

## Department of Nursing Governance

### Guidelines for Student Participation

1. Student representatives shall be elected by their classmates during the entrance courses of PNR 110, NUR 101, and NUR 201.
2. Student representatives should be elected as follows:
  - a. Fall: 1 representative from Georgetown PN (PNR 110) program
  - b. Fall: 1 representative from Georgetown AND (NUR 101) program; 1 representative from Grand Strand AND (NUR) program
  - c. Spring: 1 representative from Grand Strand AND (NUR 101) program
  - d. Summer: 1 representative from Grand Strand PN (PNR 110) program; 1 representative from Grand Strand Advanced Placement (NUR 201) program
  - e. A re-election will occur each semester (Students may re-elect the same class representative or they may elect a new one)**
  - f. Each elected class representative will sign an acknowledgement of duty form for each semester serving as class representative**
3. **A special election may be held during a semester and an** alternate representative shall be elected by classmates to serve in this role if the appointed representative is unable to maintain his/her duties for reasons such as:
  - a. Student relinquishes his or her own status
  - b. Student does not follow the normal progression sequence; dual representation is not allowed
  - c. Student displays unprofessional actions and/or behaviors within the role as a student leader, a student and/or a student nurse
4. In the case of issues/concerns/questions that pertain exclusively to the class for which the student has been elected to represent, that student representative will be responsible to communicate the class members' issues/concerns/questions to the course coordinator on behalf of the class. If further attention is required, the student representative is responsible to follow the administrative chain of command for the nursing program, as defined by the Student Nurses' Handbook.

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5. The Student Nurses Association (SNA) will elect one president to serve for both the Associate Degree and Practical Nursing programs. This individual will serve as the primary designated spokesperson for the student representatives from each class and for each program.
6. Student representatives from each class, in each program, will be responsible to communicate all issues, concerns, and/or questions that could be of interest to students across the program (2 or more classes) to the SNA president as the designated spokesperson for that program.
7. The SNA president will present this issue to both the chairperson of the Faculty Student Committee as well as a minimum of one SNA faculty advisor.
8. Upon recommendation from the above faculty members, the SNA president will be invited to present the issue/concern/or question during a scheduled faculty meeting.
  - a. Agenda items must be presented and approved as described as above at least 2 days before the next scheduled faculty meeting.
  - b. Student issues/concerns/ questions must be presented in a structured and respectful manner
9. The SNA president is encouraged to stay for the entirety of the faculty meeting, but are not required to do so.
  - a. Student representatives will be excluded from portions of the meeting in which matters presented might present the risk of a breach of confidentiality, in accordance with college and/or Family Educational Rights and Privacy Act (FERPA) standards
10. The designated spokespersons, whether in the case of the SNA president or the class representatives, will be responsible to communicate with their constituents regarding status of items presented.
  - a. The SNA president will be responsible for communicating with the class representatives who they have represented
  - b. The class representative(s) will be responsible for communicating with his/her fellow class members

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11. Student representatives and SNA president will receive guidance and support from the faculty members, particular faculty members who serve on the Faculty Student Committee, as well as SNA faculty advisors.
12. Faculty members who serve on the Faculty Student Committee as well as SNA faculty advisors will serve as the primary liaisons between student representatives and SNA presidents and the department of nursing faculty.

Student Government Chain of Communication Guidelines:

Class Members:  
Verbalize concerns/issue/questions that affect  
the majority of the class to the class  
representative



Class Representative:  
Communicates the concerns/issues/ questions  
brought to him/her by the class to the course  
coordinator



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Course Coordinator:

Advises the Class Representative on the item. The course coordinator will advise the Class Representative regarding whether or not the item is a class-specific issue or one that could have impact on students throughout the program. Issues that are determined as possibly effecting students across the program will be referred to the SNA President



Class Representative:

If determined appropriate by the course coordinator, the Class Representative will communicate the item to the SNA president



SNA President:

Communicates the concerns/ issues/ questions brought to him/her by the class representative to the Chair of Faculty Student Committee and a minimum of one SNA faculty advisor at least 2 days prior to the next scheduled faculty meeting

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Faculty Student Committee Chair and SNA Faculty Advisor(s):  
Determine if the item should be presented to full faculty and invite the SNA president to attend upcoming faculty meeting and present the issue. Upon completion of faculty discussion regarding the issue, communicate the faculty's findings to the SNA president; provide clarification and guidance as needed.

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