

Provost and Academic Vice President



TO: David J. Silva, Provost and Academic Vice President, Academic Affairs
 FROM: Amy Smith, Chair, All-University Committee
 RE: Request for New Policy, School of Nursing
 DATE: May 17, 2019

Enclosed for your review and approval is the request for new policy, School of Nursing Academic Rights and Grievance Policy, School of Nursing

This request has been recommended by the School of Nursing, the Academic Policies Committee, and the All-University Committee. All Contractual obligations have been met. The effective date is June 1, 2019.

I also recommend approval.

Approve

David J. Silva

 David J. Silva
 Provost and Academic Vice President

Disapprove:

5/17/2019

 Date

Comments, if any:

Distribution:
Registrar

Requires expedited processing. Thank you!
-DJ

AS/vsr

Proposal # 19:373

Approved by:

APC _____

ACC _____

Salem State University Undergraduate Governance
Academic Policy Proposal Form

Title:

School of Nursing Academic Rights and Grievance Policy

(please give your request a brief descriptive title)

New policy

Description of policy as it would appear in the catalog:

Students shall abide by the Salem State University policies of Student Rights found in the Salem State University Academic Catalog: Salem State University Undergraduate Catalog

In addition, students shall abide by the School of Nursing Student Academic Rights and Grievance Policy:

- 1. Student and Faculty Member:** The student and faculty member will directly discuss circumstances related to any aggrieved issue. If an acceptable resolution is not attained, the student may bring the concern to the Department Chairperson. Students must notify the Chairperson of the aggrieved issue within seven business days of meeting with faculty (Monday through Friday-excluding observed holidays and the university's winter and spring break).
- 2. Chairperson:** The Chairperson will meet with both the student and faculty either together or separately to review the aggrieved issue and determine an acceptable resolution. The Chairperson will respond with a decision within seven business days of the meeting(s) (Monday through Friday-excluding observed holidays and the university's winter and spring break).
- 3. Associate Dean:** If there is no resolution following steps 1 and 2, a formal written complaint may be submitted by the student within seven business following any meetings with the Chairperson and faculty to the Associate Dean. The Associate Dean will respond within seven business days of the receipt of the complaint (Monday through Friday-excluding observed holidays and the university's winter and spring break).
- 4. Dean of the Maguire Meservey College of Health and Human Services:** If there is no resolution following steps 1, 2, and 3 the student may submit a formal written appeal to the Dean within seven business days following receipt of the Associate Dean's decision. The Dean will respond within seven business days (Monday through Friday-excluding observed holidays and the university's winter and spring break) to the written appeal.

The Dean's decision is final. Any further appeal of the decision is limited to documentable lapses in procedure. Students may not seek an appeal of the Dean's decision for a reconsideration of the facts. Procedural-based appeals will be heard by the Provost or designee. The Provost or designee's findings are final.

- 5. All written formal complaints will be kept by the program administrator for a period of one year post**

Please indicate where the new policy should appear in the undergraduate catalog:

Additional Requirements. Nursing majors are expected to carry their own health insurance, as well as liability insurance. Liability insurance is purchased through the University for approximately \$15.00 per year. During clinical courses, there are certain equipment items which students must purchase at an approximate cost of \$100, such as a stethoscope and blood pressure cuff. Majors in Nursing must be prepared to provide their own transportation to clinical agencies as of the second semester sophomore year in the undergraduate program. Uniforms are to be worn in the clinical area and are purchased through the Salem State University Bookstore prior to the second semester, sophomore year.

Throughout the program, ATI standardized tests are administered and count towards the course test grade. During the final semester students must take the ATI Comprehensive Predictor examinations as well as attend a four day intensive ATI review course in preparation for the NCLEX-RN examination for licensure. Please see additional details in the School of Nursing Student Handbook of Academic Policies. A Nursing Resource Center fee of \$100 is assessed for ten of the nursing courses for ATI testing materials and course related examinations.

INSERT: NEW HEADING *School of Nursing Undergraduate Academic Policies* followed by this statement:

Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes. Both Salem State University and the School of Nursing policies are publicly accessible, non-discriminatory, and consistently applied.

Followed by an embedded link: School of Nursing Undergraduate Policies

Academic Rights and Grievance Policy will be policy # 7

Rationale for new policy:

Mandated by the Massachusetts Board of Nursing (CMR 6.04 (1) (d)) and CMR 6.04 (3) (a) (2)

Existing Policy as it currently appears in the catalog:

Proposed New Policy (as it would appear in the catalog):

Rationale for change to existing policy:

Proposed effective date: June 1, 2019

Submitter: Joanne Carlson

Department: Nursing

Date Submitted: 5/3/19