

STUDENT HANDBOOK 2016-2017



*Recognition Ceremony for Evening Students
Entering Level II, March 2016*

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

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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 16th 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 the Phillips Ambulatory Care Center in 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 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
- Gouverneur Hospital
- 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 program students have a simple, attractive two-piece outfit designed for comfort and easy care (a blue top with either white pants or a white skirt). AAS students receive a distinctive pin following the successful completion of Level I at a recognition ceremony.

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 Beth Israel 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 Beth Israel School of Nursing.

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 experience in specialty areas: critical care, perioperative or emergency nursing. Designated nursing certifications will be accepted in lieu of the 5 credit specialty course. Both the RN-BSN and the AAS programs are accredited by the NYS Board of Regents. As of the date this handbook is printed, the School is in new applicant status for accreditation of its RN-BSN program with CCNE (Commission on Collegiate Nursing 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 Beth Israel 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 Degree leads 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 baccalaureate and master's 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 are able 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. Both AAS 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 open house, Girl 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 dinner-dance, the senior yearbook, guest speakers, NCLEX test taking workshop, and to send AAS 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 from both the first and second year. Each senator represents ten students. 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. The faculty advisor to student government is Prof. Carmen Feliciano.

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 harassment (academic, teasing, sexual) is included in the school's "Safety, Alcohol and Drug-Related Issues" 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 AAS students, as well as RN-BSN nurses, 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 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, Associate Dean and Assistant Dean 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 Associate Dean and Assistant Dean will participate in this meeting.
5. If based on the evidence it is concluded that academic dishonesty has occurred, the Dean, Associate Dean, and Assistant Dean 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. More detailed information is available in the handbook distributed during orientation entitled Safety, Alcohol and Drug-Related Issues.

Title IX – Student Rights and Responsibilities

A. Background Information

B. Students' Bill of Rights

C. Sexual Misconduct and Violence Response Policy

D. Disciplinary Hearings

E. Student Training

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 Beth Israel School of Nursing (PBISN) 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.

PBISN 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. PBISN 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, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, 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 and Violence Response Policy

1. Definitions of Sexual Assault Crimes and Consent

A. SEXUAL VIOLENCE

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving affirmative consent. This category of crimes includes rape, sexual assault, sexual battery, sexual abuse and sexual coercion.

B. DATING VIOLENCE

Dating violence is any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

C. DOMESTIC VIOLENCE

Domestic violence is any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

D. STALKING

The term stalking means intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s), and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

E. CONSENT

Affirmative consent is a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

2. Policy Statement on Sexual Misconduct

PBISN strictly prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. It is the school's policy that, upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation and punish the perpetrator. This includes working with local law enforcement to bring possible criminal charges, seeking disciplinary action through the school and enforcing mandatory transcript notifications so other institutions are on notice of the offense committed.

PBISN therefore encourages the reporting of sexual misconduct promptly and accurately. The School is committed to protect the confidentiality of victims and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. Certain professionals at the school are permitted by law to offer confidentiality. Those who do not maintain the privilege to offer confidentiality are expected to keep reports private to the extent permitted under the law and college policies. This means they may have to report to college officials, but will not broadcast the information beyond what is required by law and policy. All allegations will be investigated promptly and thoroughly, and both the victim and the accused will be afforded equitable rights during the investigative process.

In an effort to promote a safe and secure campus environment and to prevent acts of sexual misconduct from occurring, the school engages in ongoing prevention and awareness education programs. All incoming students and employees are required to participate in these programs, and all members of the college community are encouraged to participate throughout the year in ongoing campaigns and training focused on the prevention of sexual misconduct on campus.

Academic Accommodation: The school is committed to ensuring the safety and well-being of the victim. A student who has been a victim of sexual misconduct may request an academic accommodation after a report of sexual misconduct. Any individual who makes a request will receive an appropriate and reasonable accommodation. Possible requests include the ability to change academic schedules or work schedules, withdraw from or retake a class without penalty, or access academic support such as tutoring services. In keeping with Title IX, in most cases of sexual violence or sex discrimination, the school will endeavor, to the extent practicable, to change the schedule or accommodations of the accused student prior to changing the schedule or accommodations of the victim. The school will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the school from providing such accommodations.

If a student has experienced an act of sexual misconduct/violence, that student should follow the following short-term and interim measures. A student may also file a complaint/report with local authorities and/or school officials.

Short-term measures relate to ensuring the safety and health of the victim. If a sexual assault has taken place, evidence preservation should be emphasized. In order to best preserve evidence, victims should avoid showering, washing, changing clothes, combing hair, eating or doing anything to alter their physical appearance until after a physical exam has been completed. Students at PBISN have 24/7 access to Mount Sinai Beth Israel Hospital's Emergency Department and a SAFE nurse. Within 96 hours of an assault, the victim should receive a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at the hospital.

Although there is no charge for a rape kit, there may be charges for medical or counseling services off campus. The New York State Office of Victim Services may be able to assist in compensating victims for health care and counseling (call 1-800-247-8035 or [access http://www/ovs.ny.gov/helpforcrimevictims.html](http://www/ovs.ny.gov/helpforcrimevictims.html) for further information).

The school also employs a SAFE nurse on faculty. Victims can file a report of the assault with the Title IX coordinator, the Assistant Dean, at bstern@chpnet.org or 212-614-6176. In addition, victims have the right to notify local law enforcement, and the school can assist in notifying law enforcement if the victim chooses. Victims may also decline to notify authorities.

Pending the final outcome of an investigation, the school will take immediate steps to protect victims. These steps include the academic accommodations listed above in addition to issuing no contact orders. Prior to resolution of the complaint, the accused may be prohibited from contacting the victim and may be placed on suspension or denied access to campus

3. Confidentiality and Reporting Protocol

If a crime of sexual misconduct has occurred, including dating violence, domestic violence, sexual assault, or stalking, the school encourages accurate and prompt reporting of these crimes to the school authorities and local police agencies. However, it can be difficult for a victim to come forward after such an event, and there are several options available for students who wish to maintain confidentiality while getting the support they need. Students may want to talk to someone about something they observed or experienced, even if they are unsure if that behavior constitutes sexual violence. A conversation where questions can be answered is far superior than keeping something to oneself. Different employees on campus and at Mount Sinai Beth Israel have different abilities to maintain a victim's confidentiality:

1. **Privileged Communications:** Some employees such as professional licensed counselors, who provide mental health counseling, are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication".
2. **No Personally Identifying Information:** Other employees such as workers or volunteers in a sexual assault center, victim advocacy office, women's center or health center may talk to a victim in confidence, and generally only report to the school that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a school investigation into an incident against the victim's wishes.
3. **Responsible Employees:** These employees are required to report all the details of an incident (including the identities of both the victim and accused) to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the college—and generally obligates the college to investigate the incident and take appropriate steps to address the situation. Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations.

The school will also assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services and legal assistance both on and off campus. It will provide, as needed, other security and support which can include issuing a no-contact order or helping to arrange a change in course schedules or adjustments for assignments or exams.

The school will remain even mindful of the victim's well-being and will take ongoing steps to protect the victim from retaliation or harm, and work with the victim to create a safety plan. Retaliation against the victim, whether by students or college employees, will not be tolerated.

4. Good Samaritan 911 Policy

Policy Summary:

PBISN's *Good Samaritan 911 Policy* supports students who reach out for assistance in the case of a medical emergency, as well as supports the student who is helped.

Therefore, a student seeking medical treatment for him/herself, or for any other student who is in immediate medical need, or any student who is the recipient of this emergency medical help, will not be subject to disciplinary sanctions related to the violation of using or possessing alcohol or other drugs, as delineated in the student code of conduct (see Student Handbook). This amnesty policy applies to emergencies both on and off campus.

Purpose:

At the school, the health and safety of every student is of primary importance and all students are strongly encouraged to be empowered bystanders who respond in a potentially dangerous situation without fear of reprisal from the school. The school's *Good Samaritan 911 Policy* supports students who act responsibly by reaching out for assistance in the case of a medical emergency, as well as supports the student who is helped.

Application of the Policy:

A student is eligible to use the Good Samaritan 911 Policy on more than one occasion and students are always strongly encouraged to report a medical emergency.

Parental Notification:

Because parents are vital partners in the educational process and because the student can be best supported from home, the school typically contacts parents of students under 21 years of age in instances where there is evidence of risk to health, welfare or safety. In addition, the school may record names of those students involved to enable the school to follow up with the students as deemed necessary to ensure a student's well-being.

5. Filing a Report

To file a report of sexual assault, domestic violence, dating violence and/or stalking, speak with the Title IX coordinator, the Assistant Dean. Reports will be investigated in accordance with school policy, and the reporting individual's identity will remain private at all times if that individual wishes to maintain privacy. If a reporting individual wishes to keep his/her identity anonymous, he or she may contact the guidance counselor or the SAFE nurse to discuss the incident and available options.

If the accused is an employee, the reporting individual may also report the incident to the school's leadership or may request that one of the confidential or private employees (referenced above) assist in reporting to the school's leadership or Human Resources. In this instance, disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements.

The reporting individual will be advised that they have the right to make a report to local law enforcement, or choose not to report, to be protected by the school from retaliation for reporting the incident and to receive assistance and resources from the school.

A student may withdraw his or her complaint or involvement from the school process at any time.

D. Disciplinary Hearings

The institutional disciplinary procedures will provide a fair, prompt, and impartial process from investigation to final result. The investigation and any hearing will be conducted by those who receive annual training on issues related to VAWA crimes, on how to conduct an investigation, and a hearing process that protects victim safety and promotes accountability. Parties are entitled to the same opportunities to have an advisor of their choice present at any hearing and related meetings. There is no limit to the choice of an advisor; however, the parties are responsible for presenting evidence on their own behalf. Advisors may speak privately to their advisee during the proceeding, and cannot present evidence or cross-question witnesses. Parties will be informed simultaneously in writing of the outcome of the process, the availability of any appeal procedures, and when the results become final after any appeals.

The disciplinary processes available for victims of domestic violence, dating violence, sexual assault, and stalking are the standard student conduct disciplinary procedures that will follow the following steps: report taken, investigation, charges issued, initial meeting, pre-hearing meeting, hearing, and appeal. The standard of evidence in these cases is preponderance of the evidence. Following an allegation or report of one of these crimes, the school may offer available protective measures such as a no-contact order; alteration of academic or work situations.

1. Establishing Time Frames for the Review Process

The school will conduct a timely review of all complaints of domestic violence, dating violence, and/or stalking. Absent extenuating circumstances, review and resolution is expected to take place within sixty (60) calendar days from receipt of the complaint.

The preliminary review of all complaints, including any necessary interviews to be conducted and any necessary interim measures to be put in place, will usually be completed within 10 days of receipt of the complaint.

Results of the complaint, via either a formal hearing or waiver of hearing are typically issued within 40 days of receipt of the complaint.

Burden of Proof

The burden of proof for all cases is the “preponderance of the evidence” – whether it is “more likely than not” that the sex discrimination, dating violence, sexual assault, or stalking occurred. If the evidence presented meets this standard, then the respondent must be found responsible.

[Adapted from SUNY Oswego Student Code of Conduct]

2. Extensions

All deadlines and time requirements in this process may be extended for good cause as determined by the Dean. Both the respondent and the complainant will be notified in writing of the delay, the reason for delay, and provided the date of the new deadline or event. Extensions requested by one party will not be longer than 5 business/school days.

3. Evidence

Evidence to be presented by complainant(s) and respondent(s) during any hearing on the charges must be shared with the opposing party at least two (2) business days in advance of the scheduled hearing.

The school official presiding at and/or hearing the case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The school official presiding at and/or hearing the case will make the final decision relating to the admissibility of all evidence.

[Adapted from the SUNY Stony Brook University Student Conduct Code]

4. Parties' Rights to Advisor

The respondent and complainant may be assisted during disciplinary hearings and related meetings, by an advisor of their choice. The respondent and complainant may present witnesses and may produce other evidence for consideration by the student conduct body. The respondent and complainant are responsible for presenting evidence on their own behalf. Advisors may speak privately to their advisee, respondent or complainant, during the proceeding. Either party may request a brief recess to consult with their advisor which will be granted at the discretion of the school official presiding. Advisors for the respondent and complainant may not present evidence or question witnesses.

[Adapted from the SUNY Oswego Student Code of Conduct]

5. Notification of Findings

Within five (5) class days after the adjournment of the hearing, the student conduct hearing body shall submit written findings of fact, conclusions regarding the charge(s), and imposition of a sanction, if any, to the respondent and any school official who is determined by the Assistant Dean to have a legitimate interest in the result. In the case of sexual misconduct and violations involving dating violence, domestic violence, sexual assault, or stalking, both the complainant and respondent shall also receive simultaneous notice of the results and sanctions imposed (and the rationale for the result and sanctions), as well as notice of the appellate procedures available, any possible changes to the result that may occur before it becomes final, and when the result becomes final.

[Adapted from the SUNY Oswego Student Code of Conduct]

6. Sanctions

Following a final determination of a school disciplinary procedure for cases of rape, acquaintance rape, dating violence, sexual assault, domestic violence or stalking, sanctions/protective measures may be imposed. The school considers dating violence, domestic violence, sexual assault, and stalking as extremely serious violations and subject to SUSPENSION and/or EXPULSION from the school. In such cases, the Exceptional Procedure of EXECUTIVE SUSPENSION also may be invoked. Other sanctions include: community service, education programs, probation, and no-contact order.

[Adapted from the SUNY Stony Brook University Student Conduct Code]

7. Retaliation

No member of the school community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a Title IX complaint, serves as a witness, or assists or participates in a Title IX proceeding in any manner. Participants who experience retaliation should report the incident to the Title IX Coordinator.

[Adapted from the SUNY Oswego Student Code of Conduct]

E. Student Training

Each academic year, during orientation to the School of Nursing, students will receive training on the following topics:

- Student rights under Title IX:
 - o Title IX protects all students regardless of their sexual orientation or gender identity or immigration status or disability
 - o Students who report sexual violence can expect their school to take steps to protect and support them; including while a school investigation is pending.
- Definitions of sexual violence and consent. Emphasis on Student Safety.
- Sexual Harassment: What it is and how to identify it?
- How the campus analyzes complaints
- Confidential resources available to the students
- Reporting options available to students
- Confidentiality
- Relevant and applicable campus procedures and codes
- Bystander intervention
- The role of alcohol and drugs, and the prohibition of retaliation

Students selected for disciplinary hearings will receive specialized training on issues related to sexual assault and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

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 Students

The school uniform is the appropriate dress for AAS 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 blue scrub tops. Underwear should not be visible under the uniform. Uniform equipment consists of: a watch with a second hand, a stethoscope, a PDA/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.

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.

RN-BSN Students

RN-BSN students are expected to wear PBISN 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. 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 1st and 2nd Avenues), 2nd 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 may have wireless access to the Internet in the classroom, via their laptops, or similar devices, 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 pbisn.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 PBISN student.
- All students will be assigned a PBISN 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, PBISN 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.

Antiblog Policy

Students should refrain from establishing personal blogs while in attendance at the School of Nursing.

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.

PBISN Gift Policy

PBISN 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 PBISN Messaging Service (see section on Text Messaging Services in this handbook for subscription directions).

Active Shooter Procedure at the School

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.

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@pbisn.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 Course Coordinator and/or the Associate Dean. 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 Beth Israel School of Nursing is located at 776 Sixth Avenue, between 26th and 27th 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. 32nd St. The nearby subway lines are the F train (23rd St. and 6th Avenue station), N and R trains (28th Street and Broadway station), and the #1 train (28th St. and 7th Avenue). Also Metro North trains arrive at Grand Central Station on 42nd 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 29th St. (212) 255-4826
- St. Francis of Assisi, 135 West 31st St. (212) 736-8500 (Catholic)
- West Side Jewish Center, 347 West 34th St. between Eighth and Ninth Avenues (212) 502-5291 (Orthodox)
- The Journey Church, 116 West 11th 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.
- The McBurney YMCA is located on 23rd St. between Seventh and Eighth Avenues. Call (212) 741-9210 for further information.
- The Sol Goldman YM-YWHA is located at 344 E. 14th St. (off First Ave.) Their phone number is (212) 780-0800 or log on to www.14StreetY.org.
- The Asser Levy Recreation Center located on 23rd 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.

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. Each student receives a bracelet, as part of the uniform to be worn to clinicals, which spells out the 4 pillars of the program: Diet, Exercise, Rest and Vaccinations. Each year, a faculty member “champions” the 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.

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 Director of Student Services or the Assistant Dean for referrals.

Services for Students with Disabilities

Phillips Beth Israel 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.

Peer Advisors

In an effort 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, resumes, articulation agreements with other colleges and RN- MSN options – contact the Director of Student Services for more information.

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 Librarians.

Financial Aid

Philosophy

Phillips Beth Israel 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 Beth Israel 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 PBISN students. The school's website www.pbisn.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 eligibility requirements
- Financial Aid Program policies
- Step-by-step guidance through the application and award process
- Federal and State financial aid forms

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 Letizia Gaeta, Bursar/Financial Aid Officer (lgaeta@chpnet.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) [for AAS students only]
 - 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) through the school's website or directly at: www.fafsa.ed.gov. All applicants are encouraged to utilize the "IRS Data Retrieval Tool" when completing the FAFSA. 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?

- You should apply before July 1st to allow at least 4-6 weeks to get your federal and state applications processed.
- 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 in July.
- Award letters will be sent via email in August and you may accept or decline the awards and have the Bursar's Office adjust your bill for tuition and fees payment at the time the bill is due.

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 in the Spring/Summer I semester 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 for the first time on or after July 1, 2008 are limited to a maximum of 18 semesters of the equivalent of 9 years of full-time PELL scheduled awards.

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

The Karpas Health Information Center, located on the corner of First Avenue and East 18 Street, sponsors programs throughout the year aimed at maintaining health and well being, i.e., smoke-stoppers, stress management, nutritional counseling and more. Contact the KHIC directly at (212) 420-4247 or drop in for more information. Students may participate in programs which are free or have a nominal fee.

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.pbisn.edu). Then, click on “My 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 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?

- In the AAS program, prior to beginning of each academic year, you will receive the Master Textbook list for your level, delineating required and recommended texts for all classes in the level.

- For all students, the textbooks and other resources you will need will also 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 during the Fall and Spring semesters and prior to the ninth day of class for the six week summer session. 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 (for federal nursing loans) and 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 Director of Student 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 Director of Student Services or the Assistant Dean. All legitimate requests will be honored within five business days.

Transcripts

A written request, accompanied by \$5.00 check or money order only payable to "Phillips Beth Israel 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 a myriad of 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) PBISN's Library/Learning Resource Center/Computer 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. The trained clerical staff is prepared at all times to assist patrons in the use and reference materials as well as in the location of library resources. 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 materials in health-related subjects. Resources include journals, monographs and books. The library also provides computers for word processing, spreadsheets and other applications.

Borrowing Library Materials

Registration: Every customer is asked to complete a one-time registration card which signifies agreement to comply with library policies.

Circulation Policy: Books circulate for two weeks. They may be renewed for one additional week unless subject to "hold" for another patron. Renewals may be requested in person or by phone on or before the due date. Overdue books may not be renewed.

Journals do not circulate. (See Photocopying below.)

Returning Library Materials

Books should always be returned at all times to the book drop outside the library entrance.

Overdue Materials: Although overdue notices will be sent, students are urged to return all borrowed materials on time or to request renewal. Renewal will not be granted on overdue material. Fines are not charged, but if overdue notices are ignored, patrons will be invoiced for replacement. All library privileges are suspended until invoiced materials are returned. School graduation requirements include return of all materials borrowed from the library. **LOST MATERIALS ARE THE RESPONSIBILITY OF THE BORROWER! DO NOT LEND LIBRARY MATERIALS TO SOMEONE ELSE; ITEMS YOU HAVE CHECKED OUT REMAIN YOUR RESPONSIBILITY.**

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. Short instructional sessions are offered on an on-going basis. 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 PBISN 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 home.

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

- STAT! Ref
- Dynamed
- Clinical Key
- Science Direct
- CINAHL Plus
- Pub Med
- APA PsycInfo
- Gale Databases
- Nursing Reference Center

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 near the computers.
- 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 PBISN computers. Offenders will be subject to disciplinary action up to and including dismissal from the program.

STUDENT ACHIEVEMENT AND RECOGNITION

Promotional Pinning – AAS Program

After successful completion of all Level I courses, students will be awarded a recognition pin which will identify them as Level II students.

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.

Yearbook

The graduating class may choose to publish a yearbook. A Yearbook Committee may be established before or at the beginning of the second year. All students are invited to get involved in the yearbook. A budget is allotted each year for yearbook production.

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 valedictorian offers a graduation address. Students are presented with the school pin at a separate pinning ceremony.

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 office opens at 8:00 am and closes at 5:00 pm. Appointments with administration and faculty can be made during regular business hours.

Classes are conducted primarily between 8:00 am-10:30 pm Monday-Friday and some Saturdays from 8:00 AM to 1:00 PM.

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, and the floor will be locked.

Building Security Services

Security services are available from 7 am to 11 pm. Monday through Thursday, 7 am to 8 pm on 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 PBISN. 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. Also, the following radio stations will broadcast a message regarding the school's status:

- WCBS 880 AM or online at www.wcbs880.com
- WINS 1010 AM
- WOR 710 FM or online at www.wor710.com

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 the above mentioned local radio as well as television stations for announcements related to public school closure.

PBISN Text Messaging Service

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

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

Welcome Message: When you subscribe to PBISN Text Messaging Service, you will receive this message: "You have subscribed to PBISN Text Messaging Service. Thank you for joining our list."

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. Based on student and faculty feedback, arriving late and leaving early is disruptive to the lecturer and learner.
- 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 a computerized manikin; it is 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 part-time librarian is available on site to assist with researching topics for nursing, the liberal arts and science courses. She 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. This spacious and modern area is for the students' use for study and relaxation exclusively. Please note that eating or drinking is not allowed in the Study Center. It is designated as an area for review of classroom material, studying either alone or in small groups and reading. A photocopy machine is available for students' use at the cost of 5 cents per copy.

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. It also has a wifi area. 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 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 3rd floor.

LEGAL LIMITATIONS FOR NEW YORK STATE LICENSURE

An AAS 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) 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, 26th Floor
New York, N.Y. 10005-2500
Telephone: 646-428-3900
Email: 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 BETH ISRAEL SCHOOL OF NURSING
(Revised: June 1993)**

ARTICLE 1

PURPOSE OF ORGANIZATION

- Section 1. To maintain and uphold the ideals of the Phillips Beth Israel School of Nursing 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 Beth Israel School of Nursing.
- Section 2. Membership in the Student Organization will consist of the elected Officers, Senators and student body.
- Section 3. There may be two (2) Faculty Advisors (one from Level 1, and one from Level 2) elected annually by the members of the Student Organization. These Advisors shall be ex-officio members 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 - from the Level II class`
 - Vice-President - from the Level I class
 - Secretary - from the Level I class
 - Treasurer - from the Level II class
- 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:
- a Level II student is any student who has completed all the first three nursing courses;
 - a Level I student is any student who has not completed the first three nursing courses and all co-requisites;
 - the "whole student body" includes all Level I, Level II AAS and all RN-BSN students of the Phillips Beth Israel School of Nursing.

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 Level II student and elected by the Level II class.

Vice-President: The Vice-President shall be a Level I student and elected by the Level I class.

Secretary: The Secretary shall be a Level I student and elected by the Level I class.

Treasurer: The Treasurer shall be a Level II student and elected by the Level II class.

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 Level I, Level II and Pre-nursing students at all meetings of the Student Organization. Level II shall elect their Senators from all students of the Level II class. Level I shall elect their Senators from all students of the Level I class. The ratio of students to Senators shall be 10 to 1. Pre-nursing students will elect one (1) Senator from among their group of students.

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

- A.** In March, 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 secret ballot and supervised by the Election Committee. This Election Committee will also count the ballots in the presence of at least one of the Faculty Advisors.
- 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 month of September, the newly elected President and Treasurer will present themselves to the new Level I class to explain the structure and function of the Student Organization. At this time, they will ask for Vice-President, Secretary and Senate nominations as well as appoint an Election Committee (as previously defined in Article 5, Section 4A) from the Level I and Pre-nursing class.
- D.** Two weeks after nominations have been received from the new Level I class, an election will be held for Vice-President, Secretary and Senators of the Level I class and Pre-nursing students.
- E.** If an office becomes vacant, a new election should be held as soon as possible to fill the vacancy. Level II students are eligible to vote for President and Treasurer. Level I students will vote for Vice-President and Secretary.

Section 5. A Faculty Advisor shall be elected, along with the Level I and Pre-nursing Senators, during September elections. Nominations for Faculty Advisor shall be made by the Student Organization. The faculty member(s) that is(are) 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 level 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) **Yearbook Committee**
 - 4) **Graduation Party Committee**

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) **Membership:** The membership of the following committees shall consist of:
Community Service Committee - two from Level II and two from Level I.
Fundraising Committee - two from Level II and two from Level I.
Yearbook Committee - four from Level II and one from Level I.

Graduation Party Committee - four from Level II.
- c) **Chairperson:** The Chairperson shall be elected from the membership of this committee at its initial meeting of the academic year.
- d) **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 level), the Level Coordinators, 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 issue(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 Beth Israel 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 level 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 Level I and Level II AAS and RN-BSN faculty.
4. Alternate students will be selected from among the Level I senators, in the event that a grievance occurs when there are no Level II students in attendance.
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 Beth Israel 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. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, creed, sex, color, national origin, handicap, or marital status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course of study for which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation 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, or used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and Student Organization should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.

13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in the living space to the extent that the welfare and property of others are respected.
18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

PHILLIPS BETH ISRAEL CHAPTER OF NSNA (PBICNSNA) BY-LAWS (Revised: March 1997)

ARTICLE I - NAME OF ORGANIZATION

Section 1. The name of this organization shall be the Phillips Beth Israel Chapter of NSNA (PBICNSNA).

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 PBICNSNA 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. PBICNSNA 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 PBICNSNA 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 PBICNSNA, PBICNSNA 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 Level I students**
- B. Level II students are responsible for paying dues on their own. The fee is currently \$40 per year.**
- C. Level I students who have previously paid dues may be entitled to a refund. See the Manager of Student Services.**
- D. 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.**
- E. The Level II students shall pay their dues directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.**
- F. 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 member of the Level II Class 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 PBICNSNA monthly meetings.**
- 8. Attend meetings of PBI student government and act as liaison between PBI student government and PBICNSNA membership.**

B. Vice President/Public Relations Director

- 1. Shall be a member of the Level I Class in 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 PBISNA.**
- 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 PBISNA activities to school yearbook.**
- 10. Keep bulletin board up-to-date and post meeting times and locations.**

C. Secretary/Treasurer

1. Shall be a member of the Level II Class 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 PBISNA.
6. Be accountable to the membership for notification of PBISNA 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 April 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 PBISNA 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 PBISNA'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. PBICNSNA, 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 PBICNSNA 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 PBICNSNA 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 Beth Israel Chapter of the National Student Nurses Association for the 2014-2015 academic year is 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.