

Concordia College

RN-BS Completion Program Student Handbook

STUDENT HANDBOOK

Welcome to the Nursing Program! You have chosen a rigorous and exciting course of study which will lead you to fulfilling and important work. Today's professional nurse is at the forefront of health care, with the capacity to make authentic and lasting change in the lives of individuals, families and communities. Because of its specialized course of study, Nursing Program policies and procedures have been designed to assure that Concordia College's nursing program prepares competent, confident graduates. This handbook has been prepared to provide you with a guide to the RN-BS Completion Program offered at Concordia College. The Undergraduate Catalogue is the primary source for information about the College, the nursing curriculum and additional aspects of life at Concordia College.

Please note you are responsible for the policies in this book. Policy changes will be communicated to students using a variety of strategies: e-mail; BlackBoard announcements; and posts on the Division bulletin board. The Dean of Nursing and Director of the RN-BS Completion Program are responsible for distributing any changes in policy.

Do not hesitate to contact us or any member of the Nursing faculty for clarification of any of these policies. We wish you every success as you pursue this exciting new venture.

Kathleen Flaherty, EdD, RN, CRRN, CNE
Dean, Division of Nursing

Anne Marie Simmons, PhD, RN
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Table of Contents

Faculty	4
Nursing Program Information & Mission Statement	5
Philosophy	5
Program Outcomes	7
Curriculum Plans: Registered Nurse/BS Completion Program	8
Nursing Course Descriptions	8
Policies and Procedures	
Academic Integrity	10
Accommodations for Students with Documented Disabilities	10
Admission Criteria for RN-BS Completion Nursing Program	10
Advisement and Registration	11
Attendance: Class/Clinical	11
Formal Complaint Policy	11
Grading	14
Grade Incomplete	15
Grade Appeal Process	15
Group Work Process & Norms	16
Parking: On-Campus	16
Pre-Clinical Requirements	16
Progression Criteria	17
Social Media Statement	17
Tuition Refund	18
Unsafe/Unfit Student Performance	18
College Nursing Organizations:	
Concordia Chapter, National Student Nurses Association	19
Sigma Theta Tau International	33
Acknowledgement of Understanding of Policies	34

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Program Information

Today's professional nurse is at the forefront of health care, with the capacity to make authentic and lasting change in the lives of individuals, families and communities. Concordia College-New York's RN to BS Completion Program will provide students, who are already professional nurses, with the critical thinking and professional skills necessary to enhance their nursing practice and participate as partners in the increasingly complex health care industry. The program designed for students whose roles are changing and are engaged in the management of complex health issues with diverse populations and systems.

The faculty of the Concordia New York Nursing Program believe that nursing education must occur in a supportive environment that empowers nurses to be confident, competent clinicians who possess the capacity to assume dynamic leadership in the health care industry. Nursing education is an active and collaborative endeavor between expert teacher/ clinician and student. Our RN-BS Completion Program prepares nurses to integrate knowledge from a variety of disciplines and sources to deliver authentically compassionate care, develop spiritual and cultural competence in nursing care delivery, engage in bold nursing and health care leadership, advocate for health promotion and disease prevention and embrace the value of learning for life.

Concordia College–New York is a Christian academic community offering education in the liberal arts tradition. The institution seeks to nurture growth in understanding and appreciation of the Christian faith and its impact on life. Concordia New York's programs develop abilities, attitudes and skills necessary for current and future careers that are marked by self-fulfillment and service.

Mission Statement

The mission of the Concordia College Nursing Program is to provide quality baccalaureate education in nursing in a values-oriented, faith based atmosphere to prepare individuals to enter into practice as professional nurses and for registered nurses to their practices as baccalaureate prepared professionals.

The goals of the Nursing Program are to prepare nurses to integrate knowledge from a variety of disciplines and sources to deliver authentically compassionate care, develop spiritual and cultural competence in nursing care delivery, engage in bold nursing and health care leadership, advocate for health promotion and disease prevention and embrace the value of learning for life.

Philosophy

Members of the Nursing Program believe that health is a requirement for human self-actualization. Humankind requires a state of health for a full and complete life. Health is defined as a state of wellness, not just the absence of disease, with the capacity to “use well every power we have” (Nightingale).

We believe that human beings are part of and cannot be separated from their environment. Therefore, human beings and their environment are in a constant state of mutual interaction. The health of the human-environment entity is the subject of nursing.

The profession of nursing is charged by society with the maintenance of health, the prevention of disease, reduction of disease risk and care of the individual seeking to achieve a state of health. *Nursing's Social Policy Statement (2003)* provides the Nursing Program with the definition of nursing: "Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations. Nursing care refers to the provision of any and all services protect, promote and optimize health, and prevent and/or alleviate disease. In accordance with Henderson's classic perspective on nursing we believe that nurses fulfill their social mandate by doing "for others what they would do for themselves if they had the strength, the will and the knowledge... the nurse makes the patient independent. . .as soon as possible". Professional nursing practice requires implementation of the nursing process, culturally and spiritually sensitive intervention, and evaluation of care. Nurses must be prepared to apply analytical skills in a variety of settings and assume a multitude of roles within the health care system.

The nursing program at Concordia recognizes and values the wholistic nature of individuals, families, and populations entrusted to the care of nurses. We believe that central to every successful nurse-patient encounter lies an appreciation for the sanctity of human dignity.

The members of the Nursing Program believe that nursing education must occur in a supportive environment that empowers nurses to be confident, competent clinicians who possess the capacity to assume bold leadership in the health care industry. Nursing education is an active and collaborative endeavor between expert teacher/clinician and student. Adherence to this value requires members of the Nursing Program to cultivate and support faculty/student collaboration and mentoring and respect students as individuals with unique skills and learning needs.

Effective nursing education can be delivered only by clinically competent nursing educators. Faculty model this value by maintaining clinical competence, engaging in continuous self-education and relationships with colleagues and contributing to the ever evolving body of nursing knowledge.

We believe that the faculty, students and graduates of the Concordia College Nursing program must meet the professional standards set forth in The American Association of Colleges of Nursing's Essentials of Baccalaureate Education; the ANA Scope and Standards of Practice; the ANA Code for Ethics for Nurses with Interpretive Statements; and Nursing's Social Policy statement. The AACN's Essentials of Baccalaureate Education provides the core structure for the curriculum. The program is designed to build on liberal education, develop professional and values-based behaviors; expand and hone critical thinking and communication skills; develop technical skills; teach core nursing knowledge; and, facilitate development of the students' role as a member of the profession of nursing.

Program Outcomes

Graduates of the Concordia College Baccalaureate Nursing Program will be able to:

1. integrate concepts from the liberal arts, physical and social sciences with nursing theory, and practice to provide safe, competent, quality care;
2. demonstrate appropriate leadership behaviors in nursing that promote health, safety and quality and foster change;
3. analyze evidence from a variety of sources for legitimacy and pertinence to nursing care;
4. implement evidence-based nursing interventions;
5. manage information from a variety of venues i.e. liberal arts, sciences, research, culture, health information technology, effectively when implementing the nursing process;
6. analyze health care and public policy that affects professional nursing;
7. deliver competent and compassionate nursing care within an interdisciplinary health care team;
8. demonstrate effective oral, written, electronic and nonverbal communication with patients and members of the interdisciplinary team in the delivery of nursing care;
9. facilitate health promotion, disease prevention and risk reduction;
10. demonstrate core professional nursing values of altruism, autonomy, respect for human dignity, integrity and social justice in the delivery of nursing care;
11. practice in accordance with ethical and legal principles which embrace the sanctity of human dignity;
12. provide culturally and spiritually competent care to diverse patient populations;
13. design clinical interventions utilizing critical thinking; and,
14. engage in life-long learning and continuous professional development.

Curriculum Plan: RN-BS Nursing Completion Program (Onsite)

Course Number	Course Title	Semester Hours	Session
NUR 312	Health Assessment	3	Session # 1
REL 111	Sacred Scriptures	3	Session # 1
NUR 323	Pathopharmacophysiology	3	Session # 2
NUR 331	Prevention, Health Promotion, and Risk Reduction	2	Session # 2
NUR 341	Contemporary Issues in Nursing	2	Session # 3
REL 252	World Religions	3	Session # 3
NUR 342	Spiritual and Cultural Competence in Nursing Care Delivery	3	Session # 4
MAT 121	Introduction to Probability and Statistics	3	Session # 4
NUR 431	Research, Theory and Evidence Basis for Nursing Care	3	Session # 5
NUR 451	Nursing Leadership	3	Session # 5
NUR 453	Professional Nursing Role Development	6	Sessions # 6 & 7
BIO 215	Heredity and Society	3	Session # 6
NUR 441	Professional Nursing Portfolio	3	Session # 7

Total of 122 Credits: Up to 90 credits in transfer; program specific focus (science & psychology courses – 21 credits); adult education core courses – 39 credits; nursing courses – 28 credits

RN-BS Completion Program Nursing Course Descriptions

NUR 312 Health Assessment

This course provides students with the theoretical knowledge and clinical skill necessary for comprehensive and systematic collection of subjective and objective patient data. Students will learn to develop a data base through collection of a health history and performance of a physical assessment. The emphasis of this course is on the differentiation between normal and abnormal findings. This course includes a laboratory experience which will provide the students with the opportunity to refine clinical assessment skills and synthesize the components of the health history and physical assessment findings. (3 credits)

NUR 323 Pathopharmacophysiology

This course explores concepts in pharmacology and their use in the implementation of the nursing process in management of certain acute and chronic health problems in adolescents and adults. Emphasis will be given to cognitive problems as well as multi-system alterations that affect cardiovascular, respiratory, endocrine, gastrointestinal, neuromuscular, hematological, renal, and reproductive systems. Strategies essential for the treatment and coordination of care for individuals and families dealing with acute and chronic illness will be addressed. The interrelationships between clinical pathophysiology, genetics and pharmacology are emphasized.

Teaching learning strategies will be integrated throughout the course. Students are responsible for developing case exemplars and presenting certain topics. (3 credits)

NURS 331 Prevention, Health Promotion and Risk Reduction

This course focuses on national goals for the promotion of health, the prevention of disease and the maintenance of health. Communication in a cultural context as the medium for developing therapeutic relationships with clients and communities and for disseminating health related information to individuals and groups will be defined. Issues of chronicity and management of chronic illness within a context of health will be explored. National initiatives such as Healthy People 2020, the Institute of Medicine's quality initiatives and health/illness projections for the 21st Century will be examined for their implications on the health of individuals and the nation. Students will explore their own values and beliefs about health and illness. (2 credits)

NUR 341 Contemporary Issues in Nursing

This course is designed to introduce the student to the professional nursing role through the critical examination of current trends and issues influencing nursing care delivery. Legal, ethical and local and global health care issues will be discussed and analyzed. Current issues affecting the health care of Americans and implications for professional nursing will be evaluated. (2 credits)

NUR 342 Spiritual and Cultural Competence in Nursing Care Delivery

This course provides students with evidence-based theoretical knowledge and support through student facilitated shared personal learning opportunities to explore communication dynamics in a trans-cultural context. Such opportunities include group discussions, field trips, individual and/or group artistic reflections on spiritual and cultural themes designed to enhance each one's spiritual and cultural competence as he/she employs verbal and non-verbal communication to provide nursing care addressing the unique spiritual and cultural needs of individual clients, families, and communities. (3 credits)

NUR 431 Research, Theory and Evidence Basis for Nursing Care

This course focuses on the theoretical and research foundations of nursing care. Research methodologies and theories from nursing and other disciplines will be used to demonstrate the basis for nursing care and the creation of nursing knowledge. Students will be introduced to the process of scientific inquiry in nursing and nursing theory development. Current nursing research will be discussed in relation to key theories explaining phenomena relevant to nursing practice. Critical analysis of published research studies with regard to implications for clinical practice will be addressed. (3 credits)

NUR 441 Professional Nursing Portfolio

This course is designed to promote articulation and expression of professional role development of the nurse. Students will work with faculty and their faculty mentor to develop a professional nursing portfolio. Seminar sessions will focus on relevant topics toward the development of this portfolio. (3 credits) Co-requisite NUR 453

NUR 451 Nursing Leadership

This course focuses on the development of professional nursing leadership skills. Theories of leadership, management, change, and delegation will be reviewed and applied to nursing and health systems. Students will explore the influence of culture, gender, age and other variables on leadership styles. Emphasis will be placed on concepts of collaboration, the interdisciplinary nature of the health care team and case management. (3 credits)

NUR 453 Professional Nursing Role Development

This capstone seminar course focuses on the development of an individualized learning project which will result in the integration and application of theory, research, evidence, critical thinking, nursing concepts

and leadership in a mentored practicum. Students will have the opportunity to synthesize the roles and functions of the professional registered nurse in such areas as leadership, education, transitions in nursing care, population health, nursing research, concepts in caring and quality and safety. Students will identify personal learning objectives toward their professional development, identify a project in their area of interest and implement that project in a mentored clinical/internship setting. (6 credits)

Pre-requisites: All 300 and 400 level nursing courses. Co-requisite NUR 441

Academic Integrity and Ethics

At Concordia College – New York, we are guided in all of our work by the values of academic integrity and ethics: honesty, trust, fairness, responsibility, and respect. As a student, you are required to demonstrate these values in all of the work you do. Participating in behavior that violates academic integrity and ethics (e.g., plagiarism, unauthorized collaboration, multiple submissions, cheating on examinations, or fabricating information) will result in your being sanctioned. Violations of Concordia College's academic integrity and ethics policies are very serious and documentation of violations will be forwarded to the office of the Dean of Students where records are kept for five years after the student graduates or withdraws from the college. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment or examination; receiving a failing grade for the course; and/or suspension or expulsion from the program and/or college. Refer to the *Student Guide* section on Academic Integrity and Ethics for complete policies.

All students are expected to comply with Concordia College's and the Division of Nursing's Academic Integrity Policy. Plagiarism is the use of work by another as one's own. Cheating is the use of "aides" or the theft of information from another. Both of these activities violate the premise of academic integrity and professional nursing standards. Academic dishonesty in any form will result in disciplinary action including but not limited to course failure. Students are responsible to refer to the RN-BS Completion Program Handbook, 2016 and the College Student Guide.

Accommodations for Students with Documented Disabilities

Concordia College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008. Students with disabilities who need special accommodations must submit documentation of the disability to the Concordia Connection Program in order for reasonable accommodations to be granted. Students are encouraged to notify their instructors and the Connection Program as soon as they determine accommodations are necessary; however, documentation will be reviewed upon receipt at any point in the semester. The Connection Program will partner with students to determine the appropriate accommodations and, in cooperation with the instructor, will work to provide all students with a fair opportunity to perform in the particular class. Specific details of the disability will remain confidential between the student and the Connection Program, unless the student chooses to disclose or there is legitimate academic need for disclosure on a case-by-case basis.

Admission Criteria for the RN-BS Completion Program (Onsite)

1. Associate of Arts or Associate of Science degree in nursing OR,
Diploma in Nursing (30 credits accepted for New York State license)
2. Minimum Cumulative Grade Point Average of 2.5

3. A license to practice professional nursing in New York State
4. Students may transfer up to 90 credits in fulfillment of the degree. Nine credits can be considered for VLE approval; 30 credits must be taken at Concordia College New York.

Advisement and Registration

Policy: All students will be assigned an advisor who will be the Director of the RN-BS Completion program or a member of the nursing faculty. Students must meet with their advisors at least twice during each semester to discuss registration, coursework and progress. The Director of the RN-BS Completion Program will complete registrations for all courses required in Nursing and Adult Education.

Attendance

Attendance at all class sessions is required. If circumstances dictate that a student must be absent from more than one full session, or five full hours of cumulative absence in a course, the student will be required to repeat the entire course. When class time is missed, students must notify the instructor to make arrangements for making up tests, homework, papers, etc. and may be required to complete additional assignments to compensate for the class time missed.

Formal Complaint

Policy: Section 494C (j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State , a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institutions instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the Department within three years of the alleged incident. (Faculty Handbook Concordia College, 2008).

The Nursing Program in conjunction with the formal complaint policy and procedures of Concordia College and in keeping with Section 494C (j) of the Higher Education Act of 1965 is supportive of every individual's, student's, faculty's or any other person's rights to be treated respectfully and without discrimination. Therefore, any individual who believes s/he has been aggrieved may file a written complaint with the Nursing Program within three years of the alleged event.

Definitions:

1. *A Formal Complaint* is a written statement of a grievance experience by any individual, student, faculty, administrative or support staff member in the Nursing Program to the Dean of Nursing and or to the Student Services Department of Concordia College involving a formal hearing according to published procedures.
2. *An Informal Complaint* is a written statement of a grievance experience by any individual, student, faculty, administrative or support staff member in the Nursing Program where resolution is achieved between an official of the Nursing Program or the College according to published guidelines without requiring further deliberation.

Procedures:

Following an interview with the individual, the Dean of Nursing and or the Assistant Dean of Student Development will consult with the person(s) involved to obtain particulars of the case. After consulting with Concordia's Title IX Affirmative Action coordinator, the Dean of Nursing and or the Assistant Dean will consider the grievance, render a decision and issue a statement indicating appropriate redress. If the individual considers the decision rendered unsatisfactory, an appeal may be made to the Dean of the College. The Nursing Program and the College consider an appeal to the Dean of the College the final step in the process. The decision of the Dean of the College is final.

Internal Complaints

Should any individual believe s/he has been aggrieved by a faculty or staff member of the Nursing Program or of Concordia College during the academic year, s/he may turn for assistance using the procedures listed below:

1. With the assistance of the Dean of Nursing and or the Assistant Dean for Student Development the complainant and the respondent will meet face-to-face in an attempt to resolve the issue. Should the Dean of Nursing be the respondent, the Dean of the College will assume responsibility; should the Assistant Dean be the respondent, the Dean of the College will assume responsibility; should the Dean of the college be the respondent, the President will assume responsibility; should the President be the respondent, the chair of the Board of Regents will assume responsibility.
2. If the complainant is of the opinion that such informal reconciliation efforts have failed and there is a wish to pursue the matter, the complainant shall prepare a written statement of the matter in dispute (along with all relevant documents), and a written statement setting forth, in detail, the efforts that have been made to achieve informal reconciliation and shall forward such documents to the Dean of Nursing and or the Assistant Dean of Student Development (as appropriate) and to the respondent.
3. Within one week after receipt of the written statement of the matter in dispute, the respondent shall submit a written reply to the Dean of Nursing and or the Assistant Dean of Student Development (as appropriate) and the complainant. If the respondent fails to reply, the allegations of the statement of the matter in dispute shall be deemed accepted.
4. Upon receipt of a reply from the respondent or if no reply is received and the Dean of Nursing and or the Assistant Dean for Student Development determines that all informal reconciliation efforts have failed, Dean of Nursing and or the Assistant Dean will form a review committee of three persons which shall be chosen as follows: each party will select one member of the faculty or staff member, or a student. The third person, serving as chair, will be appointed by the Assistant Dean for Student Development with the approval of both parties. The selection process shall be completed within one week of the Assistant Dean's determination to form a review committee.
5. The review committee shall proceed as follows:

- a. The first hearing will be held no later than one week after the last committee member has been appointed.
 - b. The chair of the committee shall notify the complainant and the respondent at least three days in advance of the date, time and place of said hearing.
All hearings shall be private, attended only by the parties and the witnesses who can substantiate the facts relevant to the matter in dispute. The review committee shall establish the procedures to be followed in the hearing and the relevancy of evidence so that each party shall be given an opportunity to present fully its respective position. In performing its duty, the review committee shall continue efforts to reconcile the parties on the basis of Christian love and forgiveness.
 - c. Within one week after completion of the final hearing, the review committee shall issue a written decision which shall state the facts determined by the committee and the reasons for its decision and forward them to the parties and the Assistant Dean for Student Development. The Assistant Dean for Student Development in consultation with the Dean of the College shall then take appropriate action, which shall be final.
6. Adequate documentation about each complaint and its disposition shall be maintained for at least six years.
 7. Concordia College students are assured that no adverse action will be taken against any student for filing a complaint.

NYS Complaint Procedures

Section 494C(j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member or any other person who believes he/she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the New York State Education Department within three years of the alleged incident.

How to File a Complaint

1. The person should first try to resolve the complaint directly with the institution by following the internal complaint procedures provided by the institution. An institution of higher education is required to publish its internal complaint procedure in a primary information document such as the catalog or student handbook. (The department suggests that the complainant keep copies of all correspondence with the institution.)
2. If a person is unable to resolve the complaint with the institution or believes that the institution has not properly addressed the concerns, he or she may send a letter or telephone the Postsecondary Complaint Registry to request a complaint form. Please telephone 212/951-6493 or write to:

New York State Education Department
Postsecondary Complaint Registry
One Park Avenue, 6th Floor
New York, NY 10016

3. The *Postsecondary Complaint Registry Form* should be completed, signed and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint processes. Copies of all relevant documents should be included.
4. After receiving the completed form, the department will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the department will also advise the institution that a complaint has been made and, when appropriate, the nature of the complaint. The complainant will also be notified of the name of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.
5. The department will make every effort to address and resolve complaints within ninety days from receipt of the complaint form.

Complaint Resolution

Some complaints may fall within the jurisdiction of an agency or organization other than the State Education Department. These will be referred to the entity with appropriate jurisdiction. When a complaint concerns a matter that falls solely within the jurisdiction of the institution of higher education, the complainant will be notified and the department will refer the complaint to the institution in question and request that the matter receive a review and response. Upon conclusion of the department's complaint review or upon a disposition of the complaint by referral to another agency or organization, or to the institution of higher education, the department will issue a written notice to the complainant describing the resolution of the complaint. The complainant may contact the department evaluator directly for follow-up information or for additional assistance.

Grading

Policy: Students must achieve a grade of C+ or better in each nursing course. Students must maintain a GPA of 3.0. Students who are unsuccessful in maintaining a 3.0 will be placed on academic probation. A student may be on academic probation once during their course of study.

The grading scale is as follows:

A	94 or above
A-	93-90
B+	89-87
B	86 – 83
B-	82-80
C+	79-77
C	76 – 74
C-	73-70
D+	69-67
D	66-61
F	60 or Below

Students must complete all course assignments in order to receive a final grade.

Students must pass both the clinical and theoretical portions of clinical courses in order to pass the entire course.

A minimum of C+ grade is required in all nursing courses. Student must maintain a cumulative GPA of 3.0 once enrolled in the program.

Incomplete Grade Policy

It is expected that all required work be submitted the date it is due. If all required material for a course has not been submitted by the final session, the student is in jeopardy of failing the course for not having met all the objectives of the course. Occasionally, however, an emergency or other extenuating circumstance may prevent students from completing assigned work. Under such circumstance an "I" (incomplete) grade may be assigned as the discretion of the instructor. The instructor will complete the Incomplete Grade Form that delineates for the student the work that needs to be completed and the new due date. Since all classes are offered in an accelerated format, students will have two weeks from the *last class* date to complete all course work. If the "I" has not been satisfied by the due date on the Incomplete Form, the student will receive an "F" for the course. The "F" remains on the transcript; however, when the course is retaken the higher grade will be computed into the GPA.

Grade Appeal Policy

Policy: Students may appeal a COURSE grade within 3 days of receipt of the grade, under the following circumstances:

- There has been a clear miscalculation of the grade;
- Changes were made in the grading procedures after the student received the course management policy; or,
- The grade appears to be arbitrary and not based on published evaluation procedures.

Procedure:

1. Step One: Student discusses problem with the involved instructor
2. Step Two: The student discusses the problem with the Dean of Nursing.
3. Step Three: If the situation is not resolved a Grievance Committee will be convened.
 - a. The Grievance Committee shall consist of two faculty members, one from the Division of Nursing, another from the Division of Natural and Social Sciences or Professional Studies. The Nursing faculty member will be selected by the Dean of Nursing, the other by the involved student.
 - b. The committee will hear the case, and may request any documentation from any individual involved in the case.
 - c. The decision rendered by this departmental ad hoc committee will be the final step in the Division.
 - d. The Committee will provide the Dean of Nursing with a written summary report and a recommendation.
 - e. The Dean of Nursing will render a decision and make a recommendation to the Dean of the College.
 - f. The Dean of the College will make the final decision. The decision of the Dean of the College is final and not open to appeal.
 - g. *If the Dean of Nursing is the instructor of record of the course, either the Dean of Adult Education or the Assistant Dean of Student Life will serve in the Dean of Nursing's place.*

4. Satisfactory resolution of the issue at any step means that it is unnecessary to continue the grievance process.

Group Work Process and Norms

Effective communication and the ability to engage in constructive group processes provide critical basic competencies essential to optimizing client care and professional nursing practice. We believe that group work across this curriculum builds nursing competencies that will facilitate nurses' professional contribution to Interdisciplinary Health Care teams. Group work is integrated into courses across the curriculum. Groups are formed when 3 or more individuals engage in work toward a common goal. Group norms are established early in the formation of groups. The following principles will govern all work groups in the Nursing Program.

1. All group members are expected to demonstrate mutual respect and honesty and to communicate those values during the life of the work group. Mutual respect and honesty are communicated by individual and group accountability for punctuality, attendance at group meetings, and equal contribution to both the process and function of the group.
2. Should conflict arise within the group (and group conflict is a normal expectation of group interaction) members of the group are expected to:
 - a. Work as a group to constructively solve the problem and reach an equitable solution.
 - b. Should the group be unable to manage the conflict, the group will be required to meet with the course instructor who will serve as a facilitator in the management of the group conflict. All group members must be present for this meeting. The facilitator will not resolve the conflict, but work with the group to identify an equitable solution.
 - c. Group members who do not participate in the conflict management process risk expulsion from the group and a failing grade on the group project.

Parking: On-Campus

Parking facilities on campus are limited. All persons who drive to campus must register their vehicle with the Director of Campus Safety, and obtain a permit to park on College property. Parking for commuters is across the street near the Maier Athletics Center. Adherence to motor vehicle regulations as outlined in the Student guide is expected at all times. Vehicles parked without a valid permit will be ticketed and are subject to fines, loss of privilege, and /or removal at the owner's expense.

Pre-Clinical Requirements

Policy: In order to be fully prepared for NUR 453, all students must complete prior to starting NUR 453:

- CPR certification from the American Heart Association
- HIPPA certification;
- Health clearance from Concordia College Health Service annually
- Personal Health Insurance;
- Professional liability insurance;
- Background check;
- Drug Screening to be done prior to your first clinical (NUR 453). Students must have their drug screening completed and be cleared for admission into the clinical

area. Drug screening to be repeated every 6 months as stipulated by the clinical agencies. Students will incur the cost for drug screening throughout the program.

Progression Criteria in the RN-BS Progression Criteria

Nursing Course Pre-requisites-RN to BS Completion Program

Under usual circumstances all 300 level nursing courses must be completed before 400 level nursing courses can be taken. NUR431 and 451 must be completed before beginning NUR 453 and NUR 441 Professional Nursing Portfolio is begun during or after NUR453.

Grading and Progression Criteria-RN to BS Completion Program

Only one nursing course may be repeated and that course may be repeated only one time. Two withdrawals (W) from any nursing courses (except in extenuating circumstances) will equate to a grade of F. Students may repeat a course the next time the course is scheduled to be offered. If a student is unsuccessful in more than one nursing course, fails to get a grade of C+ or better, he/she will be dismissed from the program. *See Grade Appeal Process in this Handbook*

Course Withdrawal Procedure

It is the student's responsibility to cancel his/her registration by contacting the Director of the RN to BS program. The "Course Withdrawal" form will be completed by the Director of the Program as soon as he/she has been notified by the student.

Social Media Statement

The use of social media must be done in a professional manner and be respectful of the learning community at Concordia College.

According to the Concordia College Student Guide the following are the guidelines for acceptable use of ITS Computing Resources at Concordia:

- a. College owned systems, including telephones, are not to be used to spread profanity, obscenities, sexual innuendo/jokes, harassment of any kind, and are not intended for the exercise of the user's right to free speech.
- b. The primary function of the computer network is to support the academic endeavors of students, faculty, and staff; limited personal use is permissible.
- c. Access only authorized network resources. Users are prohibited from reading, modifying, deleting, or copying information that is not intended for their use.
- d. College computing resources may not be used for any activity that is illegal, unethical, or contrary to the educational goal of the College.

Refer to the Concordia College Student Guide for additional guideline policies for use of social media at the College.

Additionally, nursing students have an ethical and legal responsibility to maintain patient confidentiality and privacy, according to the federal mandate Health Insurance Portability and Accountability Act (HIPAA). The following social media guidelines to assure respect, professionalism and patient confidentiality and privacy are:

1. No postings, photographs or videos on social media regarding patients (even if names are not mentioned), clinical situations, clinical staff, instructors, or students.
2. No pictures of medical records.
3. No threatening, sexually explicit, or derogatory postings or discussions, regarding any person's race, gender, age, ethnicity, sexual orientation, disability, religious beliefs, or political views.
4. No disparaging remarks about the College, or Division of Nursing, including the students, faculty members and staff.

Remember, even if you set your privacy settings, all postings and discussions are public domain.

Tuition Refund Policy

Policy: Refunds for withdrawal from the Undergraduate Nursing Programs will be granted as per Concordia College policy. Refer to the registrar for the schedule for tuition refund.

- Students who enroll in Nursing courses or courses offered through the Adult Education Division shall have the ability to add or drop a course during the first week of the course without incurring tuition charges and penalties. After the first week of classes in either Nursing courses or courses offered through the Adult Education Division, the Student will be responsible for the full payment of tuition for the course.

Unsafe/Unfit Student Clinical Policy

Policy: Students will be required to leave a clinical facility should they:

- report to a clinical agency intoxicated, under the influence of drugs, or "hung over"
- demonstrate overtly unsafe behavior
- demonstrate unusual, hostile or bizarre behavior
- demonstrate incompetence.

Procedure: Under any of these circumstances the student will be asked to leave the clinical agency. The clinical faculty member will meet with the student individually at the earliest possible time to discuss the matter and resolve the situation.

**STUDENT NURSES'
ASSOCIATION
Concordia College - NY**

Organized: 2008



Preamble:

We, students of the Concordia College nursing program, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to assume our rightful place in the profession of nursing. We believe every citizen has a right to the highest quality of health care. We believe in the development of the whole person toward his/her professional role with its rights, responsibilities and ideals.

We believe every right bears inherent responsibility. We believe responsibilities are participatory, not purely philosophical or ideological, and we believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

Rights/Responsibilities:

Students have a right to and a responsibility for:

- having a creative sound education opportunity;
- having the highest quality practitioner-teacher;
- achieving input into curriculum planning;
- achieving self-directed learning;
- achieving equal participation in all areas of clinical practice;
- participating in interdisciplinary activities;
- due process;
- insuring peer review and self-evaluation;
- the privileges of internal governance;
- organizing and participating in an organization directed toward achieving professional goals;
- facilitating change in health care delivery through various channels;
- assembling and exploring fundamental and current professional issues and concerns;
- organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- fostering a better correlation between nursing education and practice.

Code of Conduct:

As a member of the National Student Nurses' Association, I pledge to:

- Maintain the highest standard of personal and professional conduct
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
- Uphold all Bylaws and regulations relating to the student nurses' association at the chapter, state and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.
- Strive for excellence in all aspects of decision-making and management at all levels of the student nurses' association.
- Use only legal and ethical principles in all association decisions and activities.
- Ensure the proper use of all association funds.
- Serve all members of the student nurses' association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non-member.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
- Refuse to engage in, or condone, discrimination on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.
- Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses association.
- Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.
- Use every opportunity to improve faculty understanding of the role of the student nurses association.

- Use every opportunity to raise awareness of the student nurses' association's mission, purpose, and goals at the school chapter level.
- Promote and encourage entering nursing students to join and become active in NSNA.
- Promote and encourage graduating seniors to continue their involvement by joining professional nurses' associations upon licensure as registered nurses.
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- Promote and encourage graduating seniors to continue their involvement by joining professional nurses' associations upon licensure as registered nurses.

Adopted by the 1999 House of Delegates, Pittsburgh, PA, at the 47th Annual NSNA Convention.

References: American Society of Association Executives and the National Society for Fundraising Executives

Code of Ethics:

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

- Advocate for the rights of all clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
- Encourage faculty, clinical staff, and peers to mentor nursing students.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.

- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001

BYLAWS FOR
STUDENT NURSES' ASSOCIATION CONCORDIA COLLEGE-NY CHAPTER

ARTICLE I - Student Nurses Association of Concordia College - NY

Section 1. The name of this organization shall be the Student Nurses Association of Concordia College - NY.

ARTICLE II - Purpose and Function

Section 1. Purpose

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- B. To provide programs representative of fundamental interests and concerns to nursing students.
- C. To aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life.

Section 2. Function

- A. To have direct input into standards of nursing education and influence the education process.
- B. To influence health care, nursing education and practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- D. To represent nursing students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' participation in interdisciplinary activities.
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
- G. To promote and encourage collaborative relationships with nursing and health related organizations.

Article III - MEMBERS

Section 1. School Constituent

- A. Student Nurses Association shall be composed of at least 10 members from Concordia College - NY or the total school enrollment if less than 10. There shall be only one chapter on this school campus.
- B. For yearly recognition as a constituent, an officer of the Student Nurses Association of Concordia College - NY shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
- C. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the NSNA Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
- D. Student Nurses Association of Concordia College - NY is an entity separate and apart from NSNA and its administration of activities, with NSNA and NY State Student Nurses Association (NYSSNA) exercising no supervision or control over these immediate daily and regular activities. NSNA and NYSSNA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of Student Nurses Association of Concordia College - NY or the members thereof. In the event any legal proceedings are brought against NSNA and NY State Student Nurses Association, Student Nurses Association of Concordia College - NY will indemnify and hold harmless the NSNA and NY State Student Nurses Association from any liability.

Section 2. Categories of Constituent Membership

Members of the constituent associations shall be:

A. Active members:

- 1. Students enrolled in state approved programs leading to licensure as a registered nurse.
- 2. Registered nurses enrolled in programs leading a baccalaureate degree with a major in nursing.
- 3. Active members shall have all the privileges of membership.

B. Associate members:

- 1. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
- 2. Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.

C. Individual members:

- 1. Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available.

2. Individual members shall have the privileges of membership as prescribed in NSNA bylaws.
- D. Active and associate membership shall be renewable annually.

Section 3.

Active and associate NSNA membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

Article IV - DUES

Section 1.

- A. The Annual NSNA dues for active and associate members shall be \$30 per member, plus \$10 school dues, payable for the appropriate dues year. The dues year for membership shall be a period of twelve consecutive months.
- B. The annual NSNA dues for active and associate members joining for two years shall be \$70 per member, and \$20 school dues, payable or the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
- C. The school association board of directors shall have the authority to change school chapter membership dues, providing such dues do not exceed the amounts set in these bylaws.
- D. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues. School chapter dues are collected directly by treasurer of the Student Nurses Association of Concordia College – NY.
- E. Any member who fails to pay current dues shall forfeit all privileges of membership.

Article V. - Board of Directors

Section 1. Composition

- A. The Board of Directors will consist of: President, Vice President, Secretary, Treasurer, Two Class Delegates, Event Coordinator, Public Relations Coordinator, and Student Government Representative.

Section 2. Responsibilities

- A. The Board of Directors shall be responsible for:
 1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.

2. Filling vacancies in any office by two-thirds majority vote of Board of Directors except the office of President.
3. Reviewing expenditures, revenues, policies and procedures, and any other business of the association.

Section 2. Quorum. A quorum for the board meetings shall be the president and vice president, two other board members and one faculty advisor.

Section 3. Duties of the Board of Directors shall consist of:

A. President

1. Shall preside at all meetings of this association, appoint committees as needed, perform all other duties pertaining to the office and represent this association as needed.
2. Represent NSNA in matters relating to the association and perform all other duties pertaining to the office.
3. Shall serve as chairperson of the Board of Directors meetings.

B. Vice President

1. Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
2. Appoint committees and their chairpersons, subject to the approval of the Board of Directors, and make other appointments as necessary.
3. Shall preside at meetings in the absence of the President.
4. Shall assist the President as needed.

C. Secretary

1. Review the minutes of all business meetings of the association and the Board of Directors and insure accuracy prior to distribution to the Board of Directors for action.
2. Shall keep on file as a permanent record all reports, papers and documents.
3. Assist the president with official correspondence.
4. Deliver to the newly elected Secretary all association papers.

D. Treasurer

1. Submit financial reports to the Board of Directors and membership as directed by President.
2. Keep a permanent record of all dues received from members and any other income and disbursements.
3. Remit payment as follows:
 - a) Requests for disbursement of funds shall be made in writing to the Board of Directors.
 - b) Upon approval the treasurer will issue reimbursement for those requests approved.
 - c) No funds will be disbursed without prior approval.

E. Events Coordinator

1. Serves as chairperson of Events committee.

2. Attend student activities council meetings.
3. Be accountable to the membership for notification of pending student activities.
4. Keep members informed about activities and keep bulletin board up-to-date.

F. Class Delegate

1. Attend faculty meetings as needed.
2. Act as liaison between faculty and students
3. Participate in the planning, revision and reform of curriculum.

G. Public Relations Coordinator

1. Publication of monthly newsletter by every second week of the month.
2. Develop and maintain relationship with community, local chapters, and hospitals.
3. Assist Events Coordinator in execution of events from the public relations stand point.

H. Student Government Representative

1. Attend and participate at the College Student Government (SGA) meetings as a voting member of SGA.
2. Act as liaison between Concordia Student Government and nursing students.
3. Keep SNA members informed about Student Government and campus activities.
4. Serve as representative of nursing student's interests and needs in student government.

Section 4. Absences

- A. Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
- B. Active Members: To maintain active membership, cannot miss more than two regularly scheduled meetings without valid reasons for absences. In the case of an absence, valid reasons must be submitted prior to the scheduled meeting to the secretary.
- C. Members absent from more than two unexcused regularly scheduled meetings cannot vote in association elections and decision making.
- D. An officer may also be removed from office by a plurality vote of the members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.
- E. Prior notification of two weeks shall be given to the individual in question and a special Board of Directors meeting shall be held to review the circumstances.

Article VI - ELECTIONS

Section 1. Election of Board of Directors

- A. Elections shall be held annually.
- B. All nominations shall be made from the floor.
- C. All elections shall be by secret ballot.
- D. A plurality vote of the members present and entitled to vote constitute an official election.
- E. In the event of a tie, a re-vote shall be held.

Article VII - MEETINGS

Section 1. Membership Meetings

- A. Meeting dates shall be set by the Board of Directors.
- B. Meeting location and time will be posted on the chapter bulletin board at least two weeks prior to the meeting.

Article VIII - COMMITTEES

Section 1. Appointments

- A. Committee appointments shall be made by the Board of Directors.
- B. Committee members shall be appointed by the committee chairperson or selected by the Board of Directors from a group of volunteers.

Section 2. Responsibility

- A. All committees shall be responsible to the Board of Directors for reporting committee activities on a regular basis and shall, upon direction of the Board of Directors, report same to the general membership.

Article IX – CHAPTER DELEGATES

Section 1. Purpose and Function

- A. To serve as spokesperson for this association at the annual state and national conventions.
- B. Present to the state and national organizations all proposed resolutions or proposed amendments to bylaws.
- C. Keep informed as to all current and proposed resolutions at the state and national levels and report information to chapter membership.

Section 2. Qualification and Appointment

- A. Qualifications to serve as chapter delegate will be determined by the Board of Directors.
- B. The Board of Directors will appoint chapter delegates who meet the qualifications.

Section 3. Chapter Delegate Representation

- A. School constituents:
 - 1. The school chapter, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
 - 2. The school chapter delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:
 - a) Selection and/or election by members of the school chapter according to chapter bylaws;
or
 - b) Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.
 - 1. School chapters shall approve the appointment.
 - 2. The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.
 - 3. A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
 - 4. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
 - 3. The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

Article X - AMENDMENTS

Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least four weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

Article XI - PARLIAMENTARY AUTHORITY

All meetings of this association shall be conducted according to the parliamentary law as set forth in *Robert's rules of Order Newly Revised* where the rules apply and are not in conflict with these bylaws.

Policies and Procedures:

- After approval, the secretary shall file one copy of the minutes in the association's files. All reports will be attached to the minutes.
- The secretary shall distribute copies of minutes along with the agenda for the upcoming meeting to all board members at least 5 days prior to the next meeting.
- Following approval of the expenditure, reimbursement will be signed by both the treasurer and the president or the vice president.
- To be considered for reimbursement, all requests must be received in writing with receipts attached at least 3 days prior to the board meeting.

Student Nurses Association of Concordia College-NY	Policy: 1.1
Policies and Procedures	Approved: 11/19/2008
Term Limits	Revised: 9/16/2014

Purpose: To establish term limits for the Student Nurses Association on Concordia College-NY

Policy:

- Elected officers shall hold the office for two consecutive semesters.
- After completion of the second semester in office, that member may not be elected or hold the same office again.

PROPOSED By-Laws
SIGMA THETA TAU INTERNATIONAL

SIGMA THETA TAU is the International Nursing Honor Society. The purpose of Sigma Theta Tau is to: recognize superior achievement and leadership qualities, to foster high professional standards, to encourage creative work, and to strengthen commitment to the ideals and purposes of the profession.

The Nursing Program at Concordia College will seek membership as a chapter in Sigma Theta Tau International. Eligibility requirements include written support from two members of the nursing faculty indicating the applicant's potential for leadership, cumulative grade point average of 3.0 and a minimum 3.0 average in Nursing theoretical and clinical courses to date, and a student's letter of application for membership.

Acknowledgment of Understanding

Name: _____

RN-BS Completion Program nursing students are required to review each semester/term the *RN-BS Completion Nursing Program Handbook* from Concordia College-NY, Division of Nursing. An affixed signature attests that the student has reviewed the electronic handbook online, has no further questions on the policies, agrees to all stated policies, and will maintain responsibility for all updates to the handbook each semester/term while enrolled in the RN-BS nursing program at Concordia College-NY. Students are required to submit only one attestation statement during orientation for their file, while enrolled in the program.

I have read and understand the Policies and Procedures included in the RN-BS Completion Program Student Handbook. I understand that the minimum standard for progression through the RN-BS Completion Program is a 77 (C+) in all nursing courses. Student must maintain a cumulative GPA of 3.0 once enrolled in the program.

This page will be collected and kept on file within the Division of Nursing.

Signature

Date

