College of Health Professions

LIENHARD SCHOOL OF NURSING

DEPARTMENT OF PhD IN NURSING STUDENT HANDBOOK

SEPTEMBER 2026

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

The Lienhard School of Nursing Department of Doctor of Philosophy in Nursing 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 Doctor of Philosophy in Nursing Student Handbook is not intended as and shall not be construed as a contract.

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WELCOME TO THE LIENHARD SCHOOL OF NURSING

Dear Lienhard School of Nursing PhD Students,

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

The Core Values of the College of Health Profession 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 dean and chief nursing officer to serve our nursing programs.

Nursing science combines knowledge from various disciplines such as biology, psychology and social sciences to enhance patient care and improve health outcomes. Having this experience as future nurse scientists and educators can only improve those health outcomes. As part of these responsibilities, you are required to be familiar with the Lienhard School of Nursing Department of PhD in Nursing 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 College of Health Professions and Lienhard School of Nursing, 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
Associate Dean, College of Health Professions
Chief Nursing Officer, Lienhard School of Nursing

ADMINISTRATIVE STRUCTURE

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WELCOME FROM THE CHAIR

Dear PhD students,

Greetings from the PhD in Nursing program at Pace University. As the department chairperson I am delighted to welcome you! Our program admitted its first students in the fall of 2017 and continues to admit for both fall and spring semesters each year. As of 2026, we have conferred 25 PhD in Nursing degrees. The need for the program is great and we are the only Nursing PhD program between Washington Heights in New York City and Binghamton University of SUNY. Our focus is on nurses in the Mid-Hudson region of New York State, although our students come from many other areas, states and countries. Our mission is unique in that primary health care is the foundation of the program. Primary health care, unlike primary care, focuses on five principles: equitable distribution of all resources, community involvement, preventative intervention, evolving technology and a multisectoral approach. Our students' research focuses on patient outcomes within the full range of health care factors from prevention to treatment of illness.

The purpose of our program is to prepare nurses who will be scientists, leaders, and educators. Each graduate is ready to conduct original research, discover new knowledge that will impact patient care, and become a steward of the profession. Our graduates are prepared to respond to complex needs related to population health. They are ready to assume leadership positions in diverse health care settings and academia with a particular focus on specific components of primary health care. Our faculty is committed to the success of each student who is admitted to the program. The PhD in Nursing website contains key information about the program from the admission process and procedures to photos and professional accomplishments of our faculty and students.

Sharon Wexler, PhD, RN, FNGNA
Chairperson and Professor
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LETTER FROM THE PHD FACULTY

Greetings, PhD in Nursing Students,

The policies in this Lienhard School of Nursing Doctor of Philosophy in Nursing 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 PhD Department.

This handbook, however, is not the only source of policies and procedures that you are required to be knowledgeable about and to comply with while you are a student in the Lienhard School of Nursing. For example, course syllabi may contain policy statements, and there are many University policies and procedures that are applicable to students in the Lienhard School of Nursing. Sometimes it is necessary or desirable to change a policy, to repeal it, or to create a new one. Consequently, this handbook will be updated and reissued each year effective September 1, and you are responsible for remaining current with any changes as well as changes in policies from other sources. Of course, sometimes questions arise as to whether a policy applies to a particular situation. If you have any questions about the interpretation or application of any policy, please contact the PhD chairperson.

We wish you every success in your Doctor of Philosophy in Nursing program at the Lienhard School of Nursing.

Best regards from the PhD Faculty

INTRODUCTION TO THE LIENHARD SCHOOL OF NURSING AND PHD IN NURSING PROGRAM

Lienhard School of Nursing (LSN)

Vision of LSN

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

Mission of LSN

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

Philosophy of LSN

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

LSN Core Values

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

LSN Graduate Goals

The goals of the Lienhard School of Nursing are:

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

Doctor of Philosophy (PhD) in Nursing

Program Goals

Graduates of the PhD in Nursing program will deepen their ability to think analytically and innovatively to allow them to respond to the complex health care needs of the population of New York City, Hudson Valley, and beyond. Students are prepared to assume leadership positions in healthcare settings and academia and develop and implement nursing outcomes research. The curriculum includes the study of nursing theories, as well as other health-related, interdisciplinary, and educational theories, research methods, and health policy/health economics in a context of multidisciplinary partnerships to provide quality-based, comprehensive health care. A research dissertation is required. This course of study prepares graduates

to undertake systematic, applied, funded research to improve patient outcomes that are sensitive to the quality of nursing care. Graduates are prepared to assume leadership positions in health care settings and academia and develop and implement nursing outcomes research.

The specific purposes of the PhD in Nursing program are to:

1. Provide education in nursing and related theories and empirical research methods to prepare nurse leaders for evidence based primary health care for culturally diverse people.

2. Expand the knowledge base of nursing practice, health care management, and health care policy and economics through the research and scholarship of faculty and students in the nursing research doctoral program.

3. Prepare nurse leaders as scientists, faculty, policy makers, and innovators in health care.

Expected Student Learning Outcomes

Graduates will be prepared to assume leadership positions in health care settings and academia and develop and implement culturally competent, evidence-based research in primary health care for the improvement of population health. Students are expected to achieve the following characteristics and attributes by the completion of the program:

1. Synthesize relevant theories from nursing and other disciplines to develop a framework for conducting research with an emphasis on culturally competent primary health care.

2. Generate evidence to be used as the basis for culturally competent primary health care to improve population health.

3. Generate evidence related to clinical, educational, cultural, and organizational issues, needs, and challenges to recommend a course of action for best practices in primary health care.

4. Develop skills in mentorship and leadership roles as nurse scientists in the design, implementation, evaluation, and dissemination of research targeting the advancement of culturally competent evidence-based primary health care.

5. Integrate information technology to support culturally competent, evidence-based primary health care research that contributes to nursing and health care knowledge aimed at the reduction of health disparities.

6. Create change in policy by generating evidence within a culturally competent primary health care perspective.

7. Collaborate with intra and inter-professional scholars as well as with intersectorial networks within academic, research, practice, or policy arenas for local, national, and global initiatives.

End of Program Competencies

Students are expected to achieve the following competencies by the completion of the program:

1. Commit to an area of inquiry with potential for cumulative generation of nursing knowledge.

2. Utilize a variety of statistical techniques and qualitative methods to analyze research data.

3. Generate original research questions that evolve from a theoretical perspective and advance patient-focused nursing science.

4. Synthesize the literature germane to a selected field of nursing science.

5. Use knowledge from a variety of research methods to independently address a research question.

6. Utilize a diverse range of data and technologies to develop new knowledge for interventions to improve health.

7. Address issues related to a selected area of scientific inquiry, such as research integrity, diversity, and social justice.

8. Demonstrate professional stewardship through education, political/organizational participation, scholarly presentations/publications, and community service.

9. Write and defend research proposals in preparation for subsequent intramural and extramural support.

10. Complete and defend an independent and original dissertation study.

NURSING TECHNICAL STANDARDS

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

Communication

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

Observation

In both clinical and laboratory settings, students must be able to observe demonstrations of nursing skills and the implementation of patient care utilizing illustrations, models, medical equipment as well as standardized patients, patient simulators and actual human patients. The student must be able to confirm a patient's identity, observe a patient's physical condition and demeanor, obtain a medical history, and perform a complete physical examination directly and accurately. They must then integrate the information obtained through these holistic observations to implement the nursing process. These skills require the functional use of the senses of vision, hearing, smell, and touch.

Motor Skills

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

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

Interpretative, Conceptual, and Quantitative

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

Behavioral and Social

Candidates and students must understand the legal and ethical aspects of the practice of nursing and function within the guidelines established by the law and consistent with the professions (ANA) Scope & Standards of Practice and Code of Ethics for Nurses and National Student Nurses Association Code of Academic and Clinical Conduct and Code of Academic and Clinical Conduct Interpretive statements for Nursing Students. They must be able to relate to patients and their families, colleagues, faculty, and other members of the health care team with courtesy, maturity, and respect for the dignity and cultural diversity of individuals. This requires that they place the welfare of their patients foremost, and demonstrate honesty, integrity, dedication, compassion, and nondiscrimination in the care of their patients. They must demonstrate honesty and integrity in their schoolwork and in their relationships with faculty, staff, administrators, and classmates. They must always demonstrate the emotional stability to be able to exercise good judgment and carry out prompt completion of all the responsibilities attendant to the diagnosis and care of their patients, and in their course work, in a sensitive and effective manner in the role as nursing student. This sensitivity includes self-examination of personal attitudes, perceptions, and

stereotypes to avoid potential negative impact on relationships and patient care. Applicants and students must be able to adapt to changing environments, display flexibility and professional responsibility to their patients, peers, faculty, staff, and administrators, and to learn to function in an environment of uncertainty, in which changes may occur rapidly and without warning. A candidate and student must be able to accept and integrate evaluative feedback and respond by a positive modification of behavior. A candidate and student must use conflict resolution strategies effectively in university settings, and in on and off campus clinical learning settings.

STANDARDS OF PROFESSIONAL CONDUCT

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

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

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

Standards of Professional Conduct Compliance Policy

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

Ordinarily, within five business days of making the determination of whether there was a violation and imposing the sanction, if any, the instructor shall report in writing to the PhD department chairperson (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 associate dean.

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

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

Students found to have violated the Standards of Professional Conduct and were sanctioned by the chair with suspension or dismissal from the Lienhard School of Nursing, may appeal the decision to the associate dean[1]. 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 instructor and to the chair, 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 POLICIES OF THE LIENHARD SCHOOL OF NURSING

Grade Appeal Process, Step-by-Step

The process for appealing a grade in a nursing course is governed by the University's Grade Appeal Process (a copy of which may be found in the on-line Pace University Student Handbook) and this Grade Appeal Process: Step-by-Step, both of which provide that only the final course grade may be appealed. Therefore, a student may not use the Grade Appeal Process to appeal a grade for an examination, assignment, paper and the like; only a final course grade may be appealed. The procedure described below

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

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

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

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

Step 4 If the student and the instructor are unable to resolve the issue and the student wishes to continue the grade appeal, the student may appeal the final nursing course grade to the chair. The grade appeal must be submitted in writing to the chair within 5 business days from the date on which the student was informed of the decision of the course instructor and must clearly state the basis for challenging the grade received for the nursing course. The student must also forward a copy of their written grade appeal to the instructor who issued the final grade being challenged. If the chair is the instructor who issued the grade being appealed, the grade appeal must be submitted to the undergraduate or graduate department chair. All grade appeals must be completed before the Academic Progression Appeals Committee will accept a student's appeal of the decision dismissing the student from the nursing program in which he or she is enrolled (see Appeal of Academic Dismissal Policy).

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

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

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

Academic Probation Policy

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

The following section provides (1) the academic standards of the Doctor of Philosophy in Nursing Department, (2) conditions that will result in the PhD student being placed on academic probation, and (3) the conditions of probation that must be satisfied in order for the student to return to good academic standing, making satisfactory progress.

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

- A student who fails to satisfy the applicable academic standards and is placed on probation will be on probation for one semester (Probationary Semester).

- Normally, the chair would inform students in writing if the student failed to satisfy the applicable academic standards and has been placed on probation. Probation is automatic if a student fails to satisfy the applicable academic standards and, therefore, is not contingent upon receipt of such notification. It is the student's responsibility to verify their academic standing before each semester and to make inquiries in the Lienhard School of Nursing Office of Academic Affairs if clarification is needed.

- The Probationary Semester will be the first semester in which the student is enrolled, following the semester in which the student failed to satisfy the academic standards.

- Neither the status of probation nor the conditions of probation may be appealed.

- The conditions of probation must be satisfied by the conclusion of the Probationary Semester.

- If a student fails to satisfy the conditions of probation by the conclusion of the Probationary Semester, the student will be dismissed automatically from the Doctor of Philosophy in Nursing Department and from the Lienhard School of Nursing.

- A student who has successfully completed one prior Probationary Semester and their current academic performance would warrant a probationary status, the student will be dismissed automatically from the LSN Doctor of Philosophy of Nursing Department and the Lienhard School of Nursing.

- When a student is on academic probation, they are not eligible to participate in a graduate assistantship, nor are they eligible for any of the PhD department awards.

Academic Standards: Doctor of Philosophy in Nursing Department (PhD)

The passing grade for a PhD course is B- (2.7 on 4.0 scale). A cumulative GPA of 3.0 (on a 4.0 scale) or better is required to remain in good academic standing.

Satisfactory Progression

A student is deemed not to be making satisfactory progress if he or she has:

1. Completed 36 credits and has not passed the Qualifying Examination.
2. A grade point average below 3.00.
3. Been enrolled for 12 semesters without passing the Dissertation Proposal Defense.
4. Not completed the degree in ten years.

A PhD student will be placed on academic probation when they are deemed not to be making satisfactory progress.

In addition, academic probation occurs whenever a PhD student earns a grade of less than B- in a course or attains a cumulative grade point average of less than 3.0. A PhD student who earns a course grade of less than B- will be placed on academic probation until a grade of B- or better is achieved in that course. A PhD student may only repeat a course once. Two grades of less than B- in the same course or achieving less than a B- in two different courses, will result in automatic dismissal.

PhD students who fall below a grade point average of 3.0 are placed on academic probation for one semester. If the student's performance does not improve during that semester, the PhD Department chairperson will decide whether to dismiss the student or to allow the continuation of the academic probation. If at the end of the second semester the grade point average is still below 3.0, the PhD student may be advised to withdraw or face dismissal. A grade point average of 3.0 is necessary for graduation from the PhD program[2].

Academic Dismissal Policy [3] [4]

Before being dismissed from a Lienhard School of Nursing (LSN) PhD program or department 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 immediately dismissed from the LSN PhD program and the Lienhard School of Nursing. The circumstances that will result in automatic dismissal rather than probation include, but are not limited to, the following:

- Students who fail two nursing courses, whether the same or different nursing courses, will be dismissed automatically from the PhD program and the Lienhard School of Nursing.

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

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[2] The minimum passing grade for each of the Lienhard School of Nursing programs may be found in the Academic Probation Policy, Dismissal is automatic if a student meets the criteria for automatic dismissal and therefore is not contingent upon receipt of such notification. It is the student's responsibility to verify their academic standing before each semester and to make inquiries in the Lienhard School of Nursing Office of Academic Affairs if clarification is needed.

[3] For purposes of the Academic Dismissal Policy, except as otherwise noted, the term *nursing course* includes required and elective nursing courses.

[4] A student who has been dismissed from the PhD in Nursing Department 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 chairperson 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.

Normally, students who are dismissed from the PhD in Nursing Department will be informed in writing by the chair as soon as practicable.

Appeal of Academic Dismissal Policy

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

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

Alternatively, the written appeal may be sent as an attachment to the chair of the Academic Progression Appeals Committee in an email to nursingappeals@pace.edu. The written appeal must be received by the Appeals Committee within 14 calendar days from the date of the letter informing the student of their academic dismissal. If the appeal is not received by the Appeals Committee on or before the fourteenth day, normally the appeal will be denied.[5]

Standard for Granting an Appeal

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

All grade appeals must be completed before the Appeals Committee will accept a student's appeal of the decision dismissing the student from the PhD program. An appeal of the decision dismissing the student from the PhD program must be received by the Appeals Committee within fourteen (14) calendar days from the date of the decision of the grade appeal.

Information Required for an Appeal

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

1. The name, telephone number, address and e-mail address of the student appealing the decision of dismissal; and

2. The name of the LSN program from which the student was dismissed and confirmation of whether the student was dismissed also from the Lienhard School of Nursing; and

3. The reason the student was dismissed from the LSN program and, if applicable, the Lienhard School of Nursing; and

4. Identification of the (a) extraordinary and (b) non-recurring circumstances that caused the student's unsatisfactory academic performance and subsequent dismissal from an LSN program; and (c) evidence that the unsatisfactory academic performance is not representative of the student's academic ability; and

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

5. An explanation of why the information provided in Paragraph 4 above should result in the reversal of the decision to dismiss the student from the LSN program and, if applicable, the Lienhard School of Nursing; and

6. A copy of the student's dismissal letter from the Doctor of Philosophy in Nursing Department and/or the Lienhard School of Nursing; and

7. A statement that no grade appeals are pending or will be commenced after the appeal of the decision to dismiss has been submitted to the Appeals Committee with respect to grades issued that resulted in the student being dismissed.

The Appeals Process

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

In addition to considering the student's written appeal, ordinarily the Appeals Committee will require the student to appear at a hearing in order to, among other things, answer any questions the Appeals Committee may have or to provide additional information. At the hearing before the Appeals Committee, the student may present additional supportive evidence of their appeal. As part of its deliberations, and at its sole discretion, the Appeals Committee may, among other things, take into consideration the student's academic record, request relevant information from faculty members concerning the circumstances that gave rise to the dismissal, and request information from persons knowledgeable about other issues before the Appeals Committee. The student will be permitted to respond to such information if it is averse to the student and the Appeals Committee is likely to rely on it in making their decision. No advisors or representatives of the student may participate in the hearing before the Appeals Committee or the business of the Appeals Committee. Such advisors and representatives include, but are not limited to, attorneys, representatives, friends, classmates, and family members of the student.

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

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

Reinstatement After an Appeal

A student whose appeal is granted will be reinstated in the PhD 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 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.

The Academic Progression Appeals Committee

The Appeals Committee consists of five full-time faculty members of the Lienhard School of Nursing, only three of whom ordinarily will hear a student's appeal. A member of the Appeals Committee who was a participant in the circumstances that gave rise to the student's unsatisfactory academic performance

and/or subsequent dismissal, must be recused from the Appeals Committee for the sole purpose of that student's appeal.

Reapplication for Admission to the PhD Program

Students who were dismissed from the PhD Program due to unsatisfactory academic performance may reapply for admission to the PhD program no earlier than one (1) year after the effective date of dismissal from the PhD program. To be eligible for readmission, the students must meet all of the current standards for admission for the PhD program and must submit an essay in which the student identifies the circumstances which caused the dismissal from the PhD program, the resolution of those circumstances, and the plan for successful completion if readmitted. Readmission will be subject to such terms and conditions as may be determined by the Lienhard School of Nursing Department of PhD in Nursing to be appropriate under the circumstances.

Academic Integrity

The most important rules of academic honesty are fundamental in the pursuit of knowledge and follow inevitably from a respect for commitment to the principles of truth. Pace University's Academic Integrity Code requires students to accept responsibility for being honest and to respect ethical standards in meeting their academic assignments and requirements. For additional information, see the University Academic Integrity Code and the University Policies, Disciplinary, and Grievance Procedures.

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

Academic Integrity Code Procedure

Pace University's Academic Integrity Code outlines the Direct Resolution and Academic Conduct Committee hearing procedures by which the University determines whether a student violated the Academic Integrity Code. If the violation is addressed through Direct Resolution, sanctions that may be imposed include, but are not limited to a reduction in the grade or a failing grade for the paper, report, examination, data compilation, presentation or other assignment; and/or a failing grade for the course in which the violation occurred; and/or requiring the student to complete a learning intervention designed to increase the student's awareness of the significance and consequences of the violation. If the matter is referred to the Academic Conduct Committee and it is determined that the violation occurred by a preponderance of the evidence, depending on the severity of the violation, sanctions that may be imposed include, but are not limited to file notation, reprimand, academic disciplinary probation, suspension, or expulsion from a program and\or the University. Additional sanctions may be imposed including financial aid from the University may be withdrawn, a previously granted degree may be revoked, and the committee chair may submit a written recommendation to a course instructor regarding a student's grade. The Academic Integrity Code requires that all violations be documented and reported to the chairperson of the PhD program 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.

Use of Generative AI

Effective learning, teaching and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work that is submitted for academic credit or conducted in the wider arena of scholarly research. Such an atmosphere of mutual trust fosters free exchange of ideas and enables all members of the community to achieve their highest potential.

Use of AI tools, including ChatGPT, are permitted in the PhD in Nursing for students who wish to use them. Students must cite any AI-generated material that informed their work and use quotation marks or other appropriate indicators of quoted material when appropriate. Students should indicate how AI tools informed their process and the final product, including how the student validated any AI-generated citations.

In all academic work, the ideas and contributions of others must be appropriately acknowledged and work that is presented as original must be, in fact, original. Using an AI-content generator (such as ChatGPT) to complete coursework without proper attribution or authorization is a form of academic dishonesty.

ADMISSION CRITERIA FOR PHD IN NURSING

1. Completed bachelor's and master's degree (one of which must be in Nursing).
2. Current, active, unencumbered RN license in the State of New York (license must remain continuously active until degree conferral.)
3. Transcripts from all post-secondary institutions
4. Resume
5. Statement of career/research goals
6. Interview with PhD in Nursing Admissions Committee
   Note: GRE is not required

ACADEMIC AND ADVISING GUIDELINES

General Advising Principles

All students enrolled in the Doctor of Philosophy in Nursing (PhD) Department are assigned to a PhD faculty member, who serves as their advisor.

Academic Advising Responsibilities of Doctor of Philosophy of Nursing Students

Students must coordinate and meet with their academic advisor at least once a semester. During this time, students must update the Advisement Form (Appendix (A). It is during this advisement that faculty assess the student's current academic performance and progression in the program.

During the first semester of the first year, incoming PhD students are advised by the department chairperson. Based on the student's expressed research interests during their interview, a faculty advisor is assigned by the department chairperson and the student is notified during orientation. This faculty advisor may or may not serve as the mentor for the Qualifying Exam and may become the chair of the dissertation committee and/or acts as their advisor and mentor until the chair is selected.

Students must meet with their faculty advisor each semester to review their progress. The Advisement Form (Appendix (A) reflects the discussions and decisions agreed upon at the time of advisement and is placed in the student's file.

Student assignments to a faculty advisor may be changed with permission and approval of the department chairperson and mutual consent of the faculty advisor. Such changes encompass all aspects of the advising role.

The student's assigned faculty advisor will also be available to serve as teacher and mentor for students who are meeting and exceeding academic and professional development outcomes and for those demonstrating problems in either academic or professional areas. Student issues that involve personal or emotional counseling beyond academic advising will be referred to the Counseling Center.

Students may also seek informal advising from other nursing faculty members. When this occurs, the faculty members may refer the student to their primary advisor if follow-up is necessary.

Timeline for Identifying Advisors and Dissertation Chairs

First Year

A faculty advisor is assigned to each student during orientation. The faculty advisor is selected based on the student's area of research interest.

- Students meet with their assigned faculty advisor to discuss progression and guidance.
- Students identify their research interest to support their work on the Qualifying Exam (students will work with their advisor during this process).

Second Year

- NURS 927, Strategies for Advanced Scientific Writing will educate students on the essential skills required to complete the Qualifying Exam. Students must earn a passing grade (B- or higher) in NURS 927 to be eligible to submit a Qualifying Exam.
- Students complete their qualifying exam during NURS 927.
- Students work with their advisor to complete the annual Advisement Form Appendix (A).
- Students begin the process of determining who the chair of the Dissertation (chair) will be. This chair may be their advisor or another faculty whose interests are more closely aligned with that of the students' research.
- In NURS 928 Dissertation Development I students select a chair for their Dissertation Committee and complete the Dissertation Topic and Committee Chairperson Selection form (Appendix D).

Third Year

Students work with their advisor to complete and update the annual Advisement Form (Appendix A).

- The student, in collaboration with their dissertation committee chair selects the committee members and completes the Dissertation Committee Selection Form (Appendix D).
- Students are enrolled in NURS 938 Dissertation Development II. By the end of the semester, students should have completed the dissertation proposal defense selection forms (Appendix D, Appendix E).
- Students who have not completed and defended their dissertation proposal must register for NURS 948 Dissertation Development III. If students do not defend their proposal while they are in NURS 948, they must register for NURS 958 and continue to register for NURS 958 until they have completed and successfully defended their dissertation proposal.
- Students who have successfully defended their Dissertation Proposal will register for NURS 968 until they have successfully defended their dissertation. Students will not be permitted to defend their dissertation if they are not continuously enrolled in NURS 969 for every semester preceding the semester in which they defend their dissertation. *PhD students are expected to maintain continuous involvement and

enrollment in the program. Failure to register for any period constitutes a de facto withdrawal. Students who do not maintain matriculation and wish to resume study must apply for readmission. Readmission is granted only on the recommendation of the PhD Department chairperson and the approval of the associate dean.
- Students obtain IRB approval and collect the data and work on the completion of the dissertation. They will work with the chair of the Dissertation Committee in completing this work.
- Students will file for graduation after they have successfully defended their dissertation proposal.

Fourth Year
- Completion of Dissertation and dissertation defense (Appendix G and Appendix H)

Independent Study
The student must contact the instructor/supervising faculty and fill out the Independent Study Form (see Appendix B). The form must be signed by both the student and the supervising faculty and submitted to the PhD program coordinator for approval by the chairperson and the associate dean. The PhD program coordinator will then give the student permission to register for the course.

COURSE OF STUDY

All PhD classes are held in person on the Pleasantville campus.

The PhD curriculum consists of a minimum of 45 post-master's credits. There are 24 credits in research methods, 18 credits in substantive nursing, 6 credits in health care and policy studies, and 6 credits of dissertation seminar (additional credits if needed). This curriculum design is consistent with the standards of research doctorate education in nursing. There are no courses with a clinical practice component but there is a research practicum.

Curriculum Content Areas for the PhD in Nursing
- Research Methods (24 credits)
- Quantitative Research Methods I (3 credits)
- Quantitative Research Methods II (3 credits)
- Quantitative Research Methods III (3 credits)
- Qualitative Research Methods I (3 credits)
- Strategies for Advanced Scientific Writing (3 credits)
- Measurement in Nursing Research (3 credits)
- Research Practicum (3 credits)
- Interprofessional Approaches to Research (3 credits)

Substantive Nursing (15 credits)
- Philosophy of Science (3 credits)
- Advanced Nursing in Primary Health Care (3 credits)
- Development of Nursing Knowledge (3 credits)
- Health Care Policy: Strategic Action (3 credits)
- Teaching and Learning in Academic Settings (3 credits)

Dissertation Development Seminars (6 credits minimum)

TOTAL: 45 credits minimum

Doctor of Philosophy in Nursing Curriculum

*This is a sample curriculum for a full-time student. The curriculum is individualized to the needs of the student and PT status as applicable. *

Term: Fall 1			Term: Spring 1		
Course Number and Title	Prerequisite	Credit	Course Number and Title	Prerequisite	Credit
NURS 913: Philosophy of Science		3	NURS 923: Development of Nursing Knowledge		3
NURS 912: Quantitative Research Methods I	Graduate-level Statistics	3	NURS 916: Qualitative Research Methods II		3
NURS 803: Advanced Nursing in Primary Health Care		3	NURS 922: Quantitative Research Methods II	NURS 912	3
	Term Credits	9		Term Credits	9
Term: Fall 2			Term: Spring 2		
NURS 927: Strategies for Advanced Scientific Writing	NURS 803, 913, and 923	3	NURS 928: Dissertation Development I	NURS 927	3
NURS 920: Measurement in Nursing Research	NURS 912 and 922	3	NURS 925: Research Practicum	NURS 912, 922, 916, and 927	3
NURS 932: Quantitative Research Methods III	NURS 912 and NURS 922	3	NURS 924: Interprofessional Approaches to Research	NURS 912, 922, 916, and 927	3
	Term Credit	9		Term Credit	9
Term: Fall 3			Term: Spring 3		
NURS 938: Dissertation Development II	NURS 928	3	NURS 948: Dissertation Seminar III (if needed) or NURS 968	NURS 938	3
NURS 754: Teaching and Learning in Academic Settings		3			
NURS 830: Health Care Policy: Strategic Action		3			
	Term Credits	9		Term Credits	3
PROGRAM TOTAL: 45 Credits					

PhD Practicum in Nursing Research (NURS 925)

The research practicum focuses on the students' development of selected research skills in collaboration with their practicum course faculty. The practicum placement is made with an appropriate Research Practicum Mentor (researcher, clinician or educator) who is conducting ongoing research. The array of activities may include, but are not limited to, helping to develop a research proposal, (other than one's own) and/or submitting such a proposal as part of a grant application, preparing a protocol for submission to the institutional review board, assisting with recruitment or data collection for ongoing investigation, learning data management skills, participating in performance of laboratory procedures, participating in research team meetings, conducting literature searches for ongoing research projects, and preparing abstracts and/or manuscripts for presentation and publication.

The course faculty meets students in the fall semester prior to the spring semester to discuss the practicum requirements.

The practicum may continue into the summer as needed with approval of the PhD chairperson and the course faculty member.

Qualifying Exam

Students take NURS 927, Strategies for Advanced Scientific Writing. The course focuses on the essential skills required to complete the Qualifying Exam. The Qualifying Exam is a comprehensive review of the literature related to the chosen dissertation topic. The qualifying exam consists of two parts, a written part and an oral defense. All assignments in NURS 927 build toward completion of the Qualifying Exam. The written portion of Qualifying Exam is submitted as the final assignment of NURS 927 and determines the passing or failing of the course. The written portion of the Qualifying Exam is scored using the qualifying exam grading rubric (Appendix H). The written portion of the qualifying exam is graded by two PhD Department faculty. If there is a discrepancy between the grading of the two graders, a PhD faculty member grades the exam and breaks the tie. The grade on the Qualifying Exam is not subject to appeal; the grade is final. If the student is successful on the written portion of the qualifying exam, an oral defense is scheduled. The oral defense is conducted in person on the Pleasantville campus. The student must be successful on both the written portion and the oral defense portion of the qualifying exam in order to pass the qualifying exam.

The oral defense of the qualifying exam is open to all Lienhard School of Nursing students, faculty and staff.

DISSERTATION PROCEDCURES

Dissertation Research Overview

Students are required to complete a dissertation research study that addresses a particular nursing and health disparities issue. Dissertations may be qualitative, quantitative, or multi-methods and must meet rigorous standards of research and scholarship. All dissertations are expected to incorporate the theoretical context for the research, development of research methods employed, findings, and implications for nursing research, nursing practice and may include implications for education, quality and safety, and health services research.

Students are encouraged to select a dissertation topic that analyzes a specific nursing issue. Prior to and during the dissertation seminars, the student should crystallize the dissertation topic. This involves the identification of a topic and the elaboration of ideas and methods that will result in a dissertation proposal.

Dissertations are designed by students with the guidance of their faculty advisor, who becomes the Dissertation Committee Chairperson, once the qualifying exam has been passed. The dissertation must be original research.

The steps in the dissertation process involve the following: (note each step is discussed in detail following this outline)

1. Assignment of an advisor
2. Approval of the topic and dissertation chairperson
3. Formation and approval of the dissertation committee
4. Development of a written dissertation proposal approved by the dissertation committee
5. Approval of in-person oral defense of proposal
6. IRB approval
7. Dissertation research
8. Writing of the formal dissertation with the guidance of the dissertation committee
9. Approval of the written dissertation from the full dissertation committee
10. Successful in-person oral defense of the dissertation

11. Dissertation deposit according to PhD in Nursing Department guidelines

While students are strongly encouraged to complete their degrees within four years of matriculation, the PhD Nursing program requires the degree to be completed no later than ten years after matriculation.

Doctoral Dissertation Committee

Parallel to developing a dissertation topic is the search for suitable individuals to guide the research and serve on the dissertation committee. Once the dissertation topic has been developed, the student selects a dissertation chair. The proposed chair signs the Dissertation Topic Committee Chair Selection Form (Appendix D) and submits it to the chairperson of the Doctor of Philosophy in Nursing Department. The role of the dissertation committee is to provide feedback on the dissertation proposal, examine the candidate in an oral defense of the proposal and dissertation, and to approve the completed dissertation. The chair and the student work together to identify and contact potential committee members to explore their willingness to serve on the dissertation committee.

The proposed committee members are submitted to the chairperson of the Doctor of Philosophy in Nursing for approval using Dissertation Committee Selection Form (Appendix D). After the student passes the proposal (approved written dissertation proposal and defense), students register for Dissertation Continuation each semester until completion and defense of the dissertation.

The dissertation committee is composed of a minimum of the chair and two additional members. The committee composition must meet the following criteria:

- The dissertation chair must be a full-time faculty member of the Pace University PhD in Nursing faculty tenured or on a tenure track and should have prior experience in serving in this role.

- A second dissertation committee member must be a full-time faculty at Pace University in nursing, tenured or on a tenure track.

- A third dissertation committee member must be from outside of the nursing discipline. This member may be a tenured or tenure track faculty from another department at Pace University or from outside of Pace University but with credentials that would be required for appointment to the professorial level at Pace.

- Optional additional members may be included, pending approval by the chair and the chairperson of the PhD in Nursing Department. The curriculum vitae of proposed dissertation committee members who are not Pace University faculty must be submitted, at the time of committee formation, for review by the chairperson of the Doctor of Philosophy in Nursing Department to ensure that they have the requisite knowledge and credentials to participate as members of the dissertation committee.

The Dissertation Topic and Committee Approval Process

During semester I in the program, students must identify their proposed dissertation topic. The topic and proposed committee members are submitted to the PhD chairperson for approval using the Dissertation Topic - Committee Chair Selection Form (see Appendix C). The Dissertation Committee Form (see Appendix B) must be signed by all members of the dissertation committee and the PhD chairperson. If a student finds it necessary to change their dissertation committee chair, they must first consult with the chairperson of the PhD in Nursing Department. If a committee member becomes unavailable to continue serving on the committee, an alternate may be substituted subject to approval by the committee chair and chairperson of the PhD in Nursing Department.

Doctoral Dissertation Proposal

The proposal must be reviewed and approved by the dissertation committee chair before it is sent out to the dissertation committee for their review and approval. The proposal must conform to the PhD Department outline and format.

Prior to the oral proposal defense, the written proposal requires approval by the dissertation committee. Each member of the committee approves the proposal by signing the Dissertation Proposal Approval: Written Document (see Appendix C) form, which is then returned to the program coordinator. Students must submit the proposal electronically to the dissertation committee 3 weeks before the anticipated oral proposal defense date. Once the full committee has signed the Dissertation Proposal Approval: Written Document form (Appendix C), the student may schedule the oral proposal defense. The Nursing PhD program coordinator will assist in scheduling the oral proposal defense and arranging for the room. At the time of scheduling, the student will submit an executive summary of the proposal. All proposal defenses are conducted on campus, in person, unless special circumstances exist, and the student has received written approval from the department chairperson. The student must develop and utilize the PhD in Nursing Department PowerPoint presentation format for the proposal defense. All proposal defenses are open to the Lienhard School of Nursing community. At the defense, the student will provide a PowerPoint overview of the proposed research, and answer questions presented by members of the dissertation committee and attendees.

The dissertation committee will either approve the oral proposal or provide the student with feedback regarding substantive changes. The oral proposal is found to be satisfactory if a majority of the committee vote to accept the oral proposal with no or minimal changes. If there is a tie vote, the chair of the committee will cast an additional vote.

The oral proposal defense is conducted in person on the Pleasantville campus and is open to the entire Pace University community of faculty, staff, and students.

If the proposal is found to be satisfactory, the dissertation committee signs the Dissertation Oral Proposal Hearing Report (see Appendix F). The proposal is then sent to the chairperson of the PhD Department in Nursing and the program coordinator with the signed form for final approval. If the proposal is found to be unsatisfactory, the committee will make recommendations to revise the proposal. By agreement of the dissertation committee, the revised proposal is to be submitted either to the committee chair or to the entire committee to assess satisfactory revision of the proposal. In addition, the committee can recommend a review and decision by the committee chair alone, by the committee chair and two committee members or review of the proposal and another oral hearing. If the revision is not satisfactory, the dissertation committee chair and chairperson of the PhD in Nursing Department will meet to decide the student's future status in the program. If the proposal is deemed unsatisfactory on the second review, the student will be dismissed from the program.

All proposals, regardless of method, must be submitted to the Pace University IRB and any other applicable IRB as determined by the location of the proposed research. The student is required to follow all IRB regulations and guidance. IRB approval must be obtained prior to the beginning of the dissertation study and ongoing compliance must be maintained throughout the duration of the dissertation study. Failure to adhere to the conditions of the IRB approval will constitute a violation of the academic integrity policy.

Proposal defenses are not scheduled between the end of the fall semester and the start of the spring semester and between the end of the spring semester and the start of the fall semester.

The Dissertation Defense

After the written dissertation proposal has been approved and successfully orally defended, the student obtains all necessary IRB approvals, conducts the research, and writes the dissertation. The student must

register for NURS 968 for every semester until successful dissertation defense. The student must remain in close contact with their chair and obtain guidance on a regular basis. When the student and committee chair believe that the student has satisfactorily completed the dissertation, the dissertation is submitted to the committee members for their approval. A Dissertation Evaluation Form (see Appendix G) is sent to each committee member, along with the completed dissertation. The form is filled out and returned to the PhD program coordinator no later than three weeks prior to the defense.

The dissertation committee chair and the PhD program coordinator arrange for scheduling the defense in consultation with the student and dissertation committee. At the time of scheduling, the student will submit an executive summary of the dissertation. All proposal defenses are conducted on campus, in person on the Pleasantville campus. The student must develop and utilize the PhD in Nursing Department PowerPoint presentation format for the dissertation defense.

Students must submit an electronic copy of their dissertation at least three weeks before the scheduled defense. The formal oral dissertation defense is conducted with the Dissertation Committee chair and dissertation committee and is open to the Pace University community. At the defense, the student will provide a PowerPoint overview of the dissertation research, and answer questions presented by members of the dissertation committee and attendees. Immediately after the oral defense, the dissertation committee will deliberate in private and inform the student of the outcome, which may be passing without revision, resubmission with minor or major revisions, or fail. The Final Dissertation Approval Form (Appendix E) is filled out at this time and signed by all committee members. A dissertation is found to be satisfactory if a majority of the committee vote to accept the dissertation with no or minor changes. The examining committee determines whether the dissertation requires minor or major changes. If there is a tie vote, the chair of the committee will cast an additional vote.

Dissertations with minor revisions are reviewed by the chair for final approval. Dissertations requiring major revisions are reviewed by the full dissertation committee for final approval. If found to be satisfactory, the chair will inform the department chairperson in writing that the student has satisfactorily completed the dissertation. If the student receives a failure, the dissertation must be revised, the revisions approved by the committee and a second oral defense scheduled. If on the second defense, the dissertation is deemed unsatisfactory, the student is dismissed from the program.

Dissertation defenses are not scheduled between the end of the fall semester and the start of the spring semester and between the end of the spring semester and the start of the fall semester.

There are two-degree conferral dates for the PhD in Nursing: December and May.

Formatting and Depositing

All students are required to submit their dissertation to ProQuest for publication. Any student who does not submit their written dissertation to ProQuest will not be eligible to earn their diploma.

Submitting to ProQuest and Binding Process

Students are required to submit their dissertation to ProQuest. ProQuest processes the digital submission and adds it to the Pace Digital Commons, ProQuest Dissertations and Theses, and Pace Theses and Abstracts which makes it discoverable to other scholars but with restricted access to the full text. ProQuest can also provide personal bound copies and copyright registration at the same time. Students are required to provide Two (2) bound copies. one for the PhD department and one for the committee chair.

Copyright

The student can also register for copyright when they submit their dissertation to ProQuest Dissertations and Abstracts.

CLEARANCES AND BACKGROUND CHECKS

Health Clearance

All PhD in Nursing students must obtain health clearance (health clearance, criminal background, and drug screening) at the beginning of the PhD in Nursing program and must maintain that clearance up until final dissertation defense. Failure to maintain health clearance will result in withdrawal from NURS 925 Research Practicum, NURS 756 Academic Teaching Practicum and may impact dissertation research progression.

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 any agency(s) where the student is placed. In addition, students are required to provide evidence of an annual influenza immunization and any other required vaccinations. The health clearance process must be completed annually by September 1. The required health forms are posted in the Lienhard School of Nursing PhD Classes Community, and it is the student's responsibility to obtain these forms, complete them, and submit them as directed. Students are required to upload and manage the required documents in the clinical compliance system.

Health clearance must be maintained throughout the entire time that a student is in the PhD in Nursing program. Students must notify the faculty of any health condition that occurs that, if it had been detected during the health clearance process, would have resulted in the student being denied health clearance.

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

Criminal Background Check Policy

The LSN and the student will have online access to the completed criminal background check. If your criminal background check raises concerns related to your participation in a nursing program, you will be contacted by the 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 the Office of the 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 10 business days of occurrence to the Office of the Associate Dean or designee. Failure to report requisite information will constitute grounds for immediate dismissal.

Drug Screening Policy

All students enrolled in the Lienhard School of Nursing (LSN) PhD in Nursing Program must complete a drug-screening test that is consistent with professional and industry standards. 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 LSN compliance tracking vendor website. Refusal to provide a specimen for drug testing will be considered a positive drug test and subject the applicant to the established procedures for positive tests. Students have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the results of the drug screen provided are correct.

Students who have a positive drug screen may also be subject to discipline for violation of the University's Drug and Alcohol Policy in accordance with the University's disciplinary procedures for students. Refer to the University Student Handbook Alcohol and other Drug Policy.

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

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

Recreational and Medical Marijuana Policy

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

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

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

Drug Screening and Prescription Medication

(including but not limited to Medical Marijuana)

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

1. Undergo screening as required by the Department of PhD in Nursing.

2. Upload supporting documentation as required or requested (i.e., copy of valid NYS Medical Marijuana Card) to student's compliance account.

a. Provide adequate documentation from student's health care provider that use of prescription medication (including medical marijuana) does not and will not interfere with the student's ability to meet program technical standards. Standards can be viewed in the Nursing Technical Standards section.
    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 regarding offering a student placement in their facility.
    ii. If the health care provider's letter indicates that the use of prescription medication, including but not limited to medical marijuana, may interfere with the student's ability to meet technical standards, the student may contact the University's Office of Accessibility to determine whether an alternate accommodation to clinical placement may be available. Clinical placement is NOT guaranteed, but rather based on the clinical agency's internal policy.
b. This supporting documentation must be submitted annually, upon a change in circumstances, or if there is a question as to the student's ability to safely perform their responsibilities, engage in patient care, or otherwise poses a threat to the safety to themselves or others in the community. The University reserves a right to request additional documentation as necessary to ensure safety of students, patients, and the community.

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

Licensure as Registered Professional Nurse

Doctor of Philosophy (PhD) in Nursing students must provide evidence that they are licensed by the New York State Education Department as a registered professional nurse upon admission into the PhD program.

Every student's registration must remain current and unrestricted until the student's degree is conferred. For additional information, visit the NYSED Office of Professions License Requirements for a Registered Professional Nurse.

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.

TRANSPORTATION

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

POLICIES OF CLINICAL AGENCIES

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

ASSIGNMENTS AND EXAMINATIONS

Assignments

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

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

Examinations

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

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

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

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

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

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

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

Email Communication

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.

Incomplete Work
Information about course grades at the end of the semester may be found at Grading System in the Pace Catalog.

Official PhD Signature
Students are expected to use their name and PhD in Nursing Student Pace University as their official signature while in the program. Use of the designation PhDc is not acceptable. Use of the designation PhD may only occur after the student has successfully defended their dissertation and their degree has been conferred.

LIENHARD SCHOOL OF NURSING RESOURCES

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

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

The campus CEHS locations are:

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

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

Pleasantville New York City

Visit CEHS for additional information.

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

Undergraduates who are halfway through their program, have a 3.0 cumulative quality point average (CQPA), and are in the upper 35% of their class, and graduate students who have completed a quarter of the Master of Science, Certificate of Advanced Graduate Study, Doctor of Nursing Practice, and Doctor of Philosophy programs, and who have a 3.5 CQPA or higher are eligible to be nominated for membership. Student standing is reviewed by the Omega Delta chapter faculty counselor and eligible students are invited in writing to consider membership. Outstanding community leaders in nursing are also eligible for membership. PhD in Nursing students are eligible to apply for membership in Sigma as community leaders.

PhD in Nursing students are required to maintain membership in the Omega Delta chapter of Sigma throughout the duration of their study in the PhD in Nursing.

For additional information, visit Sigma.

Eastern Nursing Research Society

The Eastern Nursing Research Society (ENRS) aims to foster a community of nurses and others interested in nursing research in the Eastern region of the United States, promoting the advancement of nursing science and its application to improve patient care.

PhD in Nursing students are required to maintain membership in ENRS throughout the duration of their study in the PhD in Nursing.

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. Career Services is a resource for Lienhard School of Nursing students and alumni who wish to explore employment opportunities and the best way to present themselves to prospective employers. For example, Career Services offers assistance in, among other things, preparation of resumes and cover letters and developing interviewing skills and organizes an annual spring nursing career fair.

Career Services is located on the Pleasantville and New York City Campuses. For additional information, visit Career Services.

Computer Resource Centers

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

For additional information, visit ITS Computer Labs.

Counseling Center

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

For additional information, visit 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.

Visit Student Accounts Pace University FERPA Policy for additional information.

Appropriate Use of Information Technology

The Pace University Appropriate Use Policy for Information Technology (IT) is posted on the Division of Information Technology (DoIT) web page. Information Technology (IT) at Pace University encompasses

the use of all campus computing, networking (data, voice, and video), document services, educational media, and management information systems technologies. These IT resources support the instructional, research, and administrative activities of the University.

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

It is the responsibility of each Pace student to read and abide by the terms of the Appropriate Use Policy for Information Technology.

Financial Aid

For information, visit Financial Aid.

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. University Health Care is located at:

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

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

For additional information, visit University Health Care.

Health Insurance

For Information about accident and sickness insurance, visit 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. Details about these requirements can be found at Immunization Compliance.

Lactation Support

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 computer labs W205 and W206)

Pleasantville
15D Miller Hall

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

Learning Commons

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

For additional information, visit Learning Commons.

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

Information about a leave of absence from the University can be found at Leave of Absence in the Pace Catalog.

A leave of absence is limited to two consecutive semesters excluding the summer semesters. A student who does not resume study within this time period will be dropped from the program. Students wishing to resume studies after an extended leave of absence must reapply for admission and meet current application standards for readmission. Students may only request one leave of absence during their time in the program.

Information about a medical leave of absence from the University can be found at Leave of Absence-Medical in the Pace Catalog. Normally, a medical leave of absence is limited to two consecutive semesters excluding the summer semesters but may not exceed four consecutive semesters, excluding the summer semesters. A student who does not resume study within this time period will be dropped from the program. Students wishing to resume studies after an extended leave of absence must reapply for admission and meet current application standards for readmission.

Information about the resumption of studies after a leave of absence or a medical leave of absence from the University can be found at Resumption of Study in the Pace Catalog.

Students who are readmitted after an absence of 2 years or more from their original Advanced Pharmacology or Advanced Physical Assessment classes have the option to retake the course(s) or to demonstrate currency in their understanding and skills with a test-out. They will contact the director of graduate practice programs to arrange for the test-out. If students do not pass the test-out, they will be required to repeat the class.

Libraries

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

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

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

For additional information about the nursing research resources, visit the Library.

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 Lecture Hall North.
Proceed thru the door for W205D
to enter the hall for room W204B.

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

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 by submitting a ticket through the Office of the Registrar Help Desk.

Safety and Security

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

The locations and telephone numbers of Safety and Security are:

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

For additional information, visit Security and Emergency Management.

Sources of Information

Additional information about the Lienhard School of Nursing and Pace University can be found online at Pace University, the College of Health Professions, the Lienhard School of Nursing, the Pace University Student Handbook, and in the Pace University Graduate Catalog.

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

Student Accounts

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

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

Transfer Credits

With the prior approval of the department chairperson, the Department of PhD Nursing in the Lienhard School of Nursing will accept up to a maximum of six (6) credits for certain courses taken at other institutions by students who have matriculated into the Lienhard School of Nursing PhD in Nursing program.

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 Nursing of programs or the Center for Excellence in Healthcare Simulation (CEHS) should be submitted to the chair of thedepartment in which the student is enrolled.

- The chair (or their respective designees) will, in a timely manner, investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may, within 5 business days of date of the notification, appeal the resolution in writing to the associate dean for LSN.

PACE POLICIES PROHIBITING DISCRIMINATION

Sex-Based Misconduct Policy and Procedures

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

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

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

Members of the University community who have questions about the sex-based misconduct policy and procedures or accessing available resources should contact the 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.

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

Members of the University community who have concerns about discrimination or harassment should contact the 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 Accessibility Services for his or her campus.

Except for Student Accessibility Services, no one, including faculty, is authorized to evaluate the need and arrange for an accommodation. Moreover, no one, including faculty, is authorized to contact the Office of Student 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
ADVISEMENT FORM

Student Information

Name: _____

Current Employer: _____

Position and Title: _____

Military Service: ◯ Yes ◯ No
If yes, branch and years served: _____

Advisor: _____

Meeting Date: _____

Notes and Follow up: _____

_____

Advisement Topic: _____

◯ Registration Planning ◯ Course ◯ Dissertation ◯ Other (specify below)

_____

Student Concern/Problem: _____

_____

_____

Advisor Action: _____

_____

_____

_____ _____

Student Signature **Advisor Signature**

Appendix B

OFFICE OF STUDENT ASSISTANCE
INDEPENDENT STUDY APPLICATION

PACE UNIVERSITY

STUDENT ID NUMBER | LAST NAME | FIRST NAME | MIDDLE

If this is a new address/phone #, please indicate what you would like to be updated on your record ☐ **Address** ☐ **Telephone**

STREET ADDRESS/P.O. BOX | CITY | STATE | ZIP

DAY TELEPHONE NUMBER | EVENING TELEPHONE NUMBER | MOBILE/CELL NUMBER | E-MAIL ADDRESS

IF YOU HAVE FILED FOR GRADUATION, PLEASE NOTIFY THE DEGREE AUDIT OFFICE OF THESE CHANGES

PURPOSE AND ADMISSIONS REQUIREMENTS: The purpose of the Independent Study Program is to encourage qualified students to undertake research and study beyond the normal offerings. An Independent Study project may not be used to receive credit for a course listed in the University Catalog. Independent Study will appear on the student's transcript as Independent Study and not as a course already listed in the Catalog. Independent Study may not be used to satisfy an elective requirement. Applicants should have a minimum overall GPA of 3.00 (B average). Undergraduate students must have a minimum of 60 credits toward their degree. A maximum of 6 credits of Independent Study may be taken in a given semester. Please review a fuller description of the program as it appears in the University Catalog.

School_____Degree_____Major_____

Cumulative GPA _____ Total Pace Credits _____ Total Transfer Credits _____

Have you participated in the Independent Study Program before? ◯ Yes ◯ No If Yes, how many times? _____

Have you or will you apply to undertake other Independent Study Projects this semester? ◯ Yes ◯ No

DETAILS AND TERMS OF INDEPENDENT STUDY PROJECT

Please state the reason for applying for an Independent Study Project:

_____

_____

_____

Please describe the topic for the Independent Study:

_____

_____

_____

Give brief description of how you plan to research and develop your Independent Study project:

_____

_____

_____

How will this Independent Study meet the requirements of your degree at Pace?

_____

_____

Method of performance appraisal and grading:

_____

_____

Contact hours: _____ Date project is due: ___/___/___ _____has agrees to supervise the Ind. Study project.

(Print Faculty Member Name)

The information on this application has been reviewed and agreed upon by both student and faculty member. The terms of the Independent Study Project are listed above and are submitted for departmental and Dean's approval.

_____ _____

Student's Signature | Date | Signature of Instructor Supervising Project | Date

Department	Subject & Course Number	Course Reference Number	Credits	Semester

Signature Approvals form on back must be completed and returned to the Office of Student Assistance. Students must follow appropriate approvals per school.

Independent Study Application

Approval Requirements by School

All request must be signed by the designated departmental approver. Once written approval has been granted, you are required to submit this form to Office of Student Assistance.

	Department Chairperson	Academic Associate Dean
College of Health Professions		

PACE UNIVERSITY
College of Health Professions
LIENHARD SCHOOL OF NURSING

Appendix C

Dissertation Topic - Committee Chair Selection Form

Student Information

Name: _____ Date: _____

Cohort: _____

Dissertation Committee Chair: _____

Working Title:

To the Student:
Please attach a summary of your proposed research, starting with its purpose and a general statement of the method to be employed. This statement should be approximately half a page with a paragraph on the area to be researched and one on the intended type of research design. Note: All information on this page may be changed at a later date.

To the Dissertation Committee Chair:
I have read the topic proposal submitted by _____ and have discussed it in detail with the student. In my judgment it (1) meets the minimum standards required for the formulation and design of a research project; (2) is practically feasible in terms of available space, equipment, and the number and type of subjects available; and (3) does not involve procedures that would violate the code of ethics.

_____ _____
Dissertation Committee Chair Signature Date

To the Chairperson of the Doctor of Philosophy in Nursing Department
Please indicate approval or disapproval.

◯ Approved ◯ Disapproved

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Appendix D

Dissertation Committee Selection Form

Name: _____ Date: _____

Cohort #: _____

Dissertation Committee Chair: _____

Please indicate below the names of faculty members you recommend for membership on the Dissertation Committee and submit this form to the Executive Office for approval.

Committee Member #1 (Pace Nursing)	Program/Affiliation	Signature
Committee Member #2*	Affiliation	Signature
Committee Member #3 (Optional)	Affiliation	Signature

*Please attach a current CV if outside Pace

To the Committee Chair:
Please sign in the space provided if you approve this committee and have ascertained that the faculty members listed have agreed to serve. Please submit a CV for all members outside of Pace faculty. Note: Any changes in the Dissertation Committee must be approved by the PhD in Nursing Chairperson.

Dissertation Committee Chair's Signature _____ Date _____

To the PhD Chairperson:
Please indicate approval or disapproval.

◉ Approved ○ Disapproved

Executive Office Signature _____ Date _____

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Appendix E

Dissertation Proposal Approval Written Document

Name of Student: _____ Date: _____

Title of Dissertation: _____

1. Committee Chair

◯ I approve the proposal with minor changes and agree the student is ready for the oral defense.

◯ I DO NOT approve the proposal. Major changes are required.

_____ _____
Name Signature

2. 2nd Committee Member

◯ I approve the proposal with minor changes and agree the student is ready for the oral defense.

◯ I DO NOT approve the proposal. Major changes are required.

_____ _____
Name Signature

3. Outside Committee Member

◯ I approve the proposal with minor changes and agree the student is ready for the oral defense.

◯ I DO NOT approve the proposal. Major changes are required.

_____ _____
Name Signature

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Appendix F

Dissertation Oral Proposal Hearing Report

Instructions for Completing the Dissertation Proposal Hearing Report

After a successful Dissertation Proposal Hearing, all dissertation research must be reviewed by the Institutional Review Board (IRB) regardless of whether or not the student used human subjects in their dissertation proposal. All students should review the IRB Website for additional information.

Student Name: _____ Banner ID: _____

Date: _____

Title of Dissertation _____

_____

_____

The Dissertation Committee Chair and committee members, agreeing that the proposal is practicable and acceptable, that its plan and prospectus are satisfactory, and that the student is competent in the knowledge and techniques required, approve the proposal and recommend that the student proceed according to the prospectus and under the supervision of the Dissertation Committee.

◯ Yes ◯ No Committee Chair's Signature: _____ Date: _____

◉ Yes ◯ No Committee Member's Signature: _____ Date: _____

◯ Yes ◉ No Committee Member's Signature: _____ Date: _____

To the PhD Department Chairperson:
Please indicate approval or disapproval.

◉ Approved ◯ Disapproved

_____ _____

Executive Office Signature **Date**

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Appendix G

DISSERTATION EVALUATION FORM

Submit your dissertation in DRAFT FORM (providing the number of copies required in your discipline) to your committee for approval. If the committee approves the draft, it will recommend that you advance to the Final Examination. This is an oral defense of the dissertation evaluated by your committee. If all required changes are made prior to the defense, you may bring a final copy of the dissertation to the examination.

Date: _____

Name of Student: _____ Degree Sought: _____

Title of Dissertation: _____

_____

_____

Dissertation Committee Chair: _____ Campus: _____

Evaluator: _____ Campus: _____

To the Evaluator: Please read the student's dissertation carefully before evaluating it on the scale below. In making your judgment be sure to consider such factors as the skill with which the problem was formulated, the soundness of the research design, the nature and the extent of data analyses, the integration of findings by means of theory and concept, etc. Attention should also be given to the way the thesis is written and organized, taking into account the fact that the presentation and style should meet at least the minimum editorial demands of journal editors.

Please send the original to the Executive Office. In the event that category "b" is checked, the evaluator should give the basis of his/her evaluation in the space allotted for comments below.

○ a. I approve the student's written doctoral dissertation as it now stands, and recommend the student be given the Final Oral Examination.

○ b. Except for minor revisions, I approve the student's written doctoral dissertation and recommend that the student be given the Final Oral Examination. I assume that the candidate's thesis sponsor will assume responsibility for these revisions.

◉ c. I do not approve the student's written doctoral dissertation it now stands.

Comments

_____

_____

_____

_____ _____

Evaluator's Signature Date

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