

**UPMC SHADYSIDE SCHOOL OF NURSING  
POLICY AND PROCEDURE**

**SUBJECT: Student Nurses' Association of  
Pennsylvania Member Class/Clinical  
Attendance Policy**

**INDEX TITLE: Student Life**

**DATE: October 8, 2014**

The goals of the Student Nurses' Association of Pennsylvania (SNAP) are to introduce student nurses to professional organization membership and promote leadership within its membership. Therefore, it is also important to the faculty and administration of UPMC Shadyside School of Nursing to promote membership to SNAP among our students.

Students wishing to attend SNAP related conferences are only eligible to be excused from theory and clinical attendance if they meet the following criteria:

Theory:

1. Have a grade of "C" or better in theory.
2. Provide SNAP faculty advisor with written confirmation from the course coordinator that the above academic requirement has been satisfied.

Clinical:

1. Be currently passing clinical.
2. At the discretion of clinical instructor, students will substitute clinical observation assignment with clinical days on that current rotation. Any clinical observation assignment should be completed on the student's own time if found necessary by clinical instructor.
3. Provide SNAP faculty advisor with written confirmation from the clinical instructor that the above clinical requirements have been satisfied.

If arrangements must be made in advance for a conference, the student's current clinical practice and theory grade will be the baseline for which the permission will be granted to attend the conference. If the student fails to maintain his/her baseline, the student may not be able to attend the conference. The new clinical instructor may also have to consider a makeup assignment that is individualized to meet that student's learning needs.

If the conference falls on a test day, the student will follow the exam makeup policy without penalty.

Upon return from conference activity, the student must present to the school information about one of the sessions attended during the conference as directed by the SNAP faculty advisor (i.e. a power point presentation, verbal recount, or poster).

SNAP Guidelines for Application to National and State (NSNA and SNAP) Conference Attendance

The student(s) applying for attendance at conferences (national and local), must meet the following guidelines in order to apply:

1. Attendance at a minimum of 3 SNAP meetings during the past 6 months.
2. Participation in minimum of 2 SNAP sponsored activities/events during the past 6 months.
3. Attendees at the NSNA or SNAP conference to include:  
2 SNAP officers and 2 members of the SNAP student body.
4. If there are not sufficient number of applications from each category (2 SNAP officers and 2 SNAP student body members), the application process may default to allow 4 SNAP officers or 4 members of the SNAP student body to attend the conference(s). Additionally, if there is 1 application by a SNAP officer, 3 members of the SNAP student body may attend the conference(s) and if there is 1 application from the SNAP student body, 3 SNAP officers may attend the conference(s).
5. If more than 4 members meet the above criteria, selection for conference attendance will be based upon a lottery, supervised by the Director of Student Affairs and Recruitment, and the SNAP Faculty Advisor.

**Approved: UPMC Schools of Nursing: 10/8/14**

**Effective Date: 10/8/14**