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INTRODUCTION

Congratulations on having chosen the Graduate Program in Nursing at the School of Health Sciences (SHS) at The Sage Colleges (TSC). We hope your experience here will be exciting and challenging. To facilitate your progress through the program, faculty and students have compiled this information to guide you through academic planning, and acquaint you with department policies. This handbook represents information and policies that are applicable to both Master’s and Post-Master’s students. This material is intended to supplement TSC Catalog and the Graduate School Handbook.

ORGANIZATION OF THE DEPARTMENT OF NURSING

The Nursing Department has three programs: baccalaureate, masters, and doctorate. The leadership of the department includes the Chair, Director of the Doctor of Nursing Science Program, Director of the Master’s Program, and Coordinators of the Baccalaureate Program.

Department of Nursing Mission and Vision Statement

**Our mission:** We prepare and empower dynamic leaders through the integration of arts and sciences for excellence in nursing practice, education, research, and community engagement across a global pluralistic society.

**Our vision** is to achieve distinction and excellence in professional nursing education, practice, research, and community engagement (revised 5/ 2013).

Advanced practice nurses have opportunities to serve as innovative leaders and skilled practitioners, and contribute to the improvement of nursing and health care practice. The demand for nurse practitioners, clinical nurse specialists, nurse educators, and nurse administrators/executives continues to grow in the rapidly changing and expanding systems of health care environment.

The department endeavors to prepare graduates who are critical thinkers, who utilize, transmit, and develop new knowledge through systematic modes of scholarly inquiry, and demonstrate a commitment to lifelong learning. Preparation for excellence in nursing practice is achieved through the integration of arts and sciences, humanistic concern for the health and well-being of others, and an awareness and appreciation of cultural diversity in a pluralistic society.

TSC strives to prepare graduates who are assertive and practice client advocacy, enabling clients to maximize their own potential. The global context in which the nursing profession continues to evolve is emphasized, with the expectation that our graduates will assume leadership roles, as professionals and citizens in organizations to influence health care delivery, nursing education, and the welfare of society.

Graduate study provides the opportunity to examine existing theory and practice by the combined use of academic, clinical, and research activities, to contribute to the developing body of theory relevant to the knowledge and skills necessary to practice at a high level of expertise, and the opportunity of specialization in advanced practice.
Students enter graduate study with considerable diversity in background and their growth is facilitated by program planning to meet individual needs. Students assume responsibility for self-growth through individual planning, continued learning, self-direction, and self-evaluation.

http://www.sage.edu/academics/health_sciences/programs/nursing/

Congruent with The Essentials of Master’s Education in Nursing (AACN, 2011) and The Criteria for Evaluation of Nurse Practitioner Programs (National Task Force on Quality Nurse Practitioner Education, 2012), the goals of The Sage Colleges were revised in 2013.

Goals of the Master’s Program

At completion of the Master’s program in nursing, the student will:

1. Provide scientifically based quality healthcare, optimal advanced nursing practice and effective management of human, fiscal, technological and health system resources.

2. Demonstrate leadership within and across diverse health care delivery systems, integration of new scientific knowledge, recognition of the complexity of healthcare systems and the need for effective inter-professional communication, collaboration and intervention strategies.

3. Design and implement quality improvement models across culturally diverse and population-based healthcare settings that promote quality, safety and optimal clinical outcomes.

4. Analyze and implement scientifically based research that fosters inter-professional collaboration, improved clinical practice and organizational decision making.

5. Effectively uses technology to deliver and enhance patient care, inter-professional communication and integration across diverse healthcare systems.

6. Actively engage in diverse socio-political, environmental and global health initiatives, that promote optimal health and social outcomes.

7. Demonstrates effective inter-professional communication, collaboration and consultation across diverse healthcare settings.

8. Integrate knowledge related to culturally relevant social, behavioral and ecological determinants that impact health outcomes.

9. Build expertise in an advanced practice role based on a theoretical and conceptual knowledge of clinical nursing practice and role expectations for the purpose of influencing outcomes for individuals, populations and healthcare systems.

(revised 09/2013)

Links to the guiding documents are here:
American Association of Colleges of Nursing (AACN) (2011). *The Essentials of Master's Education in Nursing*
http://www.aacn.nche.edu/education-resources/MastersEssentials11.pdf


**GRADUATE NURSING PROGRAM OPTIONS AT A GLANCE**

Based on the changes recommended by the APRN Consensus Model (AACN, 2008). The Sage Colleges revised Program tracks to align with population foci and Advanced Practice Registered Nurse (APRN) roles in 2012. The full document APRN Consensus Model can be found here: http://www.aacn.nche.edu/education-resources/APRNReport.pdf

**Please be aware that once you have graduated from the specific NP track, certification and licensure are specific to your field of study. Practicing beyond your specialty is considered beyond your scope of practice.**

Graduates from the Sage Graduate Nursing programs are eligible for state licensure and national certification.

It is strongly recommended that all students meet with their academic advisor for academic advisement to ensure their program plan is in accord with program track requirements.

Students may only register for classes in a sequence that has been approved by the academic advisor.

**POST-MASTER'S CERTIFICATE PROGRAMS IN NURSING**

Post-Master's Certificates are available for nurses with a Master of Science Degree with a major in nursing in preparation for advanced practice nursing. Programs are individually designed considering the individual Master's Degree curriculum, the Sage M.S. curriculum and the type of certificate. Total credits required range between 12 and 36 credits. Admission requirements to the Post-master’s programs are the same as the admission requirements to the Master's programs.

National certification bodies such as the American Nurses Credentialing Center (ANCC) require a minimum of 500 faculty supervised clinical hours for examination eligibility. Certificate programs at The Sage Colleges require at least 500 hours to complete the post-master's certificate.

All students pursuing a Post-Master’s certificate will have an individualized program of study developed based on a gap analysis of their previous Master’s coursework. Most often, Post- Master’s certificate students will have taken courses in their previous Master’s work that are equivalent to NSG 558 and NSG 559. Transcript and syllabi are evaluated on an individual basis for equivalency to Sage
required courses. It is imperative that students follow the program plan as developed with the faculty advisor to ensure successful completion.

Post-Master's Certificates are available in the following population foci and roles:

- Adult Gerontology Acute Care Nurse Practitioner
- Adult Gerontology Nurse Practitioner
- Family Nurse Practitioner
- Psychiatric Mental Health Nurse Practitioner

Post-Master's Certificates are conferred in May, August, and December. Students must file a completed application for graduation with the Student's Services Office. Filing deadlines are: February 15th for May, June 1st for August, and October 1st for December. The graduation application can be found at this link: [http://www.sage.edu/resources/student_services/registrar/grad_app/](http://www.sage.edu/resources/student_services/registrar/grad_app/)

Curriculum Overview for Post-Master's Certificate
(based on NSG 558 and NSG 559 equivalent completed during previous Master's degree or Department Director waiver)
<table>
<thead>
<tr>
<th>Adult Gerontology Nurse Practitioner</th>
<th>Family Nurse Practitioner</th>
<th>PMHNP (Across the Lifespan) (as of Fall 2013)</th>
<th>Adult Gerontology Acute Care Nurse Practitioner*</th>
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<td>Bio 560</td>
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<td>Nsg 619</td>
<td>Nsg 619</td>
<td>Bio 584 (NP and Educator)</td>
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<td>Nsg 622</td>
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<td>Elective (N675 or GNT522)</td>
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<td>Nsg 557</td>
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<td>GNT 510</td>
<td>Nsg 610</td>
<td>Nsg 610</td>
<td>Nsg 642 (100 clinical hours)</td>
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<td>Nsg 621a</td>
<td>Nsg 621a</td>
<td>Nsg 610</td>
<td>Nsg 643 (200 clinical hours)</td>
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<td>Nsg 621b (200 clinical hours)</td>
<td>Nsg 621b (200 clinical hours)</td>
<td>Nsg 656 (250 clinical hours)</td>
<td>Nsg 644 (200 clinical hours)</td>
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<td>Nsg 646</td>
<td>Nsg 660</td>
<td>Nsg 657 (250 clinical hours)</td>
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<td>Nsg 647 (150 clinical hours)</td>
<td>Nsg 661 (200 clinical hours)</td>
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<td>Nsg 623 (240 clinical hours)</td>
<td>Nsg 623 (240 clinical hours)</td>
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*The Adult Acute Care Post-Master’s NP track is under revision as of Spring 2015.

**ACADEMIC MATTERS**

**Matriculation**
You are considered matriculated in the program once you have been admitted and enrolled in a master’s course. A student who begins coursework as a non-matriculated student is required to apply for admission and gain acceptance to a master’s program before completing nine credits of graduate coursework. SGS requires that all master’s courses included in the degree program must be taken within a seven year period regardless of admission date or program activity.

**Maintenance of Matriculation**
In order to maintain matriculation in the Graduate Nursing Program you need to take at least one course within an academic year between 9/1 and 8/31 with an overall GPA of 3.0 or better. Any disruption to your program plan should be discussed with your advisor. A new program plan will need to be completed that reflects the current program requirements at the time of readmission.

**Academic Advisement**
1. Upon admission into the program students receive a program of study which identifies required courses.
2. Students will then meet with the Graduate Nursing Program Director(s) and a student-specific Program Plan will be developed.

3. This program plan is developed for academic integrity and successful progression. Advisement continues throughout the program. Students are not required to meet regularly with their academic advisor after that **UNLESS SHE/HE NEEDS TO MAKE CHANGES TO THE ORIGINAL PLAN.**

4. Any changes to the original program plan must be approved by academic advisor.

5. If you choose a part time or unsure status and decide to move to a full time status, every effort will be made to accommodate your request, but **this cannot be guaranteed.** A current program plan is kept on file for each student. The plan is entered into the department's database to plan course scheduling per semester and continued sequence in the program. Students contact their faculty advisor to change their program plan. Failure to do so may result in difficulty in enrolling in subsequent courses and delay time to graduation.

**Registration Information**

*Registration and Information for First Semester* - Current information about The Sage Colleges courses and registration is available on-line at www.sage.edu. Upon development of an academic Program Plan, students may register online for the upcoming semester (Summer, Fall, and Spring semesters). Also on-line is general information about student services, including how to locate and access the Bookstore, Career Development Center, Computer Center, MySage Accounts, Libraries, Vehicle Registration, ID cards, directions for parking, and tuition and fees.

*Registration for Clinical Practicum Courses* - If you are registering for a graduate clinical course, it is important to contact the faculty member at least three months prior to the beginning of the course to discuss the clinical expectations of the course. (See the clinical placement guidelines for other essential information.) **Students must have a completed Clinical Placement Form turned in to the Graduate Clinical Coordinator PRIOR TO the first day of EACH clinical class. Failure to do so will result in the student not being able to register for and complete the clinical class. It is recommended that students begin to seek out and secure their clinical placements 9-12 months prior to the start of class.**

**Incomplete Grades:**

A grade of Incomplete (I) may be granted at the discretion of the faculty member if the student is unable to complete all the work for a course due to illness or a comparable emergency. In order for a grade of “I” to be granted, a student should have completed a majority of the work for the course in the opinion of the instructor. If an “I” is granted, the student has the right to complete the work by the date specified by the faculty member. The grade of “I” at the end of any term must be completed within 1 year. Failure to do so will result in the conversion of the grade of “I” to a grade of “F”. When an instructor assigns a grade of “I”, he/she must assign a parenthetical grade indicating the grade to be assigned if no change of grade notice is filed with the Office of Student Services by the completion date.

A student with two or more in-completes will not be able to register for subsequent courses. A Dean's hold is placed on his/her registration until the continued status in the program is reviewed by the program director. The student will not be allowed to re-register for the course (either for credit or audit) in a subsequent semester until the “I” is removed.
Official Sage Communication

GENERAL INFORMATION

Your Sage email address (-----@sage.edu) is the official communication venue for Sage. You are expected to check your email often to keep current with course and other relevant information, and when contacting faculty. Computer resources are available on campus in the Library and Computer Center in the School of Education (basement). Contact the Technology/Information Resources Office (518-244-4580) for learning modules on how to use The Sage Colleges Learning Platform. Questions about your campus cruiser identification and password can be directed to the Help Desk (518-244-4777).

APA Format

Academic Honesty
Academic dishonesty and misconduct violate the essential mission of an academic institution and will not be tolerated at The Sage Colleges in any of its forms. Academic dishonesty and misconduct include: cheating, failing to obtain Institutional Review Board (IRB) approval before beginning any research, plagiarism, multiple submissions, and complicity in academic dishonesty/misconduct, abuse of materials or alteration of records. Sanctions beyond those listed here, including suspensions or dismissal in serious cases, may be issued by the institution only, not by an individual faculty member. To view the complete Student Conduct Code, see http://www.sage.edu/sgs/academics/conduct/

Grievances and Appeals
Information about grievances and appeals are described in the on-line Sage Graduate Schools Catalogues at http://www.sage.edu/sgs/academics/policies/

Policies specific to the Department of Nursing are as follows:

Policy and Procedures for Academic Performance for Graduate Students
*Policy:* For all issues of academic performance involving graduate students of the Department of Nursing, students may institute an appeal process described below.

*Procedures:* The appropriate channels of communication for the appeal process shall be:

1. At the time of the initial complaint the student shall discuss the issue directly with the responsible and appropriate faculty. The responsible faculty will make every attempt to facilitate a solution to the problem. (In all instances the responsible faculty shall apprise the Program Director as to the facts of the problem.)
2. In the event that a satisfactory solution is not identified, the student and the professor are to seek consultation with the director of the program. The Program Director will make every
attempt to facilitate a solution to the problem.

3. If after consultation with the Program Director, a satisfactory solution is still not reached; the Program Director is to apprise the Department Chair of the issue. The Department Chair will then confer with all parties involved and make every attempt to facilitate a solution to the problem.

4. If after consultation with the Department Chair a solution or agreement is not identified, then the parties involved shall seek consultation with the Dean of Health Sciences, who may bring the issue to the Sage Graduate Schools Academic Standards Committee for resolution.

5. When the student exhausts the appeals process within the department, all further appeals will be managed through the Sage Graduate Schools appeals process described in the Sage Graduate Schools Catalogue. (see www.sage.edu)

**Academic Standards**

*Policy:* When a graduate student in the Department of Nursing receives a failing grade in a clinical activity, and/or fails to pass the didactic portion of a course, participation in a specified program of remediation or retaking the course may be required. In such cases continuation in the program may be in jeopardy.

*Procedure:* In the case of unsatisfactory performance in the clinical setting and in didactic course content, as identified by the clinical preceptor and/or the responsible faculty, the following will be implemented:

1. The student will receive a mid-clinical hour/course warning. For example, in a 200 hour clinical course the warning will be no later than after 100 hours of clinical activity have been completed. The Program Director will be notified. Prior to the issuance of a warning, the responsible faculty or a designated representative will make a site visit to assess the student's clinical competency. A copy of the preceptor's completed evaluation shall be placed in the student's academic record along with a copy of the warning. It is the responsibility of Sage faculty to determine that clear and specific documentation is available that describes the student's clinical deficiencies.

2. A plan of remediation will be developed that is individualized for the needs of the student. Recommendations may include a plan for a minimum of 40 additional clinical hours at the clinical site (preferable), additional readings, viewing media, additional office time and/or conference time with the responsible faculty, or other assignments as identified by the faculty member. In the event that the preceptor does not wish the student to return to the clinical setting, the responsible faculty will make every effort to identify an appropriate alternate clinical site, if continued placement in a clinical site is deemed appropriate.

3. Prior to the student re-entering the clinical setting, a follow-up letter will be sent to the student and preceptor by the responsible faculty and the Program Director. This letter should outline the plan of remediation and identify what is expected of the student, as well as any identified outcome goals. When necessary, a meeting can be held between the student, faculty, and Program Director. During the period of remediation the responsible faculty, or a designated representative, will make an additional site visit.
4. If by the completion of the clinical activity and the plan of remediation the student fails to make sufficient improvement and clinical performance is unsatisfactory, the grade for the clinical experience will be an automatic failure, and the student will be unable to continue in the program.

5. In circumstances where the student is asked to leave a site for cause and cannot be placed in an alternate clinical setting, the student will receive a grade of "F". Some of the circumstances and conditions under which a student may be permanently removed from a clinical site are specified in the Sage Graduate Schools Student Code of Conduct.

6. Students must receive a “B-” or higher grade in all graduate courses in the master’s program. In the event that a student receives a grade of “C+” or less, the student will be given one opportunity to repeat the course to achieve a passing grade of “B-” or better. In the event the student is unsuccessful in their second attempt to achieve a passing grade of “B-” or higher, they will be dismissed from the Graduate Nursing Program at The Sage Colleges. The cost of repeating the course will be borne by the student.

In addition, it is the nursing department's policy that students are given one opportunity to repeat only one course throughout their nursing program of study.

The following is from The Sage Graduate Handbook retrieved 9/13 (http://www.sage.edu/sgs/academics/policies/)

Repeat Course Policy

Credits and grade points for the first grade will be deleted from the cumulative record, while the grade itself will remain on the transcript and the repeat noted. The course information will be listed in the usual manner the second time it appears on the transcript. Generally, the course should be repeated in the following semester. However, it may be repeated any time prior to graduation. No matter which grade is higher, the most recent grade counts in calculating the cumulative grade point average.

Repetition of coursework for which credit has been granted may jeopardize financial aid eligibility. It is the student’s responsibility to understand their financial aid situation and the possible consequences of repeating courses. Students with questions regarding the impact of course repeats on financial aid should consult the Office of Student Services.

Academic Standing/Criteria for Continuation

Students maintain acceptable academic standing by meeting the following criteria:

- an average of “B” or above (GPA of 3.0 or above on a 4.0 scale),
- completion of program within the specified time limits,
- no more than two “Incomplete” or “RP” grades on the transcript,
- a ratio of “Attempted” to “Completed” credits, excluding credits in the current semester, of .75 or better,
- an acceptable level of professional behavior.

Students who do not maintain acceptable academic standing are subject to dismissal from the program, based on the recommendation of the program director.

Students who do not maintain acceptable academic standing by meeting the above criteria in any semester may be put on probation. Students who do not met the above criteria in two consecutive
semesters will be put on probation and students who do not meet the above academic standards in a total of three semesters will be dismissed from the program as per the Graduate Program Director.

In addition to these standards, students admitted to the program on a provisional basis are required to meet the conditions of acceptance stated on their program of study.

To maintain matriculation students must complete one course each year (September-August) at Sage Graduate Schools.

**Leave of Absence**
The following is from The Sage Graduate Handbook:

Students who need to suspend their studies must request a leave of absence in writing from their Graduate Program Director. Leaves of absence are granted by the Graduate School Dean in consultation with other administrators. Students should be aware that changing their status might affect their financial aid eligibility. A leave of absence does not necessarily stop the academic time clock (see “Time Limit for Degree Completion”).

*Student Not Currently Enrolled* - Any matriculated student who does not take at least one course during any one year period of time will be classified as on-leave. Upon returning such students should meet with their Program Director to update their program of study and change their status to active. Note that the hiatus from courses does not change the time limit for degree completion. Students who are not enrolled for 24 consecutive months will be administratively withdrawn from their programs and will have to reapply for admission.

*Reenrollment/Readmission* - Former matriculated students whose time limits have expired must contact the Office of Admission for a readmission/re-enrollment application. If any post-secondary institutions (college, university, technical, proprietary school, etc.) were attended while away from The Sage Colleges, official transcripts must be forwarded to the Office of Student Services. Upon re-enrolling, students are newly matriculated for the program of study in the catalog year for which they are re-enrolling.

**Graduation**
Students become candidates for graduation upon the filing of a completed application for graduation accompanied by an application fee to the Office of the Registrar. **The filing deadlines are February 15th for May Graduation, June 1st for August graduation, and October 1st for December graduation.** The following link will bring you to the application page: [http://www.sage.edu/resources/student_services/registrar/grad_app/](http://www.sage.edu/resources/student_services/registrar/grad_app/)

**STUDENT RESOURCES**

**Awards and Research Grants**
Awards for graduate students include:

- **The Hannah Karp Award**: To an outstanding student in the Graduate Nursing Program selected by nursing faculty.
- **The Outstanding Graduate Nursing Student Award**: Awarded to the student with the highest cumulative GPA at the time of graduation.
Four sources of research funding are available through Sage School of Health Sciences or the Department of Nursing:

- The Broughton Graduate Fellowship in Creative Applied Science: Monetary award established in honor of Henry Primm and Jane Tinkham Broughton to create opportunities for advanced, scholarly work at the master's degree level. More information is available through the Graduate Dean's Office, Frear House, 518-244-2264.

- The Virginia Earles Research Award: Named for a former Graduate Nursing Program Director and Dean of Graduate Studies. Information is available through the Graduate Nursing Program office, Ackerman Hall 131, 518-244-2384.

- Delta Pi Chapter Sigma Theta Tau International: Honor Society of Nursing Ann Goethler Research Award in Nursing: Monetary award to encourage qualified active members of the Delta Pi Chapter to contribute to the advancement of nursing through research. Application information is posted on the Delta Pi Chapter bulletin board, Ackerman Hall, first floor.

- Helen Riewerts Mattei, RSC 1944, established by Claudia Matthew RSC 1971, in memory of her mother to honor Helen's commitment to the field of nursing by supporting Sage Graduate student nursing research.

Sources of Financial Assistance
Limited numbers of Federal Traineeships, teaching and graduate assistantships, and scholarships are available for graduate students. Information is available through the Graduate Nursing office, Ackerman Hall 131, 518-244-2384.

Federal Traineeship Application Criteria and Process:
- Must be a matriculated student taking enrolled in graduate level courses only.
- Must be committed to completing graduate studies and working in an advanced practice role after graduation.
- May be in Post-Master's Certificate program provided that studies will be completed within 12 months.
- Applications are available on-line on www.sage.edu, graduate nursing web page or in hard copy available in the Graduate Program Nursing Office. Completed applications must be sent to the program Administrative Assistant. Deadlines for application exist. These awards may be available based on federal funding opportunities.

Teaching Assistant/Graduate Assistants Criteria for Selection:
Responsibilities may include teaching in an undergraduate clinical or serving as a research assistant.
- Full-time or part-time student
- For teaching assistants: Recent clinical nursing experience in the areas to be taught and interview with Baccalaureate Coordinator.
- For graduate assistants: For information and application go to TSC/cost & AID/graduate/graduate assistantships.
- Interest and communication skills exhibited, determined by an interview with Program Director.
Julia O. Wells Memorial Foundation, Inc. - The Foundation provides scholarship monies to the Department of Nursing for distribution to undergraduate, graduate, and doctoral students entering or continuing professional nursing education. Scholarships are provided to encourage and facilitate career opportunities for nurses and students and to foster and advance the visibility, prestige and perception of the profession of nursing.

Health Systems Alliance Program - The program, a collaborative venture between The Sage Colleges and companies/health care organizations in the area, allows “employees to improve their job-related skills and knowledge, to acquire the education necessary to enhance their skills or prepare for career-related promotional opportunities. The Sage Colleges will discount tuition by 20% if it is matched by tuition assistance provided by participating employer. Submit Sponsorship Agreement Form at time registration for the 20% discount course tuition. Get form at www.sage.edu/resources/student_services/student_accounts/emp_reimburse/

Educational assistance benefits have traditionally included some or all of the financial support needed for career-related education. For more information about all levels of education contact the Office of Admission, Sage College of Albany at 518-292-8615 or www.sage.edu/saw/www.sage.edu/costaid/health_alliance/

CLINICAL PLACEMENT GUIDELINES

The following guidelines are to clarify the relationship implied when graduate students from Sage Graduate Schools, Department of Nursing are associated with an agency for clinical practice. These guidelines are intended to be sufficiently broad to be applicable to all placements. Variations and details will be negotiated on a case-by-case basis.

Effective January 1, 2017: Students who do not have a clinical preceptor prior to the first day of class will be required to withdraw from the course.

- Procuring a clinical placement is a faculty/student initiated process.
- This process should begin six months prior to the beginning of the clinical course.
- A letter of agreement must be on file in order for clinical rotations can begin.
- Clinical placements are course specific and student must seek approval prospective placements with designated course faculty

Prior to starting the clinical practicum:

- The student must fill out and follow directions on the student clinical placement form and submit to the professor teaching the course for review and approval.
- A signed clinical agreement (contract) with the agency must be on file in the department prior to student beginning practicum.
- Some clinical agencies may require an external background check. Students may have this performed by Certified Background for an additional fee.

Additional guidelines:
● It is expected that the agency preceptor will meet at regular intervals with the student to review client assessments and interventions, and to provide an evaluation of her/his function to both the student and designated faculty member at the end of the semester. Ongoing collaboration/evaluation among preceptor, faculty and student is expected and is part of the evaluation process.

  - The agency will provide the student access to clients and to appropriate meetings relative to the student's function in the agency. The student will assume full responsibility for her/his negotiated role.

  - It is expected that once begun, arrangements between the agency and student represent a commitment. Placements can, however, be terminated or re-negotiated for reasonable cause following discussion among all involved parties (student, agency, faculty).

**REQUIREMENTS FOR CLINICAL COURSES**

  - The student must open a Certified Background/Certified Profile Account. This document management system houses the following information for The Sage Colleges Graduate Nursing Program

    ✓ RN registration (current)
    ✓ Professional liability insurance based on program track
    ✓ Physical exam and TB screening (within 1 year)
    ✓ Immunization record. See Graduate Nursing Office for list of immunizations.
    ✓ CPR (current)

A Certified Background/Certified Profile account can be opened by going to www.certifiedbackground.com and completing the information required. The package code for SGS is SK98im-Document Tracker ONLY. The company charges a fee for this service and it is the student’s responsibility to meet the cost.

**RN Licensure**

Students are required to submit copies of RN licensure and current registration throughout the entire program. Licensure in the state you are being precepted in is mandatory and must be in place before any clinical practicum is started.

**Professional Liability Insurance**

Students are required to purchase their own professional liability insurance. Students enrolled in clinical courses are required to purchase student nurse practitioner insurance prior to starting clinical courses. Evidence of current liability insurance must be on file throughout the entire program.

**Annual Clinical Clearance**

The completion of an annual health evaluation is your professional responsibility. Evidence of physical well-being must be on file in the Nursing Department for each agency PRIOR to any clinical experience, and BE IN EFFECT FOR THE ENTIRE SEMESTER. It is suggested that annual physicals, annual TB screening, CPR certifications, and professional liability insurance be started and renewed every year in early April if possible, or during the summer (July), or early December to avoid expiration during a clinical semester.
A Health Evaluation Report which includes a complete health history, physical exam, and updating of immunizations must be completed each year prior to any clinical experience. Health agencies have become especially concerned about student's immunization records. Students will not enter clinical sites without updated health clearance information on file in the Graduate Nursing Office, as well as a duplicate copy for their own records to present to the clinical agency upon request. The NYS Health Department requires that any individual born after January 1, 1957 must show proof of two measles (Rubeola) immunizations or proof of the disease (titers).

TB Screening must be documented annually by PPD; the Tine Test is not acceptable evidence. Those student who have a history of a positive PPD test must submit documentation annually from their health care provider that they are free of symptoms of TB disease.

Proof of immunization with Hepatitis B Vaccine is also required (completion or declination). Please review these requirements with your physician. All health forms are in the Graduate Nursing Office. Requirements for Health and Immunization status are subject to change. Students are responsible for maintaining current health records in the Certified Background Database.

Cardio-Pulmonary Resuscitation Certification (CPR)
Students are required to maintain current CPR certification (Basic Life Support - The class covers adult, infant and child CPR, choking, two rescuer CPR and pocket mask). A copy of current CPR certification must be on file in the Graduate Nursing Office. If attending American Red Cross CPR course - the Professional Rescuer course is required.

Typhon
Students will be required to enter specific information regarding the patients they have managed during each of their clinical rotations. This is kept in a databank which will be accessed at each of their clinical courses. Students will pay an additional fee for this service which will store their information throughout the duration of their program of study. The specific details will be discussed during within their coursework.

Student Clinical Placement Form
The clinical placement form is available in the Graduate Nursing Program Office. The form must be completed, and given to the appropriate faculty teaching the course for approval and signature prior to beginning clinical.

DEPARTMENT OF NURSING PROFESSIONAL PRACTICE/ CODE OF ETHICS
Students are to act professionally and practice nursing within the American Nurses' Association Standards of Clinical Nursing Practice, the American Nurses’ Association Code of Ethics, and the State Nurse Practice Act and The Sage Colleges Graduate Catalogue/Code of Conduct.
http://www.sage.edu/sgs/academics/conduct/

Professional Behavior, Including Confidentiality, and Attire at Clinical
- Students are to adhere to behavior which maintains strict confidentiality and safety for client interaction. Students must adhere to HIPPA Policies at their affiliating agencies.
- Students are to dress appropriately and according to specific faculty recommendations. Name tags are mandated by New York State Department of Health regulations. Name tags should include the following information: Student’s name, RN, Graduate Nsg Student, The Sage
Colleges. Business casual dress and lab coats are usually worn in the clinical setting, but the department defers to the preceptor and agency.

A student’s failure to act professionally or failure to practice nursing within accepted standards of clinical practice as delineated in the Nursing Department’s Handbook constitutes a violation of this Code of Ethics. A violation of the ANA Standards of Clinical Nursing Practice, ANA Code of Ethics, or State Nurse Practice Act, also constitutes a violation of the Department’s Code of Ethics. The ANA code of Ethics can be found on the ANA web site. http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx or on the Office of Professions web site; http://www.op.nysed.gov/prof/nurse/nurseethicalpractice.htm

Any violation of this Code of Ethics can result in course failure at the time of occurrence and may result in dismissal from the nursing program.

When a violation of the Code of Ethics is alleged, faculty responsible for courses or clinical supervision/internships should contact the designated faculty or program coordinators/directors as soon as possible after the incident for faculty determination of grade for the course in question. If it is determined that the potential for dismissal exists, the faculty or program coordinators/directors will then initiate the Academic Standards Committee process, which includes notifying the student in writing that such process has begun. At this point, if a student requests to withdraw from a course after an incident which is alleged to violate the Department’s Code of Ethics, a “W” grade will not be possible. In the Nursing Department, if very serious or multiple incidents have occurred which violate the Department’s Code of Ethics and dismissal from the program is being considered, the Academic Standards Committee of the Nursing Department, composed of faculty members, will meet within five business days of the incident, or as soon thereafter as is reasonably possible under the circumstances to determine whether dismissal from the program or other consequences is warranted. A “hold” on grades for the course in question will be submitted to the registrar until a final decision by the Committee on program dismissal is rendered. The student will then be notified in writing of the Department Academic Standards Committee determination.

When a student is charged with a violation of the Department Code of Ethics, a hold will be placed on grades for the course. During this time the student may continue in all other theory courses, including the theory components of another clinical course, but may not continue in the clinical component of other courses until the Academic Standards Committee has met and made its determination. A student has the option to request a “W” in any or all of the other courses.

**Clinical Misconduct/Non-Professional Behavior** - A student who wishes to appeal decisions made by the Department of Nursing Academic Standards Committee may appeal in writing to the designated faculty or program coordinators/directors within three days after being notified of the determination of the committee. If the student is dissatisfied with the determination of the Program Coordinator/Director, the student may appeal in writing, within three days of that determination to the Department Chair. If the student is dissatisfied with the determination of the Department Chair, the student may appeal, in writing, within three days, to a panel of the three Deans of the School of Health Sciences for final decision.
While the student is appealing a dismissal determination, the student may continue in nursing theory courses, and theory components only of other clinical courses. If the dismissal is upheld, the student will receive a “W” in any other clinical course the student is currently enrolled in, but may complete all nursing theory courses currently enrolled in. The student may opt to receive a “W” in all nursing classes for that semester. If the dismissal is not upheld, the student will be allowed to make up the clinical time missed during the clinical suspension and receive a grade in any other clinical course in which she/he is currently enrolled.

Upon final decision of appeal, the faculty will submit a final grade for the course.

References:
The Sage Graduate Schools Catalogue
American Nurses’ Association Standard of Clinical Nursing Practice
American Nurses’ Association Code of Ethics
New York State Nurse Practice Act
Article 139 of New York Education Law and Part 64 of the Commissioner’s Regulations
Approved by BDC and GDC 10/26/00 for immediate distribution

Students are also referred to The Sage Graduates School Catalogue for wider policies regarding graduate students and are advised to visit the website: www.sage.edu/sgs/
ACCREDITATION

The Sage Colleges is accredited by the Middle States Association Commission on Higher Education.

The Baccalaureate and Master’s Degree Programs in Nursing at The Sage Colleges are accredited by the Commission of Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, D.C., 20036, (202) 887-6791. All nursing programs are registered with the New York State Education Department.

The Department of Nursing is a member agency of the American Association of Colleges of Nursing, the National Organization of Nurse Practitioner Faculties, and the Council of Deans of Nursing in Senior Colleges and Universities in New York State.

The Nursing Department has also been a participant in the John A. Hartford Foundation Baccalaureate Program Partner for Disseminating Best Nursing Practices in Care for Older Adults.

Graduates with the required number of clinical hours are eligible to take the advanced level certification examinations offered by the American Nurses Credentialing Center for clinical nurse specialists, administrators/executives, or nurse practitioners.

AFFIRMATIVE ACTION AND TITLE IX

The Sage Colleges Discrimination/Harassment Complaint Policy & Procedures for Students

Policy on Non-Discrimination

The Sage Colleges is an equal opportunity employer and conforms to the regulations and policies of Affirmative Action and Title IX, and is in compliance with Title VI and Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable federal, state and local laws. The Sage Colleges does not discriminate on the basis of race, color, gender, sexual orientation, age, religion, national origin, marital status, Vietnam-era veteran status, or physical or mental disability, in any aspect of its admissions or financial aid programs, educational programs and related activities, or with respect to employment and advancement in employment. The Director of Human Resources is the individual designated by the college to coordinate its efforts to comply with Title VI, Title IX, and other applicable nondiscrimination laws and regulations. The Coordinator of Disability Services is the individual designated by the college to coordinate its efforts to comply with Section 504. Questions or concerns regarding the scope and application of The Sage Colleges nondiscrimination against individuals with disabilities should be directed to The Sage Colleges Section 504 Compliance Officer/Coordinator of Disability Services of The Sage Colleges on the Albany or Troy Campus. The Albany Office is located in the Kahl Campus Center (518-292-8624). The Troy Office is located in Hart Hall (518-244-2208).

Questions or concerns regarding the scope and application of the remainder of The Sage Colleges non-discrimination policy should be directed to The Sage Colleges Director of Human Resources, and Title IX Coordinator and Affirmative Action Officer, Plum III, The Sage Colleges, 518-244-2391.
Policy on Harassment
The Sage Colleges is committed to providing a work and learning environment that is free from harassment by anyone based on an individual’s race, color, gender, sexual orientation, age, religion, national origin, marital status, Vietnam-era veteran status, physical or mental disability, or based on the fact that the individual has engaged in activity protected by federal or state laws prohibiting discrimination. Prohibited harassment of any sort, whether verbal, physical or visual, will not be tolerated. The college policy on sexual assault, issued pursuant to 34 C.F.R. Part 668, may be found in this handbook.

What Is Prohibited Harassment?  Prohibited harassment is a form of discrimination. In general, it can consist of words, signs, jokes, pranks, intimidation, or physical violence based on the protected characteristics of an employee or student, which alters the work or educational environment of that employee or student. While the most well known type of prohibited harassment is sexual harassment, applicable laws and/or this policy also prohibit harassment based on an individual’s race, color, sexual orientation, age, religion, national origin, marital status, or physical or mental disability. In addition, retaliatory harassment resulting from the fact an individual has engaged in protected activity (i.e., opposition to prohibited discrimination or participation in a statutory complaint process) is also prohibited. This prohibition applies to anyone on The Sage Colleges campuses. Harassment of students who are working or studying outside the campus proper is prohibited as well. The College is committed to preventing and correcting all such harassment, not just harassment which is severe or pervasive enough to provide the basis for a claim under federal or state law.

Sexual Harassment may involve the exploitation of an unequal power relationship (for example, between employee and supervisor or between a student and teacher), or may occur between student peers or employees of equal rank. At The Sage Colleges, sexual harassment also constitutes unprofessional conduct which compromises the college’s commitment to the pursuit of learning. The Sage Colleges will not tolerate any form of sexual harassment.

Harassment on the basis of sex is discrimination which violates Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the New York Human Rights Law. Prohibited sexual harassment includes, but is not limited to, unwelcome: sexual advances, flirtation propositions, verbal remarks of a sexual nature (whether directed to an individual or a group), vulgar language, sexually explicit or offensive jokes and comments about an individual or an individual’s appearance, sexually suggestive visual displays such as cartoons, posters or calendars, physical contact or physical assault. Sexual harassment is not limited by the gender of either party, nor is it limited to supervisor/subordinate or teacher/student relationships.

Unwelcome conduct of a sexual nature violates the law when it creates an intimidating hostile or offensive work or educational environment, and/or where acceptance or rejection of unwelcome sexual advances is the basis for making an academic or a personnel decision. However, this policy prohibits all forms of sexual harassment, regardless of whether the harassment may give rise to a legal claim.
**Other Types of Harassment** - Prohibited harassment on the basis of race, color, sexual orientation, age, religion, national origin, marital status, or physical or mental disability, or any other protected basis, includes behavior similar to sexual harassment such as: verbal conduct, threats, epithets, derogatory comments or slurs; visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures; and physical conduct such as assault, unwanted touching, or blocking normal movement. The Sage Colleges will not tolerate any such harassment.

**Reporting Prohibited Harassment** - Each student and employee of The Sage Colleges has an obligation to report discrimination and prohibited harassment to an appropriate college official. Any student who believes he or she is the victim of discrimination or prohibited harassment should report it to any compliance officer. The identities of these individuals are provided on the following page.

Alternatively, any student who believes he or she has been the victim of harassment based on sex may utilize the Title IX complaint procedure described in this handbook. A student who believes he or she has been harassed on the basis of a disability may also utilize the Section 504 complaint procedure described in this handbook.

**Investigation of Complaints**

When the college becomes aware that discrimination or prohibited harassment may exist, it is obligated by law to promptly investigate and to take prompt and appropriate action. Failure to investigate allegations of discrimination or prohibited harassment, or failure to take timely corrective action is considered a violation of The Sage Colleges Discrimination/Harassment Policy & Procedure.

Once a complaint of discrimination or prohibited harassment has been made either in writing or orally by a student, or observed discrimination or harassment of a student has been reported, the Director of Human Resources or his or her designee will promptly conduct a complete, thorough and impartial investigation of the complaint. If the Director of Human Resources is involved in the alleged discrimination or harassment, another person will be designated by the President to conduct the investigation. In addition, while the investigation is being conducted, appropriate intermediate steps to end the discrimination and/or harassment will be taken.

The time necessary to complete an investigation will vary depending upon the facts of a particular case. In most cases, investigations will be completed within seven to ten business days of receipt of a complaint. After completing the investigation, both the complainant and the individual alleged to have engaged in discrimination and/or harassment will be informed of the conclusions reached by the investigator.

**Confidentiality**

The Sage Colleges will, to the extent possible, maintain confidentiality with respect to complaints of discrimination and prohibited harassment. However, there is no unofficial complaint of discrimination or harassment. Once the college or its supervisors become aware of a complaint, the college is required by law to take action consistent with this policy.

These actions may require disclosure of the allegations to the extent necessary to conduct a complete and thorough investigation. *College employees who learn of alleged discrimination or prohibited*
harassment as a result of privileged communications with a student (e.g., through a counseling relationship) are exempted from this requirement.

Remedial Measures
If the investigation reveals that discrimination and/or prohibited harassment did occur, the college will take all appropriate measures necessary to end the discrimination and/or harassment, prevent future discrimination and harassment, and correct any personnel or academic decisions made which are related to the discrimination/harassment.

Prohibition of Retaliation
It is a violation of federal and state law and this policy for any employee to retaliate against any student who has in good faith made a complaint of discrimination or harassment, or who has participated in the investigation of such a complaint. This prohibition extends to all forms of adverse treatment resulting from an individual’s opposition to discrimination or participation in the investigation of a complaint. A student who does so will be subject to discipline up to and including dismissal from The Sage Colleges. Any employee who engages in retaliatory behavior will be subject to discipline, up to and including discharge.

Discipline
The Sage Colleges takes complaints of discrimination and prohibited harassment with the greatest seriousness. For that reason, any individual who is found to have engaged in conduct which violates this policy will be subject to discipline. That discipline may take a variety of forms, depending upon the circumstances of a particular case, and may include termination of employment for faculty and staff. For students, discipline may include dismissal from The Sage Colleges.

Compliance Officers
The Sage Colleges has appointed certain individuals as Compliance Officers. The Compliance Officers are responsible for receiving complaints of discrimination and harassment, and for assisting in the resolution of those complaints. In addition, Compliance Officers are responsible for being proactive in creating an atmosphere which will inhibit discrimination or harassment. Complaints of harassment and/or discrimination should be directed to the following persons:

<table>
<thead>
<tr>
<th>Director, Graduate Program in Nursing</th>
<th>Chair, Department of Nursing, Ackerman Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Nursing, Ackerman Hall</td>
<td>518-244-2384</td>
</tr>
<tr>
<td>Dean, School of Health Sciences</td>
<td>Provost</td>
</tr>
<tr>
<td>Frear House</td>
<td>Plum Building, Troy</td>
</tr>
<tr>
<td>518-244-2296</td>
<td>518-244-2301</td>
</tr>
</tbody>
</table>

Section 504 and Title IX Complaint Procedure
Any student who believes he or she has been discriminated against with respect to access to or participation in the college’s educational programs or activities, or harassed on the basis of his or her sex, or a disability protected by Section 504 of the Rehabilitation Act may utilize the following complaint procedure. This procedure applies to complaints alleging discrimination and/or harassment by employees, other students, or third parties. Student complaints of sexual or disability-based harassment or discrimination may be made under this complaint procedure, or under The Sage Colleges Discrimination/Harassment Complaint Policy & Procedure.
1. The Sage Colleges objective, as a college, is to resolve conflicts to the satisfaction of all parties involved through informal, internal mechanisms, whenever possible. In accordance with this objective, students are encouraged to utilize the appropriate chain of supervision to seek relief or redress before filing a complaint of discrimination/harassment as outlined below. In the academic setting, this means the instructor, Department Chair, Dean, or Vice President for Academic Affairs for complaints related to a student’s experience outside the classroom, meaning the person responsible for the student activity, the Director of the related Student Affairs Unit, one of the Associate Deans of Students, or the Vice President for Campus Life. STUDENTS ARE NOT REQUIRED TO USE THIS INFORMAL PROCESS AND HAVE THE RIGHT TO END THE INFORMAL PROCESS AT ANY TIME.

2. A student or applicant who wishes to file a formal complaint of discrimination or harassment must do so with the Section 504 Compliance Officer (for disability related complaints) or the Affirmative Action Officer (AAO) (for all other complaints). When meeting with the Section 504 Compliance Officer or AAO, the complainant will be given a written form to be completed. The Section 504 Compliance Officer or AAO will provide the complainant and respondent with copies of The Sage Colleges Discrimination/Harassment Complaint Policy & Procedure.

3. If rape, sexual assault or other criminal assault is alleged, the AAO will turn the complaint over to the Director of Public Safety, who will contact the appropriate external authorities and assist in their investigation as needed.

4. In all other cases, the Section 504 Compliance Officer or AAO will investigate the complaint and attempt to resolve the complaint informally. The time necessary to complete an investigation will vary depending on the facts of a particular case. In most cases, investigations will be completed within seven to ten days of receipt of a complaint.

5. In investigating the complaint, the Section 504 Compliance Officer or AAO shall:
   (a) Investigate the complaint by meeting with the appropriate individuals and reviewing all appropriate records that bear on the case.
   (b) Discuss the allegations in the complaint with the complainant(s) and respondent(s) separately. At these meetings, the complainant and respondent will have the opportunity to identify witnesses and present evidence supporting their respective positions.
   (c) Attempt, where appropriate, to resolve the complaint by exploring and suggesting possible solutions to the problem with all involved parties.
   (d) If the preceding step does not resolve the problem, the Section 504 Compliance Officer or AAO shall make and transmit a determination of probable or no probable cause in the matter of the allegation of discrimination/harassment to the complainant, the respondent, and the senior officer for the unit in which the respondent is employed (or the President if the respondent is a senior officer).
   (e) If probable cause has been determined, the responsible senior officer will impose appropriate discipline within ten days of receipt of the Section 504 Compliance Officers or
AAOs determination. That discipline may take a variety of forms, depending on the circumstances of a particular case, and may include termination of employment for faculty and staff. For students, discipline may include dismissal from the college.

6. In the event that the determination of probable cause or no probable cause is disputed by either of the parties, or in the event that the action taken by the responsible senior officer to resolve a complaint is not satisfactory to one or both of the parties, the matter will be referred to an Appeal Board appointed by the President to examine the record of the complaint, the process by which it was investigated, and the nature of its resolution, and to make recommendation as to further action, if warranted.

(a) The membership of the Appeal Board will vary depending on the circumstances of the particular case and will be constituted from among the various campus constituent groups. The Council of Faculty each year identifies four full-time faculty members who are willing and prepared to serve in this capacity. The Director of Human Resources identifies four members of the hourly staff, and the Vice President for Academic Affairs and the Vice President for Finance and Administration together, identify four administrators who can be called upon to serve. In cases involving students, the Vice President for Campus Life, in consultation with the Deans of the Colleges or the Associate Deans of Students as appropriate, will identify appropriate student representatives. No Appeal Board shall be constituted with fewer than five nor more than nine members.

(b) Any individual approached to serve on an Appeal Board in a situation where he or she cannot be impartial is expected to identify such conflict and decline to serve. If those eligible to serve on the Appeal Board are not sufficient to reach the required minimum membership, the President will seek additional representatives from the appropriate constituent group(s) by the normal means for that group.

(c) The AAO convenes the Appeal Board and attends its meetings, but will not have a vote. The Board itself, once it is convened, will elect a Chair for the duration of the appeal.

(d) Any appeal must be filed with the AAO, in writing, by either the complainant or the respondent, within ten days of receipt of the AAOs determination or the senior officer's imposition of discipline. The appeal must make clear the reasons why the outcome of the investigation and resolution is not satisfactory. The AAO provides copies of the appeal to the other party involved in the complaint, the senior officer involved, and to the President.

(e) The President appoints the Appeal Board from among those eligible to serve, and the AAO convenes the Board on a date and at a time convenient to all parties and provides the Board with all documents pertaining to the complaint. When first convened, the Board will elect its Chair.

(f) The AAO presents the complaint as originally filed, describes the means by which he or she investigated it, and the basis for the determination.

(g) If the disciplinary action imposed is the subject of the appeal, the senior officer involved will describe the reasoning behind such actions.
(h) The party bringing the appeal will describe the basis for the appeal and the responding party will be given the opportunity to comment. Both parties will have the opportunity to present witnesses, or documentary or other evidence that was not previously considered, if such exists.

(i) After its hearings are concluded, the Appeal Board recommends that the President either accept, reject, or modify the resolution of the complaint.

(j) The President should reach a decision on the disposition of the case within ten days of receiving the Appeal Board’s recommendation.

(k) All discussion, material, and testimony used in the appeal process are strictly confidential and those serving on the Appeal Board must agree to respect this principle. The President’s decision is final.

7. In the event that a complaint is filed against a person who has a major responsibility under these procedures, the AAO will consult with the President, who shall determine any appropriate changes in procedures, and inform both the complainant and the respondent of such changes in writing. In the event that a complaint is filed against the President, the Chair of the Board of Trustees will discharge the President’s responsibility under these guidelines.

http://www.sage.edu/sgs/studentlife/policies/