PACE UNIVERSITY

College of Health Professions

LIENHARD SCHOOL OF NURSING

DEPARTMENT OF UNDERGRADUATE STUDIES STUDENT HANDBOOK

Approved
SEPTEMBER 2026

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

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

September 1, 2026

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WELCOME FROM THE ASSOCIATE DEAN AND CHIEF NURSING OFFICER

Dear Lienhard School of Nursing undergraduate students:

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

The core values of the College of Health Professions are Commitment to Quality Care; Cultural Competence; Innovation; Integrity; Interprofessional Collaboration; and Scholarship. These core values stem from the rich history of the Lienhard School of Nursing which began at Pace University in 1966. Nursing is the most trusted profession in the United States, rated highest in honesty and integrity, and it is a privilege for me as interim co-dean and chief nursing officer to serve our nursing programs. In concert with these values, our expectations of you in the student role are that you will be honest, respect others and yourself, be accountable and committed to doing your very best, give constructive feedback to us and to your peers, participate fully in the learning process, be reflective in your learning and practice, adhere to standards, and understand all of the privileges, rights, and responsibilities of being a Lienhard School of Nursing student. As part of these responsibilities, you are required to be familiar with the Lienhard School of Nursing Department of Undergraduate Studies Student Handbook. Our goal is to provide you with the tools to be the best you can be - excellent nurses of the highest caliber!

Increasingly, and historically nursing has incorporated interprofessional education and collaboration in our programs, both required and optional, as effective clinical care and health equity require an integrated approach across professions and disciplines. I encourage you to avail yourself of these opportunities when they arise and continue our role as interprofessional pioneers in healthcare.

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

Esma Paljevic, EdD, RN, CPNP, FNYAM
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ADMINISTRATIVE STRUCTURE

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WELCOME FROM THE CHAIR

Dear Undergraduate Students,

Welcome to the Lienhard School of Nursing and the Department of Undergraduate Studies.

During 2026-2027 we celebrate 60 years of Pace Nursing. Pace Nursing got its start as a pre-professional program on the Pleasantville campus in 1966. By 1971, nursing was also offered on the New York City campus, and the Undergraduate School of Nursing was founded. Today we have two thriving bachelor's degree programs: a four-year Bachelor of Science (RN4) program and a one-year Bachelor of Science, Accelerated (ABS) program. You are joining a nursing school with a long history of preparing well-qualified graduates ready to become registered professional nurses.

Faculty in the Department of Undergraduate Studies (DUGS) will facilitate your transition to nursing student and active learner. They are expert educators and specialized clinicians. Our faculty are dedicated to your success and are excellent mentors. They work tirelessly to ensure you achieve program outcomes and are prepared to pass the National Council Licensing Exam (NCLEX). You will gain hands on clinical experience working with expert nurse clinicians at healthcare settings across NYC, Westchester County, and beyond. We have a state-of-the-art simulation lab, staffed by expert clinician-educators, who will expose you to unique nursing situations that will add to your practice readiness.

Earning a baccalaureate degree in nursing is challenging, and we know the sacrifices you and your family make when you join our program. Know that you have earned your position in your class, and that our high expectations are within your reach. Your faculty, program directors, and our administrative staff are all here to support you on your path to nursing practice.

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

As department chair, I wish you many rewarding experiences and continued academic success. Soon you will join ranks with other Lienhard School of Nursing alumni who practice in a variety of clinical, educational, and research settings around the world.

Stephanie B. Allen, PhD, RN
Undergraduate Chair, Lienhard School of Nursing
Director and Associate Professor, Bachelor of Science in Nursing (RN4)
College of Health Professions
Pace University
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WELCOME FROM THE FACULTY

Dear undergraduate students,

The policies in this Lienhard School of Nursing Department of Undergraduate Studies Student Handbook were developed by faculty and administrators of the Lienhard School of Nursing to provide information to students about what is required of them as they progress in their program of study and to promote and maintain standards of quality in the undergraduate programs.

This handbook, however, is not the only source of policies and procedures that you are required to be knowledgeable about and to comply with while you are a student in the Lienhard School of Nursing. For example, course syllabi may contain policy statements and there are many University policies and procedures that are applicable to all students. If a University policy or procedure conflicts with a provision of this handbook, the provision of the handbook will apply and govern.

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

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

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

Best regards,
The Undergraduate Nursing Faculty

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

Goals of LSN

- Produce competent practitioners who meet professional standards and fulfill the mission, vision, and philosophy of the Lienhard School of Nursing, the College of Health Professions, and Pace University.
- Provide a quality education within urban and suburban settings to serve diverse communities.
- Foster teaching, learning, scholarship, and service within a community of integrity that respects all persons and values health care as a social right.
- Prepare nurses to be global citizens.
- 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.
- 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:

Baccalaureate Programs

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

1. Integrate and apply knowledge from nursing and other disciplines to facilitate the delivery of evidence-based, person-centered, primary health care.

2. Provide holistic, individualized, respectful, compassionate, and evidence-based person-centered care that affirms human diversity and promotes individual empowerment across the lifespan.
3. Care for diverse populations across the healthcare delivery continuum (public health prevention to disease management) through collaborative activities with traditional and non-traditional partnerships (communities, public health, industry, academia, health care, local government entities, and others) for the improvement of equitable population health outcomes.
4. Evaluate and integrate the best evidence to provide primary health care, improve health, and transform health care.
5. Use established and emerging principles of safety and improvement science to enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.
6. Collaborate in interprofessional partnerships with healthcare team members, patients, families, communities, and essential stakeholders to enhance primary health care delivery from a local through global perspective.
7. Work within complex healthcare systems and coordinate resources to provide evidence-based, equitable, person-centered, cost-effective care.
8. Use information and communication technologies to gather data that drives decision making in the delivery of high-quality, efficient, healthcare in accordance with best practice and professional/regulatory standards.
9. Cultivate a professional nursing identity that demonstrates a collaborative disposition, integrity, accountability, and professional conduct for the legal and ethical principles of nursing practice.
10. Participate in ongoing activities that foster resilience, personal well-being, life-long learning, acquisition of nursing expertise, and leadership in the delivery of primary health care.

NURSING TECHNICAL STANDARDS

Purpose

This policy defines the non-academic technical standards that all students must meet, with or without reasonable accommodation, to participate fully in the Lienhard School of Nursing undergraduate programs. These standards ensure students are prepared to meet program objectives and professional expectations.

Policy Statement

The Lienhard School of Nursing at Pace University is committed to educating a diverse student body that reflects the populations the nursing profession serves. To ensure patient safety and the integrity of nursing education, all students must meet the technical standards described below. These standards reflect the functional abilities necessary for program admission, progression, and graduation.

Students must be able to perform the following functions, with or without reasonable accommodation:

1. Observation
   Students must be able to acquire information through:
   - Patient observation using visual, auditory, tactile, and olfactory modalities
   - Written and electronic materials

   Students must be able to observe and gather information about a patient's condition and accurately interpret data from various sources to inform safe nursing care.

2. Communication
   Students must be able to:
   - Communicate effectively in spoken and written English
   - Establish therapeutic relationships with patients and families
   - Recognize and respond to verbal and nonverbal cues, including emotional and behavioral changes
   - Interact professionally with peers, faculty, and healthcare team members

3. Motor Function
   Students must possess motor capabilities sufficient to:
   - Perform physical assessments
   - Administer medications and implement nursing interventions
   - Participate in emergency interventions
   - Perform clinical procedures and operate medical equipment safely

4. Cognitive and Intellectual Abilities
   Students must demonstrate:
   - The ability to measure, calculate, comprehend, analyze, synthesize, and problem-solve
   - Critical thinking and clinical reasoning skills that are required for clinical judgment in patient care
   - The capacity to learn from various modalities and apply knowledge in clinical practice

5. Behavioral and Emotional Competence
   Students must:
   - Exhibit professional behavior and emotional stability under stress
   - Maintain motivation and academic focus
   - Accept constructive feedback and adapt to change

6. Ethical and Professional Standards
   Students must:
   - Adhere to the ethical principles of nursing, including honesty, confidentiality, and respect (American Nurses Association Scope and Standards of Practice and Code of Ethics for Nurses and National Student Nurses Association Code of Academic and Clinical Conduct and Code of Academic and Clinical Conduct Interpretive statements for Nursing Students)
   - Comply with institutional policies and legal regulations
   - Act in a manner consistent with the role of a registered professional nurse

Request for Accommodation

Students with disabilities are encouraged to contact Student Accessibility Services as early as possible to request accommodation. The University will engage in an interactive process to determine appropriate support based on individual needs and program requirements.

All accommodation requests are handled confidentially following institutional policies and federal and state law.

ACADEMIC STANDARDS

The academic standards of LSN are established by the LSN faculty and are intended to be consistent with the policies and practices of Pace University. Set forth below are tables of academic standards for each undergraduate LSN program: Bachelor of Science (RN4), and Accelerated Bachelor of Science (ABS) programs.

Bachelor of Science in Nursing program (RN4)

Standard 1. Required Courses	**Notes**
1.1 The course listed below is required and must be successfully completed before a student can apply for graduation. The minimum passing grade accepted by the Lienhard School of Nursing (LSN) for the required course is as follows: C+ ENG 120 Critical Writing	1.1a. Students who earn a grade below the minimum passing grade accepted by LSN for any required course must repeat it the next time it is offered and earn the minimum passing grade accepted by LSN for the course. 1.1b. Students who earn a grade below the minimum passing grade accepted by LSN for the required course and fail to satisfy all other applicable academic standards set forth here will be placed on probation (see Academic Probation Policy).
1.2 The courses listed below are prerequisites and must be successfully completed before a student can enroll in the nursing course for which it is a prerequisite. The minimum passing grades accepted by the Lienhard School of Nursing (LSN) for the prerequisites are as follows: C+ MATH 134 Introduction to Probability & Statistics C+ PSY 112 Introduction to Psychology	1.2a. The prerequisites listed in Standard 1.2 are required for the following courses: Course — Prerequisite NURS 298 Evidence-based Practice — MATH 134 NURS 212 Professional & Therapeutic Communication — PSY 112 1.2b. Students who earn a grade below the minimum passing grade accepted by LSN for any prerequisite course must repeat it the next time it is offered and earn the minimum passing grade accepted by LSN for the course. 1.2c. Students who earn a grade below the minimum passing grade accepted by LSN for one prerequisite course and fail to satisfy all other applicable academic standards set forth here will be placed on probation (see Academic Probation Policy).
Standard 2. Prerequisite Sciences	**Notes**
The science courses listed below are required and must be successfully completed before a student can enroll in nursing courses (except NURS 110). The minimum passing grades accepted by the Lienhard School of Nursing (LSN) for prerequisites sciences are as follows: B- BIO 152 (Anatomy & Physiology I) B- BIO 153 (Anatomy & Physiology II) B- BIO 254 (Basic Microbiology) B- CHE 113 (Principles of Chemistry for the Health Professions)	2a. Students cannot progress in the nursing program until they meet the minimum passing grades accepted by LSN for all science prerequisite courses. 2b. Students who earn a grade below the minimum passing grade accepted by LSN for any prerequisite science course must repeat it the next time it is offered and earn the minimum passing grade accepted by LSN for the course. Students who do not meet the passing grade on their second attempt will be dismissed automatically from the RN4 program (see Academic Dismissal Policy). 2c. Students who earn a grade below the minimum passing grade accepted by LSN for any two (2) prerequisite science courses, whether the same or different courses, will be dismissed automatically from the RN4 program (see Academic Dismissal Policy).

Standard 3. Nursing Courses without a Clinical Component	Notes
The minimum passing grade accepted by the Lienhard School of Nursing for nursing courses without a clinical component (including nursing electives) is B-.	3a. A student who fails to earn the minimum passing grade of B- in any nursing course without a clinical component must repeat the course the next time it is offered and earn a grade of B- or higher. 3b. A student who fails to earn the minimum passing grade of B- in any nursing course without a clinical component will be placed on probation (see Academic Probation Policy).
Standard 4. Nursing Courses with a Clinical Component	**Notes**
The minimum passing grade accepted by the Lienhard School of Nursing for nursing courses with a clinical component (including nursing electives) is a B-.for the didactic component, if any, AND a P (Pass) for the clinical component.	4a. Failing to meet the minimum passing grade in EITHER component will result in a course failure. 4b. 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 didactic component, if any, and the clinical component. 4c. A student who fails to earn the minimum passing grade of B- in any nursing course with a clinical component must repeat the course the next time it is offered and earn a grade of B- or higher. 4d. A student who fails to earn the minimum passing grade of B- (didactic) and P (clinical) in any nursing course with a clinical component will be placed on probation (see Academic Probation Policy).
Standard 5. Nursing Courses with a Clinical Calculation Examination	**Notes**
The minimum passing grade accepted by the Lienhard School of Nursing for nursing courses with a clinical calculation examination (including nursing electives) is a B-.for the didactic component, a P (Pass) for the clinical component, if any, and the minimum score required for the clinical calculation examination (see Clinical Calculation Examination Policy). (added September 1, 2025)	5a. Failing to earn the minimum score or meet the minimum passing grade in EITHER the didactic or clinical component will result in a course failure. 5b. A student who fails to earn the minimum score on the clinical calculation examination in any nursing course with a clinical calculation examination must repeat the course the next time it is offered and earn the minimum score required for the clinical calculation examination. 5c. A student who fails to earn the minimum score (clinical calculation examination), minimum passing grade of B- (didactic) and P (clinical), if any, in any nursing course with a clinical calculation exam will be placed on probation (see Academic Probation Policy).
Standard 6. Repeating a Prerequisite Science or Nursing Course	**Notes**
A student is permitted to repeat a prerequisite science course once and a nursing course once.	6a. If a student fails to earn the minimum passing grade accepted by LSN for a prerequisite science or nursing course, a student is permitted to repeat the prerequisite science or nursing course and must earn the minimum passing grade accepted by LSN. 6b. If a student fails to earn the minimum passing grade for the repeated prerequisite science or nursing course, the student will be dismissed from the RN4 Program (see Academic Dismissal Policy). 6c. If after repeating a prerequisite science course and earning the minimum passing grade accepted by LSN, a student fails to earn a minimum passing grade for a second (different) prerequisite science course, the student will be dismissed from the RN4 program (see Academic Dismissal Policy). 6d. If after repeating a nursing course and earning the minimum passing grade accepted by LSN, a student fails to earn a minimum passing grade for a second (different) nursing course, the student will be dismissed from the RN4 program (see Academic Dismissal Policy).

Standard 7. Cumulative Quality Point Average (CQPA)	Notes
7.1 At the conclusion of the first semester of the freshman level (Level I) or the first transfer semester (level II), the student must have CQPA greater than 2.49.	7.1a. A freshman or transfer student who earns a CQPA between 2.25 and 2.49 at the end of the first semester will be placed on probation (see Academic Probation Policy). 7.1b. A freshman or transfer student who earns a CQPA of 2.24 or lower at the end of the first semester will be dismissed from the RN4 Program (see Academic Dismissal Policy).
7.2 At the conclusion of the second semester of the freshman level (Level I), the student must have a CQPA greater than 2.74.	7.2a. A freshman student who earns a CQPA between 2.5 and 2.74 at the end of the second semester will be placed on probation (see Academic Probation Policy). 7.2b. A freshman student who earns a CQPA of 2.49 or less at the end of the second semester will be dismissed from the RN4 Program (see Academic Dismissal Policy).
7.3 Sophomore (Level II), junior (Level III), and senior (Level IV) level students must maintain a CQPA of 2.75 or higher.	7.3a. Sophomore (Level II), junior (Level III), and senior (Level IV) level students who earn a CQPA between 2.5 and 2.74 will be placed on probation (see Academic Probation Policy). 7.3b. Sophomore (Level II), junior (Level III), and senior (Level IV) level students who earn a CQPA of 2.49 or lower will be dismissed from the RN4 Program (see Academic Dismissal Policy).

RN4 Program Nursing Course Prerequisites and Corequisites

Nursing Course	Prerequisites	Corequisites	Nursing Course	Prerequisites	Corequisites
NURS 110	None	None	NURS 298	MAT 134 NURS 282 NURS 360	None
NURS 202	BIO 152 BIO 153 CHE 113	NURS 110	NURS 340	BIO 254 NURS 282 NURS 360	None
NURS 215	PSY 112	NURS 110	NURS 350	BIO 254 NURS 282 NURS 360	None
NURS 258	NURS 380	None	NURS 360	NURS 202 NURS 215 NURS 280	None
NURS 280	BIO 152 BIO 153 CHE 113	NURS 110	NURS 380	BIO 254 NURS 282 NURS 360	None
NURS 282	NURS 280	None	NURS 436 NURS 470 NURS 474 NURS 476 NURS 478 NURS 480	NURS 258 NURS 340 NURS 350 NURS 380	None

Accelerated Bachelor of Science in Nursing program (ABS)

Standard 1. Nursing Courses without a Clinical Component	Notes
The minimum passing grade accepted by the Lienhard School of Nursing for nursing courses without a clinical component (including nursing electives) is B-.	1a. A student who fails to earn the minimum passing grade of B- in any nursing course without a clinical component must repeat the course the next time it is offered and earn a grade of B- or higher. 1b. A student who fails to earn the minimum passing grade of B- in any nursing course without a clinical component will be placed on probation (see Academic Probation Policy).
Standard 2. Nursing Courses with a Clinical Component	**Notes**
The minimum passing grade accepted by the Lienhard School of Nursing for nursing courses with one or more clinical components (including nursing electives) is a B- for the didactic component, if any, AND a P (Pass) for all clinical components.	2a. Failing to meet the minimum passing grade in EITHER component will result in a course failure. 2b. 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 didactic component, if any, and the clinical component 2c. A student who fails to earn the minimum passing grade of B- (didactic) and P (clinical) in any nursing course with a clinical component will be placed on probation (see Academic Probation Policy).
Standard 3. Nursing Courses with a Clinical Calculation Examination	**Notes**
The minimum passing grade accepted by the Lienhard School of Nursing for nursing courses with a clinical calculation examination (including nursing electives) is a B-.for the didactic component, a P (Pass) for the clinical component, if any, and the minimum score required for the clinical calculation examination (see Clinical Calculation Examination Policy). (added September 1, 2025)	3a. Failing to earn the minimum score or meet the minimum passing grade in EITHER the didactic or clinical component will result in a course failure. 3b. A student who fails to earn the minimum score on the clinical calculation examination in any nursing course with a clinical calculation examination must repeat the course the next time it is offered and earn the minimum score required for the clinical calculation examination. 3c. A student who fails to earn the minimum score (clinical calculation examination), minimum passing grade of B- (didactic) and P (clinical), if any, in any nursing course with a clinical calculation exam will be placed on probation (see Academic Probation Policy).
Standard 4. Repeating a Nursing Course	**Notes**
A student is permitted to repeat a nursing course once.	4a. If a student fails to earn the minimum passing grade accepted by LSN for a nursing course, a student is permitted to repeat the nursing course and must earn the minimum passing grade accepted by LSN. 4b. If a student fails to earn the minimum passing grade for the repeated nursing course, the student will be dismissed from the ABS Program (see Academic Dismissal Policy). 4c. If after repeating a nursing course and earning the minimum passing grade accepted by LSN, a student fails to earn a minimum passing grade for a second (different) nursing course, the student will be dismissed from the ABS Program (see Academic Dismissal Policy).
Standard 5. Cumulative Quality Point Average (CQPA)	**Notes**
Students in the ABS program must maintain a cumulative quality point average (CQPA) of 2.75 or higher.	5a. ABS students who earn a CQPA between 2.5 and 2.74 will be placed on probation (see Academic Probation Policy). 5b. ABS students who earn a CQPA of 2.49 or less will be dismissed from the ABS Program (see Academic Dismissal Policy).

ACADEMIC POLICIES OF THE LIENHARD SCHOOL OF NURSING

Home Campus Designation

The campus to which a student is admitted to the program of study is designated as the student's home campus. Students are not permitted to register for nursing courses offered on another campus. In addition, students may not transfer to a different campus offering the Bachelor of Science in Nursing degree. Students who fail a nursing course on their home campus must retake the course on their home campus the next time it is offered. However, at the discretion of the Lienhard School of Nursing associate dean and subject to space availability, students may appeal for a campus transfer request to avoid disrupting their studies. All decisions are final and not subject to further review.

Program Designation

The program to which a student is admitted is designated as the student's program. Students are not permitted to register for nursing courses offered in another program. Students who fail a nursing course must retake the course on their home campus the next time it is offered. However, at the discretion of the Lienhard School of Nursing associate dean and subject to space availability, students may appeal to take a nursing course without a clinical component in another program to avoid disrupting their studies. All decisions are final and not subject to further review.

Grading Criteria

The minimum passing standard for nursing courses and required prerequisite courses is a B-.

A	=	93-100	(4.0)	C	=	73-76	(2.0)
A-	=	90-92	(3.7)	C-	=	70-72	(1.7)
B+	=	87-89	(3.3)	D+	=	67-69	(1.3)
B	=	83-86	(3.0)	D	=	60-66	(1.0)
B-	=	80-82	(2.7)	D-	=	No such Grade	
C+	=	77-79	(2.3	F	=	Below 60	(0.0)

Academic Requirements: The Last Semester and the Eligibility to Graduate

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

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

ineligible to graduate and instead will be dismissed from the Program and the Lienhard School of Nursing. The dismissal is final and not subject to an appeal.[1]

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

Grade Appeal Process

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

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

Step 2: If a student believes that the final grade received in a nursing course does not reflect reasonable and generally acceptable academic requirements, the student must, within 7 business days from the date on which the student knew or should have known about the final nursing course grade, arrange to meet with the instructor who issued the grade. The purpose of this meeting is to provide clarification about the method by which the grade was determined and, if possible, to resolve the issue.

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

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

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

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

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

Nursing Course Withdrawal

Students who wish to withdraw from a nursing course may only do so during the withdrawal without instructor permission period. These dates are published on the Pace University website each semester. Withdrawal after this period requires the permission of both the course instructor and associate dean. Withdrawal with permission will only be granted under exceptional and extraordinary circumstances, defined as those conditions out of the student's control that are non-reoccurring. Examples may include the death of a spouse, serious illness of the student's child, etc. Under no circumstances will a student who is failing a course or courses be granted an exception, even in extraordinary circumstances.

Leave of Absence (LOA)

Information about leave of absence may be found at Leave of Absence in the Pace Catalog.

Skills Revalidation

Students who successfully complete NURS 202 and NURS 215 (RN4 program) and NURS 402 and NURS 420 (ABS program) have completed their first clinical courses. As such, students must successfully complete a skills revalidation course during any semester (excluding the summer semester for RN4 students) the student is not simultaneously enrolled in a nursing course with a clinical component.

Assignments

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

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

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

Incomplete Work

Information about course grades when course work is incomplete at the end of the semester can be found at Incomplete Work in the Pace Catalog.

Examinations

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

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

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

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

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

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

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

Clinical Calculation Examination
Students in the Bachelor of Science, Nursing undergraduate program (RN4) and the Accelerated Bachelor of Science, Nursing program (ABS) will take and must earn a minimum score on a clinical calculation examination during identified nursing courses throughout their respective programs. The nursing courses and minimum scores that must be earned are as follows.

RN4 Program Course	Minimum Score
NURS 110	90%
NURS 202	90%
NURS 360	90%
NURS 380	90%
NURS 350	90%
NURS 474	95%
NURS 470	95%

ABS Program Course	Minimum Score
NURS 402	90%
NURS 412	90%
NURS 428	95%

Students will have three (3) attempts to earn the minimum score required for each exam. Students who do not earn the minimum score required by the third attempt will earn a zero (0) for the exam and fail the nursing course associated with the clinical calculation exam (see Nursing Academic Standards).

Academic Probation Policy
Usually, LSN students who fail to satisfy the academic standards of the LSN program in which they are enrolled (see Nursing Academic Standards) will be placed on academic probation. The purpose of academic probation is to give students an opportunity to improve their academic performance and to

meet the applicable academic standards. Students who satisfy the conditions of probation in the time permitted will be returned to the status of good academic standing and be eligible for enrollment in their LSN program. Students who fail to satisfy the conditions of probation within the time permitted will be dismissed automatically from the LSN program in which they are enrolled and the Lienhard School of Nursing (see Academic Dismissal Policy).

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

- A student who fails to satisfy the applicable academic standards and is placed on probation, with certain very limited exceptions identified in the tables below, will be on probation for one semester (Probationary Period).
- Normally, a student will be informed in writing by the director of the program in which they are enrolled that they failed to satisfy the applicable academic standards and have been placed on probation. Probation is automatic if a student fails to satisfy the applicable academic standards and, therefore, is not contingent upon receipt of such notification. It is the student's responsibility to verify their academic standing following and before each semester and to make inquiries in the Lienhard School of Nursing Office of Academic Affairs if clarification is needed.
- The Probationary Period will be the first semester in which the student is enrolled following the semester in which the student failed to satisfy the academic standard(s). For RN4 students, the Probationary Period excludes the summer semester.
- Neither the status of probation nor the conditions of probation may be appealed.
- With certain limited exceptions identified in the tables below, the conditions of probation must be satisfied by the conclusion of the semester following the semester in which the student failed to satisfy the academic standard(s).
- A student placed on probation must have a 2.75 cumulative quality point average (CQPA) or higher at the conclusion of each probationary semester and earn minimum passing grades accepted by LSN for all courses taken during the Probationary Period.
- If a student fails to satisfy the conditions of probation by the conclusion of the Probationary Period, the student will be dismissed automatically from the LSN program in which they are enrolled and from the Lienhard School of Nursing.
- A student who has successfully completed one prior Probationary Period and, based on his or her current academic performance, would otherwise be placed on probation, will be dismissed automatically from the Lienhard School of Nursing.

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

Bachelor of Science in Nursing program (RN4)

Conditions That Will Result in Academic Probation	Conditions That Must Be Satisfied During Probationary Period
Failure to meet Standard 1. Required Courses 1.1b or 1.2c. Students who earn a grade below the minimum passing grade accepted by LSN for one required course and fail to satisfy all other applicable academic standards will be placed on probation (see Nursing Academic Standards).	1. Pass each course taken during the Probationary Period. 2. Have a 2.75 cumulative quality point average (CQPA) or higher at the conclusion of the Probationary Period. 3. Repeat the failed course the next time it is offered and earn a minimum passing grade accepted by LSN. 4. Meet all other applicable academic standards.
Failure to meet Standard 3. Nursing Courses without a Clinical Component 3b. A student who fails to earn the minimum passing grade of B- in any nursing (required or elective) course without a clinical component will be placed on probation (see Nursing Academic Standards).	1. Pass each course taken during the Probationary Period. 2. Have a 2.75 cumulative quality point average (CQPA) or higher at the conclusion of each semester during the Probationary Period. 3. If the course is required, repeat the failed course the next time it is offered on the student's home campus and earn at minimum a B-. 4. Throughout the semester the student is repeating the failed course, meet with an academic peer coach (12 25-minute meetings). Note: The academic peer coach will be assigned through the Learning Commons. 5. If the course is an elective, the student must either (a) repeat the failed course the next time it is offered on the student's home campus or take another elective nursing course during the Probationary Period and (b) earn a grade of B- or higher. 6. Meet all other applicable academic standards.
Failure to meet Standard 4. Nursing Courses with a Clinical Component 4c. A student who fails to earn the minimum passing grade of B- (didactic) and P (clinical) in any nursing course with a clinical component will be placed on probation (see Nursing Academic Standards).	1. Pass each course taken during the Probationary Period. 2. Have a 2.75 cumulative quality point average (CQPA) or higher at the conclusion of each semester during the Probationary Period. 3. If the course is required, repeat the failed course the next time it is offered on the student's home campus and earn at minimum a B-.and P, respectively, for the didactic and clinical components of the failed nursing course. 4. Throughout the semester the student is repeating the failed course, meet with an academic peer coach (12 25-minute meetings). Note: The academic peer coach will be assigned through the Learning Commons. 5. If the failed course is NURS 202 or NURS 215, the student will attend Open Lab Hours (10 30-minute sessions) throughout the semester the student is repeating the course. Note: Attendance will be tracked through the Simulation Lab. 6. If the course is an elective, the student must either (a) repeat the failed course the next time it is offered on the student's home campus or take another elective nursing course during the Probationary Period and (b) earn a grade of B- or higher and P or a grade of B- or higher if the elective nursing course does not have a clinical component. 7. Meet all other applicable academic standards.

Failure to meet Standard 5. Nursing Courses with a Clinical Calculation Examination 5c. A student who fails to earn the minimum score (clinical calculation examination), minimum passing grade of B- (didactic) and P (clinical), if any, in any nursing course with a clinical calculation exam will be placed on probation (see Nursing Academic Standards). (updated September 1, 2025)	1. Pass each course taken during the Probationary Period. 2. Have a 2.75 cumulative quality point average (CQPA) or higher at the conclusion of each semester during the Probationary Period. 3. If the course is required, repeat the failed course the next time it is offered on the student's home campus, earn at least the minimum score required for the clinical calculation examination and earn at minimum a B-.and P, respectively, for the didactic and clinical components, if any, of the failed nursing course. 4. Throughout the semester the student is repeating the failed course, meet with an Academic Peer Coach (12 25-minute meetings). Note: The Academic Peer Coach will be assigned through the Learning Commons. 5. If the course is an elective, the student must either (a) repeat the failed course the next time it is offered on the student's home campus or take another elective nursing course during the Probationary Period and (b) earn a grade of B- or higher and P or a grade of B- or higher if the elective nursing course does not have a clinical component in addition to the minimum score required on the clinical calculation examination. 6. Meet all other applicable academic standards.
Conditions That Will Result in Academic Probation	**Conditions That Must Be Satisfied During Probationary Period**
Failure to meet Standard 7. Cumulative Quality Point Average (CQPA) 6.1a. A freshman or transfer student who earns a CQPA between 2.25 and 2.49 at the end of the first semester will be placed on probation (see Nursing Academic Standards).	1. Pass each course taken during the Probationary Period. 2. Have a 2.75 cumulative quality point average (CQPA) or higher at the conclusion of the Probationary Period. 3. Take a maximum of 13 credits during the Probationary Period. Note: The 13 credits may include core courses in other Pace University colleges and schools and NURS 110 (Earning a C+ or below in NURS 110 will result in automatic dismissal from the RN4 program). 4. Meet all other applicable academic standards.
6.2a. A freshman student who earns a CQPA between 2.5 and 2.74 at the end of the second semester (Level I) will be placed on probation (see Nursing Academic Standards).	1. Pass each course taken during the Probationary Period. 2. Have a 2.75 cumulative quality point average (CQPA) or higher at the conclusion of the Probationary Period. 3. Take a maximum of 13 credits during the Probationary Period. The 13 credits may include (a) core courses in other Pace University colleges and schools and (b) Level II (sophomore level) nursing courses for which they are eligible. 4. Meet all other applicable academic standards.
6.3a. Sophomore (Level II), junior (Level III), and senior (Level IV) level students who earn a CQPA between 2.5 and 2.74 will be placed on probation (see Nursing Academic Standards).	1. Pass each course taken during the Probationary Period. 2. Have a 2.75 cumulative quality point average (CQPA) or higher at the conclusion of the Probationary Period. 3. Take a maximum of 13 credits during the Probationary Period. The 13 credits may include core courses in other Pace University colleges and schools or both core courses and the nursing courses described directly below. The nursing courses permitted during the Probationary Period are as follow: (a) Sophomore level students may enroll only in Level II (sophomore level) nursing courses for which they are eligible. (b) Junior level students may enroll only in Level III (junior level) nursing courses for which they are eligible. (c) Senior level students may enroll only in Level IV (senior level) nursing courses for which they are eligible. 4. Meet all other applicable academic standards.
6.3a. Sophomore (Level II), junior (Level III), and senior (Level IV) level students who earn a CQPA between 2.5 and 2.74 AND 3b. Fail to earn the minimum passing grade of B- in any nursing (required or	1. Pass each course taken during the Probationary Period. 2. Have a 2.75 cumulative quality point average (CQPA) or higher at the conclusion of the Probationary Period. 3. Take a maximum of 13 credits a semester during the Probationary Period. The 13 credits may include core courses in other Pace University colleges and schools or both core courses and the nursing courses described directly below. The nursing courses permitted during the Probationary Period are as follow:

elective) course without a clinical component OR 4d. Fail to earn the minimum passing grade of B- (didactic) and P (clinical) in any nursing course with a clinical component will be placed on probation (see Nursing Academic Standards).	(a) Sophomore level students may enroll only in Level II (sophomore level) nursing courses for which they are eligible. (b) Junior level students may enroll only in Level III (junior level) nursing courses for which they are eligible. (c) Senior level students may enroll only in Level IV (senior level) nursing courses for which they are eligible. 4. Earn a grade of B- or higher or a B- or higher and P (Pass), as the case may be, in the failed nursing course, the next time the nursing course is offered on the student's home campus. 5. Meet all other applicable academic standards.

Accelerated Bachelor of Science in Nursing program (ABS)

Conditions That Will Result in Academic Probation	Conditions That Must Be Satisfied During Probationary Period
Failure to meet Standard 1. Nursing Courses without a Clinical Component 1b. A student who fails to earn the minimum passing grade of B- in any nursing (required or elective) course without a clinical component will be placed on probation (see Nursing Academic Standards).	1. Pass each course taken during the Probationary Period. 2. Have a 2.75 cumulative quality point average (CQPA) or higher at the conclusion of each semester during the Probationary Period. 3. If the course is required, repeat the failed course the next time it is offered on the student's home campus and earn at minimum a B-. 4. Throughout the semester the student is repeating the failed course, meet with an academic peer coach (12 25-minute meetings). Note: The academic peer coach will be assigned through the Learning Commons. 5. If the course is an elective, the student must either (a) repeat the failed course the next time it is offered on the student's home campus or take another elective nursing course during the Probationary Period and (b) earn a grade of B- or higher. 6. Meet all other applicable academic standards.
Failure to meet Standard 2. Nursing Courses with a Clinical Component 2c. A student who fails to earn the minimum passing grade of B- (didactic) and P (clinical) in any nursing course with a clinical component will be placed on probation (see Nursing Academic Standards).	1. Pass each course taken during the Probationary Period. 2. Have a 2.75 cumulative quality point average (CQPA) or higher at the conclusion of each semester during the Probationary Period. 3. If the course is required, repeat the failed course the next time it is offered on the student's home campus and earn at minimum a B-.and P, respectively, for the didactic and clinical components of the failed nursing course. 4. Throughout the semester the student is repeating the failed course, meet with an academic peer coach (12 25-minute meetings). Note: The academic peer coach will be assigned through the Learning Commons. 5. If the failed course is NURS 402 or NURS 420, the student will attend Open Lab Hours (10 30-minute sessions) throughout the semester the student is repeating the course. Note: Attendance will be tracked through the Simulation Lab. 6. If the course is an elective, the student must either (a) repeat the failed course the next time it is offered on the student's home campus or take another elective nursing course during the Probationary Period and (b) earn a grade of B- or higher and P or a grade of B- or higher if the elective nursing course does not have a clinical component. 7. Meet all other applicable academic standards.

Failure to meet Standard 3. Nursing Courses with a Clinical Calculation Examination 3c. A student who fails to earn the minimum score (clinical calculation examination), minimum passing grade of B- (didactic) and P (clinical), if any, in any nursing course with a clinical calculation exam will be placed on probation (see Nursing Academic Standards). (updated September 1, 2025)	1. Pass each course taken during the Probationary Period. 2. Have a 2.75 cumulative quality point average (CQPA) or higher at the conclusion of each semester during the Probationary Period. 3. If the course is required, repeat the failed course the next time it is offered on the student's home campus, earn at least the minimum score required for the clinical calculation examination and earn at minimum a B-.and P, respectively, for the didactic and clinical components, if any, of the failed nursing course. 4. Throughout the semester the student is repeating the failed course, meet with an academic peer coach (12 25-minute meetings). Note: The academic peer coach will be assigned through the Learning Commons. 5. If the course is an elective, the student must either (a) repeat the failed course the next time it is offered on the student's home campus or take another elective nursing course during the Probationary Period and (b) earn a grade of B- or higher and P or a grade of B- or higher if the elective nursing course does not have a clinical component in addition to the minimum score required on the clinical calculation examination. 6. Meet all other applicable academic standards.
Failure to meet Standard 4. Cumulative Quality Point Average (CQPA) ABS students who earn a CQPA between 2.5 and 2.74 will be placed on probation (see Academic Probation Policy).	1. Pass each course taken during the Probationary Semester. 2. Have a 2.75 cumulative quality point average (CQPA) or higher at the conclusion of the Probationary Semester. 3. Meet all other applicable academic standards

Undergraduate Enrollment in Graduate Courses

With associate dean approval, RN4 seniors and third semester ABS students with a CQPA of 3.5 or higher may take up to six (6) graduate-level credits. In order to take more than two graduate-level courses, students must be matriculated in a graduate program.

Students in the RN4 program may apply up to three credits of graduate-level nursing courses to both the bachelor of science undergraduate degree and the master of science graduate degree. Students in the RN-BS program may apply up to twelve credits of graduate level nursing courses to the undergraduate degree and to the master of science graduate degree. Students in the ABS Program may apply three graduate-level credits to both the undergraduate degree and to the master of science graduate degree. Registration is based upon course requirements and space availability.

Program Completion and Re-Evaluation of Nursing Courses

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

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

Transfer Credits

The Lienhard School of Nursing will not accept credits for nursing courses taken at other institutions by students who have matriculated into the Bachelor of Science in Nursing undergraduate program (RN4) or the Accelerated Bachelor of Science in Nursing program (ABS).

ACADEMIC DISMISSAL POLICY

Before being dismissed from the LSN undergraduate program in which a student is enrolled for failing to satisfy the applicable academic standards, usually a student will be placed on academic probation for one

semester (probationary semester), (see Academic Probation Policy.) There are circumstances; however, when a student will not be placed on academic probation and instead will be dismissed from the LSN undergraduate program and the Lienhard School of Nursing.

Program-specific Policies

The circumstances that will result in automatic dismissal rather than probation include, but are not limited to, the following:

Bachelor of Science in Nursing program (RN4)[2]

a) Students in the RN4 program who earn a grade lower than the minimum passing grade accepted by LSN in two of the following courses, whether the same or two different courses, shall be dismissed automatically from the RN4 program. These courses and the grades resulting in dismissal are as follows: CHE 113 (Principles of Chemistry for the Health Professions) (C+ or lower); BIO 152 (Anatomy and Physiology I) (C+ or lower); BIO 153 (Anatomy and Physiology II) (C+ or lower); and BIO 254 (Microbiology) (C+ or lower).
b) Students in the RN4 program who fail two nursing courses, whether the same or two different nursing courses, will be dismissed automatically from the RN4 program.
c) Freshman students in the RN4 program whose CQPA is 2.24 or lower at the end of the first semester will be dismissed automatically from the RN4 program.
d) RN4 students (except first semester freshmen) whose CQPA is 2.49 or lower will be dismissed automatically from the RN4 program.

Accelerated Bachelor of Science in Nursing (ABS)

a) Students in the ABS program whose CQPA is 2.49 or lower will be dismissed automatically from the ABS program.
b) Students in the ABS program who fail two nursing courses, whether the same or two different nursing courses, will be dismissed automatically from the ABS program.

All Lienhard School of Nursing Undergraduate programs

a) Students who have successfully completed one prior Probationary Semester and based on their current academic performance, would otherwise be placed on probation will be dismissed automatically from the Lienhard School of Nursing.
b) Students who were dismissed because they failed two nursing courses and subsequently were reinstated following a successful appeal in accordance with the Appeal of Academic Dismissal Policy will be dismissed automatically if, after reinstatement, they fail another nursing course, whether it is the same as or different from the courses previously failed.
c) Students who fail to satisfy the conditions of probation by the conclusion of the Probationary Semester will be dismissed automatically from the LSN program in which they are enrolled and the Lienhard School of Nursing.[3]

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

[2] RN4 students dismissed due to unsatisfactory academic performance may reapply for admission two years after dismissal. See Reapplication for Admission to RN4 Program policy.
[3] Subject to certain very limited exceptions, only students who satisfied the conditions of academic probation by the conclusion of the Probationary Semester will be restored to good academic standing and be eligible for enrollment in their LSN program.

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

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

Appeal of Academic Dismissal Policy

Students who have been dismissed from the LSN program in which they are enrolled and, if applicable, the Lienhard School of Nursing, may appeal the decision of dismissal to the Academic Progression Appeals Committee (Appeals Committee).

To initiate such an appeal, the student must submit a written appeal via email attachment to the chair of the Academic Progression Appeals Committee at nursingappeals@pace.edu.

The written appeal must be received by the Appeals Committee within 5 business days from the date of the letter informing the student that they have been dismissed. If the appeal is not received by the Appeals Committee on or before the fifth business day, the appeal will not be considered by the Appeals Committee.

Grounds for an Appeal

A student may appeal on one or more of the following grounds:

- Clear administrative or procedural error(s).
- Temporary extenuating circumstances outside of the student's control that directly impacted their academic performance.

Information Required for an Appeal

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

1. The student's name, telephone number, mailing address, and email address;
2. The name of the nursing program from which the student was dismissed and confirmation of whether the student was dismissed from either the RN4 or ABS undergraduate nursing programs.
3. The reason the student was dismissed from the LSN program and, if applicable, the Lienhard School of Nursing.
4. Detailed and concise written statement outlining the basis for appeal
5. Any relevant information and/or documentation to substantiate the appeal is highly recommended (please see the Appeal of Academic Dismissal – Documentation Checklist at the end of this handbook).
6. A copy of the letter informing the student that they are dismissed from a LSN program and, if applicable, the Lienhard School of Nursing.
7. A statement that for any grades issued that contributed to the student's dismissal.

8. No grade appeals are pending or will be commenced after the appeal has been submitted to the Appeals Committee.

It's the student's responsibility to sufficiently demonstrate grounds for an appeal; therefore, they must put forth enough information and documentation to substantiate the appeal in their submission to the Appeals Committee. Students are also encouraged to provide a written statement on how they will prepare for academic success in the future.

Appeals Review Process

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

In addition to reviewing the student's written appeal, the Appeals Committee will offer the student an opportunity to appear before the Committee to present their appeal, and answer questions from the Appeals Committee. No advisors or representatives of the student may be present at the meeting before the Appeals Committee. Relevant faculty, at the request of the Appeals Committee, can attend the student's meeting to answer questions from the Appeals Committee and the student.

The Appeals Committee will review the matter based on the issues identified in the student's appeal and may take into consideration the student's academic record and other relevant information regarding the circumstances noted in the student's appeal.

The decision of the Appeals Committee is final. The student will be notified of the decision of the Appeals Committee in writing as soon as practicable, usually within 15 business days following the date on which the Appeals Committee met with the student.

If the appeal is denied, dismissal from the LSN program and, if applicable, the Lienhard School of Nursing will be effective as of the last day of the semester in which the student was on probation or was enrolled immediately prior to being dismissed.

Reinstatement After an Appeal

A student whose appeal is granted will be reinstated in the appropriate LSN program and the Lienhard School of Nursing on academic probation in accordance with the applicable conditions of probation set forth in the Academic Probation Policy.

A student who is reinstated and satisfies the conditions of probation within the time permitted can re-take the courses they failed. If they fail another nursing course or fail to meet the required Cumulative Quality Point Average, the student will be dismissed automatically from the program and the Lienhard School of Nursing. A student who is reinstated and fails to satisfy the conditions of academic probation within the time permitted, will be dismissed automatically from the Lienhard School of Nursing. If such occurs, the dismissal will be final, and the student will not have the right to any further review or appeal.

Academic Progression Appeals Committee

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

Application for Readmission

RN4 Program

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

- Have a minimum CQPA of 2.75
- Meet the admission standards in effect for the RN4 program at the time of reapplication
- Complete a skills validation course
- Pass a clinical calculation exam (applicable for sophomores, juniors, and seniors)

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

ABS Program

Students who were dismissed from the Accelerated Bachelor of Science, Nursing program (ABS) due to unsatisfactory academic performance may not reapply for readmission.

ACADEMIC INTEGRITY

Academic Integrity Code

Academic honesty is fundamental to the pursuit of knowledge and follows inevitably from a respect for truth. Pace University's Academic Integrity Code requires students to accept responsibility for being honest and to respect ethical standards in meeting their academic assignments and requirements. (a copy of the code may be found at University Academic Integrity Code).

Integrity in the academic environment requires students to demonstrate intellectual and academic achievement independent of all assistance except that authorized by the course instructor. Therefore, students must always respond truthfully to faculty, and credit must only be taken for research, ideas, or words that are original to the student. All data on academic or clinical assignments, client records, or results of research must be the student's own work or must be properly referenced[4]. Students must never present any work under false pretenses. The University Academic Integrity Code prohibits all forms of academic dishonesty and misconduct and provides non-exclusive illustrative examples of the kinds of conduct that are prohibited, including, cheating, fabrication, helping others to violate the Academic Integrity Code, plagiarism, misrepresentation, unauthorized possession or use of academic materials, unauthorized communication, forgery or alteration, theft or destruction of academic materials, submitting duplicative work, acts that are harmful to other students, and making false statements to faculty, administrators, or the Academic Conduct Committee regarding a possible code violation. Students are responsible for familiarizing themselves with the Academic Integrity Code of the University.

Artificial Intelligence and Academic Integrity

The LSN Department of Undergraduate Studies (DUGS) 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

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

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 constitutes a form of 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.

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 assignment 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.).
- 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
- 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.

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

Academic Integrity Code Procedure

Pace University's Academic Integrity Code (Academic Integrity Code) outlines the Direct Resolution and Academic Conduct Committee hearing procedures by which the University determines whether a student violated the Academic Integrity Code. If the violation is addressed through Direct Resolution, sanctions that may be imposed include, but are not limited to, a reduction in the grade or a failing grade for the paper, report, examination, data compilation, presentation or other assignment; and/or a failing grade for the course in which the violation occurred, and/or requiring the student to complete a learning intervention designed to increase the student's awareness of the significance and consequences of the violation. If the matter is referred to the Academic Conduct Committee and it is determined that the violation occurred by a preponderance of the evidence, depending on the severity of the violation, sanctions that may be imposed include, but are not limited to file notation, reprimand, academic disciplinary probation, suspension, or expulsion from a program and/or the University. The Academic Integrity Code requires that all violations of the Academic Integrity Code be documented and reported to the director of the program in which the student is enrolled and the chair of the University's Academic Conduct Committee. Without limiting the University's discretion to impose a severe sanction for any single code violation, students found to have committed multiple violations of the Academic Integrity Code will generally be subject to more severe sanctions.

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

STANDARDS OF PROFESSIONAL CONDUCT

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

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

The compliance procedure applicable to the Standards of Professional Conduct is set forth below.

Standards of Professional Conduct Compliance Procedure

Violating the Standards for Professional Conduct is grounds for disciplinary action. Examples of such conduct include but are not limited to: falsifying documents; unauthorized access of clinical information; unauthorized use of the placement site's electronic resources for personal use; sleeping while in the clinical placement site; presenting to clinical setting while chemically impaired; use of abusive or inappropriate language in the placement site; excessive unauthorized lateness; leaving the clinical site early without approval of the faculty or assigned supervisor.

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

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

The student may appeal the finding of a violation of the Standards of Professional Conduct and/or the sanction imposed to the chair. The appeal must be submitted in writing to the chair within five business

days of the date on which the instructor's report was issued to the student. If the appeal to the chair is not submitted within five business days, ordinarily the appeal shall be denied. If the instructor who found the student violated the Standards of Professional Conduct is also the chair, the appeal must be submitted to the graduate program chair.

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

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

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

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

ACADEMIC ADVISOR

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

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

ATTENDANCE POLICY

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

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

Baccalaureate learning outcomes are achieved through a variety of modalities. Modalities include, but are not limited to, the activities listed below.

Classroom Attendance

Classroom attendance is expected. A student who is absent from class may not have an opportunity to make up graded work and may have additional assignments to make up missed class time. Attendance for online courses constitutes logging into class and participating in course learning activities as set forth in the course syllabus.

Student Engagement in Program Governance

Attendance in program governance activities is expected. A student who is absent forfeits an opportunity to participate in program governance.

Interprofessional Education and Collaborative Practice Attendance

Attendance at interprofessional education and collaborative practice activities is required, and necessary to achieve program learning outcomes and will be monitored by course faculty.

Clinical and Lab Experience Attendance

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

Excused Absence

1. Religious Holidays: Absences will be excused, on request, for the observance of religious holidays. Students must contact the program director at the start of the semester and make their request. At that time the student will be informed as to when the time will be made up. Please refer to University Policy, Religious Beliefs and Attendance at Religious Beliefs and Attendance.
2. Illness and Death of an Immediate Family Member: All excused absences require appropriate documentation from the student, such as a note from a health provider for illness, or evidence of

death of the family member. Provide documentation to the senior staff associate for Nursing at the Pleasantville or New York campus immediately upon return to school. The program director determines if the absence meets the criteria for an excused absence.

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

More than two excused absences from clinical experiences during a semester may result in a failing grade in that course. The student, if eligible, will be required to repeat the course. Any exceptions to this policy are at the discretion of the program director and/or the undergraduate chair.

Unexcused Absence

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

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

Appeal of Failure of Clinical Component Due to Absenteeism

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

The appeal must be in writing (e.g., email, letter) and received by the director of the program in which the student is enrolled within 5 business days following the date the notice was sent to the student informing the student that they failed the clinical component (and therefore the course) due to an impermissible number of absences. If the program director issued the failing clinical component grade or participated in the determination of the failing clinical component grade at issue, the appeal must be submitted to the undergraduate chair. Ordinarily, an appeal not received by the program director within five business days will be denied. The appeal should address each absence separately and include (i) the reason for the absence, (ii) the basis for the student's contention that the circumstances that caused the absence are extraordinary, (iii) a description of the measures the student undertook to mitigate the effects of those causal circumstances on his or her attendance at the clinical session from which the student was absent, and (iv) the reason the student's appeal should be granted.

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

The written decision of the program director shall be sent (usually by email) to the student as soon as practicable. If the appeal is granted, the student will be permitted to make up the missed clinical sessions. The clinical course coordinator and clinical faculty member will determine what the make-up session shall be and will inform the student in writing of its terms and conditions. If the appeal is denied, the failing grades for the clinical component of the course and the course shall not be changed by the program director, and if the student had prior approval to attend the course while the appeal was pending, the student will no longer be permitted to attend.

If the student is dissatisfied with the program director's decision, the student may invoke the Grade Appeal Process: Step-by-Step with respect to the final grade for the course.

Lateness Policy

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

Make-up Days

All missed clinical and lab experiences, including excused and unexcused absences, must be made up. The clinical make-up will equal the number of hours missed due to the absence. Make-up days will typically be scheduled during the semester. The make-up days may be scheduled over a weekend or over a scheduled break. The date, time and nature for clinical make-up are at the discretion of the faculty. Students who do not attend a scheduled clinical make-up experience will receive a failing grade for the course.

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

Information about a leave of absence and a medical leave of absence from the University may be found in the Pace University Catalog. Information about resuming studies is set forth in the Resumption of Study policy, found in the Pace University Catalog.

Students in the RN4 and ABS programs resuming studies following a leave of absence or medical leave of absence are required to enroll in the undergraduate skills revalidation course unless the student is enrolled in NURS 202 or NURS 402.

INFORMATION TECHNOLOGY

Recommended Computer Configurations for Students

The DUGS requires that students use a laptop when completing examinations and other graded activities. Information Technology Services (ITS) recommends Dell Laptops with the Windows Operating System or Mac Laptops with the macOS Operating System. The laptop must be configured with the hardware specifications listed below (Recommended configurations are updated regularly. It is the student's responsibility to check for updates periodically Information Technology Services | Supported Hardware). Chromebooks and iPads have limited support and are not compatible with most standard Pace Software and Systems. Chromebooks and iPads may NOT be used for any examination or graded activity.

Computer Hardware and Configuration Recommendations

- **Processor:** Intel Core i/Ultra 5 (14th gen. or higher) or Apple Silicon Chip (M2 or higher)
- **Memory:** 16.0 GB or higher
- **Hard Disk**: 250 GB or higher Solid State Drive or Flash Storage
- **Network:** Wi-Fi: 802.11ac or 802.11ax
- **Operating System:** Windows 11, MAC OS 14 or higher

- **Battery Laptop:** Up to 10 hours of battery life
- **Webcam:** Built-in or USB Webcam (720p resolution or higher)
- **Warranty:** 4-year warranty for PC, 3-year warranty for AppleCare MAC

Personal Technology Use in Classroom and Clinical

(Cell Phones, Apple Watches, etc.)
Students will use their cell phones and other smart devices only to complete assignments that are related to the instructional lesson. Otherwise, students are expected to keep these devices turned off and refrain from use during class time. Use of devices during class not only distracts from the individual student learning experience, but also from that of other students in close proximity who are able to observe this activity.

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

Email Communication and Appropriate Use of Information Technology

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

The Pace University Appropriate Use policy is posted on the Information Technology Services website. Information Technology (IT) at Pace University encompasses the use of all campus computing, networking (data, voice, and video), document services, educational media, and management information systems technologies. These IT resources support the instructional, research, and administrative activities of the University.

Users of these services and facilities have access to valuable University resources, to sensitive data and to external networks. Consequently, it is important for all users to behave in a responsible, ethical, and legal manner. In general, appropriate use means understanding the intended use for Pace IT (and making certain that usage 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.

Social Media Policy

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

THE CLINICAL EXPERIENCE

Clinical Placement Guidelines

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

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

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

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

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

Preceptorships

Students are not permitted to contact a clinical site or a preceptor about a clinical placement unless they have prior approval from their course faculty member. Students wishing to attend a precepted clinical when the university is not open must gain written permission from the course coordinator.

Health Clearance for Clinical Courses

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

The health clearance process consists of completing (i) the Annual Health Assessment Form (to be completed yearly); (ii) the forms pertaining to titer tests and immunizations (required only once); and (iii) any supplemental forms required by the agency(s) at which the clinical component of a course will be

conducted. In addition, students are required to provide evidence annually of certification in professional rescuer cardiopulmonary resuscitation. Students beginning clinical in January for the spring semester must submit by December 1, and by July 1 for clinical beginning in the fall semester.

The required health forms are posted for students in the LSN Classes learning management system community. It is the student's responsibility to obtain these forms and submit completed forms as directed. Students are required to upload and manage the required documents to an account they will subscribe to with clinical compliance tracking system. Separate instructions on how to open and upload the documents are posted in the LSN Classes learning management system community.

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

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

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

Criminal Background Check and Drug Screening

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

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

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

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

Criminal Background Check Policy

The LSN and the student will have online access to the completed criminal background check. If your criminal background check raises concerns related to your participation in a nursing program, the student will be contacted by the associate dean, or designee, who will schedule a meeting with the student. The criminal background check is REQUIRED as a nursing student. Criminal background checks that show

evidence of a positive criminal history may be a basis for dismissal from the program. Students with pending charges, undergoing court ordered treatment, or on probation are prohibited from participation in the nursing program.

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

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

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

Drug Screening Policy

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

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

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

Pre-Licensure Students (RN4 and ABS)

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

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

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

If the counselor recommends no treatment, the student will submit written evidence of such to the associate dean, or their designee, and submit a written request for reinstatement in the clinical program.

Reinstatement is conditional and based on a negative drug screening. A negative drug screen is a requirement for clinical placement. A second positive drug screen will result in automatic dismissal from the program.

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

Recreational and Medical Marijuana

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

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

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

Drug Screening and Prescription Medication

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

1. Undergo screening as required by the Department of Graduate Studies in Nursing.
2. Upload supporting documentation as required or requested (e.g., copy of valid NYS Medical Marijuana Card) to the clinical compliance tracking system.
    a. Provide adequate documentation from student's health care provider that use of prescription medication (including medical marijuana) does not and will not interfere with the student's ability to meet program technical standards. Standards can be viewed in the Technical Standards of this document.
        i. If the health care provider's letter indicates that the use of prescription medication, including but not limited to, medical marijuana, does not interfere with the student's ability to meet technical standards, clinical placement will be attempted on behalf of the student. Clinical placement is NOT guaranteed but rather based on the clinical agency's internal policies in regard to offering a student placement in theirfacility.

ii. If the health care provider's letter indicates that the use of prescription medication, including but not limited to medical marijuana may interfere with the student's ability to meet technical standards, the student may contact the University's Office of Accessibility to determine whether an alternate accommodation to clinical placement may be available. Clinical placement is NOT guaranteed but rather based on the clinical agency's internal policy.

b. This supporting documentation must be submitted annually, upon a change in circumstances, or if there is a question as to the student's ability to safely perform their responsibilities, engage in patient care, or otherwise poses a threat to the safety to themselves or others in the community. The University reserves a right to request additional documentation as necessary to ensure safety of students, patients, and the community.

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

Mandatory Training and Other Requirements

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

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

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

Risk of Exposure

Students enrolled in the Lienhard School of Nursing will be participating in caregiving activities. During these activities, exposure to communicable diseases, including, but not limited to, Hepatitis B (HBV), Tuberculosis (TB), Human Immunodeficiency Virus (HIV), SARS-Cov-2 (COVID-19), and Ebola Virus is possible. By enrolling in a clinical practicum course, students understand that they may contract a communicable disease while acting as a caregiver during a clinical experience. Students are provided standard precautions education, in accordance with the U.S. Centers for Disease Control and Prevention Infection Control and are expected to practice within those guidelines. Students are also expected to adhere to the policies of the clinical and practicum partners. However, in some cases, even when guidelines are followed, exposure resulting in illness can occur. This is an inherent risk in all health care fields. Students recognize and acknowledge that they are voluntarily accepting this risk as part of enrollment in the program and cannot hold the University responsible for any illness contracted during their clinical placements. By enrolling in any clinical course, students are acknowledging this potential for exposure and voluntarily accepting the risk of contracting a communicable disease.

Cardiopulmonary Resuscitation Certification (CPR)
Evidence of professional rescuer CPR certification must be submitted annually.

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

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

Required Equipment
Students enrolled in a clinical course are required to have the following equipment:
- Watch with a second hand
- 5 ½ -inch bandage scissors
- Pen and pad
- Stethoscope
- Pen flashlight
- Sphygmomanometer in community health settings
- Tuning fork and percussion hammer
- Face shields/goggles/masks

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

Policies Related to Clinical Agencies
Students are bound by applicable policies and procedures of the clinical agencies to which they are assigned. It is the student's responsibility to know and comply with those policies and procedures.

Unprofessional and/or Unsafe Behavior: Students are expected to exhibit appropriate professional behavior. Students are expected to be respectful to preceptors, faculty, staff, colleagues, clients, and their families. Students are expected to, at all times, conduct themselves in a manner that does not pose a risk to patients or others. Reports of unprofessional or unsafe behavior will be investigated and if confirmed will result in the student being counseled and action will be guided by the LSN Department of Undergraduate Studies Student Handbook. Any student asked not to return to a clinical site due to unprofessional and/or unsafe behavior may not be assigned an alternative clinical placement for that rotation, resulting in failure of the clinical course. Additional action may be taken, up to and including dismissal from the program.

Students may not contact representatives of clinical agencies unless given permission to do so by the program director or director for clinical placement. Clinical partners communicate to students only through Pace designated contacts. If questions arise, students should be in communication with their course coordinator or program director. Contacting a clinical agency without authorization will result in failure of the clinical course.

Dress Code for Clinical Sites and the Clinical Education Labs

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

1. Lienhard ID or hospital issued ID must be worn at all times.
2. In the CEHS and hospital setting, students are required to wear navy blue scrubs on which the Pace University Lienhard School of Nursing logo is displayed. The approved uniform may be purchased online.
    a. Clothing worn under scrub tops are to be white in color and not extend below the elbow or bottom of the lower hem of the scrub top.
    b. Footwear must be closed toe, closed heel, non-porous upper in solid colored white or black. Socks, stockings or hosiery must be worn.
    c. Clothing must be free of tobacco odor, excessive fragrance, and body odor.
    d. Uniforms and footwear must be clean, properly maintained and appropriately fitted to allow for unrestricted movement.
3. Hair is to be styled in a manner that does not require readjustment, is not loose and does not dangle. Facial hair must be neatly groomed.
4. Fingernails must be no longer than 0.25 inch past the end of the finger. Only unchipped clear nail polish is permitted. Artificial nails and extenders are not permitted.
5. Jewelry is not permitted except for one small stud earring in each earlobe, if the ear is pierced, a wristwatch, and one smooth surface ring.
6. Chewing gum is prohibited.

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

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

NURSING STUDENT ORGANIZATIONS

Sigma Theta Tau International

Omega Delta is the Pace University chapter of Sigma Theta Tau International (Sigma), the International Nursing Honor Society. The purposes of Sigma Theta Tau International are to recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing. Candidates for membership are selected on the basis of superior scholastic achievement. Undergraduates who are halfway through their program, have a 3.0 cumulative quality point average (CQPA), and are in the upper 35% of their class, and graduate students who have completed a quarter of the master of science, master of arts, Doctor of Nursing Practice, or Certificate of Advanced Graduate Study program and have a 3.5

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

Additional information may be found at Sigma.

National Student Nurses Association (NSNA), Pace University Chapter

NSNA is an organization comprised of undergraduate Lienhard School of Nursing students. Participation in NSNA provides students with support from other nursing students, a sense of professional direction and educational opportunities, exposure to nursing health care issues, and the opportunity to develop leadership skills. NSNA meets regularly and sponsors several forums for nursing students.

Student Nurse Coalition for Diversity and Development (SNCDD)

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

PROGRAM RELATED GRIEVANCES AND COMPLAINTS

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

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

- The complaint must be in writing and contain the date, the student's name, telephone number, email address, the program in which the student is enrolled, and as much detail as possible about the student's concerns.
- Complaints or concerns about any of the Lienhard School of Programs or the Center for Excellence in Healthcare Simulation (CEHS) should be submitted to the chair of the department in which the student is enrolled.
- The chair (or their respective designee) 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 business days of date of the notification, appeal the resolution in writing to the associate dean, for the Lienhard School of Nursing.

COLLEGE OF HEALTH PROFESSIONS RESOURCES

Center of Excellence in Healthcare Simulation (CEHS)

The 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. The CEHS is available for students alone or in small groups to study, practice for exams, work with tutors, and receive remediation as needed.

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

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 Center for Excellence in Healthcare Simulation for additional information.

ADDITIONAL RESOURCES

Career Services

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

Career Services offices are located on both the Pleasantville and New York City Campuses.

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.

There are many computer labs across the campuses, visit ITS Computer Lab and Additional Computer Locations.

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 the Counseling Center.

Education Records

The Family Educational Rights and Privacy Act, commonly referred to as FERPA, is a federal law that protects the confidentiality of student education records and provides for a student's right to review and request correction of such records. For more information about student's rights, visit Pace University FERPA Policy.

Financial Aid

Visit the Financial Aid website for Information about student aid opportunities.

Learning Commons

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

For additional information, visit the Learning Commons.

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
Phone: (212) 346-1600

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

Additional information may be found at the University Health Care website.

Health Insurance

Information about accident and sickness insurance can be found at Student 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. Visit Immunization Compliance for additional details and requirements.

Meditation Room

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

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

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

Lactation Room

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

New York City
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 to both rooms can be given by visiting the Security office on the B-level of 1 Pace Plaza.

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

Libraries

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

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

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

For additional information about nursing research resources, visit the Libraries website.

Office of the Registrar

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

Safety and Security Department

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

The locations and telephone numbers of Safety and Security are:

New York City
One Pace Plaza, B Level
Phone: (212) 346-1800

Pleasantville
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 sources of information can be found online at:

- Pace University
- College of Health Professions
- Lienhard School of Nursing
- Pace University Student Handbook
- Pace University Undergraduate Catalog

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

Student Accounts

The Student Accounts office assists with billing, payments, outside scholarships, immunization compliance, and Veterans Education Benefits.

Student Accounts can be contacted by telephone at (877) 672-1830, email to studentaccounts@pace.edu, or via the Help Desk.

PACE POLICIES PROHIBITING SEX AND NON-SEX BASED MISCONDUCT AND DISCRIMINATION

Sex-Based Misconduct Policy and Procedures

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

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

Click to view the University's Sex-Based Misconduct Policy and Procedure (PDF).

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

Click to view the University's Discrimination, Non Sex-Based Harassment and Retaliation Policy and Procedure (PDF).

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

Reasonable Accommodations for Students with Disabilities

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

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

For additional information, visit Student Accessibility Services or contact:

New York City
Phone: (212) 346-1199

Pleasantville
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 Title IX Coordinator/Affirmative Action Officer at phone (212) 346-1310.

PACE UNIVERSITY
College of Health Professions
LIENHARD SCHOOL OF NURSING

APPENDIX A

Appeal of Academic Dismissal Documentation Checklist

It is highly recommended that students provide any relevant information and/or documentation that substantiates the grounds of their appeal. Below is a list of documentation and information that students are encouraged to include in their appeal submission to the Committee. Include the completed checklist for each course with the appeals packet for review by the Appeals Committee.

Student Name: **Student UID:**

Course Name: **Course Number:**

Instructor: **Term (e.g. Fall 2026):**

1. Failed Course Syllabus

- ☐ Copy of the syllabus for each failed enrolled course.
- ☐ Notes

2. Failed Course Exam and Assignment Grades

- ☐ Grade records for all exams.
- ☐ Grade records for all assignments.
- ☐ Records of quizzes, participation, projects, or other assessments.
- ☐ Clearly identify the course to which each grade pertains.
- ☐ Comments/Notes

3. School Grade Transcript

- ☐ Official school transcript that includes all courses.

4. Learning Commons/Tutoring Session Report

- ☐ Documentation of tutoring or Learning Commons usage, including dates of sessions, type of support, and summary of topics addressed.
- ☐ Notes

5. Success Coach Attendance

- ☐ Record of meetings with success coach, if applicable, including dates and notes on progress or challenges.

6. Office Hours Attendance-Specific Dates

- ☐ List dates of office hours attended.

7. Other Comments

- ☐ Additional information relevant to your academic journey, performance, or appeal.
- ☐ Copy of the email that you have informed the professors of the courses you are dismissed from.
- ☐ Included the completed checklist for each course with the appeals packet for review by the Appeals Committee.
- ☐ Comments