

## Policy: NESA BN Programs Handbook Revisions

### PURPOSE:

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The purpose of this policy is to clarify the process for making revisions to the NESA BN Programs Handbook.

### DEFINITIONS:

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**NESA Handbook:** The NESA BN Programs includes the two programs leading to a Baccalaureate or Bachelor of Nursing (BN) degree (the *BN Program* and the *BNAD Program*). The NESA BN Programs Handbook provides a summary of the BN Programs and a link to the policies and procedures, approved by the NESA BN Programs Joint Faculty Council, that are in effect in both academic institutions for each academic year.

**Conflict:** Where there are differing policies in the NESA BN Programs and the academic calendars of Lethbridge College and the University of Lethbridge, the institutional policies outlined in the respective academic calendar will take precedence over those posted on the NESA BN Programs web page.

### POLICY SCOPE:

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This policy applies to the The NESA Policy Review Committee as well as all Faculty and Academic Support Staff of the NESA BN Programs at both Lethbridge College and the University of Lethbridge who are involved in revisions of the Student Handbook.

### POLICY STATEMENT(S):

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1. The NESA BN Programs Handbook is a valuable resource for students and faculty. Maintaining this resource as relevant , timely and useful requires:
  - a. consistent processes for obtaining input from faculty, students, and community partners
  - b. a consistent and transparent process for proposing, reviewing and documenting revisions
  - c. clear and consistent timelines for the annual review process and completion of revisions
  - d. a clear process for the approval of revisions
  
2. The NESA Policy Review Committee will have primary responsibility for review and revision of the handbook.

### SPECIFICS OF THE POLICY:

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1. The NESA BN Programs Handbook will be reviewed annually.

2. All edits to the Handbook will be tracked by the NESAs Policy Review Committee and one designated administrative support person at the University of Lethbridge or Lethbridge College.
3. Proposed edits to the Handbook will be targeted for completion by the end of May each year.

**APPENDIX:**

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N/A

**RELATED POLICIES/ASSOCIATED GUIDELINES:**

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Academic Calendars of the University of Lethbridge and Lethbridge College.

**REFERENCES:** N/A

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***\*NOTE: NESAs Policies exist within organizational frameworks of policy for Lethbridge College and the University of Lethbridge, and within agreements established with practice partner organizations. If and when NESAs policies are found to differ from such policies and agreements, it is important to note that such policies/agreements will take precedence over NESAs program policies.***

<b>Revised By/Date</b>	<b>Approved by/date</b>
Policy Review Committee: March 2012	NESA Joint Faculty Council: May 16, 2011
Policy Review Committee: March 2013	Not required: editorial only
Policy Review Committee: April 2014	Not required: editorial and formatting only
Policy Review Committee: February 2015	Not required: no change
Policy Review Committee: December 2015	Not required: no change
Policy Review Committee: April 2017	NESA Joint Faculty Council: May 2017