appeals Committee.

The Appeals Process

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

In addition to reviewing the student's written appeal, the Appeals Committee will ordinarily require the student to appear at a hearing in order to answer questions and provide additional information relevant to the appeal. At the hearing, the student may present additional documentation or other information in support of the appeal.

In preparation for the hearing, the Appeals Committee may review the student's academic record and may request relevant information from faculty members or other individuals with knowledge of the circumstances that led to the dismissal. The Appeals Committee may also request additional information during the hearing if needed.

If the Appeals Committee obtains or considers information that may be adverse to the student and intends to rely on that information in reaching its decision, the student will be informed of that information and provided an opportunity to respond before the Appeals Committee deliberates and makes a final determination.

The student must appear before the Appeals Committee personally. Advisors, attorneys, or other representatives are not permitted to attend or participate in the hearing.

If the appeal is granted, the student will be reinstated in an appropriate LSN graduate program 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, the student's dismissal will remain in effect.

The decision of the Appeals Committee requires a majority vote and is final and not subject to further review. The student will be notified in writing of the decision of the Appeals Committee in writing as soon as practicable following the hearing, usually within 15 business days.

Reinstatement After an Appeal

A student whose appeal is granted will be reinstated in the appropriate LSN graduate program 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 LSN. A dismissal following reinstatement is final and not subject to further appeal.

The Academic Progression and Appeals Committee

The Academic Progression and Appeals Committee consists of five (5) full-time faculty members of the LSN, only three (3) of whom ordinarily will hear a student's appeal. A member of the Appeals Committee who was a participant in the circumstances that gave rise to the student's unsatisfactory academic performance and/or subsequent dismissal must be recused from the Appeals Committee for the sole purpose of that student's appeal.

Academic Requirements, the Last Semester, and Eligibility to Graduate

For graduation eligibility from LSN, students must have satisfied all academic requirements no later than the end of the last semester (Last Semester) of the LSN graduate nursing program (Program). In rare instances, a student who has been academically successful in the Program may encounter 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 will not be eligible to enroll in any other program within 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 Academic 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 and enroll in the next scheduled offering of the failed nursing course. The sole purpose of this additional semester is to permit eligible students to retake the failed nursing course. 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 required 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 will be dismissed in accordance with the Academic Dismissal Policy. The dismissal is final and not subject to an appeal.⁷

ACADEMIC INTEGRITY

Academic integrity is fundamental to the pursuit of knowledge and the professional formation of graduate nurses. Students are expected to uphold the highest standards of honesty, accountability, and ethical conduct in all academic and clinical work.

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. The University [Academic Integrity Code \(PDF\)](#) may be found in the Student Handbook [University Policies, Disciplinary and Grievance Procedures](#).

Integrity in the academic environment requires students to demonstrate intellectual and academic achievement independent of unauthorized assistance. Students must represent their work truthfully and may claim credit only for research, ideas, or words that are original to the student or properly cited. All data on academic or clinical assignments, client records, research projects, or scholarly work must either be the student's own work or appropriately 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 but not limited to, 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 University's Academic Integrity Code.

Artificial Intelligence and Academic Integrity

The LSN Department of Graduate Studies (DGS) recognizes that Artificial Intelligence (AI) tools may enhance the learning experience. When used appropriately, AI can serve as a complement to one's learning and a resource to improve original student work. However, AI tools are *not* a replacement for critical thinking, clinical reasoning, and genuine engagement with the subject matter. It is important to acknowledge that AI outputs are not reliable sources of clinical information. Generative AI tools do not consistently produce accurate, evidence-based, or up-to-date content or references suitable for healthcare providers. Students must verify all AI generated content against reputable, evidence-based sources.

Students must begin each assignment with their own original work, developed in accordance with assignment directions. AI tools may then be used to enhance that original work. Using AI generated content to complete any aspect of coursework without proper attribution may constitute academic dishonesty and is a violation of the Academic Integrity Code. Students who do not adhere to this policy will receive a grade of zero on the assignment.

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

Disclosure of AI Use

Students are required to disclose any use of AI tools in their academic work. When in doubt, students should err on the side of transparency. All assignments where AI tools were used must include an *AI Acknowledgement* section that clearly indicates:

- Which AI tool(s) were used,
- How they were used in the preparation and composition of the assignment (e.g., brainstorm ideas, background research, outline content to organize your thoughts, improve grammar and style, reduce word count, etc.), and
- A statement confirming that all AI generated content and references were reviewed and verified for quality and accuracy using reputable, evidence-based sources.

Additionally, students must submit as an appendix to the assignment that includes:

- The student's original draft work,
- The AI prompts used, and
- The AI generated output that contributed to the final version of the assignment.

This process creates transparency, encourages self-reflection on the role of AI in the learning process, and supports academic integrity. Failure to disclose AI use may be considered a violation of the Academic Integrity Code.

Students are responsible for reviewing the syllabus in each course for applicable AI guidelines. Students should consult course faculty with any questions regarding acceptable AI use.

Academic Integrity Code Procedure

Pace University's [Academic Integrity Code \(PDF\)](#) outlines the Direct Resolution and Academic Conduct Committee hearing procedures by which the University determines whether a student violated the Academic Integrity Code.

In determining whether a student has violated the Academic Integrity Code, the course faculty (or other appropriate program administrator) will ordinarily meet with the student to review the alleged violation, obtain relevant information, and provide the student with an opportunity to respond. If, based on the available information, the faculty determines that it is more likely than not that a violation occurred, the faculty may impose appropriate academic sanctions consistent with University and LSN policies. If the violation is addressed through Direct Resolution, sanctions that may be imposed include, but are not limited to:

- A written warning;
- A reduction in the grade;
- A failing grade for the assignment, examination, or assessment;
- A failing grade for the course;
- Required completion of 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:

- A written recommendation to the course faculty regarding a student's grade;
- File notation, reprimand, or academic disciplinary probation;

- Suspension, or expulsion from a program and/or the University
- Withdrawal of financial aid from the University;
- Revocation of a previously granted degree.

The Academic Integrity Code requires that all violations be documented and reported to the Chair of the University's Academic Conduct Committee; in addition, violations involving graduate nursing students must also be reported to the Director of Graduate Practice Programs. Without limiting the University's discretion to impose a severe sanction for any single Code violation, students found to have committed multiple violations of the Academic Integrity Code will generally be subject to more severe sanctions.

Students who wish to appeal a determination of academic dishonesty must follow the procedures outlined in the University's Academic Integrity Code.

STANDARDS OF PROFESSIONAL CONDUCT

Students enrolled in the Lienhard School of Nursing (LSN) are expected to uphold the ethical, professional, and behavioral standards required of registered nurses and nurse practitioners. All graduate students are expected to uphold the ethical principles and professional standards set forth in the American Nurses Association (ANA) [Code of Ethics for Nurses \(2025\)](#) and *Nursing: Scope and Standards of Practice* (4th edition, 2021). These documents articulate the ethical obligations, professional responsibilities, and standards of practice that govern the nursing profession and serve as foundational expectations for students in academic, simulation, and clinical settings. Students are encouraged to have their own copy of these documents; however, copies are available for review in the LSN 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.

As licensed registered nurses, graduate students are expected to conduct themselves in accordance with applicable state nurse practice acts, professional standards of conduct, and the policies and procedures of clinical agencies in which educational activities occur. In addition to their responsibility to comply with professional nursing standards, students must adhere to:

- All University policies and procedures outlined in the University's [Student Handbook](#), including, but not limited to, the University's [Guiding Principles of Conduct](#);
- All LSN academic and professional policies;
- All policies, procedures, and professional standards of assigned clinical agencies;
- Applicable federal, state, and local laws governing healthcare practice.

Students are expected to demonstrate professional conduct at all times, including in classroom, simulation, clinical, and virtual learning environments. Professional conduct includes, but is not limited to:

- Honesty and integrity;
- Respectful communication and behavior;
- Accountability and responsibility for one's actions;
- Maintenance of patient confidentiality;
- Adherence to professional boundaries;
- Safe and ethical clinical practice;
- Appropriate use of social media and electronic communication.

Students must accurately represent their academic and professional status at all times and may not misrepresent themselves as licensed nurse practitioners or other healthcare providers. Failure to meet professional conduct standards may result in disciplinary action, including remediation, probation, suspension, or dismissal, in accordance with LSN policies. Procedures for addressing alleged violations of professional conduct are set forth in the Professional Conduct Violations section below.

Professional Responsibility and Well-Being

Graduate nursing education is rigorous and requires sustained intellectual, emotional, and clinical engagement. Students are expected to maintain their physical, emotional, and psychological well-being in a manner consistent with safe and ethical professional practice. Students are expected to exercise sound professional judgment regarding workload, health status, and personal circumstances to ensure that their performance does not compromise patient safety, clinical learning, or professional standards.

When personal circumstances, illness, or other conditions may interfere with safe practice, students are responsible for seeking appropriate support and communicating with program leadership as necessary. Participation in academic, simulation, or clinical activities while impaired by illness, substance use, or other conditions that compromise judgment or safety is prohibited. The LSN encourages students to utilize available University and community resources to support well-being and academic success.

Use of the Title “Doctor” in the Student Role

Accurate representation of professional role and credentials is a fundamental component of professional conduct. To ensure clarity and uphold professional standards in clinical and academic settings, students enrolled in the LSN Department of Graduate Studies are not permitted to use the title “Doctor” (Dr.) while functioning in their student role, regardless of any academic or professional doctorate degree they may hold. This policy is intended to prevent confusion among patients, preceptors, clinical partners, faculty, and peers, and to accurately reflect the student’s current scope of practice and authority. While the LSN recognizes and respects the academic achievements of its students, the use of the title “Doctor” is reserved for individuals acting in a licensed, independent professional role in settings where the title is appropriate and clearly understood.

Reporting of Criminal Charges or Convictions

Students must report any felony or misdemeanor charge (excluding minor traffic violations) that occurs during enrollment within 10 business days to the Office of the Associate Dean of the LSN. The Associate Dean will review the circumstances and determine whether the matter affects the student’s ability to meet professional, licensure, or clinical placement requirements. Failure to report required criminal history information may constitute a violation of the Standards of Professional Conduct and may result in disciplinary action up to and including dismissal in accordance with the Academic Dismissal Policy.

Substance Use and Impairment

Misuse of prescription medications, including use of prescribed medications without a valid prescription or use inconsistent with the prescribed directions, is prohibited and may subject the

student to disciplinary action up to and including dismissal in accordance with the Academic Dismissal Policy.

Students may not participate in academic, simulation, or clinical activities while impaired by alcohol, marijuana (including medical marijuana), prescription medications, or other controlled substances. Impairment that compromises safety, clinical judgment, or professional performance is prohibited and may result in disciplinary action up to and including dismissal from the program in accordance with the Academic Dismissal Policy.

Professional Conduct Violations

Violating the Standards for Professional Conduct may result in disciplinary action. Professional conduct expectations apply at all times while a student is enrolled in the LSN, including in classroom, simulation, clinical, advising, administrative, and online environments. Examples of such conduct that may constitute a violation include, but are not limited to:

- Falsifying documents, academic records, or clinical documentation;
- Unauthorized access of clinical or patient information;
- Unauthorized ordering, prescribing, or administration of medications;
- Unauthorized use of a clinical placement site's electronic systems or resources;
- Sleeping while in an assigned clinical agency or during scheduled clinical responsibilities;
- Presenting to or participating in academic, simulation, or clinical activities while impaired by illness, substance use, or any other condition that may compromise safety, clinical judgment, professional performance, or patient care;
- Use of abusive, threatening, discriminatory, or harassing language toward patients, faculty, staff, students, or clinical personnel;
- Excessive unauthorized tardiness or absence from scheduled academic, simulation, or clinical activities without prior authorization or notification in accordance with course or program attendance policies;
- Leaving a clinical site without approval of the assigned preceptor or supervising faculty member;
- Failure to timely respond to required communications from program leadership, faculty, staff, or clinical partners;
- Unsafe clinical practice or other conduct that compromises patient safety, including failure to adhere to standards of care, scope of practice limitations, supervision requirements, or infection prevention and control standards;
- Failure to comply with professional conduct standards or the policies and procedures of affiliated clinical agencies during clinical learning experiences

Alleged conduct may be reviewed under this policy and, when applicable, under other relevant University or LSN policies, including the University's [Guiding Principles of Conduct](#) policy and the [Academic Integrity Code \(PDF\)](#).

Review of a matter under one policy does not preclude review or action under another applicable policy. When conduct implicates multiple policies, the matter may proceed under each applicable policy and sanctions may be imposed in accordance with those policies.

Professional Conduct Review Process

Violations Occurring Within a Course

When an alleged violation occurs within the context of a course, the course faculty or other supervising faculty member will meet with the student to review the allegation, obtain relevant information, and provide the student an opportunity to respond. If the faculty determines, by a preponderance of the evidence, that a violation occurred, the faculty may impose sanctions including, but not limited to:

- A written warning;
- A reduction in grade;
- A failing grade for an assignment, examination, or assessment;
- A failing grade for the course in which the violation occurred;
- Required completion of a learning intervention designed to increase the student's awareness of the significance and consequences of the violation.

Within five (5) business days of making the determination, the faculty must submit a written report to the Graduate Department Chair (Chair). The report shall:

- i. Describe the relevant details about the alleged violation;
- ii. Summarize the investigation and the basis of the finding;
- iii. Identify the sanction(s) imposed; and
- iv. Include any relevant supporting documentation.

A copy of the report shall simultaneously be provided to the student and the Associate Dean for LSN.

Violations Occurring Outside of a Course

Students, faculty, staff, and clinical partners who have a reasonable belief that professional, ethical, or legal standards have been violated have a responsibility to report such concerns through appropriate program or University channels.

When an alleged violation occurs outside the context of a specific course, any individual with a reasonable belief that a violation occurred may submit a written complaint directly to the Graduate Department Chair. The complaint must:

- i. Describe the alleged conduct in factual terms;
- ii. Identify the date, time, and location, if applicable;
- iii. Identify any witnesses;
- iv. Include relevant documentation.

The Chair will provide the student with a copy of the complaint and allow the student five (5) business days to submit a written response.

The Chair may conduct an investigation as appropriate, including reviewing documentation and meeting with relevant individuals. If the Chair determines, by a preponderance of the evidence, that a violation occurred, the Chair may impose appropriate sanctions, including but not limited to:

- Written warning;
- Required remediation;
- Academic or professional probation;
- Suspension;

- Dismissal.

Interim Removal from Clinical or Simulation Settings

When warranted by concerns regarding patient safety, significant disruption of the learning environment, or alleged violation of the Standards of Professional Conduct, the course faculty, simulation faculty, or clinical faculty may temporarily remove a student from a clinical or simulation setting on an interim basis pending review in accordance with the Professional Conduct Review Process. The Graduate Department Chair must be notified in writing as soon as practicable of any such removal.

Interim removal is intended to protect patient safety and the learning environment and will be limited in duration to the time reasonably necessary to conduct the review. Removal from a clinical or simulation setting pending review is not, in itself, a disciplinary sanction and does not constitute a final determination regarding the alleged violation.

Alleged conduct may be reviewed under this policy and, when applicable, under other relevant University or LSN policies, including the Academic Integrity Code or the Guiding Principles of Conduct. The initiation of review under this policy does not preclude review or action under other applicable policies.

Authority of the Graduate Department Chair to Modify Sanctions

In circumstances where a violation occurs within the context of a course, the Graduate Department Chair (Chair) may review the faculty's determination and the sanction imposed. When warranted by considerations including, but not limited to, patient safety, repeated misconduct, significant ethical concerns, or violations that may affect the LSN's obligations to clinical partners, the Chair may modify the sanction imposed by the faculty.

Such modification may include increasing, reducing, or otherwise revising the sanction, including the imposition of additional sanctions up to and including academic or professional probation, suspension, or dismissal.

Before imposing a sanction more severe than that originally imposed by the faculty, the Chair will meet with the student to review the matter, consider any additional relevant information, and provide the student an opportunity to respond.

Any sanction imposed or modified by the Chair will be issued in writing to the student and will be subject to appeal in accordance with the Appeal of a Professional Conduct Violation Policy.

Appeal of a Professional Conduct Violation

A student may appeal a finding that they violated the Standards of Professional Conduct and/or the sanction imposed. An appeal will be granted only if the student demonstrates that one or more of the following occurred:

1. The determination that a violation occurred was not supported by the available evidence;
2. The procedures described in this policy were not followed, and the procedural error materially affected the outcome; or
3. The sanction imposed was substantially disproportionate to the nature of the violation.

To initiate an appeal, the student must submit a written appeal that clearly identifies the basis for the appeal and includes any supporting information the student wishes to be considered.

If the sanction was imposed by a course faculty, the student may submit a written appeal to the Graduate Department Chair (Chair) within five (5) business days of the faculty's written determination. Appeals submitted after five (5) business days will not be considered.

The Chair will review the faculty's report, the student's written appeal, and any additional relevant information. After completing the review, the Chair will issue a written decision affirming, modifying, or vacating the finding and/or sanction.

The Chair's determination constitutes the final decision unless the sanction includes suspension or dismissal, in which case the student may appeal to the Associate Dean for LSN as described below.

If the sanction was imposed by the Chair, including circumstances in which the Chair modifies or imposes a sanction following review of a faculty's determination, the student may submit a written appeal to the Associate Dean for LSN within five (5) business days of the Chair's written decision. Appeals submitted after five (5) business days will not be considered.

The Associate Dean will review the record and any additional relevant information and will issue a written decision to the student and Chair affirming, modifying, or vacating the finding and/or sanction.

The Associate Dean's decision is final and not subject to further review.

ADVISEMENT

Academic advisement pertaining to program progression and curriculum planning is the responsibility of the Specialty Track Coordinators for MS and CAGS programs and the DNP Program Coordinator for DNP students.

LSN graduate nursing programs are structured programs with defined curricular requirements and sequencing. Soon after admission, students are provided with a program plan outlining the required courses and expected timeline for completion based on their selected program of study. MS and DNP students progress in accordance with a structured cohort model and defined course sequence. CAGS students follow an individualized program plan based on a gap analysis of prior master's-level coursework and current program requirements.

Because of the structured nature of graduate nursing programs, deviations from the established program plan are not routinely permitted. Students experiencing circumstances that may affect progression must confer with the appropriate Specialty Track Coordinator or DNP Program Coordinator to review available options and implications for program completion.

Specialty Track Change Policy

Students seeking to change to a different specialty track must contact both the Director of Graduate Practice Programs and the Specialty Track Coordinator of the program into which they wish to change. Students must meet all program admission and practice requirements. Students requesting a specialty track change must submit to both the Director of Graduate Practice Programs and the Specialty Track Coordinator of the requested specialty track:

- A current resume;
- A written essay addressing both questions:
 - What has changed during your time in the program that has led you to alter your educational goal to pursue NP certification in the requested specialty;
 - How do you envision your professional practice as an NP to be over the next five years.

Specialty track changes are determined on a case-by-case basis and are contingent upon application review and enrollment availability. Requests for a specialty track change may only be considered within the first program year and must occur prior to enrollment in the Diagnostic Reasoning course (NURS 642, 644, or 648, as applicable). Only one specialty track change will be permitted per student. Approval of a specialty track change is not guaranteed.

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. To be eligible for consideration for readmission, the applicant must:

- i. Meet all the current admission standards for the chosen graduate program at the time of reapplication;
- ii. Demonstrate successful completion of six (6) graduate-level nursing credits at another accredited institution with a minimum grade of B+ earned after the effective date of dismissal;
- iii. Submit an essay that:
 - Identifies the circumstances that led to the dismissal;
 - Describes how those circumstances have been resolved; and
 - Presents a clear plan for successful completion if readmitted.

Readmission is not guaranteed and, if granted, will be subject to terms and conditions established by the LSN Department of Graduate Studies.

Undergraduate Enrollment in Graduate Courses

Undergraduate students enrolled in the Bachelor of Science (RN4) or Accelerated Bachelor of Science (ABS) nursing programs who have a cumulative quality point average (CQPA) of 3.0 or higher may be eligible to enroll in up to three (3) graduate-level nursing credits.

Students must first consult with their undergraduate academic advisor. After consultation, students must submit a written request to the Director of Graduate Practice Programs prior to registration. The request must include:

- A current unofficial transcript demonstrating eligibility;
- A brief statement describing the rationale for enrolling in the graduate-level course;
- Confirmation that the student has consulted with their undergraduate academic advisor.

Approval is not guaranteed. Enrollment in graduate-level courses is contingent upon space availability and successful completion of all prerequisite coursework.

Transfer Credits

With prior approval of the Director of Graduate Practice Programs or the Specialty Track Coordinator, the LSN will accept up to a maximum of six (6) credits with a grade of B or better from other accredited institutions for students matriculated into the LSN Master of Science programs. Transfer credit will be granted only for courses that are determined by the LSN to be substantially equivalent in content, credit hours, academic rigor, and learning outcomes to the corresponding LSN course.

Transfer credit toward NURS 681 (Pathophysiology For Advanced Practice Nursing), NURS 682 (Clinical Pharmacology for Prescribing Advanced Practice Nursing), and NURS 640 (Advanced Physical Assessment Across the Lifespan) will be considered if the course meets current national nurse practitioner certification requirements and was completed within two (2) years prior to the start of clinical coursework in the student's current program of study.

If Advanced Pathophysiology, Advanced Pharmacology, and/or Advanced Physical Assessment coursework was completed more than two (2) years prior to the start of clinical placements, transfer credit may be considered if the student demonstrates current knowledge and competence through successful completion of the test-out process administered by the Director of Graduate Practice Programs, as outlined in the Demonstration of Current Competency policy above. Students who do not successfully pass the test-out will be required to repeat the course.

THE CLINICAL EXPERIENCE

Clinical Placement Guidelines

Clinical education is an essential and required component of all LSN graduate nursing programs. Successful completion of clinical coursework requires timely planning, professional communication, and collaboration between the student and the LSN Department of Graduate Studies.

Clinical education occurs in healthcare agencies that serve as educational partners with the LSN. Students must comply with all policies, procedures, credentialing requirements, and professional standards of assigned clinical agencies while participating in clinical learning experiences. Failure to comply with clinical agency policies or professional standards may result in removal from the clinical site and may lead to disciplinary action in accordance with LSN policies, including delay in progression or dismissal from the program.

Clinical placements are coordinated by the Director of Graduate Clinical Placements and the clinical placement team. These individuals are responsible for reviewing, approving, coordinating, and facilitating clinical placements in accordance with program, accreditation, and clinical agency requirements.

Clinical placement is a shared responsibility between the LSN and the student. While the LSN provides oversight and coordination of clinical placements, students are expected to actively engage in professional networking to identify potential preceptors and clinical sites that align with program requirements and their career goals.

Students are not required to independently secure a clinical placement; however, students are expected to actively assist in identifying potential preceptors and clinical sites through

professional networking and outreach. Students should cultivate professional relationships early and maintain ongoing communication to support these efforts. All proposed clinical placements must meet program requirements, accreditation standards, and professional expectations.

Students should contact the Director of Graduate Clinical Placements before initiating formal arrangements with a potential preceptor or clinical site to ensure the site meets program and contractual requirements. When a potential site or preceptor has been identified, students must provide the name and contact information of the appropriate representative at the facility so the Director of Graduate Clinical Placements may review the site and coordinate any necessary affiliation agreements or placement arrangements.

Students who do not actively participate in the clinical placement process or who fail to submit required placement information by established deadlines may experience delays in clinical placement and program progression.

All clinical placements must be reviewed and formally approved by the LSN prior to the start of the clinical rotation.

All requests for clinical placements must be submitted no fewer than eight (8) weeks prior to the start of a clinical rotation. Some clinical sites may require requests to be submitted significantly earlier. Requests submitted after this deadline may not be accommodated and may delay program progression.

Students are strongly encouraged to begin networking and identifying potential preceptors at least six (6) months prior to each practicum experience.

Clinical preceptor availability varies by geographic region, specialty, and clinical agency requirements. Students must be prepared to demonstrate flexibility regarding clinical placement location, scheduling, and preceptor assignment.

Clinical agencies retain the right to deny, suspend, or terminate a student's clinical placement at their discretion. Removal by a clinical agency may affect the student's ability to complete required clinical hours and may delay program progression.

Authorization For Clinical Participation

Students may not commence a clinical placement until:

- The placement has been formally approved and posted in the clinical compliance tracking system; and
- All clinical clearance requirements have been successfully completed and verified, as described below.

Students will not be considered for a clinical placement until all prerequisite documentation and compliance requirements are satisfied.

Clinical Placement Assignment

Multiple variables may be considered in matching clinical sites and students, including:

- Availability of clinical sites and preceptors;
- Accreditation and population focus requirements;

- Student learning needs and prior clinical experiences;
- Equitable distribution of placements among students;
- Contractual agreements with clinical partners.

Clinical site availability is limited and cannot be guaranteed in a specific geographic location, schedule, or practice setting. Clinical placements may require travel across a broad geographic area. While every effort is made to minimize travel, some placements may require up to two (2) hours of travel time one way.

Preceptor schedules are determined by the clinical agency and are not controlled by the LSN. Typical preceptor availability occurs during daytime weekday hours. Students should not expect to complete clinical hours exclusively during evenings or weekends.

The LSN recognizes that students are trying to manage and balance clinical rotations, employment, and personal responsibilities; however, completion of required clinical hours and program requirements must take precedence. Students are responsible for arranging employment and personal obligations in a manner that permits completion of assigned clinical hours. Clinical placements cannot be scheduled around student employment schedules or other personal commitments.

Students may not exceed 12 clinical hours in a single day. Students must communicate consistently and professionally with their preceptors to understand and adhere to the clinical hours available and site scheduling requirements.

Clinical sites are selected to ensure students meet required population foci and clinical hour requirements. Students should expect to complete clinical experiences at multiple locations throughout the program to ensure breadth and depth of clinical experiences and exposure to the required population foci for the specialty. Requests to remain at a single clinical site for more than one rotation require the approval from the Specialty Track Coordinator and may be granted only when educationally appropriate.

Once a student is assigned a clinical placement in the clinical compliance tracking system, the placement is considered final.

Students may request a reassignment only when they can demonstrate safety concerns or extraordinary circumstances. The student must submit written documentation (e.g., a formal incident report, written communication from the clinical agency, or other verifiable evidence) supporting any such request. The request will be reviewed by the Director of Graduate Clinical Placements, in consultation with program leadership, as appropriate.

Failure to complete required onboarding steps or respond to communication from LSN or the clinical site within reasonable or established timelines may be considered a declination of placement and may result in revocation of the student's clinical assignment.

Declining an assigned placement does not suspend clinical placement timelines or guarantee reassignment within the same semester. If a student declines an assigned placement and a request for reassignment is not granted, an alternative placement will not be provided during that semester and the student will be required to enroll in the clinical course the next time it is offered. Because participation in clinical education is a required component of the course, the student's

registration in the clinical course may be voided in accordance with University policy; program progression and graduation may be delayed and additional tuition and fees may be incurred.

If a student proposes to secure an alternative placement independently, the student remains bound to all established timelines outlined in this policy. All proposed alternative placements must be submitted no later than eight (8) weeks prior to the start of the rotation. Submission of a proposed alternative placement does not guarantee approval.

Students are not permitted to independently confirm, promise, or begin a clinical placement at an alternative site without prior written approval from the Director of Graduate Clinical Placements. If a proposed alternative placement requires execution of a clinical affiliation agreement (contract), extended credentialing or onboarding processes, or additional administrative review, the student will not be permitted to begin the rotation until all contractual and compliance requirements have been fully executed and approved.

The LSN does not guarantee expedited contract processing. Contract execution timelines are dependent upon the clinical agency and University review process. If an approved alternative placement cannot be secured and fully executed within required timeframes, the student will be required to enroll in the clinical course the next time it is offered.

If a student does not complete all required clinical hours for a placement, they will not receive credit for that clinical placement.

Review of Clinical Agency Agreements and Documents

Students may be asked by clinical agencies to complete or sign onboarding documents, confidentiality agreements, internship agreements, acknowledgements, waivers, training agreements, or other facility-required forms as part of the clinical placement process.

Prior to signing any document that creates legal obligations, modifies the terms of the clinical placement, or extends beyond routine clinical onboarding requirements, students must provide the document to the director of Graduate Clinical Placements or designee for review to ensure consistency with University policies and existing clinical affiliation agreements.

Students may not independently negotiate, execute, or enter into agreements on behalf of the University or the Lienhard School of Nursing.

Failure to comply with this requirement may result in delay or denial of clinical placement approval, removal from the clinical placement process, or other action in accordance with LSN policies.

Conflict of Interest in Clinical Placements

A conflict of interest may arise if a student has a familial, social, financial, or long-term professional relationship with a person who would directly supervise, evaluate, or otherwise participate in the assessment of the student during a clinical placement. Examples include, but are not limited to:

- Family members or relatives;
- Close personal or romantic relationship;
- Individuals with whom the student has a significant professional relationship (e.g., employer, colleague, or supervisor);

- Individuals for whom the student previously served as a patient or client or have served as a patient or client of the student in a manner that may compromise objectivity.

Students may not complete clinical hours on the same unit, service line, or practice site where they are currently employed. Students may be permitted to complete clinical hours within a different department or division of the same organization, provided that:

- The clinical experience is clearly distinct from the student's employment role;
- The student is not supervised or evaluated by an individual who has supervisory authority over the student's employment;
- The placement meets all program and accreditation requirements;
- Approval is granted in advance by the Director of Graduate Practice Programs.

Students are required to disclose any potential or actual conflicts of interest in writing to the Specialty Track Coordinator and the Director of Graduate Clinical Placements as soon as they become aware of the potential conflict. Failure to disclose a known or potential conflict of interest is a violation of the Standards of Professional Conduct policy.

The Director of Graduate Practice Programs, in consultation with program leadership, will review the circumstances and determine whether a conflict of interest exists and whether the placement is appropriate. This determination is final. If it is determined that an actual conflict of interest exists, the student will not be permitted to commence that clinical placement, and the LSN will undertake reasonable efforts to identify another clinical placement.

If an undisclosed conflict of interest is identified after a student has commenced their clinical hours, the student will be removed immediately from the clinical placement. Clinical hours completed at that site will not be credited toward program requirements. The student will not be assigned a substitute placement for that semester, which will result in a failure of the clinical course and a delay in program progression.

Clinical Clearance Requirements

Clinical clearance is a mandatory prerequisite for participation in any course with a clinical or laboratory component (including, but not limited to, NURS 640, 642, 644, 648, 721, 741, 781, or 901), or any clinical placement. Students must satisfactorily complete all clinical clearance requirements of the LSN Department of Graduate Studies and of each assigned clinical agency prior to the start of clinical or laboratory activities.

Students are responsible for maintaining eligibility for participation in clinical education throughout their enrollment in LSN graduate nursing programs. Clinical clearance requirements include, but are not limited to, the following:

- Health clearance (as outlined below);
- Proof of a current Registered Professional Nurse license issued by the New York State Education Department and a current unrestricted registration. The license and registration must remain current and unrestricted through degree conferral;
- Cardiopulmonary resuscitation (CPR) certification, including use of the automated external defibrillator (AED)
- FIT testing for N95 respirators;
- Criminal background clearance (as outlined below);
- Drug screening clearance (as outlined below);

- Mandatory training requirements (as outlined below).

Clinical agencies may impose additional requirements, including additional drug screening, criminal background check, interviews, or facility-specific orientation. Failure to satisfy clinical agency requirements may result in removal from the clinical site.

Student Responsibilities

Students are responsible for:

- Registering, activating, and maintaining an active account in the clinical compliance tracking system, including payment of all required fees associated with the account;
- Uploading and maintaining all required clinical clearance documentation in the clinical compliance tracking system;
- Monitoring expiration dates and ensuring continuous compliance with all requirements;
- Paying all additional fees related to clinical clearance requirements imposed by LSN or clinical agencies;
- Promptly responding to all requests for information, documentation, or onboarding steps from LSN or clinical agencies within established timelines.

Failure to establish or maintain compliance may result in delay of clinical placement confirmation, inability to begin or continue clinical activities, removal from a clinical placement, delay in program progression, or inability to complete required coursework. Clinical placements cannot be confirmed or released to students who are out of compliance.

Students may not begin or continue clinical hours if any portion of their clearance or compliance documentation is expired, incomplete, or non-compliant. Clinical hours completed while out of compliance are considered unauthorized and will not be credited toward course or program requirements.

A student's inability to complete the required clinical hours by the last day of a course due to non-compliance with clinical clearance requirements may result in a failure of the course.

Clearance Deadlines

- Students beginning NURS 640 in the summer semester must complete the clinical clearance process by April 1, unless otherwise instructed.
- CAGS students and transfer MS students beginning their program in a course with a clinical or laboratory component must complete their clinical clearance 30 days prior to the start of the first semester.
- DNP students must complete the clinical clearance process by October 1 prior to enrollment in NURS 901.

Students who fail to complete clinical clearance by the established deadline will not be permitted to begin clinical coursework.

Students who do not complete the required clinical clearance process or who fail to maintain active clearance prior to the start of a semester in which they are enrolled in a course with a clinical or laboratory component will not be permitted to begin the course. In such circumstances, the student's registration in the affected course will be administratively dropped in accordance with University policy, and the student will not be permitted to participate in clinical or laboratory

activities or receive academic credit for the course. The student will be required to enroll in the course the next time it is offered after all clinical clearance requirements have been satisfied. This will delay program progression.

CAGS students and transfer MS students who begin their program in a course with a clinical or laboratory component must complete the clinical clearance process prior to the start of their first semester. Students who fail to satisfy required clinical clearance requirements by the established deadline will not be permitted to begin the program in that semester. The student will be required to defer enrollment and may begin the program in the next available semester once all clinical clearance requirements have been satisfied.

Health Clearance Requirements

Health clearance is a required component of the clinical clearance process. The health clearance process begins as early as six (6) months prior to enrollment in clinical or laboratory course. Students must initiate and complete all health clearance requirements in sufficient time to meet established deadlines and to ensure compliance with all LSN and clinical agency health standards. The health clearance process includes:

- Completion of the Annual Health Assessment Form (required annually);
- Submission of the forms pertaining to required titer testing and immunization documentation (generally required only once unless otherwise indicated);
- Evidence of annual influenza immunization;
- Completion of any supplemental forms required by assigned clinical agencies.

The required health clearance forms are available in the clinical compliance tracking system. Students are responsible for obtaining, completing, uploading, and maintaining all required documentation in the clinical compliance tracking system.

Health clearance must be completed by the deadlines indicated in the Clinical Clearance Requirements section above and must remain current throughout any semester in which the student is enrolled in a course with a clinical or laboratory component.

Students must immediately notify their course or clinical faculty member and their Specialty Track Coordinator if they develop a health condition during the semester that could affect their ability to safely participate in clinical or laboratory activities. If such condition would have resulted in denial of clearance during the standard health clearance process, the student may be temporarily removed from clinical or laboratory participation until appropriate documentation and clearance are provided.

Students may not continue clinical or laboratory activities while health clearance is incomplete, expired, or under review.

In addition to the LSN health clearance requirements, all students must comply with New York State immunization law, including proof of immunization against measles, mumps, and rubella (MMR). Proof must be submitted to the University as required by the [Immunization Compliance](#) policy. Registration of students who fail to provide required immunization documentation may be voided in accordance with University policy.

A Clinical Agency may require additional immunizations or health requirements beyond those required by LSN. Students must comply with all such requirements in a timely manner.

Students are strongly encouraged to retain copies of all health clearance documentation for their personal records.

Criminal Background Check and Drug Screening

Criminal background check and drug screening are mandatory components of clinical clearance for all students enrolled in LSN graduate nursing program. Only criminal background checks and drug screenings completed through the LSN-approved vendor within the clinical compliance tracking system will be accepted. Results from outside vendors will not be recognized. All costs associated with criminal background checks, drug screening, repeat screening, and any additional screening required by clinical agencies are the sole responsibility of the student and are non-refundable.

Background checks and drug screening are required to ensure that nursing students comply with regulatory mandates, clinical agency requirements, and professional standards, including the *ANA Code of Ethics for Nurses* (2025). Students may be required to complete additional criminal background checks and/or drug screenings during the program to comply with clinical agency policies or expiration timelines.

The information obtained through the criminal background check and drug screening does not become part of a student's academic record and will be maintained in accordance with University confidentiality standards.

Criminal background check and drug screening reports are confidential and will not be released to clinical agencies. A Clinical Agency will be informed only whether a student is cleared or not cleared for clinical placement, as necessary to facilitate placement. Clinical agencies retain the right to independently determine whether a student meets their eligibility standards for placement.

Students are advised that criminal convictions may affect eligibility for nursing licensure, advanced practice licensure, prescriptive authority, and DEA registration. Such determinations are made by state licensing authorities.

Criminal Background Check Policy

Students are required to disclose criminal history information as required on the admissions application and to comply with all background screening requirements associated with clinical clearance.

Students also have an ongoing obligation to report new criminal charges or convictions that occur during enrollment. See the Reporting Criminal Charges or Convictions policy in the Standards of Professional Conduct.

Completion of a criminal background check through the LSN-approved vendor is required of all graduate nursing students. Instructions on submission can be found in the clinical compliance tracking system. Clinical agencies may require additional background screening or may apply their own eligibility criteria for student participation.

Refusal to complete the criminal background check will be treated as a positive finding and subject the student to the established procedures for positive criminal history outlined below.

LSN and the student will have online access to the completed criminal background check report. If findings raise concerns regarding a student's eligibility to participate in the graduate nursing program or clinical education, the Associate Dean for LSN, or designee, will review the report and meet with the student. Clinical participation will be suspended immediately pending review. During this time, the student may not engage in any clinical activities.

The following may result in denial of participation or dismissal in accordance with the Academic Dismissal policy:

- Verified criminal history that renders the student ineligible for clinical placement under University, clinical agency, regulatory, or licensing standards;
- Failure to disclose required criminal history information on the admission application or in response to LSN background screening requirements;
- Pending criminal charges;
- Court-ordered treatment, probation, or other legal restriction that prohibit or limit clinical participation.
- Failure to report criminal charges or convictions during enrollment as required by the Reporting Criminal Charges or Convictions policy in the Standards of Professional Conduct.

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

Students may submit certified court documentation to clarify or correct adverse findings. A student may appeal an administrative action of dismissal resulting from information obtained in the criminal background check by submitting a written statement of appeal and supporting documents to the Office of the Associate Dean for LSN within five (5) business days of notification of the administrative action.

Drug Screening Policy

All students enrolled in the LSN Department of Graduate Studies who participate in clinical activities are required to complete a drug-screening test that is consistent with professional and industry standards. Students must submit to urine drug screening through the LSN-approved vendor; no other results will be accepted. Instructions on submission can be found in the clinical compliance tracking system.

Clinical agencies may establish their own drug screening requirements and may require additional screening or testing beyond LSN requirements.

Refusal to provide a specimen for drug testing will be treated as a positive finding and subject the student to the established procedures for positive drug test outlined below.

Students have the right to review results for accuracy and to request vendor verification that the results of the drug screen provided are correct.

LSN and the student will have online access to the completed drug screen report. If the drug screen is positive, the Associate Dean for LSN, or designee, will review the report and meet with the student to discuss the findings and provide the student an opportunity to respond. Clinical participation may be suspended pending the review. During this time, the student may not engage in any clinical activities.

If the positive result is confirmed following review and verification, the Associate Dean for LSN will determine whether the student is eligible to continue in the program. A confirmed positive drug screen that is inconsistent with clinical placement eligibility or professional standards may result in dismissal in accordance with the Academic Dismissal policy.

Students may appeal a decision of dismissal resulting from a confirmed positive drug screen by submitting a written appeal to the Associate Dean for LSN within five (5) business days of notification of the decision.

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

Recreational and Medical Marijuana Policy

Federal law, including the Controlled Substances Act, the Drug-Free Workplace Act, and the Drug Free Schools and Communities Act, prohibits marijuana on educational institution property and at federally funded facilities. Accordingly:

- Marijuana use, possession, distribution, or impairment is prohibited on University property, regardless of New York State legalization.
- Students, including those who are certified or registered participants in a medical marijuana program, may not use or be under the influence of marijuana in any clinical environment or healthcare facility.
- Use of marijuana in the clinical environment or reporting to clinical activities impaired by marijuana or any controlled substance may result in dismissal in accordance with the Academic Dismissal policy.
- Clinical placement in certain healthcare facilities, including federal facilities, may be denied for students who test positive for marijuana.
- Acceptance and participation in clinical rotation placements are 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, that may result in a positive drug test. Students who use prescription medication that may result in a positive drug screening, including medical marijuana, must follow the process below to notify LSN during the drug screening and evaluation process:

1. Undergo drug screening as required by the LSN Department of Graduate Studies.
2. Upload supporting documentation as required (e.g., documentation of authorization for medical marijuana under New York State law) to the clinical compliance tracking system.
3. Provide documentation from a licensed healthcare provider confirming that prescribed medication (including medical marijuana, if applicable) does not and will not impair the

student's ability to meet the Nursing Technical Standards, as outlined in this handbook, and perform safely in clinical settings.

If documentation confirms that the medication does not impair safe participation in clinical activities:

- LSN will attempt to secure an appropriate clinical placement.
- Clinical placement is not guaranteed and remains subject to the policies of individual clinical agency.

If documentation indicates that the medication may impair safe clinical performance:

- The student may consult Student Accessibility Services regarding possible accommodations.
- Clinical placement is not guaranteed and remains subject to the policies of individual clinical agency.

Supporting documentation must be submitted annually, upon a change in medical status, or upon request if concerns arise regarding the student's ability to safely perform their responsibilities, engage in patient care, or otherwise poses a threat to the safety of 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 prohibited from reporting to academic, simulation, or clinical activities while impaired by any substance. See the Standards of Professional Conduct policy for additional expectations regarding substance use and impairment.

Licensure as a Registered Professional Nurse

All students enrolled in the Master of Science (MS), Certificate of Advanced Graduate Studies (CAGS), and Doctor of Nursing Practice (DNP) programs must provide evidence of current licensure and unrestricted registration as a Registered Professional Nurse (RN) issued by the New York State Education Department prior to the start of the first semester.

RN licensure and registration must remain current and unrestricted throughout enrollment and through degree conferral. Students who fail to maintain an active, unrestricted RN license will be ineligible to participate in clinical or laboratory coursework, which may delay program progression.

Students participating in clinical placements outside of New York State must also maintain current and unrestricted RN licensure in the state where the clinical placement occurs. Failure to maintain required licensure for a clinical placement may result in ineligibility for that placement and delay in program progression.

Proof of RN licensure must be uploaded and maintained in the clinical compliance tracking system in accordance with Clinical Clearance Requirements.

Information about New York State RN licensing requirements may be found through the [New York State Education Department Office of Professions](#).

Nurse Practitioner Certification

DNP Students

DNP students must provide evidence of current Nurse Practitioner (NP) certification and registration issued by the New York State Education Department prior to beginning the DNP Project work in NURS 901. NP certification and registration must remain current and unrestricted through degree conferral. Failure to maintain certification or registration will result in suspension of DNP Project activities and may delay program completion. Proof of NP certification must be uploaded and maintained in the clinical compliance tracking system in accordance with Clinical Clearance Requirements.

Master of Science Students

Certification by the New York State Department of Education is required in order to use the title nurse practitioner in New York State. 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.

Information regarding New York State NP certification requirements can be found online at [New York State Education Department Office of the Professions Nurse Practitioner](#).

Cardiopulmonary Resuscitation Certification

All LSN graduate nursing students must maintain current professional rescuer Cardiopulmonary Resuscitation (CPR) certification throughout enrollment.

Certification must:

- Be issued by the American Heart Association (AHA) or the American Red Cross (ARC);
- Be designated as Basic Life Support (BLS) for Healthcare Providers (or equivalent professional-level certification);
- Include instruction and competency in the use of the Automated External Defibrillator (AED);
- Include adult, child, and infant resuscitation.

Proof of certification must be uploaded and maintained in the clinical compliance tracking system in accordance with Clinical Clearance Requirements.

Mandatory Training/Documentation

Students must meet all mandatory training requirements associated with unrestricted New York State Registered Professional Nursing licensure including:

- Occupational safety and health measures to reduce the transmission of blood borne pathogens;
- Practices and controls to prevent the transmission of the human immunodeficiency virus (HIV) and the hepatitis B virus (HBV);
- Identification and reporting of child abuse and maltreatment.

Clinical agencies may require additional training, onboarding modules, or documentation requirements before permitting them to commence a clinical placement. Students must complete all required agency-specific training within established timelines.

Failure to complete required training may result in ineligibility for clinical placement and may be treated as a declination of placement in accordance with the Clinical Placement Assignment policy.

Risk of Exposure

As a New York State Registered Professional Nurse, all students have completed required training in infection control in accordance with requirements established by the New York State Education Department Office of the Professions.

Students enrolled in LSN graduate nursing programs participate in clinical and caregiving activities that involve direct patient contact. As a result, students may be exposed 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, and other infectious agents. Students are required to adhere to all applicable infection prevention and control standards, including guideline established by the Centers for Disease Control and Prevention (CDC), the New York State Department of Health, and the policies and procedures of assigned clinical agencies.

Despite adherence to established precautions, guidelines, and professional standards, exposure to infectious diseases and resulting illness may occur. Such risk is inherent in healthcare education and clinical practice. By enrolling in a clinical coursework, students acknowledge that participation in patient care activities carries an inherent risk of exposure to communicable diseases. Students voluntarily assume this risk as condition of participation in clinical education.

The University makes reasonable efforts to promote a safe learning environment through required health clearance, immunization, training, and supervision; however, it cannot eliminate all risks associated with clinical education.

All students are required to maintain adequate personal health insurance coverage throughout enrollment. Students are financially responsible for medical evaluation, treatment, and follow-up care related to illness or injury sustained during clinical or laboratory experiences, except to the extent covered by the clinical agency or other third-party payer.

Students are required to follow all University and clinical agency protocols in the event of injury, exposure, or any incident occurring during laboratory simulation or clinical experiences. Prompt reporting and appropriate follow-up are mandatory.

On-Site Incidents

Accidents may occur in the Center for Excellence in Healthcare Simulation or other University settings. If a student sustains an injury (including needle-stick or exposure to blood or body fluids):

1. Immediately wash the affected area.
2. Seek medical evaluation promptly at University Health Care (UHC) or from a private healthcare provider.
3. Follow all University accident and injury reporting procedures.

The student has the right to refuse recommended medical treatment; however, refusal does not eliminate reporting obligations.

The student must:

- Report the incident through the [Pace Safe Mobile App](#) as soon as possible.
- Notify the course faculty or program leadership.
- Upload all supporting documentation, including discharge paperwork from the treating provider or institution to the Pace Safe system.

Off-Site Incidents

Accidents may occur during clinical rotation at the clinical site. Should a student, patient, or other staff member be injured because of an accident involving a student, the student must comply with all accident and injury protocols established at the clinical site.

If a student sustains an injury (including needle-stick or exposure to blood or body fluids):

1. Immediately wash the affected area.
2. Seek medical evaluation promptly through the clinical agency's designated process (e.g., Employee Health Office or Emergency Department).
3. Follow all incident reporting protocols required by the clinical agency.
4. Comply with any additional follow-up required by the agency's Risk Management Department or other designated offices.

The student must also:

- Report the incident through the [Pace Safe Mobile App](#) within 48 hours;
- Notify the course faculty and/or Specialty Track Coordinator;
- Upload discharge documentation from the treating provider to the Pace Safe system;
- If medical care is sought, notify Pace Security at (212) 346-1800.

The student has the right to refuse recommended clinical site medical treatment; however, refusal does not eliminate reporting obligations.

Liability Insurance

Pace University carries general and professional liability insurance that includes coverage for all students in the LSN for claims arising from a student's activities in satisfaction of the requirements of their academic program, including clinical courses, at the University. The University's general and professional liability insurance does not cover any claim arising from a student's activities outside of their 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 Director of Graduate Placements whether students at the clinical site are required to have their own professional liability insurance in addition to that provided by the University.

Dress Code Policy

Professional appearance is an essential component of safe, ethical, and accountable nursing practice. Students represent the LSN and Pace University in all clinical and laboratory environments. Accordingly, students are expected to present themselves in a manner that promotes patient trust, reflects the standards of the nursing profession, and upholds the reputation of the University.

The LSN respects and values the diverse identities and forms of personal expression of its students. Personal appearance, including hairstyles, hair color, tattoos, and body piercings, may reflect cultural identity or individual expression. At the same time, clinical education occurs within healthcare environments that maintain professional appearance standards to ensure patient safety, infection control, and clear professional role identification.

When participating in a clinical placement or activities in the Center for Excellence in Healthcare Simulation, LSN graduate students are required to comply with the following dress and appearance standards, as well as all clinical agency-specific appearance policies. Clinical agency requirements may supersede LSN guidelines. Failure to comply with dress code requirements may result in removal from the clinical or laboratory setting and inability to complete required clinical or laboratory activities.

Required Attire

Students participating in clinical placements or activities in the Center for Excellence in Healthcare Simulation must wear professional attire appropriate to a healthcare setting. Students are required to wear:

- Professional business attire appropriate for patient care settings;
- A plain white lab coat, or other LSN-approved clinical attire, bearing the official LSN Nurse Practitioner program patch;
- Official Pace University student identification, clearly visible at all times;
- Any additional identification required by the clinical agency.

Lab coats must be clean and professional in appearance and may not display insignia or branding from other institutions.

Students must clearly identify themselves as nurse practitioner students when interacting with patients, faculty, preceptors, staff, and clinical personnel, and may not misrepresent their role or credentials.

Prohibited Attire

The following attire is prohibited in the clinical or laboratory setting:

- Jeans, denim, shorts, tank tops, t-shirts, athletic wear, sweatpants, or similar non-professional attire;
- Open-toe shoes, sandals, flip flops, slippers, excessively high heels, or unstable footwear;
- Hats or head coverings, except those worn for religious, cultural, or clinical purposes;
- Clothing that is excessively revealing, tight-fitting, or transparent, including garments that expose the midriff, cleavage, undergarments, or buttocks;
- Attire that compromises safety, infection control, or the ability to perform clinical responsibilities safely and professionally.

Grooming and Appearance Standards

Students must maintain personal grooming consistent with professional healthcare practice, patient safety, and infection control standards.

Appearance expectations include:

- Hair must be clean, well-groomed, and secured away from the face when required for safety, patient care, or use of protective equipment;
- Fingernails must be clean, well-groomed, and short enough that ensures patient safety, support infection control, and prevents puncture of gloves or injury to patients. Artificial nails, tips, and extenders are prohibited. Clear, unchipped nail polish is permissible.
- Jewelry must be minimal and must not interfere with patient care, safety, or infection control. Long, dangling, or large jewelry is not permitted;
- Tattoos and body art that display obscene or discriminatory language or imagery must be covered when required by the LSN or clinical agency.
- Body piercings must not pose a safety risk or interfere with protective equipment or clinical responsibilities;
- Fragrances, perfumes, and scented products are prohibited due to the potential for patient sensitivity and healthcare environment considerations.

Clinical Agency Requirements

Clinical agencies maintain independent authority to establish and enforce appearance standards applicable to all personnel and students participating in clinical care. Students must meet the dress code, appearance, and identification requirements established by their assigned clinical agencies.

Student Identification and Role Representation

Students must clearly identify themselves at all times as graduate nursing students of the LSN.

While in clinical, simulation, or laboratory settings, students must:

- Wear official Pace University identification that clearly designates them as a graduate nursing student;
- Wear the approved LSN lab coat bearing the official LSN Nurse Practitioner Program patch (unless otherwise directed by the clinical agency);
- Verbally introduce themselves to patients, families, faculty, staff, and clinical personnel as a "Nurse Practitioner student" or "Graduate nursing student";
- Sign all clinical documentation with their full legal name followed by *NP Student*.

At no time may a student represent themselves as a licensed Nurse Practitioner, independent provider, or other healthcare professional role for which they are not currently licensed or credentialed. Students who hold other professional degrees or licenses (e.g., RN, MD, DO, DC, PhD) may not use those titles in a manner that misrepresents their current student role while participating in LSN academic, simulation, or clinical activities.

Required Equipment

Students enrolled in nurse practitioner clinical and laboratory courses are required to obtain and maintain appropriate clinical equipment necessary to meet course objectives and professional practice standards. Students are responsible for purchasing and maintaining their own equipment, unless otherwise specified.

The following equipment is required beginning with NURS 640 (Advanced Physical Assessment) and must be maintained for use in subsequent clinical courses and placements, as appropriate to the clinical setting:

- Otoscope/ophthalmoscope with ear speculums and functioning power source
- Tuning fork
- Reflex hammer
- Penlight
- Hand-held Snellen chart
- Stethoscope
- Measuring tape

Students are expected to bring required equipment to all laboratory and clinical sessions unless otherwise directed. Equipment must be clean, functional, and available for use. Failure to bring required equipment may result in inability to participate in scheduled activities and may affect course performance.

Students participating in clinical coursework must also have:

- A watch with a second hand
- Pen and notepad
- Smartphone or other smart device (e.g. smart phone, tablet) for clinical reference and documentation purposes, as permitted by the clinical agency

Use of personal electronic devices must comply with all clinical agency policies regarding patient privacy, confidentiality, and professional conduct.

Depending on the population focus, specialty track, and clinical placement setting, additional equipment may be required. This may include, but is not limited to, tools specific to pediatric, women's health, adult-gerontology, psychiatric-mental health, or other specialty practice areas. Students will be notified by course faculty if additional equipment is required. Students are responsible for obtaining and maintaining any specialty-specific equipment necessary to meet course and clinical objectives.

Attendance at Clinical Sessions

Completion of the required number of direct patient care clinical hours is a mandatory component of all clinical courses. Students are responsible for attending all scheduled clinical sessions and fulfilling all assigned clinical hours within the established semester timeframe. If a student is unable to attend a scheduled clinical session due to illness or an emergency, the student must notify both the clinical faculty member and the preceptor as soon as possible, and in advance of the scheduled clinical time whenever feasible. Failure to provide timely notification may be considered unprofessional conduct.

Absences due to illness or emergency must be made up at the assigned clinical site, in accordance with the availability and approval of the preceptor and clinical faculty member. Make-up opportunities are not guaranteed and must comply with site policies, supervision requirements, and semester timelines.

Excessive absenteeism, regardless of reason, may result in a failing grade for the clinical component of the course and, therefore, a failing grade for the course.

Students must be under the direct supervision of their assigned and approved preceptor at all times during clinical activities. Students are not permitted to remain in the clinical setting or engage in patient care if the assigned preceptor is not physically present and available to supervise.

Students may not substitute another clinician to supervise clinical hours without prior written approval from the Director of Graduate Clinical Placements. Informal supervision arrangements or temporary coverage by another provider are not permitted unless formally approved in advance.

Clinical hours completed without the assigned and approved preceptor present and actively supervising are unauthorized, will not be credited toward course or program requirements.

Faculty provide indirect oversight of clinical education and are available for consultation and evaluation during the academic semester. Because the University is closed during official holiday breaks, including the winter break period, faculty supervision is not available during that period. Therefore, students may not attend or make up clinical hours when the University is officially closed.

Clinical Hour Completion and Semester Timeframes

Clinical courses must be completed within the semester timeframe. Extension of clinical hours beyond the posted end date of a rotation will be considered only in extenuating circumstances and must be approved by the clinical faculty member, clinical course coordinator, assigned preceptor, clinical site, and the Director of Graduate Clinical Placements. An approved Agreement for Incomplete Work form must be fully executed and on file in the clinical compliance tracking system before any clinical activities may continue beyond the end of the rotation. Clinical hours completed without prior approval will not be credited toward course or program requirements.

Failure to complete required clinical hours within the approved timeframe will result in failure of the clinical course.

Clinical Course Grade

Clinical courses consist of both didactic and clinical components. Successful completion of both components is required to pass the course.

Graduate students who receive a grade of B- or lower in the didactic component of a clinical course will 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 an F for the entire course, regardless of the didactic grade earned. If a failing grade in the clinical component is determined prior to the end of the rotation, the student will not be permitted to continue to attend additional clinical sessions.

Clinical hours completed in a course that is failed (whether due to failure of the didactic or clinical component) do not count toward program or degree requirements and may not be applied to any subsequent course or clinical placement.

Failure of either component constitutes failure of the course and will be subject to the Academic Probation and Academic Dismissal policies outlined in this Handbook.

Clinical Oversight and Evaluation

Students enrolled in LSN graduate programs are subject to the procedures established by their respective programs for the oversight and evaluation of the clinical portion of that program. These procedures govern clinical performance expectations, evaluation methods, progression standards, and documentation requirements. Students are responsible for knowing and complying with all program-specific clinical evaluation guidelines, policies, and procedures that supplement this *Lienhard School of Nursing Department of Graduate Studies Student Handbook*.

Program-specific oversight and evaluation documents include:

- *Clinical Evaluation of Nurse Practitioner Students* guidelines, applicable to MS and CAGS students in the AGACNP, FNP, and PMHNP tracks;
- *Doctor of Nursing Practice Project Guidelines*, applicable to students enrolled in the DNP program.

These program guidelines can be found in the *Lienhard School of Nursing Graduate* community in the Classes learning management system.

In addition, students must adhere to all course-specific requirements outlined in individual course syllabi.

Transportation

Students are responsible for arranging and funding their own transportation to all assigned clinical sites and required off-campus program activities. This includes, but is not limited to, expenses associated with travel, parking, tolls, and public transportation.

LIENHARD SCHOOL OF NURSING RESOURCES

Center for Excellence in Healthcare Simulation

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

Hospital-like settings and clinic simulated environments provide students an opportunity to practice skills at basic and advanced levels across all LSN curricula. The CEHS's equipment and design replicate various healthcare settings including primary care, pediatrics, maternity, medical-surgical, critical care, 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:

New York City
161 William Street, 6th Floor
Phone: (212) 618-6025

Pleasantville
Lienhard Hall, Room 2
Phone: (914) 773-3560

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

Sigma Theta Tau International

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

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

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

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

HEALTH CARE

University Health Care (UHC)

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

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

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

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

Health Insurance

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

Immunization Compliance Policy

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

Lactation Room

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

New York City
One Pace Plaza
2nd Floor West Side, W205A (same hallway
As the computer labs W205 and W206)

Pleasantville
15D Miller Hall

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

ADDITIONAL RESOURCES

Appropriate Use of Information Technology

The Pace University [Appropriate Use Policy for Information Technology \(IT\)](#) 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](#).

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, 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
161 William Street, 1st Floor
Phone: (212) 346-1950

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

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

Computer Resource Centers

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

For additional information, visit [ITS Computer Labs](#).

Counseling Center

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

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

Education Records

The Family Educational Rights and Privacy Act, commonly referred to as FERPA, is a federal law that protects the confidentiality of student education records and provides for a student's right to review and request correction of such records. For information about student's rights under FERPA, visit [Student Records](#).

Financial Aid

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

Learning Commons

The Learning Commons offers Pace University students tutoring for course writing assignments, 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 Services for Current Students](#).

Libraries

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

New York City Campus
Beekman Library
Phone: (212) 346-1332
Pleasantville Campus

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

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

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 [Office of the Registrar Help Desk](#).

Safety and Security

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

The locations and telephone numbers of Safety and Security are:

New York City Campus
161 William Street, 1st Floor
Phone: (212) 346-1800

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

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

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

Sources of Information

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

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

Student Accounts

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

For additional information, visit [Student Accounts](#).

PROGRAM RELATED GRIEVANCES AND COMPLAINTS

The LSN 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 LSN Academic Progression and Appeals Committee decides appeals of decisions dismissing students from nursing programs and the LSN for failing to satisfy the applicable academic standards.

Concerns or complaints about the LSN that are outside the scope of any existing University or LSN 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 LSN programs or the Center for Excellence in Healthcare Simulation (CEHS) should be submitted to the chair of the department in which the student is enrolled.
- The chair (or their respective designees) will, in a timely manner, investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may, within five (5) business days of date of the notification, appeal the resolution in writing to the associate dean for LSN.

PACE POLICIES PROHIBITING DISCRIMINATION

Sex-Based Misconduct Policy and Procedures

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

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

For additional information, visit University's [Sex-Based Misconduct Policy and Procedure \(PDF\)](#). Members of the University community who have questions about the sex-based misconduct policy and procedures or accessing available resources should contact the Assistant Vice President of the Office of Institutional Equity/ Title IX Coordinator at (212) 346-1310.

Discrimination, Non-sex-based Harassment, and Retaliation

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

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

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

Members of the University community who have concerns about discrimination or harassment should contact the Assistant Vice President of the Office 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 students with disabilities. To request an accommodation for a qualifying disability, a student must self-identify and register with Student Accessibility Services for their campus.

Except for Student Accessibility Services, no one, including faculty, is authorized to evaluate the need and arrange for an accommodation. Moreover, no one, including faculty, is authorized to contact the Student Accessibility Services on behalf of a student. For additional information, visit [Student Accessibility Services](#) or contact:

New York City Campus
Phone: (212) 346-1199

Pleasantville Campus
Phone: (914) 773-3201

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 Assistant Vice President of the Office of Institutional Equity at (212) 346-1310.