# TABLE OF CONTENTS

Welcome to the Lienhard School of Nursing Handbook ............................................................ 4  
Vision, Mission, and Philosophy of the Lienhard School of Nursing......................................... 5  
Department of Undergraduate Studies Terminal Objectives ...................................................... 6  
Department of Graduate Studies Terminal Objectives............................................................... 6  

## Advisement and Registration

- Faculty Advisor ........................................................................................................................... 7  
- Course Registration Policy ......................................................................................................... 7  
- Pre- and Co-Requisite Policy ....................................................................................................... 8  
- Tuition Cancellation Policy ........................................................................................................... 8  
- Withdrawal .................................................................................................................................. 8  
- Credits Out of Program ............................................................................................................... 8  
- Change of School/Degree Programs ............................................................................................ 9  
- Policy Statement Regarding Program Access for Disabled Students ........................................ 9  
- Student Access to Education Records/Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) .................................................................................................................. 13

## Laboratory and Clinical Experiences

- Health Insurance ........................................................................................................................... 17  
- Health Clearance for Clinical Courses Policy .............................................................................. 17  
- Mandated Requirements: HIPAA Training ................................................................................. 19  
- Mandated Requirements: OSHA Training ................................................................................. 19  
- Mandated Requirements: Infection Control and Barrier Precautions Training ......................... 19  
- Mandated Requirements: Training in Child Abuse Identification and Reporting ....................... 20  
- Dress Code .................................................................................................................................. 20  
- Transportation ............................................................................................................................. 22  
- Clinical Placement Guidelines: Department of Graduate Studies ................................................. 22  
- Clinical Placement Policy .......................................................................................................... 23  
- Nurse Practitioner Clinical Evaluation Process and Tools .......................................................... 23

## Attendance

- Lecture Attendance ..................................................................................................................... 24  
- Clinical Course Attendance: Department of Undergraduate Studies ........................................ 24  
- Clinical Absence Policy (RN4, RN/BS, & CDP Undergraduate Portion) .................................... 24  
- Clinical Absence Appeal Process (RN4, RN/BS & CDP Undergraduate Portion) ................. 26  
- Clinical Course Attendance (MS and MA) ................................................................................. 27  
- Completion of Graduate Clinical Hours ..................................................................................... 27  
- Leave of Absence during Clinical Sequence: Nurse Practitioner Programs ............................. 27

## Academic Progression

- RN4 Progression ....................................................................................................................... 28  
- Grading Policies: Quality Point System .................................................................................... 29  
- Grading Criteria for Undergraduate Studies ........................................................................... 29  
- Passing Grade ............................................................................................................................ 29
PACE UNIVERSITY
LIENHARD SCHOOL OF NURSING

WELCOME TO
THE LIENHARD SCHOOL OF NURSING STUDENT HANDBOOK
September 2006

The Lienhard School of Nursing (LSN) has been developed by the faculty and administration to clarify the rights and responsibilities of the students who are enrolled in the LSN. This Handbook is designed to supplement University policies and to the extent that this handbook conflicts with University policies, this Handbook shall prevail. All students, both undergraduate and graduate, should refer to their respective catalogs, as well as other University publications for more information. We hope you find this Handbook helpful and wish you much success in your program.

The provisions of these policies supersede any conflicting statements made by faculty, administrators, and the Undergraduate and Graduate Catalogs, and the LSN has the right to change the policies at any time without prior notice. New policies approved after publication of this Handbook may add to or supersede those contained herein. Check the LSN Website for updates.
VISION OF THE LIENHARD SCHOOL OF NURSING
The Lienhard School of Nursing will be the leading school of nursing for innovation and excellence in education, research, and practice in primary health care.

MISSION OF THE LIENHARD SCHOOL OF NURSING
The Lienhard School of Nursing is dedicated to offering access and opportunity for qualified individuals of diverse talents, interests, experiences, and origins to pursue careers within the profession of nursing. In keeping with our vision, our mission is to continue developing excellence in teaching, scholarship, practice, and service.

As a school set within culturally diverse urban and suburban settings, the Lienhard School of Nursing partners with communities to foster human growth and dignity and provide primary health care. Faithful to the Pace University motto, “Opportunitas,” the School of Nursing is dedicated to and supports commitment to individuals, families, and communities at local, national, and international levels to meet current and future health care needs.

Essential qualities embodied in nursing education at the Lienhard School of Nursing include: the liberal arts and sciences as integral foundations; nursing theory, practice, and research as the core body of knowledge; communication, critical thinking, and technological competence as essential skills; and moral and ethical decision making as values to provide society with professionally prepared nurses. The school provides student-centered learning experiences that foster civic and professional responsibility to embrace the challenges of the future.

PHILOSOPHY OF THE LIENHARD SCHOOL OF NURSING
We believe nursing, informed by its rich legacy, is a dynamic, caring art and science that, through intention, facilitates health, healing, and comfort for individuals, families, groups, and communities, locally, nationally, and internationally. We prepare nurses who provide holistic, relationship-centered care within a framework of primary health care. As life-long learners, nurses participate in the teaching-learning process; develop a strong sense of self-awareness and a spirit of inquiry and reflective thinking; demonstrate cultural sensitivity; and communicate their ideas effectively.

The Lienhard School of Nursing undergraduate curriculum is process-oriented, providing a broad foundational base for entry into professional nursing practice. In the graduate program, the master’s curriculum provides the depth and breadth of knowledge and skills necessary to prepare the advanced practice nurse.
DEPARTMENT OF UNDERGRADUATE STUDIES

TERMINAL OBJECTIVES*

1. Demonstrate critical thinking skills in nursing practice.
2. Provide culturally sensitive relationship-centered care that influences health and healing over time.
3. Provide nurse care management across a variety of health trajectories.
4. Facilitate wellness by integrating concepts of holism, health promotion, and disease prevention.
5. Establish partnerships within a community to design, implement, and evaluate health care services.
6. Display a spirit of inquiry about nursing knowledge, theory, and practice.
7. Demonstrate accountability for the legal and ethical principles of professional nursing practice.

DEPARTMENT OF GRADUATE STUDIES

TERMINAL OBJECTIVES*

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

*Approved in 2005-2006 by the LSN Faculty Association
ADVISEMENT AND REGISTRATION

FACULTY ADVISOR

Every nursing student is assigned a Faculty Advisor at the start of coursework in the undergraduate or graduate program. The name of your Faculty Advisor is posted on the third floor of Lienhard Hall in Pleasantville (PLV), third floor of 41 Park Row in New York (NY), and on Blackboard. Faculty Advisors assist in program planning, remediation, professional issues, and career planning. Each Faculty Advisor has posted phone contact information and office hours on his/her office door in Lienhard Hall for PLV students, and at 41 Park Row for NY students or has them posted online through Blackboard or email. All students are strongly encouraged to meet with their Faculty Advisor early each semester and whenever they are having academic difficulties. Plans should be made to meet regularly with the Faculty Advisor, not solely during registration periods. An appointment should be made directly with the Faculty Advisor, either by e-mail or voice mail.

COURSE REGISTRATION POLICY

In order to attend class, clinical, and/or laboratory seminars, students must be registered and in good standing with the Office of Student Assistance (OSA). A student whose name does not appear on the official course roster will not be permitted to continue in the course until officially registered. To officially register for the course once the semester has started, the student must go to OSA. As soon as the student is registered, his or her name is immediately placed on the course roster through the Banner system and the student may attend the course. Faculty will review their course rosters weekly during the first weeks of the semester to assure that all students are officially registered.

Students enrolled in the RN/BS or RN/BS/MS program must be currently licensed in New York State as an RN in order to enroll in NUR 490 and NUR 491 A, B, C. Graduate students must have an active New York State RN License and be currently licensed in the state in which they are attending their clinicals. In order to attend class, clinical, or laboratory seminars in any LSN program, students must have an account that is current with the Office of Student Assistance.
PRE- AND CO-REQUISITE POLICY
A student who registers for and attends any course for which they have not met the required cumulative quality point average (CQPA) for the program, course pre-requisites, and/or course co-requisites will have their registration canceled for said course and will receive no grade or credit for said course.

TUITION CANCELLATION POLICY
The LSN adheres to the Tuition Cancellation Policy stated in the current University Undergraduate and Graduate Catalogs. Students having questions about this policy should contact the Office of Student Assistance.

WITHDRAWAL
The LSN adheres to the Withdrawal Policy stated in the current University Undergraduate and Graduate Catalogs and the current Class Schedule. Students should review this policy and seek further advisement from the appropriate Department Chair for the courses from which they are requesting to withdraw. Prior to withdrawing from any nursing course, clinical or didactic, the student must meet with the course faculty and the Department Chair.

CREDITS OUT OF PROGRAM
All students enrolled in Undergraduate programs (100 to 400 level courses) who have taken nursing courses at another college prior to entering their respective program and wish to receive transfer credit for any course must submit a request to the Chair of the Department of Undergraduate Studies with the following information: a copy of the transcript; the course description, and the course syllabus. Transfer credit will not be granted after the student is enrolled in the program. Undergraduate RN4 students with a 3.0 CQPA and permission of the Chair of the Department of Undergraduate Studies and Chair of the Department of Graduate Department may take graduate courses, of which 6 credits may be double-counted for the BS and MS degrees. CDP students need a registration form for graduate courses signed by their academic advisor, and must have a CQPA of at least 3.0 in order to enroll in graduate courses. When CDP students register for their third graduate course, the third course must be entered on a separate registration form so that the course can be registered on their graduate transcript. Students in the RN/BS and RN/BS/MS program with
a 3.0 CQPA and permission of the undergraduate and graduate chair may take graduate courses, of which 12 may be double-counted for their BS and MS degrees. In addition, they may receive transfer credit for 3 credits of nursing elective if currently certified in a nursing specialty, to be applied to the BS degree only. The "Instructions for the Granting of Nursing Elective Credit through Certification" and "Application Form" may be obtained in the LSN Office of Academic Affairs, Room 303, Lienhard Hall or Room 303 in PLV, or 41 Park Row NY. Students in the Master's of Science or Master of Arts program may transfer 6 credits into their program from another college or university. All graduate students who desire to transfer credits into their program of study must complete a “Request for Transfer of Credit" form, and submit the form along with a transcript and course descriptions (of courses to be transferred) to the department chair. Consult the Undergraduate and Graduate Catalogs for all other transfer policies.

**CHANGE OF SCHOOL/DEGREE PROGRAMS**

The University recognizes that some students may wish to change schools or degree programs at some point in their studies.

**Graduate:** Graduate students desiring such changes should refer to the latest LSN Graduate Catalog.

**Undergraduate:** Should an undergraduate student desire to change a major, the student should first speak with his/her faculty advisor. The student may obtain a "Change of Objective/Major" form from the Office of Student Assistance and submit the completed form to the LSN Office of Academic Affairs, Room 303, Lienhard Hall in PLV or Room 303, 41 Park Row, NY. The form is then forwarded to the department chair for a decision. The form is then returned to the Office of Student Assistance for notification of the student. All transfer students and Pace University students wishing to change their major to nursing must meet the following criteria in order to be admitted to the nursing major: have a minimum CQPA of 2.75, successful completion of prerequisite courses needed to enroll in NUR 271, NUR 273, and NUR 275, and University 101 (if required). CDP students at the completion of the BSN must complete a “Change of Objective/Major” form to continue in the master’s portion of the CDP.
POLICY STATEMENT REGARDING PROGRAM ACCESS FOR DISABLED STUDENTS

The same rigorous standards for admission apply to students with and without disabilities. In order to support the continued success of students with disabilities, the University prohibits discrimination on the basis of a disability and is committed to ensuring equal access for students with disabilities to its facilities, programs, and activities. The University’s commitment to equal educational opportunities for students with disabilities includes providing reasonable accommodations for the needs of students with disabilities.

Disabilities and Accommodations

Federal law, including the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as well as state and local laws prohibit institutions of higher education from discriminating against students with disabilities. The Americans with Disabilities Act defines an individual with a disability as a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual, has a record of such impairment, or is regarded as having such impairment.

Students with, among others, visual, hearing and mobility impairments, psychological disorders (including, but not limited to, specific learning disabilities, organic brain syndrome, attention deficient disorder, emotional or mental illness), and chronic health disorders such as diabetes, heart disease, and HIV infection (whether asymptomatic or symptomatic) may be disabled and therefore eligible for a reasonable accommodation. Each student diagnosed with a particular disability will have a different level of functioning even within the same disability category. Further, compensation skills will also vary from one student to another and in the same student over time. Therefore, accommodations are determined on a case-by-case basis according to a student’s documented needs, guidelines suggested by federal and state law, and criteria developed by the University.

Identifying and implementing a reasonable accommodation for a student with a disability is an interactive process that includes shared responsibility between the University and the student. Accommodations include adjustments to make the campus, residential housing, transportation and parking accessible, academic adjustments or modifications, and auxiliary aids and services. Examples of academic adjustments that may be made available to eligible students include priority registration, substitution of one course for another, a leave of absence, and extended time to complete an assignment or test. Auxiliary aids and services that may be provided to eligible
students include, for example, note takers, recording devices, sign language interpreters, and computers equipped with voice recognition or other adaptive software.

The University is required to provide a reasonable accommodation; it is not required to provide the specific accommodation requested by the student. In providing accommodations, the University is not required to lower or effect substantial modifications to essential requirements or to make modifications that would fundamentally alter the nature of the service, program or activity. Thus, for example, although the University may be required to provide extended time within which to complete a test, it is not required to change the substantive content of the test. Personal attendants, individually prescribed devices, readers for personal use or study, wheelchairs, hearing aids, and other devices or services of a personal nature are the responsibility of the student, not the University. Finally, the University is not required to make modifications or provide auxiliary aids or services that would result in an undue burden on the University.

Funding for auxiliary aids and services may be available from certain state agencies such as, for example, the New York State Office of Vocational and Educational Services for Individuals with Disability. For those auxiliary aids and services that are likely to be funded by a state agency, the University may require the student to apply to the agency for funding. The University may provide assistance with the application for funding.

**Request for an Accommodation**

To request an accommodation for a qualifying disability, a student must self-identify and register with the Coordinator of Disability Services for his or her campus. The Coordinator of Disability Services for the NY campus, Dr. Richard H. Raskin, may be contacted at the Counseling Center at 156 William Street, 12th floor, New York, NY 10038, 212-346-1526 or by e-mail, rraskin@pace.edu. The Coordinator for the Westchester campuses, Ms. Elisse M. Geberth, may be contacted at the Counseling Center in the Administration Center at 861 Bedford Road, Pleasantville, NY 10570, 914-773-3710 or by e-mail, egeberth@pace.edu. Notifying other University offices, faculty, or staff does not constitute giving notice to the University of a request for an accommodation. No one, including faculty, is authorized to evaluate the need and arrange for an accommodation except the Coordinator of Disability Services. Moreover, no one, including faculty, is authorized to contact the Coordinator of Disability Services on behalf of a student.

*It is the student’s responsibility to request an accommodation.* Because some accommodations may take considerable time to arrange, students are urged to contact the
Coordinator of Disability Services in order to request an accommodation as soon as possible after receiving notice of admission to the University. *Untimely requests may result in delay, substitution, or an inability to provide an accommodation.* If a request for an accommodation is submitted late, the Coordinator of Disability Services will, nevertheless, make every reasonable effort to process the request for an accommodation.

Before an accommodation will be provided, the student may be required to submit medical and/or other diagnostic information concerning the student’s disability and limitations. If the information provided is unclear or incomplete, the student may be required to provide additional information or participate in further evaluations. In addition, the University may, at its expense, arrange for its own evaluation of the disability and needs of a student.

The Coordinator of Disability Services will, in conjunction with others as may be appropriate, evaluate the information provided by the student and health care providers; refer the student for additional testing and evaluation as may be necessary; make recommendations for the accommodations to be provided to the student; and, assist in arranging for the implementation of the accommodation to be provided.

If a student experiences difficulties with the implementation of the accommodation or, if after it has been implemented, a student has concerns that the expected results of the accommodation are not being achieved the student must promptly notify the Coordinator of Disability Services. The Coordinator of Disability Services will, as may be appropriate, endeavor to remedy the situation.

If a student disagrees with the accommodation recommended by the Coordinator of Disability Services, he or she should promptly appeal the recommendation to Mr. Geoffrey Harter, the University’s Judicial/Compliance Officer, who may be contacted at 914-773-3717.

Depending on the nature of the disability and the accommodation provided, a student may be required periodically to submit medical and/or diagnostic information demonstrating the current status of the disability and/or to renew the request for an accommodation.

Any questions about the services offered by the University to students with disabilities or the procedures for requesting an accommodation should be directed to the Coordinator of Disability Services at 212-346-1526 or 914-773-3710

**Confidentiality**
The information and documents provided to the University in support of a student’s request for an accommodation shall be maintained as confidential. Individually identifiable information will not be disclosed except as may be required or permitted by law or pursuant to a release signed by the student.

**Complaints of Disability Discrimination**

If a student has concerns that he or she has been discriminated against because of a disability, he or she should contact the University’s Affirmative Action Officer at 212-346-1310 or 914-773-3856.

**Additional Services Offered by the Counseling Center**

The University’s Counseling Center offers psychological services to all students. To make an appointment, call the Counseling Center at 212-346-1526 or 914-773-3710.

Revised: June 17, 2006

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**STUDENT ACCESS TO EDUCATION RECORDS/FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT)**

The Family Educational Rights and Privacy Act of 1974, commonly referred to as the "Buckley Amendment," became effective November 19, 1974. This act has the following purposes: (a) To protect the privacy of educational records by limiting the release of records maintained by the University and information contained therein, and to release information only with written consent of the individual student, with some exceptions in special circumstances (e.g., parents of dependent students); (b) to establish the rights of students to inspect and review their educational records; and to provide guidelines for the correction of inaccurate or misleading information contained in such records through formal and informal hearings. In compliance with the provisions of this law, the University grants access to students requesting an opportunity to review records as provided in the legislation.

The law covers many of the educational records of all present and former students of Pace University. This includes part-time as well as full-time students. The term "educational records" includes all records, files, data, and other materials which contain information directly related to a student and (which) are maintained by Pace University or by a person acting for Pace. Not included among the materials to which a student shall have access are the following:

1. Financial records of a student's parents;
2. Confidential letters and statements or recommendations placed in an individual's file prior to January 1, 1975;
3. Letters of recommendation in those circumstances specified by the Act, in which a student may waive his/her rights of access;
4. Records maintained solely for law enforcement purposes by Pace;
5. Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute, who performs on a temporary basis (defined in the institutional personnel policy) the duties of the individual who made the record;
6. Records relating to individuals, who are employed by the institution, which are made and maintained in the normal course of business, relating exclusively to individuals in their capacity as employees, and which are not available for use for any other purpose (records of individuals in attendance at an institution who are employed as a result of their status as students are education records, e.g., work study).

NOTE: Any student who wishes to review his/her official University records must file a written request with the administrator responsible for the record in question. All legitimate requests will be honored within five working days. Valid identification will be requested at the time of review and a University official will be present throughout the period of inspection. Copies of the material will be available at the cost of $.10 per page.

After viewing the records, a student who believes that the information or data contained therein is incorrect, misleading, or otherwise in violation of privacy or any other of his/her rights may request a hearing. Such a hearing enables the student to challenge the accuracy or appropriateness of the information contained in the records. The Dean for Students is responsible for arranging a hearing according to the procedures established by the University for Pace University will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records;
   A School official is:
   a. A person employed by the University in an administrative, supervisory, academic, research, legal, or support staff position;
   b. A person elected to the Pace University Board of Trustees;
c. A person employed by or under contract to the University to perform a special task, such as a consultant, attorney, auditor, or collection agent.

A School official has a legitimate educational interest if the official is:

a. Performing a task that is specified in his or her position description or by a contract agreement;

b. Performing a task related to a student's education;

c. Performing a task related to the discipline of a student;

d. Providing a service or benefit relating to the student or the student's family, such as health care, counseling, job placement, or financial aid.

2. To officials from another school, upon request, in which a student seeks or intends to enroll.

3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

4. In connection with a student's request for a receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid.

5. If required by a state law requiring disclosure that was adopted before Nov. 19, 1974.

6. Organizations conducting certain studies for or on behalf of the University.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully served subpoena.

10. To appropriate parties in a health or safety emergency.

In addition to the foregoing, the law provides that "Directory Information" may be released to all parties seeking this information without prior consent of the student unless the student has specifically requested that prior consent be obtained in all cases.

At Pace University, "Directory Information" is on file in the OSA (Registrar's Office) and includes a student's name, date of birth, major field of study, attendance dates, degrees, and honors and awards received. In addition, participation in intercollegiate sports and the height and weight of athletes are considered "Directory Information." Student athletes who do not wish this information made public without their prior consent must so advise the Director of Athletics in writing. Students
who wish their prior consent to be sought before "Directory Information" is made available to third parties must file their written requests with the Office of Student Assistance.

Pace will honor any student's request to withhold any or all of the "Directory Information" applicable to said student but cannot assume responsibility to contact that student for subsequent permission to release such information, regardless of the effect upon that student. Pace assumes no liability for honoring that student's instructions that such information be withheld.

Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the University to comply with the Act. A Pace University Policy Statement in connection with this Act may be obtained from the Dean for Students' Office, or in the Pace University Student Handbook located on the Pace Website.
LABORATORY AND CLINICAL EXPERIENCES

HEALTH INSURANCE
All students are strongly encouraged to have adequate health insurance. Students are responsible for their own health care while in nursing school. Selected clinical agencies may require evidence of health insurance. If a student is placed at such an agency, it will be necessary for the student to provide this evidence. Health insurance is available through the University through the Dean for Students Office in PLV (914-773-3352), or NY (212-346-1306), or through the National Student Nurses Association (www.nsna.org) at affordable rates.

HEALTH CLEARANCE FOR CLINICAL COURSES POLICY
Every undergraduate and graduate student who registers for a clinical nursing course must satisfactorily complete the health clearance process before he or she will be permitted to attend a clinical course. Health clearance is required before a student may attend any clinical nursing course including, but not limited to, courses in the nursing informatics program, NUR 674 and NUR 675, and any session conducted at the Learning Resource Center or at a clinical agency.

The first step in the health clearance process is to complete (i) the Annual Health Assessment Form (to be completed yearly); (ii) the Titer/Immunization Documentation (to be completed once); and (iii) any supplemental forms required by the agency or agencies at which the clinical portion of a course will be conducted. The completed forms must demonstrate to the satisfaction of the LSN and any applicable clinical agency that all requisite health standards have been met.

Generally, the required health information forms will be sent to students well in advance of each semester. If the forms are not received, it is the student’s responsibility to pick them up at the LSN Office of Academic Affairs and to return them in accordance with the deadline for completing the health clearance process. Completed forms are to be returned for review and approval to the Lienhard School of Nursing, Office of Academic Affairs, Lienhard Hall, Room L303, Pace University, 861 Bedford Road, Pleasantville, NY 10570.

In addition to completing and submitting the required health information forms, before a student will be permitted to attend a clinical course (including the classroom instruction and laboratory portions of a clinical course), he or she must provide evidence of current Professional Provider CPR certification and be in good standing with Office of Student Assistance (“OSA”).
Evidence of a current New York State RN license must also be presented by each RN/BS student before attending NUR 490 and by all graduate students before attending any clinical course. All graduate students must provide evidence of current student nurse practitioner malpractice insurance or registered nurse student malpractice insurance, as may be applicable.

Students may be required by certain clinical agencies to read and agree to specific agency policies and procedures prior to attending the initial clinical session. It is the student’s responsibility to comply with these requirements. For students entering in the fall semester, the physical exam and all required testing must be completed so that health clearance is maintained throughout the semester in which the student is taking a clinical course. It is the student’s responsibility to remain “health cleared” for the duration of the entire clinical course.

For students entering in the spring semester, the physical exam and all required testing must be completed by the stated deadlines. The deadlines for completing the health clearance process are as follows:

- Fall Semester – due no later than August 15th
- Spring Semester – due no later than January 15th
- Summer Semester – due no later than May 15th

Students will not be permitted to enter the clinical setting in any course unless he or she has received health clearance. The only exception to this policy is for students who are enrolled in a course that begins with instruction in the Learning Resource Center. This is limited to the first week of the course only.

Other than the exception described above, if a student fails to satisfactorily complete the health clearance process by the applicable deadline, his or her registration for clinical courses for the semester will be cancelled. Tuition reimbursements, if any, will be made pursuant to the University’s tuition cancellation policy. If a student subsequently submits the required information and receives clearance to attend, and provided that the student pays any late fees that may be assessed by the Office of Student Assistance (OSA), he or she will be permitted to register for any clinical course that may be open as of that date. Because there is no guarantee that any clinical course will be open for late registration, students are urged to complete the health clearance process by the stated deadlines.

If a health condition arises during a semester that, if it had been known earlier, would have resulted in the student being denied health clearance, or if a condition previously disclosed has
changed such that it might be the basis for denying the student health clearance to participate in a clinical setting, it is the student’s responsibility to notify immediately the clinical faculty member who will then notify the Course Coordinator. In such cases, the student will not be permitted to attend clinical courses until he or she has been cleared to do so. (Revised June 20, 2006)

MANDATED REQUIREMENTS: HIPAA TRAINING
Students are required to participate in a training session in accordance with the regulations set forth in the Privacy Rule, written pursuant to the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191. The standards were enacted to make financial and administrative health care transactions more efficient and cost-effective, while protecting the privacy of individually identifiable health information. After training, students will be required to sign a Certification of Training and Confidentiality Agreement. Training materials will be included with course documents whenever possible. Documentation of participation in a training session will be released to requesting agencies, as appropriate. Individual agency policy concerning acceptable documentation of HIPAA training varies; therefore, a student may need to make individual arrangements for compliance before starting a particular clinical placement.

MANDATED REQUIREMENTS: OSHA TRAINING
Students are required to attend a training session annually and sign a "Bloodborne Pathogen Student Training Session Record" (OSHA Regulation), with the written policy that "students who sign below understand that they are not an employee of Pace University and therefore must assume all responsibility for post-exposure activities and the attendant expenses."

MANDATED REQUIREMENTS: INFECTION CONTROL AND BARRIER PRECAUTIONS TRAINING
In accordance with the requirements set in chapter 786 of the Laws of New York, every nursing student who graduates from a New York State Education Department approved entry level program that leads to eligibility for the NCLEX-RN (national licensure examination) must receive instruction on the six core elements contained in the course on Training in Infection Control and Barrier Precautions. To comply with these regulations, every student in the LSN must have documentation of this course work. Students who are absent when this course work is covered must
Attend an approved program covering the core elements and submit evidence of completion of same. For a student progressing through the nursing sequence, the appropriate material will be covered in classroom content. Should a student transfer in any nursing courses, he/she will have to demonstrate documentation of the required content in previous nursing courses or provide a copy of the Certificate of Completion for the training by a New York State approved provider of Training in Infection Control and Barrier Precautions. Documentation of the training must be on file in the LSN Office of Academic Affairs, Room 303, Lienhard Hall in PLV or Room 303, 41 Park Row, NY for the student to be eligible to take the NCLEX-RN in New York State.

MANDATED REQUIREMENTS: TRAINING IN CHILD ABUSE IDENTIFICATION AND REPORTING

A 3-hour module in Child Abuse Identification and Reporting will be taught within a nursing course for RN4 students and CDP students. Students who are absent from the presentation must attend an approved program and submit certification to the LSN Office of Academic Affairs, Room 303, Lienhard Hall in PLV or Room 303, 41 Park Row, NY.

DRESS CODE

Uniform Requirements

A. Undergraduate

1. The uniform for the hospital setting: Approved LSN blue scrubs
   - Female: Standard blue scrubs displaying the Pace University LSNursing logo
   - Male: Standard blue scrubs displaying the Pace University LSN logo
   LSN uniforms are available for purchase in the Pace University book store.

2. The uniform for community health settings consists of a white shirt/blouse and navy blue skirt/slacks (no denim or sweats).

3. Variations in uniform dress and shoes will occur in some clinical settings, e.g., psychiatry, community health, or maternity. Consult your instructor before the course begins.
   For example, some pediatric day care settings ask students to dress in “casual attire.” Casual attire means that the student may wear pants or skirts with blouses for females and pants and casual shirts with collars for men. Casual attire does not mean wearing blue jeans or open toe shoes.
4. Uniforms and shoes are expected to be clean and maintained in appropriate fashion.

5. Comfortable, white professional shoes are to be worn. Shoe style is self-selected (no open toes, running shoes, or clogs). Females must wear white or neutral hose with the uniform. Variations in shoe color may occur in some clinical settings (ask your clinical instructor about this).

6. Sweaters: If sweaters are worn, they must be navy, white, or black cardigans.

7. Laboratory Coats: When laboratory coats are worn, students should wear appropriate dress under the laboratory coat (jeans, shorts, and sweats are not considered appropriate dress).

8. University Photo ID & Name Pins: All students must wear a university photo in the clinical setting. Pace Security can make a special name tag that includes the Pace logo, the student’s name and photograph and can be made at the same time as the University Photo ID. This tag can be worn in the clinical setting. In addition, a name pin may be required. The required name pin has a white background with black block lettering and displays the student's name, status, and University name, e.g.:

   S. Jones  S. Jones, R.N.
   Student Nurse  Student Nurse
   Pace University  Pace University

9. Hair: Hair longer than shoulder length must be tied up and/or pinned up off the collar.

10. Fingernails: Fingernails must be well-groomed, short and clean. Non-chipped, clear nail polish may be worn. Artificial nails, tips, or extenders are not permitted.

11. Jewelry: No jewelry is to be worn with the exception of: a wrist watch; plain, smooth surfaced wedding band; small stud type earrings, if ears are pierced; and a LSN pin.

12. All students are expected to have the following equipment:
   a. Watch with a second hand;
   b. 5 ½-inch bandage scissors;
   c. Pen and pad;
   d. Stethoscope;
   e. Pen flashlight;
   f. Sphygmomanometer in community health settings.;
   g. Tuning fork and percussion hammer.

B. Graduate
1. Graduate students are to appear professionally attired at all times in the clinical practicum area.

2. A name pin or Pace ID with the student’s name and credentials must be worn. FNP students are expected to have a stethoscope, Sphygmomanometer, tuning fork, and percussion hammer.

**TRANSPORTATION**

Transportation to all off-campus experiences in all graduate and undergraduate programs is the responsibility of the student. In addition, students are responsible for all parking fees. **Carpooling to clinical sites is strongly encouraged.**

*For example, students in the community health clinical often need a car to get to the clinical site and to the patients in that setting. If a student does not drive, when registering for the clinical course the student must arrange to carpool with students who have a car.*

**CLINICAL PLACEMENT GUIDELINES: DEPARTMENT OF GRADUATE STUDIES**

It is the responsibility of each student to demonstrate that he or she has met the requirements set forth by the LSN and clinical site in order to be cleared to proceed with the practicum experience (see section on Health Clearance for Clinical Courses Policy for specific health clearance criteria). Failure of any student to adhere to these requirements jeopardizes the health and welfare of fellow students, faculty, site personnel, and patients. It also jeopardizes LSN’s standing with the clinical site, as LSN must assure the site contractually that all students have met the established health clearance criteria and other requirements. Because of the importance of student clearances for clinical sites and LSN, **any student who does not provide timely documentation showing they have met the health and other requirements for a clinical placement will jeopardize his or her opportunity for a clinical placement during the semester and registration for the clinical practicum will be canceled.** A **late fee** may be charged to the student who does not meet the established deadline for submission of health clearance for clinical courses documentation. Only students who provide appropriate and timely documentation are guaranteed a clinical placement. No clinical placements will be confirmed until all documentation for clearances is obtained by the Department of Graduate Studies. Students with full clearance will be given priority for a clinical placement site.
The availability of sites and preceptors is dynamic and ever changing. There are many variables that affect the placement process in a given site and for a given student. Some examples of variables include prior experience of the student, further needs of a student, and needs of other students in the program. Students may NOT negotiate with preceptors to enter into a clinical placement or extend their clinical placements without first discussing the possibility with the Graduate Clinical Placement Coordinator (Jane Dolan) and receiving approval to do so. Every effort will be made to provide the maximum clinical opportunity for each student.

A student who would like to request a clinical setting on his or her own must contact the Graduate Clinical Placement Coordinator for consultation and provide contact information, if available at least 12 months in advance. The Graduate Clinical Placement Coordinator will determine the appropriateness and feasibility of negotiating an arrangement with a non-established site, and inform the student how to begin the process, i.e., preceptor names, telephone contact name, and number. A student is NOT to contact an established or non-established site without the consultation and approval of the Clinical Placement Coordinator. A student is NOT to begin a clinical rotation until placement from the Clinical Placement Coordinator has been confirmed. Any violation of this protocol may be considered to be a violation of the behavioral standards, code of ethics, and academic integrity standards that are outlined in the LSN Student Handbook. In such case, the student will be referred to the Department Chair for review.

**Clinical Placement Policy:** In any situation where a student and preceptor are known to each other, a determination is to be made by the Chair of the Department of Graduate Studies, on a case-by-case basis, as to whether there is a conflict of interest.

*For example, a conflict of interest may arise if a student wants to use a preceptor who is a family member, a friend of the family, or a co-worker.*

**Nurse Practitioner Clinical Evaluation Process and Tools:** It is the responsibility of ALL students to access the LSN Graduate Community Blackboard and download the Clinical Evaluation Process and Tools Document for the program they are enrolled in, either the Family Nurse Practitioner Program, Psychiatric Mental Health Nurse Practitioner Program, Collaborative Nursing Informatics Program, or Masters of Arts in Nursing Leadership (MANL) Program.
ATTENDANCE

LECTURE ATTENDANCE
Regular and prompt attendance at all lecture classes is expected. Students must adhere to the attendance policy established for each course. Students may not receive calls or use the phone or beepers during class time.

CLINICAL COURSE ATTENDANCE: DEPARTMENT OF UNDERGRADUATE STUDIES
Attendance records will be kept for each undergraduate and graduate lecture and laboratory session per regulation of the New York State Education Department.

- **Attendance and punctuality for all laboratory/clinical practice are required.** To ensure patient and student safety, any student who has any type of injury necessitating the use of ace bandages, slings, splints, casts, canes, crutches, etc., must present a physician, physician assistant, or nurse practitioner note describing the reason for such appliance and certifying the student's current good health and ability to perform in the clinical setting. Furthermore, the student must be free from health impairments that may pose potential risk to patients, personnel, or self, or which may interfere with the performance of nursing responsibilities.

- **Preparation for Laboratory/Clinical Practice is expected.** All students are expected to be prepared for clinical practice. The level of preparation is defined by the course faculty. Any student who is unprepared for laboratory/client care may be asked to leave. This will constitute a laboratory/clinical absence. In certain undergraduate courses, students must arrange with their clinical faculty to receive their assignment in advance. Students must be prepared to present information at pre-conferences.

- **Chronic lateness** in reporting to the clinical/laboratory will require that the student make-up missed objectives and may result in a clinical failure.

- **Failure in the clinical portion of the course results in a failure (F) for the entire course.**

CLINICAL ABSENCE POLICY (RN4, RN/BS and Undergraduate Portion of the CDP)
All undergraduate nursing students are required to attend every scheduled clinical day. Students are expected to be on time for and prepared to participate fully in each clinical learning experience. If
there is an extraordinary circumstance that prevents a student from attending a clinical session, the student is required to:

- Notify the instructor at the clinical agency unit prior to the beginning of the clinical day; and
- Notify either Ms. Barbara Streany (914-773-3373 in PLV) or Ms. Maureen Anello (212-346-1716 in NY) as appropriate to the designated location of your program; and
- Make up the missed clinical session in accordance with the procedure set forth in the applicable LSN Clinical Absence Policy.

An absence from a clinical day is regarded as a serious occurrence. LSN students who miss a clinical day miss an opportunity to gain the breadth and depth of experiences that prepare them for clinical practice. As a result, they often are unable to meet the clinical laboratory objectives of the course which results in an unsatisfactory grade for the clinical portion of the course and a failing grade for the entire course. In addition, faculty is unable to adequately assess the student’s clinical competence. The number of clinical days that can be made up in a single course cannot exceed 3.

In all cases, it is preferable that missed clinical sessions be made up with comparable clinical experiences; however, scheduling conflicts of the clinical agency or the LSN may require an alternative experiences be completed instead. Every effort will be made to hold make-up sessions within the semester in which the absences occurred. Nevertheless, it is likely that absences that occur near the end of the semester will be made up until after the semester has concluded. Students will be required to pay an hourly fee for the additional faculty supervision required to complete certain make-up activities. The Course Coordinator/Clinical Practice Coordinator, in conjunction with the Clinical Practice Educator will determine the make-up requirement for the clinical days and will inform the student in writing of the form of the make-up activity and the time within which the make-up must be completed. The make-up activity selected will depend, at least in part, on the number of clinical sessions that have been missed in one course in one semester:

**One Absence.** The first absence of a clinical day in the semester may be made up (a) by an additional written assignment that requires the same amount of time to complete as was missed in the clinical session, or (b) by spending time equal to the amount of time missed in the clinical session at the clinical agency or, if that is not feasible, at the LSN Learning Resource Center.

**Two Absences.** If a student is absent twice during any clinical session in a semester, the absence may be made up (a) by completing a clinical laboratory session at the clinical agency or, if that is not feasible, at the LSN Learning Resource Center, and (b) by an additional written
assignment or by completing a second clinical laboratory session at the clinical agency or, if that is not feasible, at the LSN Learning Resource Center. Together, the two make-up activities will require the same amount of time to complete as was missed in the two clinical sessions. In addition, before being permitted to attend a clinical session, a student who has missed two consecutive clinical days in the same course due to illness must present a note from an appropriate health care provider (for example, a physician, nurse practitioner, or physician assistant) stating that the student is able to resume clinical activities.

Three Absences. If a student is absent for three or more clinical sessions in one course, the Course Coordinator/Clinical Practice Coordinator will inform the student in writing that as a result of his or her excessive absences, the student will receive an unsatisfactory rating for the clinical portion of the course and thus will fail the course. Further, the student will be notified that he or she will not be allowed to make-up the absences from the clinical sessions. The notice will be sent to the student by e-mail and regular mail. The Department Chair will also be notified of the student’s absences and subsequent unsatisfactory rating in the clinical portion of the course. If a student believes that extenuating circumstances caused the excessive absenteeism, he or she may appeal the unsatisfactory clinical rating and resulting failure of the course by following the procedure set forth in the Clinical Absence Appeal Process below.

CLINICAL ABSENCE APPEAL PROCESS
(RN-4, RN/BS and Undergraduate Portion of the CDP)
Students that, as a result of three or more clinical absences, receive notice of an unsatisfactory grade for the clinical portion of a course may appeal the unsatisfactory grade. The appeal must be in writing and received by the Chair of the Department of Undergraduate Studies within 7 business days from the date on which the letter was mailed to the student. The written appeal must include the reason for the absences, any extraordinary circumstances that contributed to the absences, and the reason that the student believes the appeal should be granted. The Chair, in consultation with the Clinical Coordinator/Clinical Practice Coordinator and the Clinical Practice Educator, will make a determination regarding the course failure. If the appeal is granted, the student will be permitted to make up the missed clinical sessions in accordance with the conditions (including the time by which the make-up activities must be completed) as determined by the Chair in consultation with the Course Coordinator/Clinical Practice Coordinator. If the appeal is not granted, the unsatisfactory
grade for the clinical portion of the course shall be entered and, consequently, a failing grade for that course shall also be entered. The decision shall be communicated by the Chairperson to the student in writing (e-mail and mail) as soon as practicable.

A student may, at the sole discretion of the Chair of the department in which the student is enrolled, be permitted to register for and attend class while the student’s clinical absence appeal is pending. Such approval must be in writing.

CLINICAL COURSE ATTENDANCE: DEPARTMENT OF GRADUATE STUDIES
Attendance in clinical courses (classroom and clinical parts of clinical courses) and in clinical pharmacology for prescribing nurses (NUR 682) is mandatory. Students are expected to be in their clinical sites as scheduled. There are NO excusable absences from clinical practice. Students who are unavoidably absent due to illness or emergency are expected to notify their clinical faculty member and preceptor as early as possible. If a student has repeated absences, even with documentation, the student may fail the course. Students must complete the required clinical hours for each course in their approved clinical site in order to progress. Minimum required clinical hours are listed in each course syllabus. Documentation of clinical hours must be completed according to the course guidelines and submitted to the student’s clinical faculty member during each site visit.

Completion of Graduate Clinical Hours: Clinical hours may not take place during those days that the University is officially closed.

For example, a student in NUR 695 will not be able to complete their clinical hours during the days that the University are closed during winter break and must plan the completion of clinical hours accordingly.

Leave of Absence during Clinical Sequence: Nurse Practitioner Programs
Any student who interrupts studies during the clinical sequence of the Family Nurse Practitioner or Psychiatric Mental Health Nurse Practitioner program for two or more semesters must meet with the Chairperson of the Graduate Department before applying for resumption of studies. The student may be required to repeat previous clinical or other content and, if approved for resumption of studies, will be governed by the clinical requirements and policies for graduation at the time their resumption of studies is approved.

For example, if a student took pharmacology and it is 5 years old, the student must repeat the course before resuming studies.
ACADEMIC PROGRESSION

The study of nursing is a rigorous academic endeavor. Students must take an active role in their learning in order to be successful in their program and future career as nurses. The expectation is that students will need to do at least 2 hours of reading and preparatory work for every hour of class time and one hour of reading and preparatory work for every hour of clinical experience each week. Students who want to get the most out of their learning experience often form study groups at the beginning of each semester for additional support. Students are encouraged to meet with their instructors on a regular basis and prepare themselves prior to the classroom and clinical experience. Students who need to work on time management skills may contact the University Counseling Center (914) 773-3710 and (212) 346-1526.

Progression and continuance in all programs of the LSN is based on scholastic achievement specific to each program. It is also, necessarily, based on personal and professional qualities described in the American Nurses Association (ANA) Code of Ethics (as outlined in this Handbook), individual course objectives, and clinical evaluation tools.

RN4 Progression: All RN4 students must meet the following criteria in order to progress to sophomore level nursing courses: CQPA 2.75; successful completion of 3-6 credits of English and Public Speaking (any combination), Biology 152, Biology 153, University 101 (if needed), Psychology, and Nursing 160; and any remedial work that is required based on performance or placement exams. Freshman entering fall 2006 will take Chemistry 101 in the first semester and Biology 152 in the spring semester. Biology 153 will be taken in the fall semester of the sophomore year, which means that to progress to sophomore level freshmen entering fall 2006 must successfully complete Chemistry 101 and Biology 152 instead of the prior requirement of Biology 152 and Biology 153. All students must maintain a CQPA of 2.5 in order to progress from Sophomore to Junior year level nursing courses and from Junior to Senior year level nursing courses. Students will be withdrawn from any course they are registered for if they do not meet the academic progression requirements.

EXAMPLE # 1: A freshman student has registered for NUR 271, NUR 273, and NUR 275 for the fall semester prior to completing the courses taken during the spring semester. At the end of the spring semester the student’s CQPA drops below the required 2.75. The student will be unable to progress into the nursing courses that they are registered for in the fall and the registration for these courses will be dropped.
EXAMPLE #2: A junior student has registered for NUR 405 for the fall semester prior to completing the courses taken during the spring semester. At the end of the spring semester the student’s CQPA drops below the required 2.50. The student will be unable to progress into the nursing course that is registered for in the fall and the registration for this course will be dropped.

GRADING POLICIES: QUALITY POINT SYSTEM

Refer to the Pace University Undergraduate and Graduate Catalogs currently in effect.

GRADING CRITERIA FOR UNDERGRADUATE STUDIES

(RN4, RN/BS, RN/BS/MS and CDP Undergraduate Portion)

Passing Grade

Effective September 1, 2005, the minimum passing grade required for a didactic nursing course (or the didactic portion of a nursing course) is a “C+” or 77%; any grade below a “C+” or 77% is a failing grade. A passing grade in the clinical portion of a nursing course is a “P.” In order to pass a nursing course that consists of both didactic and clinical portions, a student must receive at least a “C+” or 77% for the didactic portion of the course and a “P” for the clinical portion. A failure in either the didactic or clinical portion of a nursing course will result in a failing grade for the entire course. Therefore, only a nursing course in which the student received at least a “C+,” 77% or a “P,” as may be applicable, will satisfy the course requirements for the undergraduate major in nursing. In addition, a minimum grade of a “C” is required for Anatomy and Physiology 1 and 2 (Bio 152 and Bio 153, respectively), Microbiology (Bio 264), and Chemistry (Chem 101).

Repeating An Elective Course

RN4 and RN/BS Students. Effective September 1, 2005, an RN4 or RN/BS student who receives a grade of “C” or below in an elective nursing course may, in order to fulfill the requirements of the program, either repeat the course or substitute another elective nursing course. If a student also receives a grade of “C” or below for the course he or she repeated or for the substituted course, the student will be dismissed automatically from the Lienhard School of Nursing.

Automatic Dismissal

RN4 Students. A RN4 student who fails two nursing courses, whether in the same semester or in different semesters, and whether the failures are in required or elective nursing courses, will be
dismissed automatically from the Lienhard School of Nursing. In addition to the requirements identified above, other applicable academic progression requirements may be found in other sections of the LSN Student Handbook as well as on the University website and in University catalogues and other University publications.

**Clinical Calculation Examinations**

Students in the RN4 and CDP (undergraduate portion) must pass a clinical calculation examination in each nursing course with a clinical component. If a student fails a clinical calculation exam, the student is required to seek remediation in the LRC or the University tutoring center prior to taking the calculation exam for the third time. Failure to pass the examination by the third try will result in a grade of unsatisfactory in the clinical portion of the course. **Failure in any portion of the clinical component of the course results in a failure in the entire course.**

<table>
<thead>
<tr>
<th>Clinical Calculation Required Pass Rates for RN4 Students</th>
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<tbody>
<tr>
<td>Sophomore</td>
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<tr>
<td>Fall</td>
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<tr>
<td>80%</td>
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<table>
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<tr>
<th>Clinical Calculation Required Pass Rates for CDP Students (undergraduate BSN portion)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Semester</td>
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<tr>
<td>85%</td>
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</table>

**UNDERGRADUATE COMPREHENSIVE EXAMINATIONS**

One element of certain nursing courses is the comprehensive examination. A comprehensive examination consists of cumulative content acquired in all prior nursing courses up to the time of the examination. Each of the comprehensive examinations described below will count as 10 percent (or up to ten points) of the final grade for the course in which it is administered

**RN4 Students**

NUR 283. A comprehensive examination will be administered to each student registered in NUR 283, a course usually taken during the last semester of the sophomore year. The sophomore level comprehensive examination will count as 10 percent (up to ten points) of the grade for NUR 283.
The specific examination to be administered and scoring methods are described on the syllabus for NUR 283.

**NUR 315.** A comprehensive examination will be administered to each student registered in NUR 315, a course usually taken during the last semester of the junior year. A comprehensive examination will count as 10 percent (up to ten points) of the grade for NUR 315. The specific examination to be administered and scoring methods are described on the syllabus for NUR 315.

**NUR 405.** A comprehensive examination will be administered to each student registered in NUR 405, a course usually taken during the first semester of the senior year. The comprehensive examination will count as 10 percent (up to ten points) of the grade for NUR 405. The specific examination to be administered and scoring methods are described on the syllabus for NUR 405.

**NUR 415.** A comprehensive examination will be administered to each student registered in NUR 415, a course usually taken during the last semester of the senior year. The comprehensive examination will count as 10 percent (up to ten points) of the grade for NUR 415. The specific examination to be administered and scoring methods are described on the syllabus for NUR 415.

**CDP Students**

**NUR 454.** A comprehensive examination will be administered to each student registered in NUR 454. NUR 454 is usually the first clinical course taken by CDP students. The comprehensive examination will count as 10 percent (up to ten points) of the grade for NUR 454. The specific examination to be administered and scoring methods are described on the syllabus for NUR 454.

**NUR 460.** A comprehensive examination will be administered to each student registered in NUR 460. NUR 460 is usually the second clinical course taken by CDP students. A comprehensive examination will count as 10 percent (up to ten points) of the grade for NUR 460. The specific examination to be administered and scoring methods are described on the syllabus for NUR 460.

**NUR 466.** A comprehensive examination will be administered to each student registered in NUR 466. NUR 466 is usually the last clinical program taken by CDP students. The comprehensive examination will count as 10 percent (up to ten points) of the grade for NUR 466. The specific examination to be administered and scoring methods are described on the syllabus for NUR 466.

**COMPREHENSIVE TESTING FEES (RN4 and CDP)**

The School of Nursing contracts with the companies that provide comprehensive testing services and other resources to give students in the RN4 and CDP (Undergraduate portion) multiple
opportunities to take extensive practice tests and a review package that enhances the program. Nursing students are billed a testing fee by the School for these services.

EXAMINATION AND ASSIGNMENT POLICY

Students who are aware in advance of a conflict that precludes them from taking a final examination at the scheduled time must apply for a deferred examination with the Office of Student Assistance (OSA) on each campus. Authorization to take a deferred examination is at the discretion of the instructor or, if he/she is not available, the Department Chair. A fee is charged for each deferred examination.

Students are required to take all course exams (including finals) as scheduled. Should an exam be missed due to an unavoidable situation, the student must consult the faculty member within 5 business days of the date on which the exam was originally administered about making up the exam. Make-up exams are given at the discretion of the faculty. Failure to discuss a missed exam may automatically convert the exam grade to "0" at the discretion of the faculty. Make-up examinations may be different from the format of the original examination at the discretion of the faculty member.

Any student whose exam grade is below 77% is encouraged to review the exam with a faculty member on a one-to-one basis after the examination. All written assignments will be submitted on or before the due date unless a prior individual arrangement has been made with the course faculty. Failure to do so may result in a grade of "0" for that assignment.

No course assignment or examination grade will be changed under any circumstances, unless there is a mathematical error. Students cannot turn in additional work, repeat exams, or revise and resubmit graded assignments to raise a grade. Final course grades can be appealed through the Grade Appeal Process outlined in this Student Handbook.

GRADING FOR COMBINED DEGREE PROGRAM STUDENTS:
UNDERGRADUATE PORTION (BSN)

Students enrolled in the undergraduate portion of the Combined Degree Program are required to maintain a CQPA of 3.0 or higher to continue and/or graduate with a BSN. Refer to the Undergraduate Catalog for 400-level course grading policy and to the Graduate Catalog for 500- and 600-level course grading policy. Students must achieve satisfactory grades in both the theory
and clinical portions of a course in order to pass the course. **A failure in the clinical portion of a course results in an "F" for the entire course.** Additional grading criteria for the students in the Undergraduate Portion of the Combined Degree Program include the following:

a) “C+” is the required passing grade for all nursing courses.

b) Students **may not fail any course** in the program, which means that students will **not** be able to repeat a course if a course is failed with a grade of C or lower.

c) The undergraduate Quality Point System is used to determine the course grade for all undergraduate nursing courses at the 400 level or below. For courses taken at the 600 level (such as NUR 621 or NUR 624), the graduate Quality Point System is used.

d) A student in the undergraduate portion (BSN) of the Combined Degree Program is reviewed by the Department of Undergraduate Studies Academic Progression Committee. A student in the graduate portion of the Combined Degree Program is reviewed by the Department of Graduate Studies Academic Progression Committee.

e) A student who is dismissed from the undergraduate portion of the Combined Degree Program may be permitted to enter the RN4 program at the discretion of the Academic Progression Committee **only if** the Committee determines that the student has the ability to meet the entrance requirements for transfer into the RN4 program. No student will be considered for transfer into the RN-4 program unless the student has a CQPA of at least 2.75.

**GRADING FOR CDP STUDENTS IN THE UNDERGRADUATE PORTION WHO ENTER THE 2-YEAR PROGRAM WITHOUT SCIENCE PREREQUISITES**

While all students in the CDP are expected to maintain a CQPA of 3.0, there is **one exception** to this requirement: students who enter the CDP 2-year program without the science prerequisites. At the end of the first semester, if the 2-year CDP student without science prerequisites has a CQPA below 3.0, the student will be placed on probation and permitted to progress for one additional semester. The student will be permitted to take the subsequent science course(s) and up to two additional nursing courses during the subsequent semester. The student must raise his/her CQPA to 3.0 by the end of the second semester. If the student fails to raise his/her CQPA to 3.0, the student will be automatically dismissed from the CDP. If the student’s CQPA is above 2.75, the student **may** be offered transfer into the RN4 program.
GRADING FOR COMBINED DEGREE PROGRAM STUDENTS
IN THE GRADUATE PORTION

Students enrolled in the graduate portion of the Combined Degree Program (MS or MA program) will follow the grading criteria in the section designated, “All Programs within the Department of Graduate Studies.”

ALL PROGRAMS WITHIN THE DEPARTMENT OF GRADUATE STUDIES

Students enrolled in the graduate portion of the Combined Degree Program or any graduate program in nursing are required to maintain a CQPA of 3.0 or higher to continue and/or graduate with a master's degree. A student whose academic performance falls below this average is subject to academic review by the Academic Progression Committee in accordance with its guidelines. Depending upon the degree of the academic deficiency, a student may be placed on conditional continuation (probation) or dismissed from the program. A student who is unable to achieve a CQPA of 3.0 within two semesters will be dismissed from the program. A student with a CQPA below 3.0 is automatically in academic jeopardy, whether or not he or she receives written notification.

*For example, if a student’s CQPA drops below a 3.0 in the fall semester, the student must raise his or her CQPA to a 3.0 or better by the next semester or the student will be dismissed from the graduate program.*

Any course in which a failure is received must be repeated if the course is a degree requirement in the student’s program. If a failure is received in an elective course requirement, another course may be substituted. During the course of study, however, graduate nursing students may be able to repeat a graduate nursing course **no more than one time** and **can only repeat one graduate course**. The decision to be able to progress through the program is made by the Academic Progression Committee.

*For example, if a student fails NUR 621, the student may be able to take that course again, pending the decision of the Academic Progression Committee. If the student is permitted to take NUR 621 and fails it a second time, then the student would automatically be dismissed from the LSN. If the student is permitted to take NUR 621 and passes the course on the second attempt but fails another course later in the program, the student will automatically*
be dismissed from the LSN because the student cannot repeat a second course after having already failed one course in the program.

Students who repeat a course may, once only, may request a re-computation of their CQPA. Appropriate forms are available at the Office of Student Assistance.

GRADING FOR GRADUATE NURSING CLINICAL COURSES

A student who receives a grade of “F” for any major clinical practice segment in a course will receive a grade of “F” for the entire course. A student receiving an MS, MA, or Certificate of Advanced Graduate Study (CAGS) must achieve a minimum grade of “B” in each clinical course in order to progress to the next clinical course. A grade of “B-” or less is considered a failing grade. Students must check with their advisors as to what courses are considered clinical in their program.

For example, pharmacology is considered a clinical course in the nurse practitioner programs (advanced practice nursing programs) and as such a grade of “B” or better must be achieved in that course.

Policy for Clinical Progression

In order to progress in a clinical sequence, a grade of “B” or better is required in a clinical course. Students who do not receive at least a “B” in the clinical course must repeat the entire course and achieve a minimum grade of “B.” Students may be given the opportunity to repeat only one course in the graduate department. The grade for the course that the student receives will appear on his or her transcript. In the case of a student who has received a grade of less than “B,” is allowed to repeat the course, and achieves a grade of “B” or better, the initial grade will appear on the student’s transcript; the student may ask for a one time re-computation of the grade as part of the CQPA.

Courses that include a clinical sequence are:

Family Nurse Practitioner

NUR 682 Clinical Pharmacology for Prescribing Advanced Practice Nurses
NUR 674 Advanced Health Evaluation
NUR 650 Advanced Theory and Practice I: Family Primary Care Nursing
NUR 651 Advanced Theory and Practice II: The Family Nurse Practitioner in the Ambulatory Setting
NUR 695A Advanced Practice Nursing Capstone

Psychiatric Mental Health Nurse Practitioner Program
NUR 682 Clinical Pharmacology for Prescribing Advanced Practice Nurses
NUR 674 Advanced Health Evaluation
NUR 630 Advanced Theory and Practice I: The Advanced Practice Nurse in Psychiatric Mental Health Nursing
NUR 631 Advanced Theory and Practice II: The Advanced Practice Nurse in Psychiatric Mental Health Nursing: Care of Family, Group, and Community
NUR 695C Psychiatric Mental Health Advanced Practice Nursing Capstone
Collaborative Nursing Informatics
NUR 698 Nursing and Health Care Systems Assessment and Development
NUR 695D Capstone: Nursing and Health Care Systems

Master’s in Nursing Leadership
Education Track
NUR 674A Advance Evaluation of Education and Health Care Systems
NUR 713 Project-Based Precepted Leadership I
NUR 714 Project-Based Precepted Leadership II
Administration Track
NUR 674A Advance Evaluation of Education and Health Care Systems
NUR 713 Project-Based Precepted Leadership I
NUR 714 Project-Based Precepted Leadership I

Incomplete Grades - Department of Undergraduate and Department of Graduate Studies
The inability to complete required coursework or take an examination may, at the sole discretion of the faculty member, result in a grade of "I" (Incomplete) A maximum of 6 weeks will be provided for a student to complete the required coursework or examination. Students who the faculty member has agreed shall receive an incomplete grade must complete the Incomplete Grade Form available in the department office. This form must be submitted after discussion with the faculty member and no later than the last class meeting. Students must understand that an incomplete grade that turns to an "F" may result in a CQPA that places the student in academic jeopardy and/or may result in loss of financial aid or housing. Additionally, students must be aware that they will not be able to continue in a subsequent course(s) if the prerequisite(s) for that course(s) has/have not been completed.
Incomplete Grades – Department of Graduate Studies Clinical Hours

In the event that a graduate student is unable to complete his or her clinical hours before the end of the semester, a grade of “I” (Incomplete) may be given at the discretion of the faculty in concert with clinical faculty member, the clinical preceptor, and the clinical agency. Only if all parties are able to accommodate the student’s need for additional hours, then the “I” may be granted and the Incomplete Grade Form designating the outstanding work to be completed must be filed with the Office of Academic Affairs Department of Graduate Studies. The Incomplete Grade Form must be signed by the clinical faculty member and student, and co-signed by the course faculty. A maximum of 6 weeks may be provided as long as all parties are in agreement.

For example, a student takes NUR 651 during summer session I and II, and the last day of class is August 16th. The student requests additional hours to complete his or her clinical requirements. The faculty may only give an incomplete until August 23rd if the start of the next semester is September 6th.

GRADE APPEAL PROCESS: STEP-BY-STEP

The process for appealing a grade is governed by the University’s Grade Appeal Process and the Grade Appeal Process of the LSN, 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 an individual grade received for an examination, an assignment, a paper, and the like; only a final course grade may be appealed. The procedure described below is intended to facilitate a student’s understanding of the Grade Appeal Process and to identify the steps that must be followed. Students are responsible for knowing and complying with the Appeal process of both the University and the LSN.

Step 1: Before appealing a final course grade, the student should review and become familiar with the Grade Appeal Process of both the University and the LSN, a copy of which may be found in the University’s Undergraduate Course Catalog and the current edition of the LSN Student Handbook respectively.

Step 2: A student may, at the sole discretion of the Chair of the department in which the student is enrolled, be permitted to register for and attend class while the student’s grade appeal 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 and no grades or credit will be given for the classes attended while the appeal was pending. Further, dismissal will be effective as of the date set
forth in the letter from the Academic Progress Committee informing the student that he or she has been dismissed from the nursing program or the Lienhard School of Nursing, as the case may be. If student commences an appeal of a final course grade while he or she is also enrolled in nursing courses, the student communicate this with the Chair and identify each nursing course in which he or she is enrolled. Continued enrollment is subject to the decision on the grade appeal -- if the grade appeal is denied, the student’s registration for any nursing course the Chair authorized the student to continue attending while the grade appeal was pending shall be voided and the tuition refunded.

**Step 3:** If a student believes that the final grade he or she received in a course does not reflect “reasonable and generally acceptable academic requirements” as required by the University’s Grade Appeal Process, the student must, usually within 10 school days from the date on which the student knew or should have known about the final 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, he or she may appeal the final course grade to the Chair of the Department in which the student is enrolled. The grade appeal must be submitted in writing to the Chair and must clearly state the basis for challenging the grade received for the course. The student must forward a copy of his or her written appeal to the instructor who issued the final course grade being challenged. If the Chair is the instructor who issued the grade being appealed, the grade appeal must be submitted to the Chair of the opposite department as appropriate (an undergraduate student would appeal to the Graduate Chair and a graduate student, to the Undergraduate Chair).

**Step 5:** If, after submitting his or her written appeal, the student wishes to meet with the Chair of the Department in which he or she is enrolled to discuss the grade appeal, the student must contact the Department’s Program Coordinator to make an appointment.

**Step 6:** The Chair of the Department will decide whether the final course grade should be reviewed further. The Chair’s decision to have a grade reviewed or not 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 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. If the Chair is the instructor who issued the grade being appealed, the grade appeal must be submitted instead to the Dean of the Lienhard School of Nursing.

NOTICE

PROBATION AND ACADEMIC DISMISSAL FOR RN4 STUDENTS

THE ACADEMIC PROGRESSION COMMITTEES

THE ACADEMIC PROGRESSION APPEALS COMMITTEE

At the time of publication of the 2006-2007 Lienhard School of Nursing Student Handbook, policies on the standards and conditions of probation and dismissal are being drafted, and the policies pertaining to Probation and Academic Dismissal, the Academic Progression Committee and the Academic Progression Appeals Committee are being revised.

It is expected that these policies will be finalized and distributed by the end of September 2006. You are responsible for knowing the terms and conditions of these policies and you should read them very carefully. If, after reading them, you have any questions or need clarification as to their meaning, please contact Dr. Donna Hallas, Chairperson, Department of Undergraduate Studies (914-773-3323; dhallas@pace.edu) or Dr. Marie Truglio-Londrigan (914-773-3709; mlondrigan@pace.edu), according to your degree program.

STANDARDS FOR WRITTEN ACADEMIC WORK

All student papers and projects are to be completed according to the criteria outlined in the Publication Manual of the American Psychological Association, 5th edition [APA Guidelines]. In addition to providing required and appropriate content for all written assignments in nursing courses, students are required to meet the following critical elements for writing. The student will:

1. Write assignments using standards of English grammar, spelling, syntax, abbreviations, and format, consistent with University policies.

2. Use language consistent with scientific, nursing, and related disciplines.

3. Write his or her own text without plagiarizing the words and ideas of others, and citing the works of others in the text, footnotes, and/or references, as dictated by the University's Academic Integrity Policy, APA Guidelines, and the 2006 LSN Student Handbook.

4. Submit written assignments that are consistent with protocols for length, format, style, and conditions stated above, and by the date established by the faculty.
5. Seek assistance from the University Center for Academic Excellence, if needed, prior to submitting the paper (students are encouraged to avail themselves of this resource). **Papers submitted are considered final student work and will not be re-graded.** Deductions for papers submitted after the due date is determined by the faculty who are teaching the course. Students are directed to individual course syllabus for details.

**ACADEMIC INTEGRITY**

Students must accept the responsibility to be honest and to respect ethical standards in meeting their academic assignments and requirements. Integrity in academic life requires that students demonstrate intellectual and academic achievement independent of all assistance except that authorized by the instructor. Please refer to the list of behavioral standards set forth below for examples of academic integrity.

Students who fail to meet the responsibility for academic integrity subject themselves to sanctions ranging from a reduction in grade or failure in the assignment or course in which the offense occurred, to suspension or dismissal from the University. Students penalized for plagiarism, cheating on exams, or any other failure to maintain academic integrity will be referred to the Department Chair, who will review this matter as soon as practicable.

**BEHAVIORAL STANDARDS**

While enrolled in the LSN, all students are expected to conduct themselves in a professional manner as described in the American Nurses Association Code of Ethics, course objectives, and clinical evaluations. Appropriate behavior includes but is not limited to such attributes as:

- Ability to work effectively with peers and other members of the health care team.
- Personal, academic and professional honesty and integrity.
- Concern for privacy of the patient.
- Understanding of professional role and limitations.
- Consistent attendance and punctuality.

All of the following offenses are serious violations of conduct and will engender swift disciplinary action or possible dismissal from the program. **This list is not intended to be all inclusive or comprehensive.**

- Cheating or plagiarism
- Possessing or using crib notes, power points, class notes, or any other form of study note during an exam
- Talking to other students during an exam
- Using a cell phone or other unapproved electronic devices for any purpose during any examination
- Copying from another student’s exam (paper or computer)
- Obtaining a copy of the exam prior to taking the exam
- Obtaining a copy of the previous year’s exam
- Submitting the same product as an assignment in two classes
- Substituting another student to take exams
- Purchasing take-home or in-class exams from others
- Purchasing a term paper
- Drawing formulas, sentences, graphs or other information on desks, walls, etc.
- Copying from books, periodicals, articles in print or over the Internet
- Submitting another person’s paper as one’s own
- Lying to Program faculty, professional or clinical preceptors regarding any circumstance
- Forgery – altering or misuse of University, Program, and/or medical documents or knowingly furnishing false information
- Misrepresentation of oneself as a graduate of the School or in a capacity that exceeds the student’s level of training
- Obstructing or disrupting the School’s education process whether on campus, online, or in any clinical setting
- Physical or verbal abuse or the threat of physical violence against LSN faculty, staff, clinical preceptor, or family members
- Entry into an unauthorized area of the LSN, Pace University, or any clinical site
- Theft or non-accidental damage to the LSN, Pace University, or any clinical site
- Possession of explosives, dangerous chemicals, or deadly weapons on Pace University campus or any clinical site without proper authorization
- Engaging in lewd, indecent, or obscene behavior or language on Pace University or any clinical site
• Use, possession, sale or provision to others of controlled or unlawful substances on Pace University or at any clinical site
• Soliciting or assisting another person to perform any act, which could subject a student to discipline as cited in this section
• Any time a student exhibits behavior that may be clinically unsafe or be a danger to patients

Please also refer to the Pace University Student Handbook section, “University Policies Disciplinary and Grievance Procedures,” on the Pace University Website at www.pace.edu.

All Pace University students, including students in the Lienhard School of Nursing, are subject to the policies, procedures, rules and regulations stated in the Student Handbook and in any or all other relevant publications, or on the Pace University Internet Web Site (such as policies related to appropriate use of Pace University Information Technology Resources). In addition to the above behavioral standards, all LSN students are held to the following standards developed by the American Nurses Association:

**Code of Ethics for Nurses* – Provisions**

Approved as of June 30, 2001

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.


Each student in the LSN is required to have and thoroughly review the *Code for Nurses with Interpretive Statements* (available from the American Nurses Association) and the *New York State Nurse Practice Act* (available from the New York State Board of Nursing).
ACADEMIC AND PROFESSIONAL RESOURCES AND OTHER ASSISTANCE

CENTER FOR ACADEMIC EXCELLENCE
The Center for Academic Excellence provides tutorial services for students in math, reading, and writing skills. Students have found this assistance most helpful for improving study skills and using textbooks, as well as tutoring in math, reading comprehension, science, and writing, including using the Publication Manual of the American Psychological Association (refer to Standards for Written Academic Work). PLV students should call (914) 773-3721 for an appointment and NY students should call (212) 346-1329.

LEARNING RESOURCE CENTER (LRC)
The Learning Resource Center in PLV and NY has numerous slides, videotapes, computer programs, and equipment to use as an adjunct to nursing coursework. Students may also schedule laboratory practice time with the LRC Manager or teaching assistant. For an appointment, call (914) 773-3560 in PLV or (212) 346-1439 in NY.

TUTORING FOR UNDERGRADUATE NURSING STUDENTS
As part of their regularly scheduled office hours, faculty provides tutoring for nursing content. Hours are posted on each faculty office door. Tutoring is also available on an individually scheduled basis at the LRC. Any student encountering academic difficulties in courses should seek advisement early from his/her course instructor(s). Referral for tutorial assistance may be possible.

ADDITIONAL SOURCES OF ASSISTANCE
Financial: The Financial Aid Office (in the Office of Student Assistance) can assist you with a wide variety of loans, grants, and/or scholarships. For an appointment, in PLV call (914) 773-3751, and in NY call (212) 346-1300. The Center for Nursing Research, Clinical Practice, and International Affairs also has scholarship information, which is posted on bulletin boards outside of faculty offices in PLV and NY.

Employment: The Career Services Office provides a variety of career development and placement services, including career counseling, recruiting programs, resume referral, job postings, credential files, employment bulletins, alumni mentor program, career panels, employer visits, career resource
center and guides. For an appointment, NY students should call (212) 346-1610 and PLV students should call (914) 773-3361.

**Counseling and Personal Development Center:** The Counseling and Personal Development Center offers individual counseling and workshops on such topics as stress management, study methods, time management, and test-taking skills. The professional staff of the Counseling Services Center is especially helpful for students unsure of their educational/career goals or those who feel they are not achieving their potential. The Counseling and Personal Development Center is located at the Administrative Center (2nd floor) in PLV and at 156 Williams Street (12th floor) in NY. In PLV, telephone (914) 773-3710 and in NY, telephone (212) 346-1526, for an appointment. Services include:

- **Personal Counseling:** Professionally trained counselors are available for students who wish to discuss personal or emotional difficulties in complete confidentiality. Services include crisis intervention in response to rape, sexual harassment, and sexual abuse.

- **Educational Counseling:** Students who are unsure of their educational and career goals, lack motivation, are indecisive and worried about choosing a major, or simply do not know how to go about studying effectively find Counseling Services very helpful.

- **Vocational Counseling:** Vocational counseling helps students appraise their interests, aptitudes and personality traits. Counselors frequently use tests to reveal these characteristics. By gaining self-understanding, students become better equipped to make decisions vital to their educational and vocational futures.

**Personal Health:** University Health Care (UHC), located on the PLV and NY campuses, is staffed by certified nurse practitioners who are qualified to: diagnose and treat many acute illnesses; help manage many chronic illnesses; prescribe and dispense medications when necessary; offer clients continuing and comprehensive health care, including for example, complete physicals, family planning visits, nutrition, physical fitness, and stress management programs.

- Appointments at UHC should be scheduled ahead of time either by phone or in person, but walk-ins are accommodated, when possible. Problems requiring immediate attention will be given priority. If you find you want to continue to see the same nurse practitioner you have seen before, every effort will be made to honor your request.
• UHC can complete your mandatory annual health clearance for clinical courses forms and offers modest rates on required lab work. Have your exam done thoroughly, economically and efficiently, right on campus!

• When to use UHC: Here are some examples of problems UHC can help you with, and when it would be better to see a physician or go to the emergency room:
  a. Colds, sore throats, ear infections, sinus problems, bronchitis, skin problems, urinary infections;
  b. Pap smears, pregnancy tests, family planning, prevention and treatment of sexually transmitted infections for men and women;
  c. Complete physicals to meet requirements for nursing, physician assistants, student teaching, employment, etc.;
  d. Immunizations;
  e. Small wounds, burns, tetanus shots, removal of stitches; or
  f. When you are just not feeling well.

Students should seek outside help for:
  a. Large wounds requiring stitches;
  b. Significant injuries, such as bone fractures, or injuries from a motor vehicle accident;
  c. Serious complicated medical conditions such as meningitis, cancer, and illnesses requiring the services of a specialist; or
  d. Dental problems.

• If you have questions as to whether UHC can handle your concerns, please call and talk with one of the nurse practitioners who can either make an appointment for you at UHC, or direct you to an appropriate health care provider.

UHC has two convenient locations:

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<tr>
<th>New York</th>
<th>Pleasantville</th>
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<tbody>
<tr>
<td>41 Park Row</td>
<td>Goldstein Health Fitness and Recreation Center</td>
</tr>
<tr>
<td>3rd Floor, Suite 313</td>
<td>861 Bedford Road</td>
</tr>
<tr>
<td>New York, NY 10038</td>
<td>Pleasantville, NY 10570</td>
</tr>
<tr>
<td>(212) 346-1600</td>
<td>(914) 773-3760</td>
</tr>
<tr>
<td>Hours*: Monday through Friday 9:00am to 5:00</td>
<td>Hours*: Monday through Friday 9:00am to 5:00pm</td>
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*Hours are subject to change. Please call for information.
Health Insurance: Information about college health insurance programs, offered to Pace University students, can be obtained from the Office of the Dean for Students, University Health Care, and online at www.pace.edu/HealthInsurance.

CENTER FOR NURSING RESEARCH, CLINICAL PRACTICE, AND INTERNATIONAL AFFAIRS

The Center for Nursing Research, Clinical Practice and International Affairs (CNRCPIA) provides leadership and support for LSN activities in the areas of nursing research, clinical practice, and international affairs. In addition, the center houses the Historical Nursing Archives, the Institute for Healthy Aging, and the International Institute for Qualitative Methodology-Cooperating Site. CNRCPIA strives to provide LSN students with opportunities to enrich their academic experience with:

- **Paid Professional Experiences**
  - Graduate Assistantships (Research, Special Projects, as Teaching Assistants, Learning Resource Center)
  - Clinical Practice Internships (University Health Care, multiple community sites)
- **Sponsorship to attend professional conferences**
- **Lectures/Workshops by Visiting Scholars and International Visitors**
- **International Student Exchanges**

CNRCPIA also works closely with the Financial Aid Office to help LSN students identify nursing scholarships and awards based on the program they’re enrolled in.

PROFESSIONAL NURSING ORGANIZATIONS

Students Nurses Association at Pace (SNAP) is an organization comprised of nursing students from the undergraduate programs in PLV and NY. Involvement in SNAP exposes students to a support structure with other nursing students, a sense of professional direction, nursing health care issues, educational opportunities, group involvement, and development of leadership skills. The organization meets on a regular basis and sponsors several school-wide forums for nursing students yearly. For further information contact the SNAP office located in Lienhard Hall, telephone number, (914) 773-3973 or the SNAP Advisor in NY (212-346-1716).
Zeta Omega, Westchester/Rockland at-Large Chapter, Sigma Theta Tau International is the International Honor Society of Nursing. The purposes of Sigma Theta Tau International are to recognize the development of leadership qualities; foster high professional standards; encourage creative work and strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing. The Lienhard School of Nursing is a member of the Zeta Omega Westchester/Rockland-at-Large Chapter, composed of a consortium of nursing programs: the College of New Rochelle, Dominican College, Mercy College, and Pace University. Candidates for membership are selected on the basis of superior scholastic achievement. Undergraduates who are halfway through the program, have a 3.0 CQPA, and are in the upper 35% of their class, or graduate students a quarter of the way through the master's program, with a 3.5 CQPA or higher are eligible. Outstanding community leaders in nursing are also eligible for membership. Student standing is reviewed by the Zeta Omega Chapter faculty counselor and eligible students are invited in writing to consider membership.

PACE UNIVERSITY LIBRARIES
MORTOLA LIBRARY – PLEASANTVILLE
BIRNBAUM LIBRARY – NEW YORK CITY

Hours vary during the semesters, vacations and summer sessions. For up-to-date detailed information, please call the library at (914) 773-3380 for information or visit the Pace Homepage.