

# STUDENT HANDBOOK 2018-2019



*PSN Cultural Humility Trip to Haiti, 2018*

**Phillips School of Nursing at Mount Sinai Beth Israel  
776 Sixth Avenue  
New York, NY 10001**



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<u>ADMINISTRATION</u>	<u>FACULTY MEMBERS (NURSING)</u>
<u>DEAN</u> Dr. Todd Ambrosia Room #405 614-6107	Dr. Jay Horton, PhD Room #315 614-6175
<u>ASSISTANT DEAN ACADEMICS</u> Lorraine McGrath Room #318 614-6151	Dr. Dayna Dixon Room #310A 614-6141
<u>ASSISTANT DEAN, STUDENT SERVICES/INSTITUTIONAL EFFECTIVENESS</u> Bernice Pass-Stern Room #407 614-6176	Laura Garcia Room #312-B 614-6159
<u>PROGRAM COORDINATOR-BSN PROGRAM</u> Carleen Graham Room #305 614-6195	Vivian Lien Room #317 614-6167
<u>DIRECTOR, DEVELOPMENT AND COMMUNICATIONS</u> Linda Fabrizio Room #403 614-6113	Dafina Naydenova Room #312-A 614-6103
<u>DIRECTOR, BUSINESS OPERATIONS</u> Natalie Cline Room #406 614-6150	Nadine Sanders Room #310B 614-6111
<u>ASSISTANT DIRECTOR, ACADEMIC TECHNOLOGY &amp; MEDIA</u> Pablo Obando Room #404 614-6166	Dr. Zelda Suzan Room #308 614-6148
<u>MANAGER, ENROLLMENT SERVICES</u> Maria Gallo Room #415 614-6114	Joana Velasquez Room #314 614-6174
<u>PROGRAM MANAGER, FINANCIAL AID</u> Joel LeGurre Room #309 614-6169	<u>LEARNING RESOURCE CENTER LIBRARIANS</u> Sharon Fischer Room #328A 614-6145
<u>COORDINATOR STUDENT ACCOUNTS</u> Blondine Deprinvil Room #309 614-6104	<u>ADJUNCT INSTRUCTORS</u> Room #313 614-6167 614-6168
<u>ADMINISTRATIVE ASSISTANT</u> Sandra Howard-Foster Fourth Floor 614-6161	<u>ORKIN SKILLS LABORATORY</u> Room #332C 614-6173
<u>SECRETARY</u> Sheila Sinclair Fourth Floor 614-6160	<u>ADMINISTRATIVE CONFERENCE ROOMS</u> Fourth Floor Room #414 614-6156
<u>DESKTOP SUPPORT SPECIALIST IT EDUCATION ASSISTANT</u> Kurt Villcheck Room #402 614-6177	Third Floor Room #303 614-6155
	<u>ALUMNI</u> 614-6157
	FAX 614-6109
	SECURITY 842-4741

## **HISTORY**

The earliest mission of Beth Israel Medical Center (now Mount Sinai Beth Israel), founded in December 1889, was to meet the desperate health care needs of the new wave of Jewish immigrants to America. By February 1890, the Beth Israel Hospital Association had 249 members and \$4,586—enough to establish a makeshift dispensary in an old loft on New York City's Lower East Side.

Several months later, Mount Sinai Beth Israel opened as a fully operational outpatient dispensary with 12 volunteer doctors in a rented building on Henry Street. In 1891, its capabilities were expanded to encompass a 20-bed inpatient unit--the city's only hospital conducted in accordance with traditional Jewish religious and dietary laws.

The hospital was formally established as a 115-bed inpatient facility at Jefferson and Cherry Streets in 1902, the year the Beth Israel School of Nursing enrolled its first class. In 1917, the hospital became a charter member of the Federation of Jewish Philanthropic Societies (later known as the Federation of Jewish Philanthropies of New York) which continues to this day.

Mount Sinai Beth Israel (part of Mount Sinai Health System) has been serving the New York community for over a century and provides a full range of first degree, second degree and tertiary level services. The Mount Sinai Health System is one of the largest providers of inpatient care in New York State, and one of the largest in the United States; it has one of the largest post-graduate teaching programs in New York City.

The Mount Sinai Health System serves the people of the New York metropolitan area through the following hospital campuses: Mount Sinai Beth Israel, Mount Sinai Brooklyn, The Mount Sinai Hospital, Mount Sinai Queens, Mount Sinai West, Mount Sinai St. Luke's, and the New York Eye and Ear Infirmary of Mount Sinai. The Mount Sinai Health System provides the highest quality medical and nursing services throughout Manhattan, as well as the other boroughs, and in Westchester and Rockland countries. In Manhattan, Mount Sinai Beth Israel's Milton and Carroll Petrie Division, at 16<sup>th</sup> Street and First Avenue, is an acute care teaching hospital. Mount Sinai Brooklyn is located in the Midwood community.

Mount Sinai Beth Israel also includes: primary and specialty care practices, the Japanese Medical Practice, the Karpas Health Information Center, and the Phillips Family Practice. The Medical Center also encompasses Mount Sinai Downtown – Union Square (which includes an ambulatory surgery center), and a comprehensive cancer center (with an East and West side campus). The Medical Center consistently adds new state-of-the-art technology and implements sophisticated treatment modalities which provide excellent clinical opportunities to prepare students for nursing now and in the future.

Students are assigned to the various sites of Mount Sinai Beth Israel for clinical experiences. In addition, students may also be assigned to other facilities such as:

- Mount Sinai Hospital, Mount Sinai St. Luke's, Mount Sinai West and other medical facilities that are part of the Mount Sinai Health System
- Callen-Lorde Community Health Center
- Hudson Guild Senior Center
- Housing Works

The School of Nursing was founded in 1904 to provide nursing care to patients in the newly created hospital. Because it attracted young women from among the foreign-born population, patients were able to describe their symptoms and complaints in their own language and were treated in a friendly and congenial manner. Students, ranging in ages from eighteen to thirty-five, were required to have only the ability to read and write for admission into the school. Today, a high school diploma or GED is required and is only one of several criteria used to determine eligibility for admission to the program.

One interesting area of change has been in the uniform of the school. Originally, students wore an ankle-length dress and apron with long sleeves, tight cuffs and bishop collar. Black hose and high laced boots were the rule. Through the years, the styles have gradually been modified according to the prevailing fashion. Currently, AAS and ABSN program students have a simple, attractive two-piece outfit designed for comfort and easy care.

Throughout the years the nursing education program has evolved to meet the changing role of the nurse. In 1978 the School of Nursing received approval to grant the degree of Associate in Applied Science with a major in Nursing. This new program began with the class that entered in September 1978 and graduated in June 1980. In 1984, the name of the school was changed to the Phillips Beth Israel School of Nursing to honor Seymour J. Phillips who had been a devoted friend, patron and leader of the school for many years. A Committee on the Phillips School of Nursing was formed as a Committee of the Board of Trustees with the membership composed of representatives from the Board of Trustees, Medical Board faculty and community advisory members. That Committee evolved into the current Board of Phillips School of Nursing. In 2016, the School's name changed to Phillips School of Nursing at Mount Sinai Beth Israel.

Our School's curriculum emphasizes the nursing care of patients as they move from acute to community settings. The nursing curriculum is continuously reviewed, evaluated and updated to reflect current approaches to the teaching and learning of nursing.

A major academic affiliation was established in 1983 with Pace University offering the liberal arts component of the program. That affiliation ended on December 31, 2014 when the school assumed full responsibility for the liberal arts and science components of the curriculum. In 2009, the Phillips Beth Israel School of Nursing received maximum eight year re-accreditation from the National League for Nursing Accrediting Commission (now ACEN - Accreditation Commission for Education in Nursing) for its AAS Program.

Beginning in the 2014-15 academic year, the School initiated an RN-BSN program for registered nurses who have graduated from associate degree or diploma programs.

The program offers a specialty course elective, where students acquire experience in specialty areas such as: critical care, perioperative or emergency nursing. Designated nursing certifications will be accepted in lieu of the 5 credit specialty course if certification is submitted prior to the start of the program, In the Summer of 2017, the School began its ABSN program, a 15-month accelerated pre-licensure baccalaureate program for students with a prior bachelor's degree in another discipline.

The baccalaureate programs are accredited by (CCNE) Commission on College Nursing Education. The School is institutionally accredited by the NYS Board of Regents and the Commissioner of Education.

Today, the School of Nursing continues to be a leader in preparing students to meet the demands of a dynamic health care system. With an enrollment of approximately three hundred women and men, with a wide range of ages and backgrounds, the present nursing classes reflect the diverse population of New York City. Students bring a wealth of life experiences with them which enhances the learning environment for all.

## **MISSION STATEMENT**

The mission of Phillips School of Nursing, as a single-purpose institution, is to provide optimal academic and clinical experiences at the associate and baccalaureate levels in nursing. The Associate in Applied Science and Accelerated Bachelor's of Science Degrees lead to eligibility for licensure as a Registered Professional Nurse. The baccalaureate degree program prepares nurses to assume advanced roles in the profession. The School is committed to serving a diverse student body with both students new to the college experience and adult learners returning to college for a degree in nursing. The education program prepares graduates to utilize the knowledge and skills necessary to problem-solve, think critically and collaborate with health care providers to manage the care of patients. The education program is also designed to prepare graduates for entry into advanced degree programs in nursing. Graduates will demonstrate a commitment to lifelong learning through their own personal and professional growth.

The aim is to graduate nurses who will provide high quality, culturally sensitive and compassionate care in a variety of health care settings. The program prepares graduates to be flexible, accountable and maintain the highest moral and ethical standards of the profession.

The mission of the School has been established in cognizance of society's ongoing need for nurses who are able to provide care to diverse populations and to meet the challenges of a complex health care system. To achieve our mission, the faculty and the leadership of the School provide an educational program that is responsive to societal changes and prepares graduates to practice in a changing world. The curriculum provides a foundation upon which graduates can build leadership, educational and clinical expertise. The strong emphasis on critical thinking abilities and community service prepares graduates to become knowledgeable and involved global citizens.

## **VISION STATEMENT**

The vision of Phillips Beth Israel School of Nursing is:

- To actively respond to society's need for caring, knowledgeable, and skilled nursing professionals
- To use and develop evidence-based research as the foundation for contemporary education and clinical practice
- To be a leader in associate and baccalaureate nursing education.

## **STUDENT ACTIVITIES**

**Students are encouraged to participate in activities and take a leadership role in Student Organization. AAS, ABSN and RN-BSN students organize for self government and planning social, community and recreational programs. Class officers and faculty advisors are elected annually, with meetings held about once a month when school is in session.**

**The Student Organization actively participates in community service initiatives including food and clothing drives meal preparation at Ronald McDonald House and walks for health-related charities. In addition, students are encouraged to individually participate in community service programs of their choice.**

**Students are welcome to give their input on certain faculty committees. The president of Student Organization is invited to monthly Faculty Organization meetings. Students are selected to participate in Graduation Committee meetings. Students are requested to assist with recruitment activities such as information sessions, Girl Scout/Boy Scout initiatives and college fairs throughout the academic year.**

**Student Organization and National Student Nurses Association sponsored activities and parties are held on school premises after clearance from the Dean's office. (Please note that for all events, kosher food will be ordered for students who follow dietary rules).**

**The student activities fee is used to partially cover the costs of required printed materials, the graduation party, guest speakers, test taking workshops and to send student government representatives to student conferences to enhance their leadership capabilities in a professional student nursing organization.**

**Mount Sinai Beth Israel Employee Relations Department has information about discounts for activities which are available to students. These include discount tickets for selected shows, ball games and movies.**

## **STUDENT ORGANIZATION**

**The Student Organization gives all students the opportunity to become involved in various school functions and provides for participation in decisions affecting school policies and curriculum. As a student, you are a voting member of the organization. All officers and senators are elected by you to represent you.**

**The Student Organization has a representative governing body. Each year the entire student body elects senators. A president, vice president, treasurer and secretary are also elected. Your first input into Student Organization involves your participation in this election process.**

**Your second input comprises your attendance at meetings. The Student Organization holds meetings on an average of once a month and all students are encouraged to attend and participate. This is your opportunity to give and receive feedback regarding important aspects of school functioning. In addition, these meetings provide an occasion for students to socialize and work together on various school projects.**

**How well the school meets your needs depends upon how much you become involved. The more you participate, the more you get out of it. So... come and get involved.**

**The Constitution and By-laws of the Student Organization are reprinted at the back of this Handbook. Please read them to familiarize yourself with how the Organization is structured. This knowledge will enhance your contribution to Student Organization.**

## SCHOOL STANDARDS

The School has adopted standards for student conduct that include the ANA Code of Conduct for Nurses, a Student Code of Conduct, Standards of Accountability, and a Code of Academic Integrity.

Students are expected to uphold the professional, legal and ethical standards of the School in any venue where they are identified as students of the School of Nursing. Behaviors such as falsification of records, cheating, plagiarism, theft, abusive language, bullying, teasing, substance abuse, sexual harassment and/or abuse, physical abuse, theft or intentional damage to school or individual property, inappropriate use of computer technology for other than school-related activities, violations of patient confidentiality, lack of respect for faculty and staff and failure to regard the rights of others is expressly prohibited and will lead to disciplinary action by the School's administration. Further information on sexual harassment and misconduct is included in another section of this publication.

Disciplinary action may include:

- **Warning**—A written notice to the offender that continuation or repetition of a violation may be cause for further disciplinary action.
- **Suspension**—Exclusion from the program for a specific period of time.
- **Dismissal**—Termination of student status.
- **Legal Action**—Report to authorities

The Dean and faculty may dismiss, impose a mandatory leave of absence or require the resignation of any student for reasons pertaining to dishonest or immoral behavior, failure to develop the personal and professional qualifications for nursing, or unsafe conduct affecting either the student, patient or others. Any statement made on a social networking site which may cause actual or potential harm or injury to another or to the school will be grounds for dismissal. Students are expected to refrain from posting negative comments regarding the School of Nursing on social networking sites.

If the student disagrees with the disciplinary action that has been imposed by the School, he/she may file a grievance under the School's Grievance Procedure, which is described in this Handbook.

### Code of Ethics for Nurses and Student Code of Conduct

The School's Nursing faculty subscribes to the most recently approved American Nurses' Association (ANA) Code of Ethics for Nurses. Students are responsible for learning and adhering to this Code, which is adapted to apply to all students as follows:

1. The nurse/student 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/student nurse's primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse/student nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.
4. The nurse/student 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/student 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/student nurse participates in establishing, maintaining and improving health care 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/student nurse participates in the advancement of the profession through contribution to practice, education, administration, and knowledge development.
8. The nurse/student 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.

### Accountability

In preparation for the role of registered professional nurse for its AAS and ABSN students and in recognition of the RN status for its RN-BSN students, the School of Nursing requires certain standards of accountability, as follows:

- Students should demonstrate a respectful manner in all dealings with faculty, staff, administration and hospital personnel; they should address them as Dr. \_\_\_\_\_, Professor \_\_\_\_\_, Ms. \_\_\_\_\_ or Mr. \_\_\_\_\_, unless told otherwise.
- Students should accept individual differences (personality, cultural, etc.), demonstrate tact, and show a positive regard for others.
- Students should set a good example to others by adopting and maintaining good health habits.
- Students should demonstrate honesty, maintain confidentiality, and promote ethical behaviors in self and others.
- Students should acknowledge mistakes, and use corrective criticism constructively.
- Students are responsible for seeking assistance when they need help.
- Students are responsible for taking an active part in the learning process. Reading assignments, studying, term papers, and other self-instructional activities are an essential part of the academic program and develop the capacity for life-long learning.
- Students have the responsibility to submit all assignments on time; or, in instances where illness or personal problems interfere with fulfillment of responsibilities, to discuss a possible extension from the faculty prior to the due date.
- Students are responsible for keeping appointments made with faculty in a timely manner, or for notifying faculty in advance of their inability to keep the appointment.
- Students are responsible for participating in feedback regarding faculty, courses, and clinical agencies.
- Students have the responsibility to participate in the governance of the School of Nursing through engagement in the Student Government Association.
- Students are responsible for being aware of the school policies and procedures detailed in the school catalog and Student Handbook. Special attention should be paid to the requirements for progression, promotion and graduation and for fulfilling these requirements as defined.
- Students are responsible for dressing and behaving professionally when representing the school or being identified as a Phillips Beth Israel School of Nursing student.

### Academic Integrity

(1) Policy. Academic integrity is honest, incorruptible behavior related to any academic or clinical activity in which an individual may be engaged. Academic integrity is the responsibility of faculty and staff of Phillips Beth Israel School of Nursing. Academic dishonesty is a serious violation and will jeopardize the quality of the educational program. The following constitutes Academic Dishonesty:

- a. **CHEATING:** intentionally using or attempting to use unauthorized materials, information, notes, study aids, devices or communication in any academic exercise. Examples of cheating include:

- Copying from another student during an examination or allowing another to copy your work.
  - Unauthorized collaboration on a take home assignment or examination.
  - Using notes during a closed book examination.
  - Taking an examination for another student or asking or allowing another student to take an examination for you.
  - Changing a graded exam and returning it for more credit.
  - Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
  - Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
  - Giving assistance to acts of academic misconduct/dishonesty.
  - Submitting someone else's work as your own.
  - Unauthorized use during an examination of any electronic device such as cellphones, computers or other technologies to retrieve or send information.
- b. **FABRICATION:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise
- c. **FACILITATING ACADEMIC DISHONESTY:** Intentionally or knowingly helping or attempting to help another to violate any provision of this Code. This includes the sharing of any and all information related to a testing experience. The discussion of test questions (before or after an exam) with another student is unacceptable.
- d. **PLAGIARISM:** intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. Examples of plagiarism include:
- Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
  - Presenting another person's ideas or theories in your own words without acknowledging the source.
  - Failing to acknowledge collaborators on homework and laboratory assignments.
  - Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.
- e. **OBTAINING UNFAIR ADVANTAGE:** any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:
- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
  - Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
  - Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
  - Intentionally obstructing or interfering with another student's work.
- f. **FALSIFICATION OF RECORDS AND OFFICIAL DOCUMENTS:** Examples of falsification include:
- Forging signatures of authorization.
  - Falsifying information on an official academic record.
  - Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

(2) **Procedure**. It is the responsibility of faculty, students and staff to report in writing any **suspected** act(s) of academic dishonesty to the Dean of the School of Nursing or her/his designated representative. A student's failure to report a suspected lapse in academic integrity can result in disciplinary action up to and including dismissal.

For all reported suspicions of academic dishonesty or ethical violations, the following procedure will be initiated:

1. The accused person will be informed of the accusation in writing.
2. The Dean and Assistant Deans will review the complaint to determine if there is evidence of a violation of academic integrity.
3. If after considering all evidence, it is concluded that an act of academic dishonesty or ethical violation cannot be shown to have occurred, the complaint will be dismissed.
4. If the evidence suggests that academic dishonesty or an ethical violation has occurred, the Dean will schedule a conference with the accused and the accuser(s) within ten (10) days of receipt of the complaint. The purpose of the conference will be to provide an opportunity to present pertinent facts and documents relating to the accusation. The Assistant Deans will participate in this meeting.
5. If based on the evidence it is concluded that academic dishonesty has occurred, the Dean and Assistant Deans will deliberate to apply the appropriate penalty, which may include dismissal from the School.
6. If the student disagrees with the conclusion reached or actions taken under 5, above, he or she may file a grievance under the School's Grievance Procedure, which is described in this Handbook.

### **Drugs, Alcohol and Tobacco**

The personal use of alcohol on the School of Nursing premises is prohibited. Students are reminded that possession and/or use of alcoholic beverages or controlled drugs is forbidden in the School of Nursing and in all hospital owned properties. Such use can result in immediate dismissal and legal sanctions. Since the School is committed to a smoke-free environment, smoking is not permitted on the premises and in front of the building between 26 and 27 Streets.

### **Title IX – Student Rights and Responsibilities**

#### **A. Background Information**

#### **B. Students' Bill of Rights**

#### **C. Sexual Misconduct Policy**

##### **A. Background Information**

**What is VAWA?** Under The Violence Against Women Act ("VAWA"), colleges and universities are required to: (1) report dating violence, domestic violence, sexual assault, and stalking, beyond crime categories the Clery Act already mandates; (2) adopt certain student discipline procedures, such as for notifying purported victims of their rights; and (3) adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent college personnel.

**Updates to VAWA:** The Violence Against Women Reauthorization Act, which President Obama signed into law on March 7, 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Act ("saVE Act") provision, Section 304.

This provision imposes new reporting requirements, new student discipline requirements, and new requirements to educate and train students and employees on sexual violence.

**What is Clery?** The Clery Act Requires colleges and universities that participate in federal financial aid programs to report annual statistics on crime, including sexual assault and rape, on or near the campus, and to develop and disseminate policies.

**What is Title IX?** Title IX of the Education Amendments of 1972 is a comprehensive federal law that protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. The law prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX applies to traditional educational institutions such as colleges and universities. Under Title IX of the Educational Amendments Act of 1972, colleges and universities are required to develop procedures to respond to claims of sexual harassment.

**Title IX states:** *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

**College duty under Title IX:** promptly respond to complaints of sexual harassment and sexual violence in a way that limits its effects and prevents its recurrence, through the Title IX Coordinator, and training and education.

## **B. Students' Bill of Rights**

In accordance with Title IX, Phillips School of Nursing (PSON) does not discriminate on the basis of its educational programs, activities, admissions or employment practices. Title IX protects students and employees, both female and male, from unlawful sex discrimination.

PSON encourages the reporting of sex discrimination, sexual assault, sexual harassment and sexual violence that is prompt and accurate. This allows the college community to quickly respond to allegations and to offer immediate options, support and assistance to the victims/survivors of sexual assault, domestic violence, dating violence and/or stalking to ensure that they can continue to participate in college and campus-wide programs, activities and employment. PSON is committed to protecting the confidentiality of victims, and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual violence. All allegations will be investigated promptly and thoroughly, and both the victim and the accused will be afforded equitable rights during the investigation process.

All victims/survivors of the above-mentioned crimes and violations regardless of race, color, language, ethnicity, culture, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, genetic disposition, citizenship, socioeconomic status, veterans status, military status, marital status, domestic violence victim status, or any other characteristic protected by law, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the College;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available;

6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
8. Be free from retaliation by the College, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the College;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation;
- Make a report to:
  - Title IX Coordinator – Assistant Dean (212-614-6176)
  - New York City Police Department (911)

C, Sexual Misconduct Policy (Follows)



**PHILLIPS SCHOOL OF NURSING AT MOUNT SINAI BETH ISRAEL**

**New York, New York**

**SEXUAL MISCONDUCT POLICY**

**Effective Date: October, 2015**

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## **1. INTRODUCTION**

The Phillips School of Nursing at Mount Sinai Beth Israel (PSON) is committed to providing an environment free from Sexual Misconduct. Sexual assault, sexual harassment, stalking, and other forms of Sexual Misconduct can be traumatizing and detrimental to a person's learning experience and overall health, and have no place in our school community. Sexual Misconduct can be carried out by students, school employees, or third parties. The School will take any and all action needed to prevent, correct, and discipline behavior that violates this standard.

Students who believe that they have been subjected to Sexual Misconduct are encouraged to report these incidents. Upon receiving a report, the School will respond promptly, equitably and thoroughly. The School will make every effort to provide assistance and support to victims of Sexual Misconduct in a consistent, fair, and sensitive manner.

The School complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs or activities. All acts of Sexual Misconduct are forms of sex discrimination prohibited by Title IX and by the School. This Policy and its appendix, which discuss rights and procedures under Title IX and under New York State law, are incorporated into the School's Code of Conduct. It is a violation of School policy (and potentially a violation of the law) to commit or attempt to commit Sexual Misconduct.

The School prohibits all forms of discrimination on the basis of sex and gender in employment and in education programs and activities. All decisions regarding educational and employment opportunities must be made on the basis of merit and without discrimination because of sex, gender, marital status, sexual orientation, or any other characteristic protected by law.

## **2. DEFINITIONS**

"Affirmative Consent" is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. The following principles are provided as guidance for the School Community regarding the concept of Affirmative Consent:

- i. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- ii. Consent is required regardless of whether the person initiating the act is under the influence of drugs or alcohol.
- iii. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, inebriation due to drugs or alcohol, an intellectual or other disability that prevents the person from having the capacity to give consent, involuntary restraint, or if an individual otherwise cannot consent.

- iv. **Consent to engage in activity with one person does not imply consent to engage in sexual activity with another;**
- v. **Consent may be initially given but can be withdrawn at any time;**
- vi. **When consent is withdrawn or can no longer be given, sexual activity must stop.**
- vii. **Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.**

**“Accused” shall mean, generally, a person accused of a violation of this Policy.**

**“Complainant” is the term used in the context of the School’s Sexual Misconduct investigation, adjudication, and appellate processes, to refer to an individual who has allegedly been the victim of Sexual Misconduct.**

**“Dating violence” is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.**

**“Domestic violence” is violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person’s acts under domestic or family violence laws.**

**“Designated Official” means School faculty and/or staff who are, pursuant to this Policy, required to forward reports of Sexual Misconduct to the School’s Title IX Coordinator (unless the report was received by the Designated Officials: (1) in their capacity as a nurse practitioner; (2) in their capacity as a professional licensed counselor and/or pastoral counselor who provides mental-health counseling to members of the School Community; or (3) through a public awareness or advocacy event (such as candlelight vigils, protests, or other public events)), and includes the following School faculty and leadership:**

**Dean of Phillips School of Nursing at Mount Sinai Beth Israel; Assistant Deans; Program Coordinators.**

**“PERSON School Community” or “School Community” means all School students, faculty, staff, and other School employees, officers and leadership. For purposes of this Policy and the accompanying procedures, individuals who are not employed by the School but are employed by hospitals or other components of the Mount Sinai Health System do not fall within the definition of “School Community” members. The “School” refers to Phillips School of Nursing at Mount Sinai Beth Israel.**

**“Reporting Individual” encompasses the terms victim, survivor, complainant, claimant, witness with victim status, and any other individual who brings forth an official report of violations of the School’s Sexual Misconduct Policy.**

**“Respondent”** is the term used in the context of the School’s Sexual Misconduct investigation, adjudication, and appellate processes, to refer to an individual who has been accused of a violation of this Policy.

**“Retaliation”** means any negative or adverse action taken against an individual for raising concerns, reporting, or filing complaints regarding Sexual Misconduct. Retaliation can include, but is not limited to, hostility, intimidation, threats, and exclusion.

**“Sexual Assault”** means non-consensual sexual intercourse or non-consensual sexual contact as defined below:

**Non-Consensual Sexual Intercourse** is having or attempting to have sexual intercourse with another individual (i) by force, threat of force, or coercive conduct; (ii) without affirmative consent; or (iii) where that individual is incapacitated. Sexual intercourse includes anal, oral or vaginal penetration, however slight, with a body part or an object.

**Non-Consensual Sexual Contact** is having or attempting to have sexual contact with another individual (i) by force, threat of force, or coercive conduct; (ii) without affirmative consent; or (iii) where that individual is incapacitated. Sexual contact includes touching, fondling or other intentional contact with the breasts, buttocks, groin, or genitals (over or under an individual’s clothing) for purposes of sexual gratification or when such private body parts are otherwise touched in a sexual manner.

**“Sexual exploitation”** is when a person takes non-consensual, improper, or abusive sexual advantage of another, where the behavior does not otherwise constitute non-consensual sexual contact/activity, non-consensual sexual intercourse, or sexual harassment. For purposes of this Sexual Misconduct Policy, sexual exploitation includes, but is not limited to: non-consensual photographing or video/audio taping of sexual contact/activity, non-consensual voyeurism (observing someone involved in sexual contact/activity, sexual intercourse, or in a state of undress, without their knowledge or consent), and inducing intoxication/incapacitation for the purposes of sexual activity.

**“Sexual Harassment”** is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when: (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic success; (2) Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such an individual; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, or creating an intimidating, hostile, or offensive work or academic environment. Examples of sexual harassment include, but are not limited to, inappropriate sexual advances, propositions, or demands, inappropriate persistent public statements or displays of sexually explicit or offensive material that is not legitimately related to employment duties, course content, or research, threats or insinuations, which lead the victim to believe that acceptance or refusal of sexual favors will affect his/her reputation, education, employment or advancement, and derogatory comments relating to sex, gender, and gender identity and expression or sexual orientation.

**“Sexual Misconduct”** includes sexual assault, sexual exploitation, stalking, domestic violence, dating violence, and sexual harassment.

**“Stalking” is an intentional course of repeated conduct or behavior over a period of time, directed at a specific person, which causes a person to feel alarm, annoyance, emotional distress, and/or fear.**

### **3. SCOPE**

**This Policy applies regardless of race, color, national origin, religion, creed, age, disability, sex/gender, sexual orientation, gender identity or expression, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal convictions or belonging to any other group protected by law.**

**This Policy applies to all prohibited Sexual Misconduct occurring on or after the effective date of this Policy. In the case of prohibited Sexual Misconduct occurring before the effective date of this Policy, the issue of whether there was a violation of School policy will be determined under the policies and procedures in effect at the time the complaint was made.**

**This Policy applies to all members of the School Community, and all appropriate third parties, including visitors and other licensees and invitees to the School, without regard to location, program, or activity, unless noted to the contrary in this Policy or its appendix. Reports of violations of this Policy by and against School Community members will be dealt with as described in this Policy and its appendix.**

**The “default procedures” set out in this Policy may not apply to reports of Sexual Misconduct by or against individuals who are not employed by the School, but are employed by hospitals or other components of the Mount Sinai Health System (“MSHS”). Reports of Sexual Misconduct allegedly perpetrated by such individuals against School Community members will be addressed as described below.**

### **4. TITLE IX COORDINATOR**

**Reporting Sexual Misconduct can be difficult, and victims or witnesses to such behavior may have mixed feelings about whether or not to report it. The School encourages all members of the School Community who either: (1) believe that they have been the victim of Sexual Misconduct; or (2) become aware of incidents of Sexual Misconduct involving other members of the School Community, to report the conduct. Members of the School Community can report Sexual Misconduct to the Title IX Coordinator, or to other individuals described below.**

**The School’s Title IX Coordinator is responsible for coordinating the School’s anti-Sexual Misconduct efforts, including training, education, and awareness initiatives and campaigns related to the prevention of Sexual Misconduct in the School Community. In addition, as described below, the Title IX Coordinator is responsible for assessing and investigating certain reports of Sexual Misconduct committed by members of the School Community, and for providing Reporting Individuals and/or victims with important information following disclosure of alleged incidents of Sexual Misconduct.**

Questions and inquiries regarding Title IX, including reports of incidents or questions about Sexual Misconduct, may be referred to the Title IX Coordinator, whose contact information is as follows:

**Bernice Pass-Stern, MS, MEd**  
Title IX Coordinator  
Assistant Dean, Student Services  
and Institutional Effectiveness  
office telephone: 212-614-6176  
mobile phone: 347-931-2054  
fax: 212-614-6109  
email: [bernice.pass-stern@mountsinai.org](mailto:bernice.pass-stern@mountsinai.org)

**5. EMERGENCY ACCESS TO TITLE IX COORDINATOR OR OTHER APPROPRIATE TRAINED OFFICIAL**

Reporting Individuals have the right to emergency access to the Title IX Coordinator, or a designated substitute in her absence, or a representative from the Mount Sinai Beth Israel Victims Services Program to:

- a. provide information regarding options to proceed;
- b. provide information on the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible, in situations where there has been a sexual assault, and detailing that the criminal justice process uses different standards of proof and evidence, and that any questions about whether a specific incident violated the law should be addressed to law enforcement or to the district attorney; and
- c. explain whether he or she is authorized to offer the Reporting Individual confidentiality or privacy, and inform the Reporting Individual of other reporting options, including those described in this policy.

At the first instance of disclosure of a complaint/report of Sexual Misconduct by a Reporting Individual to the Title IX Coordinator, or in her absence, another appropriate School representative, the Reporting Individual must also be advised as follows:

“You have the right to make a report to hospital security, local law enforcement, and/or state police or choose not to report; to report the incident to the School; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from the School.”

**6. OPTIONS FOR REPORTING SEXUAL MISCONDUCT**

There are a number of different options for formally reporting Sexual Misconduct, each of which provide varying degrees of confidentiality. Below are explanations of the various options for officially reporting allegations of Sexual Misconduct:

- **Reporting to Law Enforcement:** Members of the School Community have the option of reporting Sexual Misconduct to law enforcement. Formal complaints of Sexual Misconduct can be made to local law enforcement authorities by contacting the NYPD (by calling 911 or reporting the crime to a local police precinct), the District Attorney of New York Sex Crimes Unit at (212) 335-9373, or the New York State Police Sexual Assault Victims Unit.
- **Reporting to the Hospital (MSBI) Security Department:** All complaints and reports of Sexual Misconduct that are made to the Hospital Security Department will be forwarded to the Title IX Coordinator. The Hospital Security Department can be reached by dialing 212-420-2314.
- **Reporting to School faculty and staff:** Reports of Sexual Misconduct can be made to any School faculty or staff member or the Title IX Coordinator. It should be noted, however, that School **Designated Officials** are required to forward all reports of Sexual Misconduct to the School's Title IX Coordinator, and thus, cannot generally treat reports of Sexual Misconduct confidentially, **unless** the report was made to a School Designated Official: (1) in his or her capacity as a nurse practitioner; (2) in his or her capacity as a professional licensed counselor and/or pastoral counselor who provides mental-health counseling to members of the School Community; or (3) through a public awareness or advocacy event (such as candlelight vigils, protests, or other public events). In such cases, the School Designated Official to whom the report was made is not required to forward the report to the Title IX Coordinator absent express permission from the victim, and can otherwise treat the report as confidential, and the School is not obligated to begin an investigation.

Otherwise, however, a report of Sexual Misconduct that is made to any School Designated Official (whether directly by a victim, witness, bystander, or other Reporting Individuals or indirectly, through another faculty or staff member to whom a report has been made) **is required to be forwarded to the Title IX Coordinator for assessment.** For this reason, reports of Sexual Misconduct made to Designated Officials generally cannot be treated with complete confidentiality.

While School faculty and staff who are not Designated Officials have discretion as to whether or not to forward such reports to the Title IX Coordinator (and thus can keep such reports confidential), they are nonetheless encouraged to forward such reports to the Title IX Coordinator, especially when the Reporting Individual agrees to such disclosure.

Other than the options for officially reporting Sexual Misconduct discussed above, a member of the School Community who believes s/he is a victim of Sexual Misconduct can take any/all of the following steps:

- Contact on or off-campus advocates and counselors. Advocates and counselors can provide an immediate response in a crisis situation (e.g., help you obtain needed resources, explain reporting options, and help navigate the reporting process). There are many counseling, advocacy, and support organizations available to help victims of Sexual Misconduct, whether or not those victims choose to make an official report or participate in the institutional disciplinary or criminal processes.

Contact information for on and off-campus counseling, advocacy, rape-crisis and sexual assault treatment programs, and support organizations is set forth in Appendix 1.

- Get medical attention. You can receive emergency medical care in the Emergency Departments of many of the hospitals referenced in Appendix 1. If you seek medical attention from Mount Sinai Beth Israel's Emergency Department, a member of the Victim Services Program (part of the Social Work Department), will be available to respond and to provide support, information and advocacy for you.

Evidence collection can be important in support of criminal charges, and accordingly, victims who may wish to pursue criminal action (or who wish to keep that option available) should be aware of the importance of immediately reporting the incident so that physical evidence can be preserved at the scene, as well as on the person assaulted. Although a delay in reporting could limit the amount of physical evidence available (which could impact a criminal investigation), victims can always report the incident, whether it be days, weeks, or months after the incident occurred. Additional information regarding sexual assault forensic examinations, as well as resources available through the New York State Office of Victim Services, can be found at <https://ovs.ny.gov/>.

Evidence collection is only one aspect of the sexual assault medical follow-up care a survivor is entitled to receive if he or she decides to access services. A full physical examination, certain prophylactic antibiotics and anti-viral medications, pregnancy prevention medication (Plan B), and other procedures will also be offered during the victim's hospital visit.

#### **7. IMMEDIATE AND INTERIM MEASURES**

The School shall ensure that individuals are provided the following immediate and interim protections and accommodations, as appropriate:

##### **a. "No Contact Orders"**

- i. When the accused is a student, to have the School issue a "no contact order" consistent with School policies and procedures, where continued intentional contact with the Reporting Individual/victim would be a violation of this Policy and/or the School Code of Conduct and would be subject to additional conduct charges.**
- ii. If the accused or respondent and a Reporting Individual/victim observe each other in a public place, it will be the responsibility of the accused to leave the area immediately and without directly contacting the Reporting Individual/victim.**
- iii. The School may, if and when practicable, establish an appropriate schedule for the accused to access applicable institution buildings and property at times when such buildings and property are not being accessed by the Reporting Individual/victim.**



prompt and reasonable review, by the Title IX Coordinator, of the need for and terms of any such interim measure that directly affects him or her, and shall be allowed to submit evidence in support of his or her request.

- i. Other actions that the School/the Title IX Coordinator deem necessary and/or appropriate.

## **8. SEXUAL MISCONDUCT ASSESSMENT AND INVESTIGATION PROCESSES**

### **A. Initial Assessment (Step 1)**

Following receipt of a report of Sexual Misconduct, the Title IX Coordinator will conduct an initial assessment. As part of the initial assessment, the Title IX Coordinator will take the following steps (to the extent that they have not already been taken by the Title IX Coordinator):

1. Assess the nature and circumstances of the complaint/report.
2. Address the immediate needs and concerns of the Reporting Individual/victim, including physical safety and emotional well-being needs.
3. Provide copies of or direct the Reporting Individual/victim to the School's Sexual Misconduct Policy and accompanying procedures, and discuss the policy and procedures with the Reporting Individual/victim.
4. Provide the Reporting Individual with information about resources, including information about intervention, mental health counseling, medical services, and sexually transmitted infections.
5. Provide the Reporting Individual with information regarding sexual assault forensic examinations and direct the Reporting Individual to resources that are available through the New York State Office of Victim Services (<https://ovs.ny.gov/>).
6. Discuss the Reporting Individual/victim preferences (if any) regarding the manner of resolution, requests (if any) for privacy and/or no further action (see Section B below entitled "Protocols for Requests for Confidentiality and/or No Further Action").
7. Assess for pattern evidence or other similar conduct by the respondent/alleged perpetrator.
8. Assess the complaint/report for any Clery Act and other reporting obligations, including entry in the crime log or issuance of a timely warning.
9. Direct the Reporting Individual/victim to information regarding on-campus and off-campus resources and the range of appropriate and available protective measures (see options for officially reporting allegations of Sexual Misconduct above and in Appendix 1).

**10. Explain the School's policy prohibiting retaliation.**

**11. Notify the Hospital's/Mount Sinai Health System Office of General Counsel and Risk Management Department of the allegations.**

Upon completion of the Initial Assessment, the Title IX Coordinator will determine whether the circumstances warrant or require any of the following actions:

- 1. Proceeding to an investigation under the procedures set out in this Policy (see Sections (C) and (D));**
- 2. Referring/forwarding to the Hospital's Human Resources officials or outside of the School for further action under other policies and procedures (see Section (C));or**
- 3. Considering the matter resolved (if, for example, the School honors a victim's request for confidentiality (see Section (B)) – in which case the matter will be closed with the School taking only such actions, as necessary, to protect, assist, and accommodate the victim.**

If the Title IX Coordinator determines that the circumstances warrant proceeding to an investigation or require referral to officials in another Hospital component/unit for further action under other policies and procedures, the School will ask for consent from Reporting Individuals/victims before doing so. If a Reporting Individual/victim does not consent, such a request for "no further action" will be honored unless the School, through the Title IX Coordinator, determines in good faith that it is necessary to proceed in order to limit the risk of harm to the Reporting Individual or other members of the School Community. Factors used to determine whether to honor such a "no further action" request include but are not limited to:

- Whether the Accused has a history of violent behavior or is a repeat offender.**
- Whether the incident represents escalation in unlawful conduct on behalf of the Accused from previously noted behavior.**
- The increased risk that the Accused will commit additional acts of violence.**
- Whether the Accused used a weapon or force.**
- Whether the Reporting Individual is a minor.**
- Whether the School has other means to obtain evidence, such as security footage, and whether available information reveals a pattern of misconduct at a given location or by a particular group.**

If the School honors the victim's request for "no further action," the victim must understand that the School's ability to meaningfully respond to the report will necessarily be limited.

Accordingly, in such cases, the matter will be considered resolved, with the School taking only such actions as necessary to protect, assist, and accommodate the victim. Where a complaint was resolved because the School agreed to the victim's request to take "no further action," the matter may later be reopened at the discretion of the Title IX Coordinator if the complainant/victim later changes his or her mind and asks to have the matter investigated by the School.

There is no time limit for submitting a report of Sexual Misconduct. The ability to investigate and respond effectively to a complaint may be reduced with the passage of time, though. Therefore, any member of the School Community who believes that he or she has been a victim of Sexual Misconduct is encouraged to report such a complaint immediately in order to maximize the ability to obtain evidence and conduct a thorough, impartial and reliable investigation.

#### **B. Protocols for Requests for Confidentiality / Anonymity**

Where a victim of Sexual Misconduct wishes to maintain confidentiality, the School must weigh the request(s) against its obligation to provide a safe, non-discriminatory environment for all members of the School Community, including the victim, and its legal obligations. The Title IX Coordinator will evaluate requests for confidentiality once the Title IX Coordinator is on notice of alleged Sexual Misconduct, using a range of factors, including but not limited to the following:

- The risk that the respondent/alleged perpetrator may commit additional acts of prohibited conduct or other violence;
- Whether the act of prohibited conduct was perpetrated with a weapon, was otherwise unusually violent, or whether other aggravating circumstances exist;
- Whether the complaint/report reveals or reflects a pattern of prohibited conduct;
- Whether the complainant/victim is or at the time was a minor; and
- Whether, as a practical matter, the School is able to pursue the investigation without the cooperation/participation of the complainant

If possible based on the facts and circumstances, the School will take action consistent with the Reporting Individual/victim's request to maintain confidentiality. There may be times when the School is not able to honor a Reporting Individual/victim's confidentiality request. If the confidentiality request cannot be honored, the Reporting Individual/victim will be informed before the start of the investigation, and the School will still try to maintain his or her privacy to the greatest extent possible by only sharing, relaying, and/or disseminating information as necessary to conduct and complete the investigation and adjudication processes (including any applicable appeals therefrom) and/or as otherwise required by law.

If a Reporting Individual/victim chooses to make an anonymous report concerning sexual misconduct, the School will attempt to follow up on the report to the best of its ability. The School's ability to thoroughly investigate an allegation from an anonymous source may be limited based on the inability to speak with the complainant.

**Confidentiality versus Privacy:** It is important to note that "confidentiality" is different than "privacy."

Privacy, for purposes of this policy, means that information regarding reports of Sexual Misconduct will, to the greatest extent possible, not be disclosed, relayed, and/or disseminated to other individuals (including informing appropriate School officials and representatives) any more than is necessary to comply with the School's obligations under the law and School policies. Privacy may still be offered to a Reporting Individual even when confidentiality cannot be offered, and School officials and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. This means that the information you provide to a non-confidential resource will be relayed and disseminated only as necessary for the Title IX Coordinator/investigator(s) to investigate and/or seek a resolution.

It should also be noted that faculty and/or staff (other than the Title IX Coordinator) should not share information provided by victims with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

Because the standards for pursuing and completing criminal investigations are different from those used for the School's Sexual Misconduct investigations, the termination of a criminal investigation without an arrest or conviction does not affect the School's obligations under Title IX, nor its obligations to investigate, adjudicate, and punish those who perpetrate Sexual Misconduct. In addition, victims have the right to file criminal complaints with local law enforcement authorities and Title IX Complaints with the School simultaneously.

Although Title IX does not require a school to report alleged incidents of Sexual Misconduct to law enforcement or other regulatory bodies, the School may have such reporting obligations under other laws, and as such, reserves the right to report any alleged crime to law enforcement or an appropriate regulatory body. In such cases, the victim will be informed before the report is forwarded to law enforcement authorities, and the School will, to the extent possible, only share information regarding the report with people who are involved in the law enforcement or regulatory investigation(s).

### **C. Protocols for Investigation of Sexual Misconduct Reports**

The Title IX Coordinator or her designee shall investigate the following using the procedures set forth in Section (D) below: (1) cases where the Accused is a student in the School; and (2) cases where the Accused is a member of the School Community, and the report is of Sexual Assault, Stalking, Domestic Violence, or Dating Violence.

In cases where the Accused is a member of the "School Community" but is not a student (for example, when the Accused is a member of the School's faculty or staff), and the report is of Sexual Harassment or other sexual discrimination that does not include Sexual Assault, Stalking, Domestic Violence, or Dating Violence, the Title IX Coordinator will, upon completion of the Initial Assessment, forward the report to the Hospital's Human Resources ("HR") Officials for investigation.

In cases where the Accused is *not* a member of the "School Community" but is employed, affiliated, and/or associated with other entities/components of the Hospital/Mount Sinai Health System (such as, for example, House Staff and other hospital employees), the Title IX Coordinator will, upon completion of the Initial Assessment, forward the report of Sexual Misconduct to a Human Resources official in the appropriate Hospital component/unit with whom the Accused is employed, associated, and/or affiliated, for further action under the governing policies and procedures that

apply under the circumstances (unless the School has agreed to honor the victim's request for confidentiality or that "no further action" be taken).

In cases where the Accused is *not* a member of the School Community and is *not* employed, affiliated, or associated with entities/components in the Hospital/Mount Sinai Health System, the Title IX Coordinator can, upon completion of the Initial Assessment, forward the report to officials of the entity/organization (if any) with whom the Accused is employed or associated/affiliated, for investigation/further action (unless the School has agreed to honor the victim's request for confidentiality or that "no further action" be taken).

In cases where the Accused is subject to a Collective Bargaining Agreement, the procedures set out in the Collective Bargaining Agreement will govern.

#### **D. Investigation Procedures (Step 2)**

##### **i. Notification of Investigation Initiation**

Unless otherwise indicated in this Policy (such as, for example, where a request for confidentiality or that "no further action" be taken is honored by the School or when a report of Sexual Misconduct needs to be referred to another component/unit in the Hospital/Mount Sinai Health System for further action), the School will investigate complaints/reports of Sexual Misconduct allegedly perpetrated by members of the School Community that are made to either: (1) School faculty or staff; (2) the Title IX Coordinator, or (3) of which the School has otherwise received notice (from sources such as members of the local community, social networking sites, or the media).

Before initiating an investigation of Sexual Misconduct, the alleged victim (who will thereafter be referred to as the "Complainant") will be notified in writing that the investigation will be beginning and of the specific rules and/or code of conduct/School Sexual Misconduct Policy provisions alleged to have been violated, and possible sanctions. The Accused (who will thereafter be referred to as the "Respondent") will also be provided with written notice describing the date, the time, location and factual allegations concerning the violation, a reference to the specific rules and/or code of conduct/School Sexual Misconduct Policy provisions alleged to have been violated, and possible sanctions.

##### **ii. Investigation Mechanisms, Protocols, and Safeguards**

The Title IX Coordinator may conduct an investigation or she may designate an appropriate investigator(s) to conduct an investigation.

The Sexual Misconduct investigation may involve, but is not limited to:

- Conducting interviews of the complainant, the respondent, and any witnesses or other third-parties who may have information or evidence regarding the allegations;
- Reviewing documents and records, including law enforcement investigation documents, student and personnel files, and written statements regarding the allegations;
- Gathering and examining other relevant documents and evidence, including video, audio, or photographs that may be relevant to the allegations.

The investigator(s) will follow these principles in all investigations of alleged Sexual Misconduct:

- a. All investigations of alleged Sexual Misconduct will be undertaken in a reliable and impartial manner. All complainants will be notified of the time frame within which the investigation of the report(s) is expected to be completed. The School will strive to complete investigations of reports of Sexual Misconduct in as timely a manner as possible.
- b. All investigations of alleged Sexual Misconduct will be conducted in a manner that takes into consideration the serious and sensitive nature of such allegations, and which limits, to the extent possible, the number of individuals who are contacted, interviewed, or otherwise made aware of the investigation. To this end, the Title IX Coordinator and any designated investigator(s) will, to the extent possible, share information with the least number of people necessary to effectuate the School's response, investigation, and adjudication.
- c. The School will conduct its own investigation (and adjudication) of Sexual Misconduct allegations, regardless of whether the alleged Sexual Misconduct is also being pursued through the criminal justice system. The School will comply with law enforcement requests for cooperation, which at times may require that the School temporarily delay its investigation while law enforcement organization(s) gather evidence. Temporary delays should not last more than ten days, except when law enforcement specifically requests and justifies a longer delay.
- d. The investigation will be conducted independently and without regard to/without being precluded by any determinations that may have been made by other entities, including law enforcement authorities (such as the NYPD or the District Attorney of New York), the grand jury, or in connection with criminal proceedings.
- e. Complainants and Respondents will be given reasonable advance notice of any meetings that they are required to or eligible to attend in connection with the investigation.
- f. Where the Respondent or the Complainant and the Respondent are students at the School, all of the additional principles and safeguards set forth in Appendix 4 apply.

An attorney with the Mount Sinai Health System Office of General Counsel can serve as legal counsel to the Title IX Coordinator and/or the designated investigator(s) in connection with investigations of Sexual Misconduct.

iii. Report of Investigation and Designated Arbitrator Determination

Upon completion of the investigation, the investigator(s) shall prepare a Report of Investigation ("ROI"), which shall include a description of the evidence discovered during the course of the investigation, and the investigator's findings. The ROI will make a finding of fact as to whether it is more likely than not that prohibited conduct occurred and a recommendation as to whether the conduct violates institutional policy, and set forth the evidentiary basis for the conclusion. Respondent and Complainant will receive a draft of the ROI to correct any factual misstatements.

The Respondent and Complainant each have five business days following the receipt of the ROI to correct any factual misstatements in writing, if they wish to do so, before the ROI is considered final. The final ROI shall thereafter be submitted to the appropriate Designated Arbiter (see Appendix 2) for appropriate action and, where appropriate, imposition of sanctions/discipline. The Complainant and Respondent may submit impact statements, describing the impact of the case on them and/or requested sanctions, to the Designated Arbiter before the Designated Arbiter decides on what sanctions, if any, are appropriate. The appropriate Designated Arbiter will be determined on a case-by-case basis, based on the status of the accused, as set forth below.

Upon receipt and consideration of the ROI, the Designated Arbiter will weigh the evidence using a “preponderance of the evidence” standard, asking whether it is more likely than not that the Respondent violated the Policy.

If the Designated Arbiter determines that it is more likely than not that the Policy was violated, the Designated Arbiter is empowered to impose what he or she believes to be the appropriate sanctions/remedial actions to be taken. A non-exhaustive list of the sanctions/remedies that can be imposed for violations of the Policy are set forth in Appendix 3.

If the Designated Arbiter determines that it is more likely than not that the Policy was not violated, the Designated Arbiter will dismiss the report. Thereafter, the matter will be referred back to the Title IX Coordinator, who will either: (1) close the matter; or (2) refer the matter to other appropriate designated School officials for further action as appropriate, to the extent the allegations may implicate other School policies and procedures.

The Complainant and Respondent will thereafter be notified simultaneously via email of the outcome of the process, including: (1) the Designated Arbiter’s findings of fact; (2) the Designated Arbiter’s decision as to whether a violation of the Policy did or did not take place (and the rationale for his or her decision); and (2) the Designated Arbiter’s decision regarding sanctions (and the rationale for his or her decision regarding sanctions, if any). The School will also disclose other steps that the School has or will take to prevent recurrence. The Respondent will not be notified of the individual remedies offered or provided to the Complainant.

As set forth above, where the Accused is not a student (for example, when the Accused is a member of the School’s faculty or staff), and the allegations do not involve Sexual Assault, Stalking, Domestic Violence or Dating Violence, this Procedure will not apply. The Title IX Coordinator will, upon completion of the Initial Assessment, forward the report of Sexual Misconduct to Human Resources officials in the appropriate Hospital component/unit with whom the Accused is employed, associated, and/or affiliated, for further action under the governing policies and procedures that apply under the circumstances.

#### E. Appeals

Where a Designated Arbiter has determined that it is more likely than not that the School’s Sexual Misconduct Policy was violated, the Respondent may have the right to appeal that determination, and the Complainant may have the right to appeal the sanction imposed, depending on his or her status (*i.e.* whether s/he is a student, house staff, faculty, or staff, etc.), as set forth in greater detail in this Policy.

Where a Designated Arbiter has determined that it is more likely than not that the School's Sexual Misconduct Policy was not violated, the Complainant may have the right to appeal that determination as set forth in this Policy.

Appeals of Designated Arbiters' decisions regarding violations of the Policy where the accused is a student or post-doctoral fellow/student, or where the accused is a member of the School Community and is accused of sexual assault, stalking, domestic violence or dating violence, will be adjudicated by a three-person appellate panel under the "Default Process For Appellate Review Of Sexual Misconduct Allegations" set forth below.

The following principles will be applied to the extent practicable and not inconsistent with other pre-existing procedures in connection with all appeals of Designated Arbiters' decisions regarding violations of this Policy:

- a. All parties will have the same rights to present their cases. This includes the right to have an equal opportunity to review and present: (1) available evidence in the case file or otherwise in the possession or control of the School and relevant to the matter (consistent with School policies and procedures); and (2) to present witnesses (including expert or third-party witnesses), if applicable.
  - b. All reasonable measures will be taken to ensure that proceedings are conducted in a manner that does not inflict additional trauma on the Complainant. When requested, arrangements will be made so that the Complainant and the Respondent do not have to be present in the same room at the same time. This can be affected through the use of closed circuit televisions or other means where a Complainant has requested sequestration. No Sexual Misconduct adjudication hearings will require a Complainant to be present at the hearing as a requirement to hold the hearing.
  - c. The parties will not be permitted to directly question or cross-examine each other, either personally or through their advisors. Instead, the parties will, at most, be permitted to submit questions to the Panel to ask the questions on their behalves. Before asking the questions, the Panel will screen the questions submitted by the parties and will only ask those it deems appropriate and relevant to the case.
  - d. Questioning about/evidence regarding the complainant's sexual history with anyone other than the alleged perpetrator shall not be permitted and will not be admissible or considered by any decision makers.
- Appeal rights of Respondents Deemed To Have Violated the Policy:
    - If the Respondent is a student, he or she can appeal a decision that he or she violated the School Sexual Misconduct Policy under the "Default" appellate processes for appellate review set forth below.

If the Respondent is a member of the School Community, he or she can appeal a decision that he or she violated the School Sexual Misconduct Policy by committing sexual assault, stalking, domestic violence or dating violence under the “Default” appellate processes for appellate review set forth below.

- If the Respondent is a School faculty member, he or she can appeal a decision that he or she violated the School Sexual Misconduct Policy by committing sexual harassment or sexual discrimination, not including sexual assault, stalking, domestic violence or dating violence, under the processes set forth in the Faculty Handbook.
- If the Respondent is a School staff member, he or she may be able to appeal a decision that he or she violated the School’s Sexual Misconduct Policy by committing sexual harassment or sexual discrimination, not including sexual assault, stalking, domestic violence or dating violence, under the processes set forth in the Hospital’s/Mount Sinai Health System’s Human Resource Policy Manual.
- **Appeal rights of Complainants:**
  - If the Respondent is a student, a Complainant can appeal a decision that the Respondent did not violate the School Sexual Misconduct Policy under the “Default” appellate processes for appellate review set forth below.
  - If the Respondent is a member of the School Community, a Complainant can appeal a decision that the Respondent did not violate the School Sexual Misconduct Policy by committing sexual assault, stalking, domestic violence or dating violence under the “Default” appellate processes for appellate review set forth below.

#### **DEFAULT PROCESSES FOR APPELLATE REVIEW**

If a Complainant or Respondent wishes to appeal from a Designated Arbiter’s decision as to whether or not a violation of the School Sexual Misconduct Policy occurred, he or she must file written notice of appeal with the Title IX Coordinator within thirty (30) days of mailing of notice of the Designated Arbiter’s decision.

Thereafter, the Dean of the School will convene a panel (“Panel”) to hold a hearing/hearings for the appeal of the matter. The Panel will consist of three (3) School faculty and/or staff members who have been trained in the adjudication of Sexual Misconduct claims. No students are permitted to serve on any Sexual Misconduct adjudication panels. An attorney with the Mount Sinai Health System Office of General Counsel will serve as legal counsel to all Panels convened pursuant to these procedures.

The following procedures will be followed with respect to the appeal:

1. Following selection of the Panel and the appointment of a panel Chair, the Complainant and Respondent will be notified of the names of the members of the Panel and will have 48 hours from receipt of such notification to challenge, in writing, any member of the Panel for cause.
2. In the event of a challenge, the Panel Chair (or if the Chair is challenged, the Dean of the School or his designee) will decide on the merits and replace Panel members if necessary.
3. Both the Complainant and the Respondent will be permitted to provide written submissions to the Panel regarding the matter and the allegations. The written submission must be submitted to the Panel at least two (2) weeks before the first scheduled hearing date.
4. The Panel will be made privy to the ROI before the hearing.
5. The Panel may hold one or more hearings, which the Complainant and Respondent may attend, either individually or together, along with any other witnesses the Panel deems relevant to the report. Mediation is never appropriate (even on a voluntary basis) in connection with complaints/reports of Sexual Assault.
6. Certain rights will be afforded and certain principles will be implemented/measures will be taken in connection with all appellate proceedings regarding reports of Sexual Misconduct allegedly perpetrated by students at the School against other School students (*i.e.* “Student on Student” Sexual Misconduct). Those safeguards and measures are set forth in Appendix 4.
7. At the close of the hearing(s), the Panel will deliberate on the findings without the presence of either the Complainant or the Respondent. Upon concluding its deliberations, the Panel will vote on whether it is more likely than not that there has been a violation of the School’s Sexual Misconduct Policy based on a majority vote.
8. The Panel will draft a full report (the “Panel Report”), to include the findings, vote, and recommended remedial actions agreed upon by majority, that will specifically include:
  - a. A determination as to whether violation of the School Sexual Misconduct Policy did or did not take place;
  - b. A listing of the findings of fact;
  - c. A summary of the written submissions of the parties;
  - d. A summary of hearing testimony and other evidence submitted;
  - e. The conclusions the Panel has drawn from this material; and
  - f. A recommendation as to the sanctions/remedial action to be imposed.

9. The Panel will strive to complete all hearings and the Panel Report in as timely a manner as possible.
10. The Panel Report will be forwarded to the Dean of the School. The Panel's findings and determination regarding liability (whether or not the School's policy was violated) must be accepted by/cannot be rejected by the Dean. However, the Dean may accept or reject the Panel's recommendations regarding sanctions/remedial action to be imposed in making his or her determination as to what sanctions/remedial action will be imposed for the violation (a non-exhaustive list of the sanctions/remedies that can be imposed following determinations that this Sexual Misconduct Policy has been violated are set forth in Appendix 3).
11. Complainants and Respondents can submit "impact statements" to the Dean of the School while he or she is deliberating regarding appropriate sanctions, describing the impact of the events/case on them. Whether this "impact statement" will be submitted orally or in writing is left to the discretion of the Dean of the School.
12. Copies of written statements from the Panel and/or the Dean of the School detailing the factual findings supporting any determinations of violations of the Policy and the rationale for any sanctions imposed will be provided to both the Complainant(s) and the Respondent(s) upon conclusion of the appellate processes.

If the investigation and grievance/complaint adjudication process reflects that Sexual Misconduct created a hostile environment, the Dean of the School and the Title IX Coordinator will work to ensure that prompt and effective steps are taken that are reasonably calculated to end the conduct, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

#### F. Time Frames

To the extent possible and consistent with a full and fair process, the School will seek to resolve complaints within approximately 60 days of an initial report, not including the time for any appeal. Time frames will vary depending on the complexity of the investigation and the severity and extent of the alleged misconduct. The School will give the parties periodic status updates.

#### 9. RIGHTS OF REPORTING INDIVIDUALS

All Reporting Individuals have the right to:

- a. Notify Hospital security, local law enforcement, and/or state police;
- b. Have emergency access to the Title IX Coordinator, or in his or her absence, other appropriate officials trained in interviewing victims of Sexual Misconduct, who shall be available upon the first instance of disclosure by a Reporting Individual to provide certain information regarding options for proceeding that are set out above.

- c. Confidentially disclose the incident to individuals and organizations that are associated or affiliated with the School, (a list of off campus advocates and counseling options, some of which offer confidentiality is available in Appendix 1), who can assist in obtaining services for Reporting Individuals.
- d. Confidentially disclose the incident and obtain services from the state or local government.
- e. Disclose the incident to institution representatives such as the Title IX Coordinator, who can offer privacy and may be able to offer confidentiality, if appropriate, and can assist in obtaining resources for Reporting Individuals.
- f. File a report of Sexual Misconduct and consult with the Title IX Coordinator and other appropriate institution representatives for information and assistance. As set forth above, reports shall be dealt with in accordance with institutional policy and will be treated with privacy to the extent possible.
- g. Disclose, if the accused is an employee of the School or another entity in the Hospital/Mount Sinai Health System, the incident to the appropriate human resources or other authorities at the accused's entity of employment, or request that a confidential or private employee assist in reporting to the appropriate authorities.
- h. Receive assistance from the Title IX Coordinator in initiating legal proceedings in family court or civil court.
- i. Withdraw a complaint or involvement from the School Sexual Misconduct investigation and/or adjudication process at any time. It must be noted here that in certain circumstances, the School may have no choice but to continue with the investigation and/or adjudication processes even if a complainant has withdrawn his or her complaint or has requested that "no further action" be taken. The criteria on which the School will base its decision regarding whether to proceed with the institutional process despite the complainant's withdrawal from the process are set forth above.

**10. ADDITIONAL RIGHTS IN "STUDENT ON STUDENT" SEXUAL MISCONDUCT PROCEEDINGS**

The School is cognizant of the serious and sensitive nature of Sexual Misconduct claims. Accordingly, as set forth more fully in N.Y. Educ. Law § 6444(5) and to the extent feasible and lawful, the School will ensure that certain rights are afforded and that certain safeguards are taken in connection with all Sexual Misconduct investigations, adjudications, and reviews (including appellate reviews) involving reports of Sexual Misconduct allegedly perpetrated by students at the School against other students at the School. These rights and safeguards are set forth fully in Appendix 4.

**11. POLICY FOR ALCOHOL AND/OR DRUG USE AMNESTY**

The health and safety of every student at the School is of utmost importance. The School recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that Sexual Misconduct occurs may be hesitant to report such incidents because of fear of potential consequences for their own conduct. The School strongly encourages students to report Sexual Misconduct, including domestic violence, dating violence, stalking, or sexual assault, to School officials, including but not limited to the Title IX Coordinator. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of Sexual Misconduct, including domestic violence, dating violence, stalking, or sexual assault, to School officials or law enforcement will not be subject to action for violations of the School's drug or alcohol use policies occurring at or near the time of the commission of the subject Sexual Misconduct.

Nothing in this Policy or otherwise shall be construed to limit an institution's ability to provide amnesty to students in additional circumstances not expressly set forth herein.

While this Policy provides students with amnesty for violations of the School's drug and alcohol use policies under the circumstances set forth above, it does not absolve the School of its obligations, in legally mandated or otherwise appropriate circumstances, to take whatever steps are necessary to ensure the safety of the School Community, patients, and the public, and to truthfully and accurately report to any governmental, administrative, regulatory, professional, or licensing authorities, boards, or bodies, and the School expressly reserves its rights to do so.

**12. PROHIBITION AGAINST RETALIATION**

It is a violation of School policy to retaliate against an individual for: (1) raising concerns, reporting, or filing complaints or reports (whether first or third party) regarding Sexual Misconduct; (2) involvement in registering complaints or reports of Sexual Misconduct; (3) serving as representatives for Reporting Individuals, victims, or individuals accused of Sexual Misconduct; or (4) participating in the investigative or adjudicative processes in connection with allegations of Sexual Misconduct.

**13. FALSE REPORTS**

Submitting a false report or providing false or misleading information in bad faith or with a view to personal gain in connection with an alleged incident of Sexual Misconduct is prohibited and is subject to disciplinary action. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are ultimately not substantiated.

**14. EDUCATION, TRAINING, AND PREVENTION**

The School has adopted a comprehensive student onboarding and ongoing education campaign to educate members of the School Community about Sexual Misconduct (including domestic violence, dating violence, stalking, and sexual assault). In connection with this campaign:

1. All new incoming students shall, during the course of their orientation, receive training on certain enumerated topics that are set forth in Appendix 5. Trainings will be conducted by members of the NYPD Community Affairs Division in tandem with the Office of Student Services personnel.
2. The School will use multiple methods, including written handouts as well as programs that may include on-line courses, lectures, seminars, workshops, and discussion groups, to educate students about Sexual Misconduct and violence prevention, and to promote discussion, encourage reporting, and facilitate prevention of Sexual Misconduct.
3. Training under the School's campaign shall, as appropriate, include groups such as, leaders and officers of the Student Government Organization and NSNA (National Student Nurses Association).
4. All student leaders and officers of student organizations shall complete training on Sexual Misconduct prior to receiving recognition or registration.
5. The Title IX Coordinator will regularly assess the School's anti-Sexual Misconduct programs and policies to determine effectiveness and relevance for students.

The School trains its Designated Officials to report to the Title IX Coordinator any incidents of Sexual Misconduct that may violate the School's Code of Conduct. Designated Officials are trained to understand that they do not need to determine whether the alleged Sexual Misconduct actually occurred before reporting an alleged incident to the Title IX Coordinator. The School's Title IX Coordinator and Human Resources officials who investigate claims of Sexual Misconduct are trained to have in-depth knowledge of Sexual Misconduct investigations and this policy.

The School also ensures that a pool of faculty and staff are trained in the adjudication of Sexual Misconduct claims so that they can serve on panels that hear the appeals of claims of Sexual Misconduct.

15. BI-ANNUAL "CAMPUS CLIMATE ASSESSMENTS"

The School will conduct bi-annual "campus climate assessments" to ascertain general awareness and knowledge of the provisions of N.Y. Educ. Law Article 129-b, including student experience with and knowledge of reporting and adjudication processes, which shall be developed using standard and commonly recognized research methods. Principles and procedures for development, implementation, and administration of the "campus climate survey" are set forth in Appendix 6.

The School shall take steps to ensure that answers to "campus climate assessments" remain anonymous and that no individual is identified. The School shall publish the results of "campus climate surveys" online, provided that no personally identifiable information or information that can reasonably lead a reader to identify an individual shall be shared.

**16. DISSEMINATION OF POLICIES AND PROCEDURES AND “STUDENT BILL OF RIGHTS”**

Upon adoption, copies of and/or links to this Policy shall be disseminated to all students electronically. Thereafter, copies of and/or links to this Policy shall be disseminated electronically to all new and incoming students during orientation. In addition, this Policy will also be permanently available on the School’s website ([www.pson.edu](http://www.pson.edu)) and on Moodle, the School’s learning management system.

The School has adopted a “Student Bill of Rights” as part of its Code of Conduct. Copies of the “Student Bill of Rights” shall be distributed annually to students through the Student Handbook, posted on the School’s website and on Moodle.

**17. STATEMENT ON COMPLIANCE**

This Policy is designed to comply with applicable legal requirements, including but not limited to Title IX of the Education Amendments of 1972, relevant provisions of the Violence Against Women Reauthorization Act of 2013, Title VII of the Civil Rights Act of 1964, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g), New York State laws including but not limited to N.Y. Educ. Law Article 129-b (§§ 6439-6449), and New York State and City human rights laws.

The School is obligated to issue timely warnings of crimes enumerated in the Clery Act occurring within relevant geography that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the Reporting Individual. Reporting Individuals shall not be identified in such timely warnings.

The Family Educational Rights and Privacy Act (“FERPA”) allows the School to share information with parents when (1) there is a health or safety emergency where disclosure is necessary to protect the health or safety of a student or others or as otherwise provided by FERPA; or (2) when the student is a dependent on either parent’s prior year federal income tax return. Generally, however, the School will not share information about reports of Sexual Misconduct with parents without the permission of the Reporting Individual. The School’s FERPA policy can be found in the School Catalog and on the School’s website.

Copies of crime statistics for the School area are available onsite in the Office of Student Services or through the U.S. Department of Education web site for campus crime statistics (<https://ope.ed.gov/campussafety>).

## **APPENDIX 1**

### **OFF CAMPUS AND COMMUNITY RESOURCES**

Outside of the School of Nursing, there are numerous organizations that provide support services for victims/survivors, often for little or no fee. While these groups are not affiliated with the School, they are included here as they can provide valuable support for members of our community. Contact information for these organizations is set forth below:

#### **Rape Crisis Centers (affiliated with hospitals)**

##### **Bronx**

North Central Bronx Hospital  
Sexual Assault Treatment Program  
3424 Kossuth Avenue  
Bronx, NY 10467  
Phone: (718) 519-5722 or (718) 519-3100

##### **Brooklyn**

Coney Island Hospital  
Rape Crisis Program  
2601 Ocean Parkway  
Brooklyn, NY 11235  
Phone: (718) 616-4209  
Hotline: (800) TEL-RAPE or (800) 835-7273

New York Methodist Hospital  
506 Sixth Avenue  
Brooklyn, NY 11215  
(Not an official rape crisis center but can collect evidence and provide other emergency medical services)  
Phone: (718) 780-3000

##### **Manhattan**

Bellevue Hospital Center  
Sexual Assault Response Team SAFE Center  
462 First Avenue  
CD Building, Ground Fl. #GA74  
New York, NY 10016  
Phone: (212) 562-3435 or (212) 562-3755

Mount Sinai Beth Israel  
Rape Crisis & Domestic Misconduct Intervention Program/Victims Services Program  
Department of Social Work

317 East 17<sup>th</sup> Street  
New York, NY 10037  
Phone: (212) 420-4516

Harlem Hospital, R. 6111 MLK  
Center for Victim Support SAFE Center  
506 Lenox Avenue  
New York, NY 10037  
Phone (212) 939-4609

New York-Presbyterian Hospital/Weill Cornell  
Medical Center  
Department of Social Work  
525 East 69<sup>th</sup> Street, Box 143  
New York, NY 10021  
(VIP) Victim Intervention Program--Phone: (212) 746-9414  
SAFE Horizon Hotline: (212) 577-7777

NYU Langone Medical Center  
550 First Avenue  
New York, NY 10016  
(Not an official rape crisis center but can collect evidence and provide other emergency services)  
Phone: (212) 263-7300

Mount Sinai St. Luke's  
Crime Victims Treatment Center  
411 West 114<sup>th</sup> Street, Suite 2C  
New York, NY 10025  
Phone: (212) 523-4728

### **Queens**

Elmhurst Hospital  
(SAVI) Sexual Assault and Violence Intervention Program  
79-01 Broadway  
Elmhurst, NY 11373  
Phone: (718) 736-1288  
Hotline: (718) 334-1418

### **Staten Island**

Staten Island University Hospital  
475 Seaview Avenue  
Staten Island, NY 10305  
Safe Horizon Domestic Misconduct Hotline  
Phone: 1-800-621-HOPE (4673)

Rape Advocacy Agency, Staten Island  
Phone: (718) 720-2591  
Safe Horizon (borough-wide) Phone: (212) 227-3000 (available 24 hours)

**Resources with access to confidential counseling**

NYC Gay and Lesbian Anti-Misconduct Project	(212) 714-1141*
Safe Horizon: Rape and Sexual Assault Hotline	(212) 227-3000*
Safe Horizon: NYC Domestic Misconduct Hotline	(800) 621-4673*

**Non-confidential resources**

NYC Alliance Against Sexual Assault	(212) 229-0345
NYS Crime Victim’s Board	(718) 923-4325
NYS Victim Information and Notification Everyday	(888) VINE-4NY or (888) 846-3469

\*Indicates 24-hour number

**APPENDIX 2**

**DETERMINING THE APPROPRIATE “DESIGNATED ARBITER”**

Upon completion of the investigation, the Title IX Coordinator shall submit a “Report of Investigation” (ROI) to an appropriate designated arbiter (“Designated Arbiter”) for adjudication and, where appropriate, imposition of sanctions/discipline. The Designated Arbiter will be determined on a “case-by-case” basis, based on the status of the Respondent, as follows:

1. Where the Respondent is a medical student, the appropriate Designated Arbiter will be the Dean of the School of Nursing.
2. Where the Respondent is an employed School faculty member, the appropriate Designated Arbiter will be the Assistant Dean for Academic Affairs.
3. Where the Respondent is a School staff member, the appropriate Designated Arbiter will be the employee’s manager.
4. Where the Respondent is a third party, the appropriate Designated Arbiter will be the appropriate managerial/supervisory stakeholder.
5. Where the Respondent does not fall into any of the above listed categories, the appropriate Designated Arbiter will be the determined on an *ad hoc* basis, as appropriate, as determined by the Dean of the School.

**NOTE:** If the appropriate Designated Arbiter in a given situation is the Respondent, that individual of course cannot serve as the Designated Arbiter in that case. In such situations, or where there is some other potential conflict between the Designated Arbiter and the Complainant or Respondent, the Dean of the School, with the advice and assistance of the Title IX Coordinator, is empowered to appoint an alternative Designated Arbiter.

### **APPENDIX 3**

#### **SANCTIONS AND REMEDIAL ACTIONS**

Designated Arbiters are empowered to impose what they believe to be the appropriate sanctions and/or remedial actions following a determination that the School's Sexual Misconduct Policy was violated. Such sanctions and remedies include, but are not limited to:

- a. Disciplining the Respondent, up to and including expulsion and discharge/termination;
- b. Providing counseling for Complainants, Respondents, and other parties as appropriate;
- c. Issuing "No Contact" orders;
- d. Providing effective escorts to ensure that the Complainant can move safely between classes and activities;
- e. Ensuring that the Complainant and the Respondent do not share classes, work spaces, or extracurricular activities;
- f. Moving the Complainant (if the Complainant requests to be moved) or Respondent to a different residence hall or housing assignment; and
- g. Placing notations on the Respondent's transcript regarding the subject violations.

#### **Notes Regarding Transcript Notations**

It should be noted here that New York State law requires that, for crimes of violence, including but not limited to sexual violence (defined as crimes that meet the reporting requirements pursuant to the federal Clery Act, 20 U.S.C. § 1092(f)(1)(I)-(VIII)), institutions such as the School make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For Respondents who withdraw from the School while conduct charges are pending and decline to complete the disciplinary process, the School shall make a notation on their transcript stating that they "withdrew with conduct charges pending."

Respondents can seek removal of transcript notations for suspensions by filing a written request with the Designated Arbitrator who made the initial determination regarding responsibility and sanctions (or if that person is no longer available, his or her replacement or designee), who shall have complete discretion to decide whether the request for the notation removal should be granted, provided that such notations shall not be removed before one year after the conclusion of the suspension. Respondents cannot seek removal of transcript notations for expulsions, which shall not be removed unless otherwise provided for herein.

If a finding of responsibility is vacated for any reason, all related transcript notations shall be removed.

## APPENDIX 4

Given the serious and sensitive nature of Sexual Misconduct claims, the School's students and postdoctoral students/fellows shall be afforded the following rights and safeguards in connection with Sexual Misconduct investigations, adjudications, and appellate reviews (collectively "Proceedings") of reports/complaints of Sexual Misconduct allegedly perpetrated by the School's students against the School's students:

- B.** The right to request that student conduct charges be filed against an Accused in Proceedings governed by this Policy and in accordance with N.Y. Educ. Law Article 129-b.
  
- C.** The right to a process in connection with all alleged Policy violations that includes:
  - i.** Notice to the Respondent describing the date, the time, location and factual allegations concerning the violation, a reference to the specific code of conduct/School Sexual Misconduct Policy provisions alleged to have been violated, and possible sanctions.
  
  - ii.** An opportunity to offer evidence during an investigation, to present evidence and testimony at a hearing (where appropriate and if there is a hearing), and to have access to a full and fair record of any such hearing, which record shall be preserved and maintained for at least ten (10) years from such a hearing and may include a transcript, recording or other appropriate record.
  
  - iii.** Access to at least one level of appeal of a determination before a panel that is fair and impartial and does not include individuals with a conflict of interest.
  
- D.** Throughout Proceedings, the right:
  - i.** For all Complainants, Respondents, and Reporting Individuals to be accompanied by an advisor of his/her choice who may assist and advise throughout the process, including during all proceedings (including meetings and hearings) attended by his or her advisee that are related to such process. All such advisors of choice, including attorneys, are permitted only to communicate with their respective advisees during all such proceedings, and shall be prohibited from speaking on the record, presenting evidence, making objections, or otherwise directly participating in any way in the proceedings. These limitations apply equally to advisors for Complainants, Respondents, and Reporting Individuals.
  
  - ii.** To a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive training in conducting investigations of Sexual Misconduct, the effects of trauma, impartiality, and the rights of the Respondent (including the right to a

presumption that the Respondent is “not responsible” until a finding of responsibility is made pursuant to the Policy).

- iii. To an investigation and process that is fair, impartial, and provides a meaningful opportunity to be heard, that is not conducted by individuals with a conflict of interest.
- iv. To have the School’s investigation and adjudication processes run concurrently with a criminal justice investigation or proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten days, except when law enforcement specifically requests and justifies a longer delay.
- v. To review and present available evidence in the case file, or otherwise in the possession or control of the School, and relevant to the conduct case, consistent with School policies and procedures.
- vi. To exclude from consideration by any decision makers, including but not limited to the appropriate “designated arbiter” or an appellate hearing panel:
  - a. Their own prior sexual history with persons other than the other party in the process.
  - b. Their own mental health diagnosis and/or treatment.
  - c. Past findings of domestic violence, dating violence, stalking, or sexual assault, except that such past findings *can* be considered in connection with determinations of discipline and sanctions after decisions regarding responsibility have already been reached.
- vii. To receive written or electronic notice:
  - a. A reasonable time in advance of any meeting they are required to or eligible to attend.
  - b. Of the specific rule, rules, or laws alleged to have been violated, and in what manner.
  - c. Of the sanction or sanctions that may be imposed based on the outcome of the process.

- d. Of any written statements detailing the factual findings supporting any determinations of violations of the Policy and the rationale for any sanctions imposed.
  
- viii.** To submit an “impact statement” during the point of the Proceedings where decision makers are deliberating on appropriate sanctions (whether the “impact statement” will be submitted orally or in writing is left to the discretion of the decision maker).
  
- ix.** To simultaneous (among the parties) notification (via e-mail) of the outcome of the processes, including the sanction or sanctions imposed on the Respondent (if any) based upon the outcome of the processes, and the rationale for the actual sanction imposed.
  
- x.** To choose whether to disclose the outcome of the Proceedings or judicial process.
  
- xi.** To have all information obtained during the course of the Proceedings be protected from public release until all levels of review are completed and exhausted, unless otherwise required by law.

## APPENDIX 5

### TRAINING AND EDUCATION

During orientation and at the beginning of the academic year, all new incoming students shall receive training on the following topics:

1. The School's prohibition of Sexual Misconduct and sexual and interpersonal violence and its offering of resources to any victims and survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the School.
2. Relevant definitions, including but not limited to the definitions of Sexual Misconduct, sexual assault, domestic violence, dating violence, stalking, confidentiality, privacy, and Affirmative Consent.
3. The equal application of the School's policies regardless of sexual orientation, gender identity, or gender expression.
4. The role of the Title IX Coordinator, Hospital Security, and other relevant offices that address Sexual Misconduct, including domestic violence, dating violence, stalking, and sexual assault prevention and response.
5. Awareness of violence and the importance of taking action to prevent violence when one can safely do so.
6. Risk assessment and reduction, including, but not limited to, steps that potential victims, perpetrators, and bystanders can take to lower the incidence of violations, which may contain information about the dangers of drug and alcohol use, including underage drinking and binge drinking, involuntary consumption of incapacitating drugs and the danger of mislabeled drugs and alcohol, the importance of communication with trusted friends and family whether on campus or off campus, and the availability of institutional officials who can answer general or specific questions about risk reduction.
7. Consequences and sanctions for individuals who commit these crimes and Code of Conduct violations.

## APPENDIX 6

### CAMPUS CLIMATE SURVEYS

Under N.Y. Educ. Law § 6445, the School is required to conduct bi-annual “campus climate assessments” to ascertain general awareness and knowledge of the provisions of N.Y. Educ. Law Article 129-b. Responsibility for development of the School’s “campus climate assessment” will be vested in the office of the Title IX Coordinator, who is empowered to utilize all reasonable and necessary resources to do so. The “campus climate assessment” shall be developed using standard and commonly recognized research methods, and shall include questions covering, but not limited to, the following topics:

- a. The Title IX Coordinator’s role;
- b. Campus policies and procedures addressing Sexual Misconduct;
- c. How and where to report Sexual Misconduct as a victim, survivor, or witness;
- d. The availability of resources on and off campus, such as counseling, health and academic assistance;
- e. The prevalence of victimization and perpetration of Sexual Misconduct on and off campus during a set time period;
- f. Bystander attitudes and behavior;
- g. Whether Reporting Individuals disclosed to the School and/or law enforcement, experiences with reporting and School processes, and reasons why they did or did not report;
- h. The general awareness of the difference, if any, between the School’s policies and the penal law; and
- i. General awareness of the definition of Affirmative Consent.

## Identification

All students must wear their validated identification (ID) card at all times. Students need their ID card to enter the school, to take exams and borrow books from the Phillips Health Services Library and to enter the hospital for clinical experiences. Students are expected to present their ID card to any school official who requests such identification.

## Dress Code

### A. Classroom

Students may wear street clothes to classes. However, miniskirts, short shorts, halter or midriff baring tops, undershirts, see-through materials and other revealing clothing are not appropriate attire.

### B. Laboratory/Clinical

A lab coat or uniform must be worn for all clinical laboratory learning experiences.

In all situations when a student is representing the school or identified as a student, he/she must meet the dress standards as identified below:

### AAS and ABSN Students

The school uniform is the appropriate clinical attire for AAS and ABSN students of the School of Nursing and should be cared for and worn with mindful consideration. Students are expected to appear for clinical in complete uniform, including ID badge. The uniform and white shoes (no sneakers) should be kept clean and in good condition. Hosiery or socks should be white. Socks may only be worn with slacks, not with skirts. Sweaters worn over the uniform must be either white or navy blue. Only white long-sleeved tops may be worn under the scrub tops. Underwear should not be visible under the uniform. Uniform equipment consists of: a watch with a second hand, a stethoscope, a smart phone, black pen, bandage scissors and a small note pad. For safety purposes, the only jewelry allowed while in uniform are simple wedding bands and small unobtrusive earrings. No visible piercings or tattoos are permitted. Use of after shave, perfumes and other scented toiletries should be avoided. Keep cosmetics and nail polish to a minimum. Hair should be off the face and pinned back. Due to constant interactions with others, use of deodorant and antiperspirant, along with regular bathing, is required.

Nails should be short enough so as to allow the individual to thoroughly clean underneath them and not cause glove tears. Artificial fingernails or wraps may not be worn.

The uniform is to be worn only in the clinical area or to class, and should not be worn while commuting to and from school. Lab coats are to be worn during lab experiences.

### RN-BSN Students

RN-BSN students are expected to wear PSON lab coats while in the clinical area.

A professional appearance is essential for all nursing students. Keep fingernails short to avoid injury to patients and infections to patients and yourself. Use of aftershave, perfumes and other scented toiletries should be avoided. Keep cosmetics and nail polish to a minimum. Hair should be off the face and pinned back. Due to constant interactions with others, use of deodorant and antiperspirant, along with regular bathing, is required.

Nails should be short enough so as to allow the individual to thoroughly clean underneath them and not cause glove tears. Artificial fingernails or wraps may not be worn.

The student should make an effort to cover and/or remove tattoos and piercing because some patients may find them offensive. The determination of the appropriateness of the tattoo/piercing is at the discretion of the instructor in the clinical area.

For clinical experiences that do not require a uniform (Psychiatry, community activities, etc.), street clothes are worn but must be in keeping with professional appearance, i.e. no jeans, shorts, t-shirts, sneakers, sandals, flip-flops, overly-casual, short or provocative attire, no conspicuous or religious jewelry or hair ornaments. Students are to dress in business casual attire (men – collared shirts, dress slacks, leather shoes; women – blouse and skirt or dress slacks, leather shoes). Refrain from inappropriate, tight-fitting garments.

If the student is dressed unprofessionally, he/she will be considered unfit for duty and be asked to leave the clinical setting. The student will then receive an absence for that day.

### Punctuality

Students should adhere to their expected clinical arrival times. For example, if clinical begins at 8:00 am, students must be on the unit, in uniform, and ready to work, no later than 8:00 am.

### Children on Campus

The School has an obligation to its students, faculty and staff to conduct its operations and to maintain its facilities in a manner consistent with its mission as an institution of higher education. For this reason, young children should not be brought to campus and may not attend classes with their parent or guardian. Children may visit college offices, other than classrooms and labs, for limited periods of time when their parent or guardian is conducting routine business at the School. Children brought on campus must be directly supervised at all times by their parent or guardian.

### Student Health Requirements/Health Clearance

The Division of Occupational Medicine – Employee Health Division of Mount Sinai Beth Israel is responsible for student health compliance. Full medical clearance by Occupational Medicine/Employee Health as well as a toxicology screening and background check is a requirement for all incoming students. Student health assessment will, in most cases, be comprised of three components:

1. Toxicology screening done prior to initial health assessment. Initial medical assessment, PPD planting (if needed) and a review of test results and immunization provided by the student. Any necessary phlebotomy will be performed at the time of assessment.
2. Students will be expected to return to Employee Health Services 48-72 hours after the initial medical assessment to have their PPD tests read. Unless PPD is not indicated, students will have at least one PPD planted and read by Beth Israel Employee Health Service. If students have not had a PPD test performed in the preceding 12 months, they will require a two-step PPD test (a second PPD test will be planted and read by Beth Israel's Employee Health 7-10 days after the first PPD). Both tests must be completed prior to the start of classes.
3. TB respirator mask fit testing will be done at the initial or second visit.

All students are required by law and hospital policy to complete a Pre-Placement Medical Assessment and to provide certain required medical information prior to beginning the program. Medical assessments are performed in the Mount Sinai Beth Israel Division of Occupational Medicine, Fierman Hall, 317 East 17 Street (between 1<sup>st</sup> and 2<sup>nd</sup> Avenues), 2<sup>nd</sup> floor, phone number 212-420-2885. Hours of operation: Mondays through Fridays 8:30-11:30 a.m. and 1:00-3:00 p.m.

An Initial Health Assessment form is required along with a respirator/fit testing questionnaire, test results

and immunization records and the Meningococcal Meningitis Vaccination Response Form.

New York State Public Health law requires all college students enrolled for at least six credits per semester to complete a Meningococcal Meningitis Vaccination form, indicating that: (a) they had the meningococcal meningitis immunization within the past 10 years, (b) they have received and read the information regarding meningitis and the availability (and cost) of the vaccine and will decide if and when to obtain vaccination or (c) they have received and read the information and decline the immunization.

In the event of a pregnancy, the student is expected to assume all responsibility for obstetrical care and maintain her own safety in the clinical environment. The student should confer with her own health care provider regarding the decision to continue or to withdraw from the program. A letter from the student's health care provider must be presented to Employee Health indicating that the student may fully participate in clinical activities. If determined that the course objectives cannot be met, the student will be asked to withdraw from the course.

Students who are under the care of their personal physician and are returning from an illness, pregnancy, or injury must be referred to Employee Health Service (EHS) for clearance to return to program activities. If a student is ill, injured or pregnant, the student may not participate in school or hospital activities until the student's personal and EHS physician state that the student is able to do so. Written medical clearance from the student's attending and EHS medical professional must be obtained prior to the student's return to program participation.

The physician at EHS is the final authority determining when a student should be removed from participation in school or clinical activities for medical reasons, and when the student may return to partial or full participation.

**PROCEDURE:** When a student is or has been ill, injured, pregnant, or delivered, the student's physician must provide documentation that he/she may resume school and clinical activities. The student will bring that documentation to EHS to be evaluated. EHS will state whether or not the student may participate in school, clinical, or both activities. If the student is cleared, the student will bring the copy of clearance to the school and the document will be placed in the student's file. If the student is not cleared, the above procedure will be repeated after the appropriate restriction has been resolved. The student will not be able to resume school or clinical activities until the appropriate clearance from EHS is obtained.

Furthermore, in accordance with New York State Public Health Law 2165, students attending college in the state on a full or part-time basis must demonstrate immunity to vaccine preventable diseases, i.e. measles, mumps and rubella, except in cases where the student is legally exempt. If there is no compliance with the immunization regulation within 30 days from the first day of classes, the student will not be permitted to continue attending classes. An extension of 45 days may be granted to out of state students or those coming from a foreign country.

#### Reducing Distraction in the Classroom by Proper Use of Laptops

Since students have wireless access to the Internet in the classroom, via their laptops, they may consider e-mailing, text messaging, surfing the Internet or chatting with others. These behaviors create a distraction not only to the student participating in the activity but also to the student(s) with whom he/she may be chatting. Therefore, students are urged to exhibit classroom etiquette when using their laptops in the classroom, with the following behaviors considered unacceptable: text messaging, chatting, and connecting to the Internet when not required, displaying offensive material and sending inappropriate e-mails.

#### Email Etiquette

- When sending an email, students should be respectful in their headings and sign off with their full names. Students must use their assigned pson.edu email address when communications pertain to school business.
- Students should have email addresses that specify their full first and last names and should not access offensive, sexually explicit or otherwise inappropriate websites when identified as a PSON student.

- All students will be assigned a PSON email/Moodle account. They will be expected to check daily for email and online postings. They are expected to respond to emails from faculty, staff and leadership within 48 hours. Also, they will be required to post a recent photo of themselves on their Moodle page.
- Students should not send anonymous emails since faculty and administration will not respond to these communications.
- Emailing and text messaging is not to be conducted during class or clinical experiences

#### Accessing Information through Smartphones in Clinical Area

- At the beginning of every semester, all instructors will inform their nurse manager and staff nurses that students will be using their smartphones to access pertinent information needed to care for their patients. They will also be told that while carrying the device and being able to access this information is a clinical requirement and considered part of the student's uniform, students will not be using the cell phone to make calls or to text.
- Students will carry these devices for accessing information only. They may not use the phone part of their smartphones for calls or texts at any time during the hours they are assigned for their clinical experience. In cases of emergency, students are reminded to follow the procedure designated elsewhere in the Student Handbook.
- Students may only use their phones in certain designated areas and times—pre and post- conferences, conference rooms, lounges.
- Students may not use the devices in any public areas in the hospital, such as patient rooms, hallways, nurse's stations, elevators, or in a patient's home in the community, etc.
- Students on breaks, going to and from their clinical experience, hospital or community, may not use their devices to call or text another student who is on duty.
- Prior to using the device, the student will inform all people in view and will state the purpose of using it. Example--"I need to look up information about my patient. I'm not calling or texting."

#### On-Line Activities—Moodle

Moodle is an "open source courseware package" allowing students to access course resources and materials from any Internet connected computer, regardless of the operating system. Students are responsible for all information posted in Moodle related to the course in which they are enrolled. In order to standardize the utilization of Moodle, PSON has adopted a school-wide policy: Moodle will be used as a vehicle to enhance student learning, not to replace face-to-face contact in the classroom or clinical areas.

All school standards for student conduct, i.e., the ANA Code of Ethics for Nurses, Student Code of Conduct, Standards of Accountability, and the Code of Academic Integrity, will apply to students when using Moodle.

Information requiring immediate student awareness such as, announcements, notifications, last minute revisions, etc, will be posted in the News Forum/Latest News sections. The email system will not be used for this purpose.

All course documents will be posted, for example:

- course descriptions, policies, objectives and outlines
- student learning packets, handouts
- reading assignments
- calendars and schedules
- clinical groups
- community observation schedules, etc.

All content placed in Moodle will be divided into weekly components. In order to help students prepare for their classes, the learning objectives and requirements for the week will be posted.

## Social Media Guideline

The School of Nursing adheres to the following Mount Sinai guideline.

### Introduction

Social media are internet-based applications which support and promote the exchange of user developed content. Some current examples include Facebook, Wikipedia, and YouTube. Posting personal images, experiences and information on these kinds of public sites poses a set of unique challenges for all members of the Mount Sinai community, including employees, faculty, house staff, fellows, students and volunteers (collectively “personnel/students”). All personnel/students have the responsibility to the institution regardless of where or when they post something that may reflect poorly on Mount Sinai. Mount Sinai is committed to supporting your right to interact knowledgeably and socially; however these electronic interactions have potential impact on patients, colleagues, Mount Sinai, and future students’ opinions of you. The principle aim of this Guideline is to identify your responsibilities to Mount Sinai in relation to social media and to help you represent yourself and Mount Sinai in a responsible and professional manner.

### Guideline

The following Guideline outlines appropriate standards of conduct related to all electronic information (text, image or auditory) that is created or posted externally on social media sites by personnel/students affiliated with Mount Sinai. Examples include, but are not limited to: text message, media messaging service (MMS), Twitter®, Facebook®, LinkedIn®, YouTube®, and all others social networks, personal and organizational websites, blogs, wikis, and similar entities. This guideline applies to future media with similar implications. It also applies to whether personnel/students are posting to: Mount Sinai-hosted sites; social media in which one’s affiliation is known, identified or presumed; or a self-hosted site, where the views and opinions expressed are not intended to represent the official views of Mount Sinai.

### *Reference to Other Policies*

All existing policies of the Mount Sinai health System apply to personnel/students in connection with their social media activities. A list of relevant policies is included at the end of this Guideline.

### *Best Practices*

Everyone who participates in social media activities should understand and follow these simple but important Best Practices:

1. **Take Responsibility and Use Good Judgment.** You are responsible for the material you post on personal blogs or others social media. Be courteous, respectful, and thoughtful about how other personnel/students may perceive or be affected by postings. Incomplete, inaccurate, inappropriate, threatening, harassing or poorly worded postings may be harmful to others. They may damage relationships, undermine Mount Sinai’s brand or reputation, discourage teamwork, and negatively impact the institution’s commitment to patient care, education, research, and community service.
2. **Think Before You Post.** Anything you post is highly likely to be permanently connected to you and your reputation through Internet and email archives. Future employees can often have access to this information and may use it to evaluate you. Take great care and be thoughtful before placing your identifiable comments in the public domain.
3. **Protect Patient Privacy.** Disclosing information about patients without written permission, including photographs or potentially identifiable information is strictly prohibited. These rules also apply to deceased patients and to posts in secure section of your Facebook page that is accessible by approved friends only.

4. **Protect Your Own Privacy.** Make sure you understand how the privacy policies and security feature work on sites where you are posting material.
5. **Respect Work Commitment.** Ensure that your blogging, social networking, and other external media activities do not interfere with your work commitments.
6. **Identify Yourself.** If you communicate in social media about Mount Sinai, disclose your connection to Mount Sinai and your role in the health system. Use good judgment and strive for accuracy in your communications. False and unsubstantiated claims and inaccurate or inflammatory postings may create liability for you.
7. **Use a Disclaimer.** Where your connection to Mount Sinai is apparent, make it clear that you are speaking for yourself and not on behalf of Mount Sinai. A disclaimer, such as, “The views expressed on this [blog; website] are my own and do not reflect the views of my school,” may be appropriate.
8. **Respect Copyright and Fair Use Laws.** For Mount Sinai’s protection as well as your own, it is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including Mount Sinai’s own copyrights and brands.
9. **Protect Proprietary Information.** Do not share confidential or proprietary information that may compromise Mount Sinai’s business practices or security. Similarly, do not share information in violation of any laws or regulations.
10. **Seek Expert Guidance.** Consult with the Marketing & Communications Department if you have any questions about the appropriateness of materials you plan to publish or if you require clarification on whether specific information has been publicly disclosed before you disclose it publicly. Social media may generate interest from the press. If you are contacted by a member of the media about a Mount Sinai-related blog posting or Marketing & Communications Department, at 212 241-9200 or [newsmedia@mssn.edu](mailto:newsmedia@mssn.edu)

Failure to abide by Mount Sinai policies may lead to disciplinary action, up to and including dismissal, termination or expulsion.

#### **Applicable Policies**

These policies include, but are not limited to: Use or Disclose of Protected Health Information (PHI) or Confidential Mount Sinai Materials; Computer use Policy; Use of Mount Sinai’s Trademark and Proprietary Information; Electronic Communications; Confidentiality of the Medical Record; Camera and Video Recorder Use; Portable Electronic Devices; Human Resources Policies 13.5 (Electronic Mail/ Email) and 13.6 (Internet Use); and all professionalism policies and code of conduct. Policies not listed above that are in the Human Resources Manual, the Faculty Handbook, the House staff Manual, the Student Handbook and the Bylaws of the Hospital Staff also apply.

#### **Addendum to Social Media Guideline**

The following are functional use-case examples of social media and blogging activities and an explanation of their appropriateness as per the Mount Sinai Health System Social Media Guideline:

1. A patient attempts to “friend” an attending physician on Facebook. This is almost always inappropriate, unless the doctor-patient relationship has ended. Even after the doctor-patient relationship has ended, it would be inappropriate to discuss health-related information (Best Practice 3).
2. A patient comments on a Mount Sinai physician’s blog and discloses protected health information

with the expectation that the Mount Sinai physician will continue the discussion. Any health-related discussions by email with patients require a written consent. Similarly, social media discussion with a patient should not directly address health concerns of individual patients (Best Practice 3).

3. A medical student “tweeters” that he just finished rounds with the residents on a patient and describes the clinical findings of that patient. It is difficult to be certain that information disclosed in the Twitter® post is not identifiable to that particular patient. The best type of posting would include very general information. Other posts by the same student could indicate his/her medical school and current rotation, leading to circumstances that indirectly identify the patient, such as by naming a very rare disease (Best Practice 3).

4. A medical student writes in her blog naming an attending physician who did minimal teaching on rounds and recommending that other students not take clinical electives with that physician. Legitimate critique of an educational activity is appropriate, so long as professionalism is maintained. There are more effective and less public mechanisms for relaying this type of information, and the student may be counseled accordingly. (Best Practices 1, 2).

5. A graduate student posts to his “Wall” on Facebook that half of the class was sleeping during Dr. X’s lecture on biostatistics. This is very similar to use case above. (Best Practices 1, 2).

6. A pediatric student posts (on her Facebook wall) a picture of a baby who just discharged from her service, expressing joy, best wishes to the family and congratulating everyone involved in this excellent patient outcome. Without written patient/representative consent, this is a clear violation of patient confidentiality, even if the patient is not named (Best Practice 3).

7. A laboratory technician blogs that the laboratory equipment he is using should have been replaced years ago and is unreliable. The public disclosure of such information increases the liability for the Health System and is clearly unprofessional. There are legitimate and confidential mechanisms for improving quality in the Health System. (Best Practice 1, 2).

8. A medical student wearing a Mount Sinai t-shirt is tagged in a photo taken at local bar and posts on friend’s Facebook page. The medical student is clearly inebriated. The two issues are that; (1) the Mount Sinai logo identifies that affiliation to the institution; and (2) the unprofessional behavior of the student is available for all to see, including future student and patients. The medical student did not post the photo, but should do everything possible to have the photo removed the tagging link to the student’s own Facebook page. (Best Practices 2, 4).

9. A post-doctoral student blogs that her laboratory technician wears too much cologne, has terrible taste in clothes, and takes overly long lunch breaks. This is an inappropriate forum and set of comments and demonstrates unprofessional behavior by the post-doc student. There are legitimate and confidential mechanisms for addressing valid concerns in the workplace. (Best Practices 1, 2).

10. An oncology nurse practitioner uses an alias and blogs Mount Sinai has the lowest bone marrow transplantation complication rate in the world. This may be a violation of Federal Trade Commission regulations that prohibit false or unsubstantiated claims, and does not disclose the student’s material relationship to Mount Sinai. (Best Practice 6).

11. An applicant to the Medical School is given access to a School of Medicine blog to comment on the experience. The applicant writes that another medical school in NYC is obviously more prestigious and has better housing. Mount Sinai has no recourse against non-affiliated individuals. The administrator of the blog should have established policies and procedures for editorial procedures. If the blog posting meets these editorial guidelines, then the bog posting should remain. It is likely that others will debate the original comment and place Icahn School of Medicine’s reputation and housing status in the context.

12. A medical student creates a social media website to discuss medical knowledge (e.g., “Cardiology Interest Group” on Facebook®.) This is a learning community environment, in which medical knowledge is exchanged, shared and discussed. While the goal is laudable, there are still risks. A disclaimer is necessary, since postings may be incorrect, taken out of context, or improperly referenced. The moderator should take precautions to prevent the posting of information or photographs that are potentially identifiable to a particular patient ( Best Practices 1, 3, 6, 7).

### **Copyright Infringement Policy and Sanctions**

The School requires all students, faculty, and staff to comply with copyright laws. Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of “original works of authorship.” The owner of copyright has the exclusive rights of reproduction, adaptation, publication, performance, and display. Types of works that are covered by copyright law include, but are not limited to: text, music, art, photographs, graphics, film and software. Copyright covers all forms of a work, including its digital transmission and its subsequent use.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. Copying copyrighted materials in excess of the "fair use" limitation without the authority of the copyright owner, including uploading or downloading works protected by copyright, is an infringement of the copyright owner’s exclusive rights of reproduction and/or distribution. Unauthorized distribution of copyrighted material, including distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Copyright infringement violates the school’s policies and the law. Anyone who engages in copyright infringement, including the unauthorized distribution of copyrighted materials using the school’s information technology system, will be subjected to discipline by the school, which may include warning, suspension, expulsion or termination. Copyright infringement may also subject the individual to civil and criminal liabilities. Anyone found to have infringed a copyrighted work may be liable for actual damages or statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, individual infringers may be subject to criminal prosecution.

### **Book Return Policy**

Students are expected to return books in a timely fashion in accordance with the policies of the Phillips Health Sciences Library.

### **PSON Gift Policy**

PSON faculty and staff are not permitted to accept monetary gifts, gift cards or other gift items. Therefore, students are asked to refrain from offering such gifts to faculty, administration and staff. Rather, notes of thanks are appreciated and can be accepted.

### **Emergency Management Plan (MSBI)**

In the case of an emergency in the hospital, a Code D will be activated by senior hospital administration. The following emergencies could result in a Code D activation: mass casualty incident, biological or HAZMAT emergency, radiological/nuclear emergency, evacuation of a section or an entire facility. The hospital’s Emergency Information number is (877) 518-1878.

When a “Code D” is activated during a clinical experience in the hospital, students are expected to:

- a. report to their instructors/school administration for instructions

- b. avoid using telephones and elevators
- c. wear hospital ID conspicuously on outermost garment
- d. continue normal activities unless otherwise instructed by their instructors/school administrators
- e. follow directions of faculty and nursing management

### Emergency School Communications

Students are expected to subscribe to the PSON Messaging Service (see section on Text Messaging Services in this handbook for subscription directions).

### Active Shooter Procedure at the School – Code “Silver”

Any student, staff or faculty member who encounters or observes a person with an unauthorized or illegal weapon or using a weapon on campus should adhere to the following guidelines:

1. **DO NOT ATTEMPT TO INTERVENE OR NEGOTIATE**
2. **Dial 911** (once it is deemed safe to do so)
 

Report:

  - a) your location
  - b) a description of the suspect(s)
  - c) the number and types of weapon(s)
  - d) suspect’s direction of travel
  - e) location and condition of any victims
3. If the active shooter is in your vicinity:
  - A) **Move away/evacuate the area**
    - Move yourself and others away from the active shooter area if possible and safe to do so
    - Have an escape route and plan in mind
    - Leave your belongings behind
    - Follow directions from emergency responders for evacuation to street or safe shelter
    - Keep your hands visible while moving or evacuating (to show you carry no weapons)
  - B) **Hide out** (if moving away/evacuation is not an option)
    - Hide in an area out of the shooter’s view
    - Block entry to your hiding place and lock the doors
    - Silence all cell phones
    - Avoid windows where possible
  - C) **Take action** (if evacuating or hiding out are not options)
    - As a **last resort** and only when your life is in imminent danger
    - Attempt to incapacitate the shooter
    - Coordinate action with group if possible
    - Act with physical aggression and throw items at the active shooter

### Fire and Safety Evacuation Procedure (776 Sixth Avenue)

In the event of an emergency necessitating evacuation of the building, the following procedure is to be followed:

When you hear the fire alarm, you should proceed to the nearest stairway and await further instructions from faculty or administration. All alarms should be considered indicative of a fire, unless otherwise announced. Never assume that an alarm is a false report. In case of fire, **Use Stairs Only**. Do not use elevators under any circumstances; walk quietly and quickly down the stairs and leave the building. If one of the staircases cannot be used, faculty or administration will direct you to a usable staircase. Handicapped persons should report to faculty or administration.

**DO NOT, UNDER ANY CIRCUMSTANCES, IGNORE OR FAIL TO RESPOND TO EMERGENCY DIRECTIONS.** Once you have reached the street move quickly away from the building. Students should proceed to the plaza behind 776 Sixth Avenue (between Sixth Avenue and Broadway) and await further directions.

This is a simple procedure, designed to maximize safety and minimize inconvenience. It can only work successfully with the full cooperation of everyone.

### **Public Affairs Issues**

Before speaking to the press or any electronic media on any school or nursing-related topic, students are required to contact the Dean's office. Clearance must then be obtained from the Mount Sinai Press and Media Office. In most instances, inquiries will be referred directly to the Mount Sinai Press Office who will issue a statement or conduct the interview. The Press Office is available 24/7 by phone (212-241-9200) or email: [newsmedia@mssm.edu](mailto:newsmedia@mssm.edu).

### **Faculty Time for Meetings**

Since faculty may not always be available to meet with students without prior notice, students must make an appointment for a meeting during faculty office hours. All adjunct faculty can be reached at: "first name, last [name@pson.edu](mailto:firstname.lastname@pson.edu)."

### **Concerns with Clinical Faculty**

It is important that students report any concerns that they may have about the performance of clinical faculty. This would include such things as clinical knowledge, professional behavior or any other behaviors that a student might find questionable. Students should report their concerns to the lead faculty program Coordinator and/or the Assistant Dean, Academics. All reports will be handled responsibly and there will be no repercussions to the student(s) making the report.

## PROFESSIONAL, SOCIAL, CULTURAL AND RECREATIONAL ACTIVITIES

### Neighborhood Information

The Phillips School of Nursing at Mount Sinai Beth Israel is located at 776 Sixth Avenue, between 26<sup>th</sup> and 27<sup>th</sup> Streets, in the historic Chelsea area. In recent years, Chelsea has undergone a dynamic transformation with an unprecedented amount of residential, recreational and commercial growth taking place. Art galleries, theatres and cinemas are within a few blocks, shops and restaurants abound; religious institutions of many faiths are found in the area. Public transportation, both surface and subway, is excellent and close by. LIRR trains stop at Penn Station located on Seventh Ave. and W. 32<sup>nd</sup> St. The nearby subway lines are the F train (23<sup>rd</sup> St. and 6<sup>th</sup> Avenue station), N and R trains (28<sup>th</sup> Street and Broadway station), and the #1 train (28<sup>th</sup> St. and 7<sup>th</sup> Avenue). Also Metro North trains arrive at Grand Central Station on 42<sup>nd</sup> St. and Park Avenue South.

### Religious Institutions

There are many houses of worship found in this area. Some local places of worship:

- Marble Collegiate Church, Fifth Avenue and West 29<sup>th</sup> St. (212) 255-4826
- St. Francis of Assisi, 135 West 31<sup>st</sup> St. (212) 736-8500 (Catholic)
- West Side Jewish Center, 347 West 34<sup>th</sup> St. between Eighth and Ninth Avenues (212) 502-5291 (Orthodox)
- The Journey Church, 116 West 11<sup>th</sup> Street (@P.S. 41) 212-730-8300 (Contemporary Christian)

### Fitness

- Chelsea Piers, a premier recreation site, is located nearby. For information please log onto [www.chelseapiers.com](http://www.chelseapiers.com).
- The McBurney YMCA is located on 23<sup>rd</sup> St. between Seventh and Eighth Avenues. Call (212) 741-9210 for further information.
- The Sol Goldman YM-YWHA is located at 344 E. 14<sup>th</sup> St. (off First Ave.) Their phone number is (212) 780-0800 or log on to [www.14StreetY.org](http://www.14StreetY.org).
- The Asser Levy Recreation Center located on 23<sup>rd</sup> St. and the FDR Drive has a pool and gym for members' use. Current annual membership fee is \$75.00. Please call (212) 447-2020 for information.
- Planet Fitness is located on 27 St. between Sixth and Seventh Avenues.

### Your Health First Initiative

The School, in keeping with its mission and vision, believes the health of its students is of paramount importance. Toward that end, it began the Your Health First Initiative. In the past, the school has offered: yoga classes, nutritionist guest speakers, 5K runs and hikes. A “quiet” room is available on campus for meditation, rest and restoration.

### Bulletin Board

Several bulletin boards listing activities are located on the 3rd floor. Notices are posted by NSNA and Student Organization officers. This information may include social events, meetings of student or faculty committees, discount ticket information for concerts, or theatre and job opportunities. New York City offers a spectacular array of cultural, historical and recreational activities. Information in this regard can also be obtained via emails, which is the preferred method of communication.

### Volunteer Opportunities

There are numerous volunteer opportunities at Mount Sinai Beth Israel. The time commitment is a minimum of two hours per week for six months. Please call (212) 420-2733 for more information.

## SUPPORT SERVICES

### Office of Student Services

The Office of Student Services has responsibility for student financial aid, academic record keeping, billing, registration, academic and peer advisement, counseling and tutoring, student health and career planning/ advanced educational opportunities. The Office records and maintains all academic records and is responsible for all transactions related to a student's academic status in the school. This office also prepares the schedule of classes and makes it available on the school's Campus Portal.

Other services relate to:

- academic dismissal and readmission
- adding and dropping courses
- attendance certification
- change of name/address
- Dean's list
- documentation of disability
- grades
- graduation criteria
- international student visas/records
- leave of absence
- review of records
- transfer credit assessment
- transcript
- veteran's certification
- withdrawal from course or program

Please refer to the school catalog for detailed information regarding these items. You may view the school catalog online at [www.pbisn.edu](http://www.pbisn.edu).

### Counseling and Wellness Services

There may be times when you have feelings or problems of a personal nature which you would like to discuss confidentially with a professional counselor. Counseling services are available to assist students on an individual basis when these concerns arise. Outside referrals are also available. Confidentiality between the students and counselor will be maintained. Contact the Manager of Enrollment Services or the Assistant Dean, Student Services and Institutional Effectiveness, for referrals.

### Services for Students with Disabilities

Phillips School of Nursing is committed to the elimination of architectural and other barriers that prevent any qualified person from attending. The School will provide reasonable accommodations in the form of auxiliary aids and services for students with disabilities. The School will determine on a case-by-case and course-by-course basis whether a need exists, based on documentation, and what accommodation(s) is appropriate. Any individual with an inquiry or complaint related to Section 504 of the Rehabilitation Act of 1973 or the ADA should contact Bernice Pass-Stern, Assistant Dean and 504/ADA and Title IX Compliance Coordinator in the Office of Student Services or call (212) 614-6114. Information shared is held in the strictest confidence.

If you have a disability, you are entitled to assistance and accommodation(s) through the School. This assistance includes evaluating your medical documentation, conducting the appropriate tests, making recommendations for accommodation(s) and contacting your professors to request accommodation(s).

**Services for Students with Disabilities (cont'd)**

However, you must contact the 504/ADA and Title IX Compliance Coordinator, Mrs. Pass-Stern, at the beginning of the academic year to ensure that you receive these services. If you fail to do so, accommodation(s) may not be provided to you.

**Request for Accommodations Form**

Phillips School of Nursing at Mount Sinai Beth Israel

New York, New York

**Request for Accommodations**

Please note: In order to have accommodations in place before classes begin, this request must be received 30 days before your program's Orientation Day. Request for disability services may be submitted throughout the academic year; however, accommodations cannot be retroactively approved.

**I. General Information (please print)**

Name \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

**II. Nature of Disability/Disabilities, Documentation and Accommodations Requested:**

Please attach documentation that is current and addressed to the School. The documentation should be in the form of a psychoeducational report on letterhead, typed, dated and signed with the name, title and professional credentials of the evaluator and must include these key elements:

1. **DSM-IV or ICD Diagnosis** (text and code) and information concerning comorbidity.
2. **Evaluation** – testing must be comprehensive. Objective evidence of a substantial limitation in cognition and learning must be provided. Minimally, the following should be covered:
  - a) A diagnostic interview – including relevant background information supporting the diagnosis.
  - b) A complete psychoeducational or neuropsychological evaluation – actual test scores must be provided, with the assessment instruments being reliable, valid and standardized for diagnosing learning disabilities in an adult population.

The following areas are generally assessed:

- Aptitude
- Achievement
- Information processing

3. **Functional Limitations** - The testing report should clearly detail how the individual's disability condition affects a major life activity and the resultant functional limitations in the academic setting.

4. **Accommodations** – The documentation should include a history of current or past accommodations, as well as recommendations for future accommodations and services. However, the determination of whether an accommodation is reasonable and appropriate, within the Phillips School of Nursing rests with the School.

What is your disability (diagnosis): \_\_\_\_\_  
\_\_\_\_\_

What documentation are you providing? \_\_\_\_\_  
\_\_\_\_\_

What type of accommodation(s) are you requesting? \_\_\_\_\_  
\_\_\_\_\_

Other pertinent information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Confidentiality**

Information presented in support of the student's request for consideration and accommodation as a person with a disability is considered private and sensitive and will be handled according to the School's FERPA (Family Educational Rights and Privacy Act) policy. The application, supporting documentation and information from verbal discussions with the student will be kept on file. In accordance with FERPA, information from the file will only be shared with other institutional personnel when there is a legitimate educational interest.

**IV. Release of Information (external source)**

In order to arrange for reasonable and appropriate accommodations, it may be necessary for Mrs. Bernice Pass-Stern, Disability Officer for the Phillips School of Nursing at the Mount Sinai Beth Israel to communicate to the following individuals on my behalf.

I \_\_\_\_\_ am enrolled as a student in the Phillips School of Nursing at Mount Sinai Beth Israel. I give permission to Mrs. Bernice Pass-Stern, Disability Officer for the Phillips School of Nursing at Mount Sinai, to share information with the following individuals on my behalf:

\_\_\_\_\_ Other individuals (faculty, counselors, physicians, etc.)

List name and contact information of other individual(s): \_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed Request for Accommodations form along with supporting documentation to:

**Bernice Pass Stern, MS, MEd  
Assistant Dean, Student Services and  
Institutional Effectiveness**

**Phillips School of Nursing at Mount Sinai Beth Israel  
776 Sixth Avenue  
New York, NY 10001  
Phone: 212-614-6176  
Email: bernice.pass-stern@mountsinai.org**

## Peer Advisors

To assist all incoming students in their adjustment to the school and the curriculum, a group of second year students has volunteered to be peer advisors and to be available as additional resources to answer questions and make proper referrals within the school. Having already experienced the nursing program first-hand, they are able to provide valuable support and insight to aid first year students in a successful adjustment to the school community and program of study. A meeting is usually set during orientation for peer advisors to meet their advisees.

## Academic Advisement

Upon admission, all students will be assigned a faculty member who will serve as their academic advisor. In addition, students who may require additional academic support to enhance their success in the program will be placed in the Plus Program. The assigned academic advisor will meet with these students on a regular basis for the duration of the program. Advisors will make referrals and recommend activities to improve learning outcomes.

## Education and Career Services

Assistance is available with issues such as transition into nursing practice, professional communication, resume writing and interviewing articulation agreements with other colleges and RN- MSN options.

## Tutoring

Faculty is accessible for clarification of course content by appointment and during their office hours posted outside their door. Tutoring hours will be posted.

Nursing faculty conduct scheduled tutoring sessions which provide an additional opportunity for clarification of previously taught lecture material. These sessions provide a forum for further discussion of content and also allow for clarification of reading assignments. Students are encouraged to attend these sessions in order to maintain an ongoing comprehension of the material as it is being taught. It is expected that students come prepared with questions for maximum benefit. Please note that examination content will not be reviewed during tutoring hours.

Peer and faculty tutoring is available through the Tutoring Center. Assistance is available in the sciences (anatomy and physiology, microbiology, pharmacology) as well as the nursing courses. Tutors work primarily in small groups. An email is sent at the beginning of each semester delineating tutorial arrangements. Tutoring Center activities are currently managed by the Research Librarian.

## Financial Aid

### Philosophy

Phillips School of Nursing believes that the general welfare and freedom from financial concerns are of key importance to a student's success in school. The school respects the confidentiality of student information submitted for financial aid purposes. No qualified student at the Phillips School of Nursing will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any financial aid program receiving federal and state funding on the basis of race, sex, age, religion, marital status, sexual preference, veteran status, qualified disability, national origin or color.

### Financial Aid Facts

Grants, loans and scholarships are common sources of financial aid for PSON students. The school's website [www.pson.edu](http://www.pson.edu) serves as a student resource for information on all types of financial aid. You can access:

- Types of financial aid programs available and their criteria
- Financial Aid Program policies
- Step-by-step guidance through the financial aid process
- Federal and State financial aid websites

For in-person assistance, you may visit or call the Financial Aid Office during regular business hours. You are encouraged to email your questions or concerns to Joel LeGurre, Financial Aid Manager ([Joel.Legurre@mountsinai.org](mailto:Joel.Legurre@mountsinai.org)).

### Types of Financial Aid

- A. Grants (funds that do not have to be repaid)
  - Federal Pell Grant (Pell)
  - Federal Supplemental Education Opportunity Grant (FSEOG)
  - New York State Tuition Assistance Program (TAP)
  - New York State Aid for Part-Time Study (APTS)
- B. Loans (money that you borrow and must repay with interest)
  - Federal Nursing Loan (FNL)
  - Federal Direct Loan (subsidized and unsubsidized)
  - Federal Parent Loan for Undergraduate Students (PLUS)
- C. Scholarships (money awarded on the basis of financial need and/or academic merit)

### How to apply for financial aid

Apply for most types of federal and state financial aid by completing the Free Application for Federal Student Aid (FAFSA) at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). As you file the FAFSA on-line, you will be able to link directly to file your TAP application for New York State tuition assistance grants at Tap-on-the web (<https://www.tapweb.org/totw/>). Students applying for aid must be in good academic standing and meet established eligibility criteria.

Once you are accepted, the school will email you all scholarship applications for the upcoming academic year.

## Frequently Asked Questions

### What are the school's FAFSA/PELL and TAP codes?

- School FAFSA code: 00643800
- AAS TAP code: 0045
- BSN TAP code: 6445

### When should I apply?

- The FAFSA application is available as early as October 1<sup>st</sup> for the upcoming academic year.
- You must file the FAFSA to be eligible for scholarship aid as well as Federal Title IV and state grant assistance.
- In addition your scholarship applications should be available for review by the Scholarship Committee before their decisions are made.
- Award letters will be sent via email in August and you may accept or decline the awards. The Bursar's Office will adjust your bill for tuition and fees accordingly.

### Do I have to reapply for financial aid every year?

- Yes. Financial aid is awarded for a single academic year and is based on your family's economic situation during the previous year. Students must reapply for the upcoming academic year.

### For how long may I receive federal and state aid?

- The New York State TAP program allows 8 semesters of awards for full time undergraduate study. You may use only 6 of these awards towards an Associate's Degree. The Federal programs, including PELL, FSEOG, FWS and direct loans, allow students to receive assistance as long as the student is making satisfactory academic progress with one exception. If the student already received a bachelor's or higher degree (in the United States or from a college outside of the United States) s/he cannot receive a PELL Grant and FSEOG.
- Students receiving PELL Grants are limited to a maximum of 6 years of full-time PELL.

## Student Health Services

Health Services are provided through the Division of Occupational Medicine, Mount Sinai Beth Israel, located on the second floor of Fierman Hall at 317 East 17 Street. Students are required to complete a physical assessment and provide certain necessary medical information PRIOR to beginning the education program. (See Student Health Requirements)

All students are enrolled in the Student Health Services Network which operates through the Division of Occupational Medicine. The school maintains close coordination and communication with the coordinator of the Student Health Services Network. A brochure with details about the scope of available services is distributed to students during orientation.

It is recommended that students carry their own current health insurance coverage. Students should retain their own primary care physician and dentist while enrolled in the program in order to maintain an optimal level of health. The Division of Occupational Medicine is available to students for work-related accidents and injuries that may occur while in school or in the clinical area. After initial emergency treatment is rendered, students will be referred to their regular physicians for follow-up care.

The School of Nursing does not assume responsibility for the cost of care provided in the Emergency Department or hospital, and does not cover any costs related to specialized diagnostic procedures and/or treatments.

After a period of 3 days or more of illness, a medical note of clearance should be obtained from the physician in attendance. The note must be taken to the Division of Occupational Medicine before returning to school. Students must wear the school ID badge in order to be seen at the Division of Occupational Medicine. The hours for employee health service are as follows:

Monday – Friday 8:30 - 11:30 AM and 1:00 - 3:30 PM

### Frequently Asked Questions Regarding School Policies and Services

#### How can I find out what courses are offered each semester? How do I know what courses I should take?

- You may view the Master Curriculum Plan online at our website ([www.pson.edu](http://www.pson.edu)). Then, click on “Campus Portal” to see the courses and sections offered each semester. Follow the instructions to register for courses after you have been advised by email that the Campus Portal is open. Check your Transfer Credit Assessment Form to verify from which courses you are exempt and which you need to take. RN-BSN students should check their progression records and verify the courses they need with their academic advisor prior to registering for courses in the upcoming semester.
- After you register, your course selections will be approved by the school and applied to your program. You may then print out your course schedule. Any questions or concerns should be directed to the Office of Student Services.

#### If I have a disability, where do I go for services?

- Contact the Assistant Dean Bernice Pass-Stern (504/ADA and Title IX Compliance Coordinator) at [bstern@chpnet.org](mailto:bstern@chpnet.org) or (212) 614-6176, present documentation of your disability and delineate the accommodations you will require.

#### How can I add or drop a course?

- You can add a course through the school’s Campus Portal. Notify the Office of Student Services to add a course. If you wish to drop a course, do not just stop attending. Speak to your professor first and then check with the Financial Aid Office to find out the potential impact on your current and future eligibility for financial aid. If you decide to drop the course, remember that a course withdrawal before the midpoint of the course will result in a “W” on your transcript (no impact on your GPA) while a withdrawal after the midpoint will result in either a “WP” or “WF”, depending on whether or not you were passing the course when you opted to withdraw. A grade of “WF” is equivalent to an “F” in that it carries no quality points and thus reduces your GPA accordingly.
- File an “Add/Drop” form (Enrollment Change Request Form) which you can obtain from Moodle or the Office of Student Services. The official drop date is on your academic calendar which you receive online prior to the start of classes and which is also available on Moodle.

#### How do I get my credits transferred from another college?

- Your official transcript(s) from your previous colleges will be evaluated to determine transferable credits by the Admissions Committee and a Transfer Credit Assessment form will be prepared for you. After you are accepted, if you are enrolled in a course prior to entry into the program, make sure the Office of Student Services receives an official transcript of your grades in order to receive transfer credit for the course.

#### How can I find out what books I need?

- For all students, the textbooks and other resources you will need will be listed in the course syllabus, available in Moodle, for each course.

#### What should I do if I am having trouble in a course?

- Discuss your concerns with your professor and seek out free tutoring and/or counseling services through the Office of Student Services. At the beginning of each semester, an email will be sent to you describing the availability of tutoring sessions by course and tutor.
- Consider joining or starting a study group.

#### What should I do if I must leave the school for awhile, but I plan to return?

- If circumstances require you to be away from the school for one or two semesters, you should submit a request for Leave of Absence to the Office of Student Services, along with supplementing documentation as appropriate. In addition, it is important to check with the Office of Financial Aid to ensure that your account is up-to-date so that financial aid awards may be available to you at the time you return to school. (See “Leave of Absence Requests” below for further information).

#### Will I receive a tuition refund if I withdraw or drop a course?

- You will be eligible to receive a tuition refund if you officially drop a course prior to the fifth week of a course. You may officially drop a course by submitting an “Add/Drop” form to the Office of Student Services.

#### What if I stop attending a class?

- If you stop attending a course, you must notify the Office of Student Services immediately and complete the “Add/Drop” form. Failure to do so may result in a “WF” grade, which is a failing grade.
- If you drop the course within the first two weeks of the class, that course will not appear on your transcript. If you officially withdraw from a course prior to the midpoint of semester, you will receive a “W” grade (official withdrawal, without academic penalty) on your transcript. Check the school’s academic calendar for the withdrawal deadline date. After the midpoint of the semester you will receive either a “WP” or “WF” depending on whether or not you were passing the course when you withdrew.
- It is strongly suggested you check with the Financial Aid Office prior to withdrawing from any class to determine your financial liability. Withdrawal may change your status from full-time to part-time, potentially reducing or eliminating your PELL or TAP awards.

#### How can I get a copy of my transcript?

- If you need an official copy of your transcript sent to another college or an agency, you must file a “Transcript Request” form with the Office of Student Services. You may also download a request form from Moodle or the School’s website. You may additionally download your unofficial transcript from the Campus Portal.

#### Leave of Absence Requests

A student requesting a Leave of Absence must submit an “Enrollment Change Request Form” (available on Moodle) to the Office of Student Services. Prior to approval of the LOA request by the Assistant Dean, the student must attach documentation that an Exit Interview has been completed, if the student has taken a Federal Nursing Loan and/or a Federal Direct Loan. Acceptable documentation would be a screenshot of [www.mappingyourfuture.org](http://www.mappingyourfuture.org) (for federal nursing loans) and [www.studentloans.gov](http://www.studentloans.gov) (for federal direct loans).

Prior to approval of a LOA, all tuition and fees due the school must be paid in full, In addition, once the LOA is approved, the student must surrender his/her photo student ID.

## **STUDENT RECORDS AND TRANSCRIPTS**

### **Maintenance of Records**

The Office of Student Services is responsible for the preparation and maintenance of academic records and the issuance of student transcripts. All students are required to report any change of name, phone number, email or home address to this office. If the student plans to marry while attending school, the Assistant Dean or the Manager of Enrollment Services must be notified in writing of the date of the marriage and any change in name and address. Substantiating documentation will be required before a name is changed on official school records.

### **Student Access to Records**

The School of Nursing guarantees the student these significant rights by virtue of the Buckley Amendment to the Family Educational Rights and Privacy Act of 1974. This Act has the following purposes:

- a) To protect the privacy of student records by limiting their release with written consent of the student, except in special legal circumstances, and
- b) To allow students to inspect and review their educational records.

Not included among materials to which students have access are these materials:

1. Financial records of a student's parent
2. Letters of recommendation to which a student has waived his/her right of access.

Any student who wishes to review his/her academic records must file a written request with the Manager of Enrollment Services or the Assistant Dean. All legitimate requests will be honored within five business days.

### **Transcripts**

A written request, accompanied by \$7.00 check or money order only payable to "Phillips School of Nursing", must be received by the office in order to process each transcript request. This request must include the following:

1. Student's name as it appears on his/her record
2. Date of graduation/withdrawal from school
3. Specific address where transcript is to be sent
4. Current address, telephone number and email address

### **Campus Crime Statistics**

The Office of Student Services will provide, upon written request, all campus crime statistics as reported to the United States Department of Education.

In order to ensure that our faculty and students are provided with a safe and healthy learning environment, the School complies with all federal and state laws and regulations for campus safety including: the Clery Act, the Violence Against Women Act, Title IX, and most recently, legislation on Campus Sexual Assault.

## LIBRARY SERVICES

### Libraries

- 1) Seymour J. Phillips Health Science Library - 12 Fierman Hall
- 2) There is a branch of the New York Public Library (Epiphany Branch) located on 23rd Street between Second and Third Avenue.
- 3) PSON's Library/Learning Resource Center.

### GUIDE TO THE PHILLIPS HEALTH SCIENCES LIBRARY

The Seymour J. Phillips Library serves Mount Sinai Beth Israel and all affiliated institutions including the Phillips Beth Israel School of Nursing.

Location: The Library is located on the twelfth floor of Fierman Hall, 317 E. 17th Street.

Telephone: 212-420-2855 (central number for all library staff)

Hours: 9:00 AM - 5:00 PM Monday-Friday

The Library is closed on weekends and on official hospital holidays. All closings are posted in advance at the library entrance, and are announced on the Library's answering machine. Nursing students have 24/7 access to the library with ID badge swipe privileges.

### Library Staff

The Medical librarian is on duty from 9:00 am to 5:00 pm, Monday-Friday for help with information-related questions. In addition the school's research librarian is available on a part-time basis to assist with information, literacy and course-related activities.

### The Collection

The library provides a collection of electronic materials and journals in health-related subjects. Resources include journals, monographs and books. The library also provides computers for word processing, spreadsheets and other applications.

Journals do not circulate. (See Photocopying below.)

**Photocopying:** A self-service photocopier, which is located within the library, is available to copy non-circulating library materials at ten cents per page.

### General Information

**Identification:** Entrance to the library and use of its resources and services can be denied to persons who are not wearing currently valid BIMC identification.

**Smoking and Eating:** Please remember that the library is a no smoking, no eating, and no drinking area. Food and beverages may not be brought into the library.

**Reshelving:** Materials used within the library should not be reshelved; they should be left on book trucks or on the reading tables for the library staff to reshell.

**BRIEFCASES AND LARGE BAGS** must be checked at the service desk.

**Computers:** Personal computers are available in the library for instructional programs, word processing and searching the medical and nursing literature. If you have your own computer and a modem you can obtain a password to search the nursing literature at no charge. Ask the library staff for more information.

**SUGGESTIONS** for making the library more responsive to users' needs are welcome.

## GUIDE TO THE PSON LIBRARY/LEARNING RESOURCE CENTER

The School maintains a Learning Resource Center that accommodates over 40 students. It has 44 individual computer work stations. Internet access is accessible on all computers with printers and a copier available for student use. The resource center houses a supportive collection of print, audiovisual and computer programs. A research librarian provides direct assistance to students facilitating their use of extensive online resources available to the school, including literature searches, and inter-library loans. Students may access these web-based services from the Learning Resource Center or from home via VPN access.

Electronic resources have increased through the school's collaboration with the Levy Library of the Mount Sinai Health System. New databases include:

- STAT! Ref
- Medline via OVID
- Clinical Key
- Science Direct
- CINAHL Plus
- Pub Med
- PsycInfo via OVID
- Lexi Comp
- Gale Databases
- Nursing Reference Center Plus
- E Book Central

### Library Decorum

Students are expected to adhere to the following behaviors in the learning resource center:

- Please maintain quiet in the large computer section, and use low voices in the printer area.
- Please do not talk on cell phones.
- Please do not eat or drink in the computer center (other than bottled water).
- Please do not save files on the computers – if temporarily saved, remember to delete when logging off.
- Please sign out books when borrowing!
- It is inappropriate to access pornography on PSON computers. Offenders will be subject to disciplinary action up to and including dismissal from the program.

## **STUDENT ACHIEVEMENT AND RECOGNITION**

### **Graduation Luncheon**

The Co-Chairs of the Committee of the Phillips Beth Israel School of Nursing sponsor a luncheon in honor of the graduating class.

### **Graduation and Pinning Ceremony**

Graduation is usually held in late May or early June each year. Graduates are awarded an Associate in Applied Science degree in Nursing or a Bachelor of Science degree in Nursing. Several awards are presented at graduation to recognize outstanding student performance. A distinguished commencement speaker is chosen each year by the Graduation Committee to speak to the graduating class. The class valedictorians each offer a graduation address and students are presented with the School pin.

### **Honor Society**

In 2012, the school established an Honor Society for those students who achieved a GPA of 3.70 or better at the end of their final semester in the program.

### **Alumni Association**

The Alumni Association takes a very active interest in the welfare of the students. All graduates are eligible for membership in the Phillips Beth Israel School of Nursing Alumni Association. This organization meets regularly, publishes a newsletter and offers health care benefits to its members. There is an annual membership fee which is waived for the first year after graduation. The Alumni Association provides an excellent opportunity for social and professional networking. Alumni also provide funding for designated students to attend professional conferences.

## INFORMATION REGARDING THE FACILITY

**Address:** 776 Sixth Avenue  
New York, N.Y. 10001  
**Telephone:** (212) 614-6114

**Emergency Phone Number for recorded announcements:** (212) 614-6114

### Building Access

The school is open primarily from 8:00 am-8:00pm, Monday-Friday for all business and on some Saturdays from 8:00 am-1:00 pm for weekend clinical faculty and students. The School administrative office opens at 8:00 am and closes at 4:00 pm., Monday through Thursday. Friday hours of operations are 8:00 am to 2:00 p.m. The Financial Aid Office is open as follows: Mondays, Tuesdays and Thursdays, 8:30 am-5:00 p.m., Wednesdays 8:30 am-6:00 pm, and Fridays 8:30 am-2:00 pm. Appointments with administration and faculty can be made during regular business hours.

Classes/Clinicals are conducted primarily between 8:00 am-10:00 pm Monday-Friday and some Saturdays from 8:00 am to 1:00 pm, or later, depending on the course.

Access to the 3rd and 4th floors of the School is via ID card swipe. For safety purposes, all students must exit the school premises after the last faculty person has left the third floor of the school. That faculty person will ensure that no students are remaining on the third floor.

### Building Security Services

Security services are available from 7 am to 11 pm. Monday through Friday and 7 am to 1 pm. Saturdays. There is no access to the school at other times without the explicit permission of school administration. Students are required to show their ID cards to the security officer each time they enter. In the event of a serious security situation, school personnel are to be notified immediately. The situation will then be referred to Building Security or the 911 system.

### Student ID's

All students must wear their student photo ID at all times on the premises of PSQN. The student must show the school photo ID to the professor/instructor upon entering the classroom. If the school ID is not available, a student may show two other forms of ID; however, one must include a photo. If proper ID is not available, the student will not be allowed to enter the classroom to take an exam. The three point penalty for taking a make-up exam will be imposed.

### Emergency School Closing

If it becomes necessary to cancel classes or clinicals and/or close the school due to severe weather conditions (ex. snowstorms) or other emergency situations, the school will alert students via an emergency text message.

In general, the school follows New York City Department of Education guidelines for emergency closings: if New York City public schools are closed, our school will also be closed. Check local media for announcements related to public school closure.

## PSON Text Messaging Service

All students, staff and faculty are expected to subscribe to the PSON Text Messaging Service in order to receive emergency and important messages.

To Subscribe: Text the phrase PSON to 313131 and you will join the PSON Text Messaging Service.

Welcome Message: When you subscribe to PSON Text Messaging Service, you will receive this message: "Thank you for joining PSON Text Alert. Message and data rates apply."

Error Message: If you receive "Service Access Denied" message, short codes may be blocked by your service provider. Please call your service provider to activate short codes for your cell phone.

## Classrooms

Classrooms are located on the third floor. In order to facilitate learning, the following guidelines have been instituted:

- Students are expected to arrive on time and remain in the classroom throughout the scheduled lecture. Arriving late and leaving early is disruptive to the lecturer and learner and it is not professional.
- Please refer to course outlines for attendance policy.
- Emailing or text messaging are not allowed during class time.
- Cleanliness of the classrooms is to be maintained. Students are to discard all waste appropriately.

## Laboratories

The Toor Science Laboratory for Anatomy, Physiology and Microbiology is located on the third floor. In addition to scheduled classes, the laboratory may be open for practice with the permission of the instructor.

## Communication Devices

The school does not permit the use of cellular phones, beepers, text messaging or emailing in the classroom, laboratories and clinical areas. Students are encouraged to give their families the emergency phone number of the school (212) 614-6114 or (212) 614-6108 from 8 am to 5 pm.

## Tape-recording Classroom Experiences

Students wishing to tape record classroom experiences must receive prior approval from the responsible faculty.

## Learning Resource Centers

The Hillman Nursing Skills Center includes the Orkin Skills Classroom which contains up-to-date equipment and materials needed to practice and perfect procedures learned and used in the clinical area. This lab is used to practice clinical skills. When using the Skills lab, students are required to wear the school uniform or lab coat. Lab hours are posted. Adjoining the skills lab is the well-equipped Ruth Nerken Simulation Laboratory with computerized manikins used for small group hands-on simulations in each nursing course.

Assistance and guidance are available from faculty when needed. Additional materials are readily obtainable and all students are encouraged to utilize them in order to get the maximum educational exposure.

The Learning Resource Center is located on the third floor; the hours are 9:00 am to 5:00 pm. The goal of the Center is to provide the student with the opportunity to enhance classroom and clinical experiences and to provide for additional learning opportunities.

The Computer Lab is utilized for both required and recommended software programs and DVDs. A librarian is available on site to assist with researching topics for nursing, the liberal arts and science courses. The librarian is also available by email to assist with your research-related questions.

Please note that eating and drinking are not allowed in any of the learning centers.

### The Karpas Study Center

The Karpas Student Study Center is located on the third floor. Please note that eating or drinking is not allowed in the Study Center since it is an extension of the computer lab. A photocopy machine is available for students' use.

### Student Lunch Room

The student lunchroom is located on the third floor and is designated for eating and drinking. It is equipped with the following: refrigerator, microwave oven, dishwasher, snack machines, tables and chairs. Students may bring their lunch or dinner for placement in the refrigerator. PLEASE HELP US KEEP THE AREA CLEAN. All items not removed from the refrigerator on Friday afternoons will be discarded.

### Lockers and Restrooms

Each AAS and ABSN student is assigned a locker. Lockers should be kept clean and students are required to remove all their belongings from their lockers at the end of the school year.

There are male, female and gender-neutral restrooms on the 3<sup>rd</sup> floor.

## LEGAL LIMITATIONS FOR NEW YORK STATE LICENSURE

An AAS or ABSN student who has charges pending or has ever been convicted of a felony or misdemeanor and/or found guilty of professional misconduct or negligence may enter the nursing program and sit for the RN licensing examination after completing the program; however, he/she may not be issued a registered professional nurse license. Such candidates will be reviewed by the Executive Director of the Office of Professional Discipline of the State of New York for determination of good moral character, which is a requirement for licensure.

### INSTITUTIONAL COMPLAINT PROCESS HOW TO FILE A COMPLAINT

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 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 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 to:

Office of the Professions  
Professional Education Program Review  
Education Building, 2 West  
Albany, N.Y. 12234

They may also complete a Complaint Form (downloadable from [www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html](http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html)) and mail to:

New York State Education Department  
Office of College and University Evaluation  
EBA, Room 969  
89 Washington Avenue  
Albany, N.Y. 12234

3. A complaint involving discrimination against enrolled students on the part of an institution or faculty, or involving sexual harassment, should be filed with the U.S. Office of Civil Rights:

Office of Civil Rights – New York Office  
U.S. Department of Education  
32 Old Slip, 26<sup>th</sup> Floor  
New York, N.Y. 10005-2500  
Telephone: 646-428-3900 Email: [OCRNewYork@ed.gov](mailto:OCRNewYork@ed.gov)

4. **A complaint of consumer fraud on the part of the institution should be directed to: Office of the New York State Attorney General, Justice Building, Empire State Plaza, Albany, N.Y. 12223.**
5. **For a complaint about state-sponsored student financial aid, contact the Higher Education Services Corporation (HESC) Customer Communications Center, at 1-888-NYS-HESC.**
6. **Complainants should be aware that the Office of College and University Evaluation does not conduct a judicial investigation and does not have legal authority to require a college or university to comply with a complainant's request.**

**CONSTITUTION AND BY-LAWS OF THE  
STUDENT ORGANIZATION OF THE  
PHILLIPS SCHOOL OF NURSING  
(Revised: September 2016)**

**ARTICLE 1**

**PURPOSE OF ORGANIZATION**

- Section 1.** To maintain and uphold the ideals of the Phillips School of Nursing at Mount Sinai Beth Israel and the nursing profession.
- Section 2.** To foster interpersonal relationships and student activities.
- Section 3.** To promote and encourage cooperation among students and faculty.
- Section 4.** To promote interest and participation in the educational program through representation on various School of Nursing Faculty Organization committees.

**ARTICLE 2**

**MEMBERSHIP**

- Section 1.** This organization shall be established and governed by the student body of the Phillips School of Nursing at Mount Sinai Beth Israel.
- Section 2.** Membership in the Student Organization will consist of the elected Officers, Senators and student body.
- Section 3.** A Faculty Advisor is elected annually by the members of the Student Organization. This Advisor shall be an ex-officio member of the Student Organization with no voting privileges.
- Section 4.** It is anticipated that all members and ex-officio members will attend all meetings of the Organization. All meetings will be open to all students of the School.

**ARTICLE 3**

**MEETINGS**

- Section 1.** The Student Organization shall meet a minimum of eight times in an academic year. Preferably, meetings should be once a month during the academic year.
- Section 2.** Any elected member of SGO who misses two meetings without prior notice to same will automatically be relieved of his/her responsibility. SGO will then have the responsibility of filling that vacancy at the next business meeting.
- Section 3.** The fiscal year begins May 1st. All yearly reports shall be given at the last meeting in May.
- Section 4.** Special meetings of the Student Organization may be called by the President.
- Section 5.** Notice of all meetings shall be submitted to the Faculty Advisors at least one week prior to

the meeting. Notice of all meetings along with a meeting agenda shall also be posted throughout the School at least one week prior to meetings.

Section 6. The order of business for each meeting shall be conducted according to Robert's Rules (revised edition):

- Call to order by the presiding officer
- Treasurer's report
- Acceptance of previous meeting's minutes
- Announcements
- Standing committee reports
- Old business
- New business
- Adjournment

Section 7. A Quorum equals 1/3 of all those in attendance and is necessary in order to officially conduct the business of the meeting.

Section 8. A majority of those in attendance shall be required to pass any resolution.

Section 9. Minutes of each meeting shall be posted throughout the School after the respective meeting.

#### ARTICLE 4

##### OFFICERS OF STUDENT ORGANIZATION

Section 1. The Officers of Student Organization shall include:

President  
Vice-President  
Secretary/Treasurer

Section 2. Within the guidelines established in Section 1, Article 4, any student of the School can be nominated for an office of this organization, or for the position of Senator.

#### ARTICLE 5

##### NOMINATIONS, ELECTIONS AND VOTING PRIVILEGES

Section 1. Nominations and elections of Officers and Senators shall be held annually. For purposes of nominations and elections:

- the "whole student body" includes all Level I, Level II AAS, ABSN and all RN-BSN students of the Phillips School of Nursing at Mount Sinai Beth Israel.
- Officers and senators must have completed the first semester with a nursing grade of B or higher.

Section 2. The qualification for nomination, and the regulations for election of each of the Officers shall be as follows:

President: The President shall be a student in good academic standing.

**Vice-President:** The Vice-President shall be a student in good academic standing.

**Secretary:** The Secretary shall be a student in good academic standing.

**Treasurer:** The Treasurer shall be a student in good academic standing.

All nominees for school office must be in good academic standing at the time of the nomination. Nominees should not have received any “academic warning notice” during that semester nor had any course failures that academic year. Nominees must be approved by the Faculty Advisors for Student Organization based on satisfactory academic progress and financial status (satisfactory GPA and up-to-date tuition payments).

**Section 3.** A Senate will be elected by the student body. This Senate will represent each program at PSON at all meetings of the Student Organization. Each program shall have at least two senators.

**Section 4.** Elections shall be held annually in the following manner:

A. During the first semester of each program, the Student Organization shall appoint an Election Committee consisting of three members plus a Faculty Advisor to oversee the election process. All elections shall be by a secret ballot survey and supervised by the Election Committee. This Election Committee will also count the results in the presence of the Faculty Advisor.

B. Following nomination of candidates in March, elections shall be held in April. The election will take place no sooner than two weeks and no later than four weeks following the nominations. Current government will ask for President, Treasurer and Senator nominations. These nominations will be posted and announced.

C. During the first month of each new cohort of students, the President and Treasurer will present themselves to the new class to explain the structure and function of the Student Organization. At this time, they will ask for Senate nominations as well as appoint an Election Committee (as previously defined in Article 5, Section 4A).

D. Two weeks after nominations have been received from the new student cohort, an election will be held for Vice-President, Secretary and Senators.

E. If an office becomes vacant, a new election should be held as soon as possible to fill the vacancy.

**Section 5.** A Faculty Advisor shall be elected, in September. Nominations for Faculty Advisor shall be made by the Student Organization. The faculty member that is nominated will then be approached by the President for approval. If no faculty member approves, the President will then approach the Dean of the School, who will appoint a Faculty Advisor.

**Section 6.** The election will take place no sooner than two weeks and no later than four weeks following the nominations. All elections shall be by secret ballot and supervised by the Election Committee. This Election Committee will also count the ballots in the presence of the Faculty Advisor.

**Section 7.** All Officers and Senate members and students in attendance will have the power of one vote during Student Organization meetings. No absentee voting will be allowed. In the case of a tie vote, the President will cast the deciding vote.

## ARTICLE 6

### DUTIES OF OFFICERS

**Section 1. The President shall:**

- a) preside at all meetings of the Student Organization whenever possible.
- b) preside as Chairperson of the Executive Board and be an Ex-Officio member of all committees of the Student Organization.
- c) write an agenda for all Student Organization meetings and post it for the student body one week before each scheduled meeting.
- d) discharge all duties usual to the office of President.
- e) represent the student body at faculty organization meetings.

**Section 2. The Vice-President shall:**

- a) perform the duties of the President in his/her absence.
- b) perform other duties as shall be assigned to him/her by the President or Senate.
- c) be a member of the Executive board

**Section 3. The Secretary shall:**

- a) attend Executive Board meetings and take minutes.
- b) post copies of all minutes within two weeks of the respective meeting throughout the School.
- c) keep records of all meetings.
- d) be a member of the Executive Board.

**Section 4. The Treasurer shall:**

- a) keep a written record of all funds received and disbursed and have this record available at any time for inspection.
- b) maintain a checking account in the name of the "Student Government" in which the checks require three (3) signatures: one from a Faculty Advisor, one from the President and one from the Treasurer. No check will be written for an amount over \$500 without approval by Student Government.
- c) oversee all funds of the Organization.
- d) submit the Treasurer's report at each meeting of the Student Organization.
- e) be a member of the Executive Board.

**Section 5. The Senators shall represent the student body at Student Organization meetings, and act as liaisons between the officers of the Student Organization and student body. In addition, senators from each program cohort will be selected for membership in the Grievance Committee.**

**Section 6. All Officers will deliver to the incoming President, all records, papers and other properties belonging to the Organization one week after the last meeting of the Organization in the Spring semester.**

## ARTICLE 7

### EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of all Officers of the Student Organization and the Faculty Advisor(s). The Faculty Advisor(s) shall be ex-officio members of the Board without voting power.
- Section 2. A meeting of the Board shall be held within one week prior to each meeting of the Student Organization. Special meetings may be called at the discretion of the President.
- Section 3. The Executive Board shall be responsible for the planning and posting of the agenda for each Student Organization meeting. The agenda shall be posted and placed in the Senators' mailboxes within one week before the Student Organization meeting.
- Section 4. A Quorum shall consist of one-half the membership of the Executive Board.
- Section 5. Decisions shall be made by a majority of those voting members present.
- Section 6. All members of the Board shall have one vote with the exception of the Faculty Advisors. In the case of a tie, the President shall cast the deciding vote.

### REMOVAL FROM OFFICE\*

- Section 1. Students who are not in good standing will be requested to relinquish their office.
- Section 2. Students who are not fulfilling the responsibilities of their office may be requested to resign by a vote of the majority of senators in all classes.  
\* vote needed for new declaration

## ARTICLE 8

### COMMITTEES

- Section 1. The standing Committees of the Organization shall be:
- a) Social Committees
    - 1) Community Service Committee
    - 2) Fundraising Committee
    - 3) Graduation Party Committee – shall consist of four graduating students
- Section 2. Social Committee
- a) Functions: this committee shall be charged with planning, arranging and implementing all student activities of the School, including yearbook and graduation activities. This committee may call for the formation of sub-committees for various functions. These sub-committees shall be composed of an unspecified number of volunteers from the whole student body. Sub-committees will always report back to the Social Committee.
  - b) Chairperson: The Chairperson shall be elected from the membership of this committee at its initial meeting of the academic year.
  - c) Meetings: The Committee shall meet at least once a month or as necessary.

**Section 3. Student Concerns Committee**

- a) **Functions**: The Student Concerns Committee provides an opportunity for students to address their needs and concerns with faculty who are members of this Committee.
- b) **Membership**: Student government shall appoint the members of this Committee which consists of four (4) student Senators (2 from each program), and one Faculty Advisor.
- c) **Meetings**: This Committee shall meet once a semester or as necessary.
- d) **Procedure**: Identified concerns shall be brought to the attention of the Faculty Advisor and a meeting will be scheduled, as necessary. The matter(s) will be discussed with the members of the Committee, and an attempt will be made to resolve the issues(s) immediately. If necessary, the issue(s) will be referred to the Dean for appropriate follow up. The resolution(s) of the issue(s) will then be determined by the Dean.

**Section 4.** The Student Organization may form special Ad-hoc Committees when necessary in order to investigate, plan or implement specific projects.

**ARTICLE 9**

**DUES**

An administrative fee will be taken from the student at the beginning of each semester. These monies will be allocated for student-related functions.

**ARTICLE 10**

**AMENDMENTS**

**Section 1.** Amendments to this constitution may be proposed at any meeting of the Student Organization, but shall not be voted upon until the following meeting.

**Section 2.** The Secretary shall notify absent members of the proposed amendment and the date of the next meeting.

**Section 3.** An amendment may be proposed directly to the entire membership or submitted to the Executive Board for discussion before presentation to the membership.

**Section 4.** A two-thirds majority of the Senate quorum present and voting shall be necessary to amend the constitution.

**Section 5.** Voting shall be by a show of hands unless a motion is made, seconded, and approved by a majority of those present requesting that elections be held by a secret ballot.

## GRIEVANCES

In keeping with the National Student Nurses Association "Student's Bill of Rights," the Phillips School of Nursing allows students to express dissatisfaction which may arise out of any perceived unfair practices or infringement of student rights. An individual student, or group of students, may lodge a grievance against other students, faculty, or the School. A student may only request a Grievance Hearing for a grade if that grade prevents the student from progression in the program. All other grade appeals should be handled through the normal chain of command: which is to discuss the grade with the professor of record. If that does not resolve the discrepancy, then the Lead Faculty for the course in which the student is enrolled should be contacted. Ultimately, the student may address the issue with the Assistant Dean who handles all curriculum matters.

A student, or group of students, has one month to file a grievance from the date of occurrence. A student must be in financial good standing with the School in order to bring a grievance forward, although in appropriate cases the School may, in its discretion, waive this requirement. The Grievance Committee will provide an impartial forum for the presentation and resolution of student grievances. There will be no retaliation for bringing forward a grievance. Records will be maintained for at least six (6) years after the disposition of all formal complaints.

### A. MEMBERSHIP:

The membership of this Grievance Committee consists of:

1. An equal representation of four students and four faculty members. The Chairperson, who is a faculty member, will be the ninth member of the committee.
2. Student members of the committee are two Student Government representatives from each program selected by the governing body of the Student Organization. There may be circumstances where only one level of students will serve at a grievance meeting, such as after graduation but prior to admission of the incoming class.
3. Faculty members of the committee will consist of an equal number of full-time AAS, ABSN and RN-BSN faculty.
4. Alternate students will be selected from among the senators, in the event that a grievance occurs when there are no students available.
5. Alternate faculty and/or student members may be selected when a regular member is unable to serve at a specific hearing or if there is reason to believe that a member of the committee would be unable to act impartially or whose impartiality might be doubted.

### B. THE GRIEVANCE PROCESS:

1. A grievance should initially be brought, in writing, to the appropriate Lead Faculty. It shall be initially addressed within seven (7) days through face to face discussions with the person(s) involved and, if necessary, the Lead Faculty. The Lead Faculty may, as appropriate, involve other faculty members or the Dean in resolving the grievance. The resolution of the grievance will be issued in writing by the applicable Lead Faculty.
2. If the student is not satisfied with the resolution and the grievance involves a student's academic progress through the program (for example, failure to pass a course or suspension or termination from the program), the student may request a grievance hearing, as described in 3, below.
3. The student must, within ten (10) days of receiving the grievance decision described in Section B 1, submit the grievance, in writing, to the Chairperson of the Grievance Committee. The letter should include a complete description of the problem and the attempts made towards resolution. Care should be taken to include the specific issues that the student wishes to address at the hearing.
4. The Chairperson of the Grievance Committee will make the grievance letter available to the committee members and all involved parties at least seven (7) days before the scheduled hearing. The hearing will be held within twenty-one (21) days after receipt of the grievance letter. The hearing may be rescheduled only at the discretion of the Grievance Committee. The Grievance Committee does not meet during official school vacations. Please see the academic calendar for clarification of

those dates.

5. The student initiating the grievance must appear at the scheduled hearing.
6. The person(s) against whom the grievance is directed must appear at the scheduled hearing. When the grievance concerns academic advancement, the School will be represented by the Dean or his /her designee.
7. A group grievance must be presented to the committee by one representative of that group being present at the hearing.
8. Both the student appearing before the Grievance Committee and the person against whom the grievance is directed may have an advisor present of his/her choice. The advisor is a support person and may not contribute to the hearing.
9. The Grievance Committee may appoint legal counsel to attend the hearing and advise it on its duties. The Grievance Committee may also, in its discretion, appoint an impartial hearing officer to attend the hearing to assist it in conducting the hearing.
10. A recording will be made of the hearing, which shall be made available for review, upon request, to the concerned parties.
11. The involved parties present at the hearing will have the opportunity to present the issues, discuss their concerns, present relevant evidence and witnesses, and question all data and persons freely. Only committee members will be present during deliberations after all parties have been heard. Deliberations will not be recorded.
12. The hearing shall not be conducted in strict accordance with any formal rules of evidence. The Grievance Committee shall be entitled to hear or view any evidence that it deems relevant and shall rule on issues of relevance and other questions regarding the production or admissibility of evidence.
13. A simple majority of the committee members is required to decide on the outcome of the grievance. Voting will be by secret ballot. The Chairperson will vote only to break a tie.
14. The decision of the committee shall be presented, in writing, to the Dean and concerned parties within seven (7) days.
15. The Dean reserves the right to modify or reverse the decision of the Grievance Committee if deemed detrimental to the school's standards of safe and ethical nursing practice.
16. In the event of a reversal of the Committee's decision, the Dean will notify the parties, and the Grievance Committee in writing, within seven (7) days of receiving the decision, and explain her rationale.

#### **C. RIGHT OF APPEAL:**

1. The student(s) has the right to appeal the decision of the Grievance Committee.
2. The appeal, with rationales, must be submitted in writing to the Dean within seven (7) days after receiving the Committee's decision.
3. The decision of the Dean will be issued in writing to the student and the committee within seven (7) days after receipt of the student's appeal
4. The student may appeal the decision of the Dean, whether issued under section B 16 or C 3, to the Chairperson/s of the School's Board. If the student wishes to appeal he or she must request this appeal in writing, directed to the Chairperson of the Grievance Committee, within seven (7) days after receiving the Dean's decision. The request should state the basis of the appeal. The Chairperson of the School's Board will review the hearing record and, in his or her discretion, may ask to meet with the parties or request written submissions. The Chairperson of the Board will issue his or her decision within fourteen (14) days after receiving the request for appeal.

#### **D. NON-RETALIATION:**

No action will be taken against a student for filing a complaint.

## NATIONAL STUDENT NURSES' ASSOCIATION CHAPTER

NSNA - The NSNA is a pre-professional national organization for student nurses. It is the forerunner of the ANA and has the structure and functions of a professional organization.

The Phillips School of Nursing has an active chapter of the National Student Nurses' Association. Membership in this organization provides the student with a professional connection prior to graduation. NSNA sponsors a yearly national convention which encourages students to network with other nursing students nationwide. Our local chapter sponsors special programs at the school for student members of NSNA.

### National Student Nurses' Association: The Bill of Rights and Responsibilities for Students of Nursing

An NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The following updated version was adopted by the NSNA House of Delegates.

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes, or economic status.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.
3. Each institution has duty to develop policies and procedures, which provide for and safeguard the students' freedom to learn.
4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.
5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.
6. Students should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation, or other personal information which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.
8. The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.
9. Institution should have a clearly written published policy as to the disclosure of private and confidential information which should be part of a student's permanent academic record in compliance with state and federal laws.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately.
11. Students should be allowed to invite and hear any individual of their own choosing within the institution's guidelines, thereby advocating for and encouraging the advancement of their education.
12. The student body should have clearly defined means to participate in the formation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through a faculty-student council, student membership, or representation on relevant faculty committees.

13. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, community life, and its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.
14. Disciplinary proceeding should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.
15. The nursing program should have readily available a set of clear, defined grievance procedures.
16. As citizens and members of an academic community, students are exposed to many opportunities and they should be mindful of their corresponding obligations.
17. Students have the right to belong to or refuse membership in any organization.
18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.
19. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.
20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.
21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.
22. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.
23. The nursing program should track their graduates' success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.
24. The nursing program should provide comprehensive, clear and concise information related to student loans, scholarships and any other student financial aid.

**PHILLIPS SCHOOL OF NURSING CHAPTER OF NSNA BY-LAWS  
(Revised: September 2016)**

## **ARTICLE I - NAME OF ORGANIZATION**

**Section 1.** The name of this organization shall be the Phillips School of Nursing Chapter of NSNA (PSONCNSNA).

## **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 of fundamental and current professional interest and concerns.
- C.** To aid in the development of the whole person, his/her professional role, and his/her responsibility for health care of the people in all walks of life.

### **Section 2. Function**

- A.** To have direct input into standards of nursing education and influence the educational 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 improved 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 student's 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, sex, age, lifestyle, national origin or economic status.
- G.** To promote and encourage collaborative relationships with the New York State Nurses Association as well as other nursing or health nursing and/or health related organizations.

## **ARTICLE III**

### **Section 1. Constituent Associations**

- A.** Any school chapter or state association whose membership is composed of active or associative NSNA members and who have submitted the official application for NSNA constituency Status containing areas of conformity and upon meeting such other policies as the Board of Directors may determine shall be recognized as a constituent.
- B.** A school constituent shall be composed of at least 10 members from a school or the total enrollment if less than 10, and have filed the official application for NSNA Constituency Status. There shall be only one chapter on each school campus.
- C.** For yearly recognition as a constituent, an officer of the PSONCNSNA 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.
- D.** 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 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.
- E.** PSONCNSNA is an entity separate and apart from NSNA and its administration of activities. NSNA and NSANYS have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of PSONCNSNA or the members thereof. In the event any legal proceeding is brought against NSNA and NSANYS as a result of such acts of omission or commission by PSONCNSNA, PSONCNSNA will indemnify and hold harmless the NSNA and NSANYS from any liability.

## **Section 2. Categories of Constituent Membership**

**Members of the constituent associations shall be:**

### **1. Active members:**

- a) Students enrolled in state approved programs leading to licensure as a registered nurse
- b) Registered nurses enrolled in programs leading to Baccalaureate degree with a major in nursing.
- c) Active members shall have all the privileges of membership.

### **2. Associative members:**

- a) Pre-nursing students, including Registered Nurses, enrolled in College or University Programs designated as preparation for entrance into a program leading to an associate degree, diploma or Baccalaureate degrees of Nursing.
- b) Associate members shall have all the privileges of membership except the right to hold office as President, First Vice-President and Second Vice-President at the State and National levels.  
Individual members.
  - a) Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in Article III, Section 2, Items 1 and 2.

### **4. Active, Associative and Individual membership shall be renewed annually.**

## **Section 3. Categories of non-constituent membership**

### **1. Honorary members**

## **Section 4.**

Active, associative and individual 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. Sustaining membership shall be renewable annually.

## **ARTICLE IV – DUES**

### **Section 1.**

- A. The annual NSNA dues for active membership will be paid by the School for all pre-licensure students.
- B. Financial support of this chapter is derived in part from the Student Activity Fee collected at the beginning of each semester. The amount of fee can be obtained from the school catalog.
- C. Any member who fails to pay current dues shall forfeit all privileges of membership.

## **ARTICLE V - OFFICERS**

### **Section 1. Offices**

- A. President/Legislative Chairperson, Vice President/Public Relations Director and Secretary/Treasurer.

### **Section 2. Duties of the above shall consist of:**

#### **A. President/Legislative Chairperson**

1. Shall be a student in good academic standing as determined by the Faculty Advisor for NSNA.
2. Shall preside at all meetings of this association, appoint special committees as needed, perform all other duties pertaining to the office and represent this association in all matters to the NSANYS,

- the local League for Nursing, NSNA, and other professional and student organizations.
- 3. Will be ineligible to hold office as president or vice-president of the student government concurrent with holding office of president.
- 4. Shall be the chairperson for and be a member of the Executive Board.
- 5. Serves as chairperson of Legislative Committee.
- 6. Be informed of pending legislation with regard to nursing/patient advocate issues at the local, state, and national levels.
- 7. Be accountable to the membership for notification of pending legislation at PSONCNSNA monthly meetings.
- 8. Attend meetings of PSON student government and act as liaison between PSON student government and PSONCNSNA membership.
- 9. Shall represent PSONCNSNA at the Faculty Organization meetings.

#### B. Vice President/Public Relations Director

- 1. Shall be a student good academic standing as determined by the Faculty Advisor for NSNA.
- 2. Shall assume responsibility of the office of President in the event of a vacancy occurring in the office until the next regular election.
- 3. Shall preside at meetings in the absence of the President.
- 4. Shall assist the President as delegated and act as advisor to the President.
- 5. Will be ineligible to hold office as president or vice-president of the student government concurrent with holding office of vice-president of PSONCNSNA.
- 6. Shall serve as a member of the Executive Board.
- 7. Submit articles to the state newsletter.
- 8. Submit articles and photographs to NSNA News & Imprint magazine according to publication deadlines and specifications.
- 9. Submit pictures, names, and list of PSONCNSNA activities to school publications.
- 10. Keep bulletin board up-to-date and post meeting times and locations.

#### C. Secretary/Treasurer

- 1. Shall be a student in good academic standing as determined by the Faculty Advisor for NSNA.
- 2. Shall record and distribute the minutes to the membership, Faculty Advisor, and dean of all reports, papers, and documents submitted to the Secretary.
- 3. Shall keep on file as a permanent record all reports, papers and documents submitted to the Secretary.
- 4. Refer to duly appointed committees the necessary records for the completion of business.
- 5. Deliver to the newly elected Secretary all papers of PSONCNSNA.
- 6. Be accountable to the membership for notification of PSONCNSNA monthly meetings.
- 7. Shall serve as a member of the Executive Board.
- 8. Shall serve as chairperson of the budget committee.
- 9. Prepare financial reports to be read at the monthly membership meeting.
- 10. Remit payment for approved debits according to the following:

##### a) Disbursement of funds

- 1. Requests for disbursement of funds shall be made in writing to the Executive Board. The Executive Board may approve disbursements of funds up to \$50 per request.
- 2. Present to the current membership at its regular monthly meeting all requests over \$50 for approval.
- 3. Will issue checks for those requests approved.
- 4. No funds will be disbursed without prior approval.

#### Section 3. Absence of Officers

- A. Officers who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Executive Board 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. An officer may also be removed from office by a plurality vote of the members of the Executive Board 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.
- C. Prior notification of two weeks shall be given to the officer in question and a special Executive Board meeting shall be held to review the circumstances.

## **ARTICLE VI - ELECTIONS**

### **Section 1. Election of Officers**

- A. Elections shall be held in September at the regular monthly business meeting.
- B. All nominations shall be made from the floor.
- C. All elections shall be by secret ballot.
- D. A plurality vote of the eligible members present and titled to vote and voting shall constitute an official election.
- E. In the event of a tie, a re-vote shall be held.
- F. All nominees for school office must be in good academic standing at the time of the nomination. Nominees should not have received any academic warning notice during that semester nor have had any course failures that academic year.

## **ARTICLE VII - MEETINGS**

### **Section 1. Membership Meetings**

- A. Meeting dates shall be set by the Executive Board members and Faculty Advisor.
- B. The President shall have the authority to convene a special meeting at such time as is deemed necessary and shall notify the general membership of such meeting, location, and time through the Secretary.
- C. Faculty Advisor/Member must be present at all meetings.

## **ARTICLE VIII - COMMITTEES**

### **Section 1. Appointments**

- A. Committees and chairpersons of those committees will be appointed as necessary by the Executive Board and shall be deemed standing committees unless otherwise stated at time of appointment.

### **Section 2. Responsibility**

- A. All committees shall be responsible to the Executive Board for reporting committee activities at the monthly meetings.

## **ARTICLE IX - EXECUTIVE BOARD**

### **Section 1. Definition**

- A. The Executive Board shall consist of the elected officers and one Faculty representative.

## Section 2. Duties and responsibilities

- A. The Executive Board 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 Executive Board except the office of President.

## ARTICLE X - DELEGATE(S)

### Section 1. Purpose and Function

- A. To serve as spokesperson(s) for PSONCNSNA at the annual state and national conventions.
- B. Keep informed as to all current and proposed resolutions at the state and national levels and report information to PSONCNSNA'S membership at regularly scheduled meeting.
- C. Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

### Section 2. Qualification and Appointment

- A. Any active member who is in satisfactory academic standing and is nominated by current membership at a regularly scheduled meeting is eligible to hold the position of delegate.
  - B. Appointment shall be made by nomination of those members eligible and voted on by the current membership eligible to vote and voting. The nominee receiving the most votes cast shall be awarded the position. The nominee receiving the second most votes shall be awarded the position of alternate.
- A. School constituents:
    - 1. PSONCNSNA, 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 PSONCNSNA delegate and alternate shall be members in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting.

## ARTICLE XI - REPRESENTATIVES

### Section 1. Purpose and Function

- A. To serve as spokesperson(s) for PSONCNSNA at the Mid-Year Conference and/or national convention.
- B. Make available to members updates, explanations, and experiences of the Mid-Year Conference and National Convention.

### Section 2. Qualification and Appointment

- A. Any member enrolled as a nursing student, who is active in projects and who has not already been selected as a delegate or alternate may be selected by the membership to serve as representative(s).

**B. Selection(s) shall be made for each event (National Convention and Mid-Year Conference).**

**ARTICLE XII - AMENDMENTS**

**Section 1. 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.**

**Section 2. Without prior notice, these Bylaws may be amended by 99% vote of those present and voting.**

**The Faculty advisor for the Phillips School of Nursing Chapter of the National Student Nurses Association for the 2017-2018 academic year is Dr. Zelda Suzan.**

## **SCHOOL SONG**

**(Melody: "One Little Candle")**

**We are students of Phillips Beth Israel  
and we want to praise her name.  
We'll sing her song with fervor  
her honor we'll proclaim.**

**Though we may travel far  
to pursue our profession,  
our thoughts remain behind  
We will strive to uphold  
your ideas and ideals  
that are never far from mind.  
As we pass through your halls  
to a world that is wide,  
we will stand with our classmates  
and work side by side.  
And as we use the skills  
that you helped us gather,  
our hearts will swell with pride.**

**Let us all sing a praise  
to our dear Alma Mater,  
and Phillips Beth Israel is her name.  
She will be in our thoughts  
for ever and ever  
as we wend our way to fame.  
We will always recall  
the days we spend here,  
the wonderful times  
that we had year by year.  
Let us sing a praise  
to our dear Alma Mater,  
and Phillips Beth Israel is her name.**

**All printed material is accurate as of the date of submission for publication and is subject to change.**



**Mount  
Sinai**  
Beth Israel

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