OPERATING POLICY AND PROCEDURE

SON OP 30.900 – Undergraduate Advisory Committee

PURPOSE
The purpose of the School of Nursing Undergraduate Advisory Committee (UDAC) Operating Policy and Procedure (SON OP) is to define the role and responsibility of the UDAC committee, including electing student representatives on each campus, length of commitment to the committee, scheduled meeting times, and reporting procedures. UDAC representatives include the department chair and all program directors. UDAC is a forum for student representatives to present ideas or concerns regarding the curriculum or program.

REVIEW
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/procedure
This policy is to define the role and responsibility of the UDAC committee:

1. Student representatives will be elected by peers on each campus. Election occurs within the first 4 weeks of the first semester of admission (Level 2).
2. Elected students will be reviewed by faculty representatives to ensure students are meeting current academic expectations.
3. Student representatives who are elected and approved will serve as the UDAC representative until graduation unless academic or student conduct issues occur. If an issue occurs, the traditional leadership team will determine if the student can continue.
4. UDAC meets minimally 2 times per semester or as requested if all parties are available.
5. The student body should submit ideas or concerns to the UDAC representatives via email or social website for consideration.
6. Student representatives should submit any ideas or concerns to the administrative assistant prior to the meeting.
7. Each level will have allotted time for reports.
8. Any course-related ideas or concerns should be addressed with the appropriate course facilitator prior to submitting to UDAC.
9. All concerns will be addressed, either in the meeting or with verbal/written follow-up by the assigned director.

Developed: ALV 3/20/2017
Approved: TUG 2017
Reviewed: AV 7/28/2020