

Associate Degree in Nursing Program		Standard Operating Procedure (SOP):	
		Prepared by:	Faculty
		Reviewed by:	Faculty
		Approved by:	Faculty
		Implementation/Effective Date:	6/18/2026
Student Cohort Representative Expectations Associate Degree in Nursing (ADN) Program		Last Revision Date:	9/23/26

Policy Title: Nursing Student Cohort Representative Expectations

Purpose

The cohort representative role is a meaningful leadership opportunity within the ADN nursing program. Cohort representatives contribute to the continuous improvement of the program, support a positive and professional learning environment, and develop communication and advocacy skills foundational to nursing practice. The role is built on the expectation that students take ownership of their own learning experience. The cohort rep supports peers in doing that by building confidence, modeling professional communication, and ensuring that cohort-level feedback reaches the right people through the right channels. By fostering direct communication between students and faculty, guiding peers through established channels, and bringing collective feedback forward in a structured and constructive way, the cohort rep plays an active role in shaping both the student experience and the ongoing development of the nursing program.

Scope

The cohort representative serves as a peer mentor and first point of contact for cohort members who have concerns, questions, or feedback about their experience in the program. The role is not to solve problems on behalf of peers, but to listen, assess, and direct, helping students identify the appropriate next step and feel confident taking it themselves. The cohort rep is also responsible for gathering and bringing forward collective cohort feedback through the Nursing Partnership Meeting process each quarter.

This role requires ongoing availability to peers throughout the quarter, active preparation for and participation in the Nursing Partnership Meeting, and consistent professionalism in all interactions with both students and faculty.

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Rationale

n/a

Regulatory and Accreditation References

n/a

Definitions and Acronyms

n/a

Roles and Responsibilities

Program Chairs:

- n/a

Associate Dean of Nursing (ADN):

- n/a

Faculty:

- n/a

Other: Cohort Representative

Peer mentorship and self-advocacy support

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- Serve as an approachable, available first point of contact for cohort members
- Listen to peer concerns and help them assess the appropriate next step
- Guide peers through the communication chain, directing individual concerns to the right instructor or staff member (following communication chain outlined in the Student Handbook) rather than carrying them on the student's behalf
- Help peers feel prepared and confident to have direct conversations with faculty
- Foster a cohort culture that is supportive, professional, and grounded in mutual respect
- Uphold confidentiality in all peer interactions and program-related discussions

Filtering and discernment

- Distinguish between individual or small-group concerns and issues that are genuinely cohort-wide
- Redirect individual concerns back to the student and support them in addressing it directly
- Ensure that any concern brought to the Nursing Partnership Meeting reflects a cohort-wide issue and that the appropriate steps in the communication chain have already been attempted
- Consult the faculty advisor when unsure whether something is appropriate to escalate

Nursing Education Partnership Meeting

- Solicit structured feedback from the cohort two weeks prior to each quarterly meeting using the three agenda categories: concerns, suggestions, and highlights
- Apply the discernment filter before pre-filling the cohort's portion of the agenda
- Attend the Nursing Partnership Meeting each quarter — this is a required commitment of the role
 - If either or both of the cohort reps are unable to attend the meeting, you may self-select a peer within the cohort to represent them at the meeting. This must be approved by the Program Chair or Nursing Education Partnership Meeting lead prior to the meeting.
- Engage actively in collaborative dialogue during the meeting
- Share a summary of meeting outcomes with the cohort following each meeting

Program and professional responsibilities

- Represent the cohort with professionalism and integrity at all times
- Review this SOP with the faculty advisor.

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- Participate in the annual election process facilitated by the faculty advisor

Required Documentation

n/a

Procedure/Election Process & Term

The election process will be facilitated by the faculty advisor. Voting is conducted through an anonymous process.

- **Number of representatives:** Up to 3 representatives may be selected
- **Eligibility:** Students must be in good standing. Students involved in the Professionalism Accountability and Growth Evaluation (PAGE) process must have approval by the Faculty and Faculty Advisor to be considered. Faculty reserve the right to remove a cohort representative at any time due to expectations not being met lined out within this policy.
- **Election timing:** At the beginning of quarter 1 and the completion of NURS 125 OR if a cohort representative was no longer fulfilling the role.

Related Documents

n/a

References

n/a

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Revision History

Version	Date	Description of Change	Author
Original	6/18/2026	Creation of SOP	Faculty
Update	9/23/26	Updating to new template	Vlasta Hillger