

**CALIFORNIA STATE UNIVERSITY,  
LONG BEACH**

**DEPARTMENT OF NURSING**

**NURSING STUDENT HANDBOOK**

**For the**

**Basic Students (NRSGBS01)**

**and**

**ADN to BSN Students (NRSGBS02)**

Revised and Approved 4/22/09 GC

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## SECTION I GENERAL INFORMATION

### 1. WELCOME TO CALIFORNIA STATE UNIVERSITY, LONG BEACH

Dear Students,

Faculty and staff of the Department of Nursing are pleased to welcome students into the Nursing major. The steps you have taken and the academic work you have completed as prerequisite to admission provide an excellent background for the work that lies ahead. You are entering a challenging and rewarding profession whose members are needed now more than ever before, to make a difference in the health status of our clients. Best wishes to all of you as you begin the Nursing program.

Sincerely,

Loucine Huckabay, Chair  
Department of Nursing

### 2. HISTORY OF CSULB DEPARTMENT OF NURSING

The Master Plan for Higher Education in California (1959) identified the function of the California State University as provider of undergraduate and graduate education in liberal arts, sciences, applied fields, and professions through the master's degree level. CSU faculty was authorized to conduct research to the extent that such research was consistent with the primary mission, i.e., provision of instruction. The CSU System now has 23 campuses. Twenty of the campuses have nursing departments offering the bachelor's degree in nursing and thirteen of these also offer Master of Science degrees in nursing. This is evidence of a fundamental belief of the CSU system and the communities in which each campus exists that nursing is a valued professional educational program in increasing demand.

Since their inception, the baccalaureate and the master's degree programs in nursing at CSULB have continued to receive approval by all accrediting bodies: the State of California, Board of Registered Nursing, the Commission on Collegiate Nursing Education (CCNE) the Council on Program Accreditation of the University (internal review), the Western Association of Schools and Colleges, and the American Association of Colleges of Nursing (AACN).

The Department of Nursing at California State University, Long Beach began in 1952 with the offering of two courses open to registered nurses. Although baccalaureate degrees (BA, BS) have been awarded to registered nurses at CSULB since 1952, it was not until 1961 that the three-year, generic (basic) baccalaureate nursing program was established.

The nursing program was fully approved for the first time by the California Board of Nursing Education and Nursing Registration in 1964 and was nationally accredited by the National League of Nursing for the first time in 1965. Its first 13 students graduated in 1965.

The master's degree program was initiated in 1971 in collaboration with the Medical School at the University of California/Irvine, the first time such a collaborative program had been developed in the UC/CSU system. The program gained approval of the CSULB Academic Senate and UCI's Board of Regents and the Trustee Coordinating Council for Higher Education in 1975. The National League for Nursing accredited it for the first time in 1977. Since 1978 the master's program has been governed under the auspices of California State University, Long Beach.

In keeping with the baccalaureate and master's degree level of educational programs in the CSU system, the Department of Nursing offers only these two degrees. However, a state law passed in 1973 required every California nursing program to offer a "30-unit option" to Licensed Vocational Nurses wishing to be prepared to sit for the State Board Licensure examination for Registered Nurses. This 30-unit option is a non-degree program, which provides only the basic content, required to sit for the examination. The RN Pathway program accommodates registered nurses whose basic education is the associate degree in nursing (ADN) and who are seeking the bachelor's degree in nursing. Course equivalencies for lower division work have been established through extensive course equivalency checks, so that registered nurses with an associate degree in nursing from an accredited college, who meet all other prerequisites for admission, may enter (with a minimum of 56 semester units of lower division credit) into the junior year of the CSULB nursing program. The Accelerated Entry Level Masters program is specifically designed for students with a baccalaureate degree in another field.

The basic nursing program at CSULB has been impacted since 1973 with many more applicants than can be accepted. - In 1974 the Department added prerequisites for admission to the program, including a minimum GPA of 2.5 in the nursing prerequisite courses, rather than 2.0, as is the minimum for the University (students must have demonstrated a C or better in all the prerequisite sciences). Refer to the current CSULB Catalog and the nursing department website for a complete list of prerequisites.

### 3. PHILOSOPHY OF THE NURSING PROGRAM

As an integral part of the California State University at Long Beach, the faculty of the Department of Nursing accepts the philosophy and education aims of the University and the California State University system. The graduate philosophy of education is congruent with that of the Baccalaureate program in Nursing which prepares students for professional practice as primary care providers. The graduate program expands upon this basic education in order to prepare the graduate to function as an advanced clinician. The philosophy underlying the nursing programs is a set of beliefs commonly held by the faculty. These beliefs reflect their attitudes about man, the individual as recipient of health care, the learner, the teacher, and the practitioner of nursing. Man is viewed as a dynamic, biopsychosocial, autonomous being who is in a constant state of change in response to both the internal and external environment, as he moves through the developmental life cycle. His responses are affected by the environment which interacts with his racial, cultural, and developmental characteristics. In keeping with the view of man, the members of faculty hold that the client, as the recipient of health care, has rights as well as needs. Ideally, it is believed that man is rational, creative and capable of making responsible decisions that affect his status on the wellness-illness continuum. In reality, however, circumstances may exist, such as developmental status or illness, which

compromise this decision-making ability. In this situation, man needs help to maintain or advance his position on the illness-wellness continuum.

As a learner the student of nursing is believed to be creative, accountable, and responsible, as well as capable of making decisions with respect to individual learning pace and style.

#### 4. TERMINAL OBJECTIVES OF THE NURSING PROGRAM

Seven terminal objectives were identified for the undergraduate program. Individual courses are designed to build upon one another as the student progresses through the various levels of the program. Thus, the undergraduate program was developed to facilitate student learning and the mastery of content and/or skills necessary for the accomplishment of these objectives.

By the end of the baccalaureate program, the student will be able to:

##### 4.1 Terminal Objective I

Accurately assess the physical, psychological, social and spiritual health status of individuals, family units, and communities across various cultural and age groups; assess the forces which are directly and indirectly affecting individual, family, and community health by demonstrating the ability to:

- a. Obtain and record a health history for an individual and/or family using terminology related to the conceptual framework.
- b. Recognize own value system, its relationship to other existent value systems, and the influence of each value system on choices for nursing action.
- c. Differentiate normal/abnormal physical and psychosocial findings, using appropriate assessment tools.
- d. Identify existing family situation, e.g., expanding, contracting, extended, disrupted, communal, etc., and formulate the needs of the family.
- e. Differentiate cultural influences in health care and predict the impact of these influences on man.
- f. Analyze and describe political, legal, social, and economic influences affecting care.
- g. Write in a logical and organized manner.

##### 4.2 Terminal Objective II

Diagnose a variety of overt and covert, simple and complex, needs and problems for individuals, family units, and communities by demonstrating ability to:

- a. Analyze data to determine if nursing action is necessary.
- b. Interpret assessment data using total database including observations, history, physical exam, developmental history, and influencing variables.
- c. Define health needs using selected data.

##### 4.3 Terminal Objective III

Intervene to alter, maintain, or strengthen the position of individual or family unit on the wellness-illness continuum by demonstrating the ability to:

- a. Apply selected knowledge and skills.
- b. Develop and express a plan of action facilitating the response of health care needs based upon the individual, family, or community's abilities and preferences.
- c. Use knowledge and techniques as they are needed in the home, on the job, and/or in other community settings, to alter, maintain or strengthen health status of clients.
- d. Plan for facilitating change through consumer-health profession collaborative efforts.

#### 4.4 Terminal Objective IV

Evaluate the results of planned health care action through observation and analysis of individual, family, and community responses; act appropriately on this reassessment.

#### 4.5 Terminal Objective V

Develop relationships with other members of the health care team by working dependently, interdependently, or independently to improve health care according to the needs of the client by demonstrating ability to:

- a. Be flexible, responsible, and accountable in assuming the professional role required by the setting.
- b. Identify and analyze the need for change; evaluate the results of actions taken to initiate or facilitate change.
- c. Utilize knowledge of group dynamics to facilitate and evaluate changes in groups, e.g., work groups, learning groups, therapeutic groups, peer groups, family groups.
- d. Utilize knowledge of formal and informal counseling methods.

#### 4.6 Terminal Objective VI

Indicate leadership and self-direction by demonstrating ability to:

- a. Verbalize awareness of the value of continuing education activities as a person, nurse, and citizen.
- b. Recognize parameters of own abilities in all areas of nursing.
- c. Facilitate own learning experiences.

#### 4.7 Terminal Objective VII

Develop selected abilities leading to expansion of the knowledge base in nursing, such as beginning research skills.

## SECTION II CSULB-CAMPUS TOPICS

### 5. CSULB CATALOG

The University Catalog which is in effect the year a student enters the university contains information about requirements which remain valid until he/she graduates. It serves as a type of contract between the students and the university that guarantees that the student will receive a degree when the stated requirements have been completed in a satisfactory manner. A Catalog can be purchased at the University Book Store and can also be viewed on line at the CSULB web site at <http://www.csulb.edu/divisions/aa/catalog/>

## 6.BASIC PROGRAM ROADMAP

<b>Freshmen</b>			
<b>First Semester</b>		<b>Second Semester</b>	
N199 Intro to Nursing or Univ.100	1	Oral Communication or Composition	3
Oral Communication or Composition	3	Critical Thinking	3
Mathematics (GE B2)	3	Bio 207 Human Physiology	4
Chemistry 140	5	Micr 200 Microbiology	4
SOC 100 (GE D 2)	3	General Education	3
<b>Total Units</b>	<b>15</b>	<b>Total Units</b>	<b>17</b>
<b>Sophomores</b>			
<b>Third Semester</b>		<b>Fourth Semester</b>	
Biol 208	4	N200 Intro to Nursing Health Care	3
PSY 100 General Psychology	3	N200L Intro to Nursing Health Care Lab	3
General Education	3	N202 Health Care Communication	2
General Education	3	Bio 204 Pharmacology	2
		Nutr 339 Metabolic Functions of Nutrients	1
		Biology 304 Pathophysiology	3
<b>Total Units</b>	<b>13</b>	<b>Total Units</b>	<b>14</b>
<b>Junior</b>			
<b>Fifth Semester</b>		<b>Sixth Semester</b>	
N250 Intermediate Nursing Health Care	3	N331 Critical Care Nursing	2
N250L Intermediate Nursing Health Care Lab	3	N331L Critical Care Nursing	3
N312 Physical Assessment	2	N341 Psychiatric/Mental Health Nursing	3
N312L Physical Assessment Lab	1	N341L Psych/Mental Health Nursing Clinical Stds	3
N260 Older Adult Health Care	2	General Education	3
N260L Older Adult Health Care Clinical Std	2		
GE Capstone	3		
<b>Total Units</b>	<b>16</b>	<b>Total Units</b>	<b>14</b>
<b>Seniors</b>			
<b>Seventh Semester</b>		<b>Eighth Semester</b>	
N353 Legal Aspects of Health Care	2	N400 Health Care Delivery Systems	3
N372 Health Care of the Childbearing Family	3	N402 Community Health Nursing	4
N372L Health Care/Childbearing Family Cln Stds	3	N402L Community Health Nursing Clinic Stds	3
N361 Child Health Care	4	Capstone Education	3
N361L Child Health Care Clinical Studies	3		
GE Capstone	3		
<b>Total Units</b>	<b>18</b>	<b>Total Units</b>	<b>13</b>
<b>Seniors-Ninth Semester</b>			
N450 Nursing Research & Administration	3	N452C Adv. Nursing Prim/Comm Health Care	2
N451 Nursing Leadership & Management Clinical	2	N455L Adv. Nursing in Prim/Comm Hlth Care Clin Stds	4
N458 NCLEX-RN	1	<b>OR</b>	
Capstone Education	3	N452D Adv. Nursing in Comm/Mental Health	2
N452A Advanced Nursing in Critical Care	2	N456L Adv. Nursing in Comm/Mental Health Clinical Stds	4
N453L Adv. Nursing in Clinical Care Clinical Stds	4	<b>OR</b>	1
<b>OR</b>		N452B Adv. Nursing in Maternal Child Health	2
		N454L Adv. Nursing in Maternal Child Health Clin	4
			<b>15</b>
<b>Total Units for BSN degree, Public Health Nursing Certificate: 135</b>			

## 7. STUDENT HEALTH SERVICES

The Student Health Service provides care for acute illness or injury. It is an outpatient service provided to all students, and services are paid for in part by student fees. It has a pharmacy and prescriptions for acute illnesses can be filled there.

The Associated Students sponsors an individual health and accident insurance policy which is available to enrolled students by the semester, or by the year. For details, see the University Catalog.

## 8. OTHER UNIVERSITY SERVICES

The University offers numerous services to assist students during their student days at CSULB. The Counseling Center, Learning Assistance Center, Financial Aid, Disabled Student Services and a Women's Resource Center are a few examples of the resources available to students. The student should consult the CSULB Catalog for a complete listing of services.

## 9. FINANCIAL AID

A variety of scholarships and loans are available to nursing students. Students in need of financial assistance are urged to apply for scholarships and grants available in the Department of Nursing. Announcements and information about financial aid awards/scholarships are posted in the Department of Nursing and on our Department Web site <http://www.csulb.edu/colleges/chhs/departments/nursing/>.

Obtain an application for financial aid (green form) from the nursing office. These forms are to be returned to the nursing office by the student. Deadlines may vary.

Information on financial aid may also be obtained through the University financial aid office in the Student Services and Administration building.

## 10. LEARNING ASSISTANCE RESOURCE CENTER

The University Learning Assistance Center is located in the Horn Center, Room 104. It provides a wide assortment of services. These include tutorial services and self help programs in many academic areas.

Contact can be made at (562) 985-5350. On-line information is available at [http://www.csulb.edu/divisions/aa/grad\\_undergrad/lac/tutoring/](http://www.csulb.edu/divisions/aa/grad_undergrad/lac/tutoring/)

## 11. NURSING LEARNING CENTER

A specialized learning center, designed to enhance the learning experiences of all nursing students, is located in the Department of Nursing. The learning center houses simulation labs in which students practice nursing procedures prior to applying them in a clinical setting. The simulation labs are equipped with teaching models and equipment related to the practice of nursing. The learning center also serves as a repository for nursing references and media, which are assigned for student use to reinforce classroom and clinical learning. The learning center has a computer center equipped with a copy machine and computers that are available for student use. Printing and photocopying are

to be paid per page. Assistance in the use of media equipment and computers is available 8-5 weekdays. An additional learning laboratory is available at Long Beach Memorial Medical Center for student use.

12. LIBRARY

The University Library contains a wide assortment of nursing and nursing related journals and books. Orientation sessions about the facility and its services are available for students enrolled in the University.

13. UNIVERSITY BOOK STORE

The University Bookstore stocks required textbooks, school supplies and many other items for personal use. Services include notary public, check cashing, and the sale of money orders and stamps. The Library Copy Center is an extension of the Campus Copy Center.

14. TEXTBOOKS

While selling books at the end of the semester is an option available for students, members of the faculty recommend that students build a collection of texts for use throughout their undergraduate nursing education. The majority of the courses taught within the program require integration of knowledge from previous semesters. Furthermore, it is beneficial for students to have their texts available for reference at the end of the program when they must prepare for the National Council Licensure Examination (NCLEX) which is a comprehensive exam.

15. STUDENT ASSISTANCE CENTERS/RESOURCES

Career Development Center:

<http://www.careers.csulb.edu/>

Center for Community Engagement:

<http://www.csulb.edu/divisions/aa/personnel/cce/>

Counseling and Psychological Services (CAPS):

<http://www.csulb.edu/divisions/students2/caps>

Disabled Student Services:

<http://www.csulb.edu/divisions/students2/dss>

Financial Aid:

[http://www.csulb.edu/depts/enrollment/financial\\_aid](http://www.csulb.edu/depts/enrollment/financial_aid)

Learning Assistance Center:

[http://www.csulb.edu/divisions/aa/grad\\_undergrad/lac](http://www.csulb.edu/divisions/aa/grad_undergrad/lac)

Library: <http://www.csulb.edu/library>

Technology Help Desk: (562)985-4959

[http://www.csulb.edu/divisions/aa/academic\\_technology/thd](http://www.csulb.edu/divisions/aa/academic_technology/thd)

Testing Office: Graduate Writing Assessment Requirement (GWAR)

[http://www.csulb.edu/divisions/aa/catalog/2008-2009/bacc\\_grad\\_info/bacc\\_gwar.html](http://www.csulb.edu/divisions/aa/catalog/2008-2009/bacc_grad_info/bacc_gwar.html)

Additional Resources:

<http://www.csulb.edu/divisions/students/>

16. **SCHOLARSHIPS: PROCEDURES**

Nursing students are eligible for three types of scholarships: external scholarship, community scholarships, and the department specific endowment.

- (1) External Scholarship sources are those offered by the minority/ethnic nursing associations i.e. Hispanic Nurses Association Scholarship, Korean Nurses Association Scholarships.
- (2) Community Scholarships are generally from local health care organizations.
- (3) Department specific endowments such as the Leticia Walsh Scholarship, Eva Alexander Scholarship, Mary Grossnick scholarship, etc. These are the only scholarship awards administered by the nursing department scholarship committee. Depending on the availability of funds, announcements are made three months prior to beginning of each semester: October for Spring Semester, March for Summer, May for Fall Semester.

Information on scholarship opportunities received by the committee from the External and Community sources is posted on the scholarship display board at the dept. learning center for the undergraduate and at the glass cabinet display board for the graduate students. Information can also be obtained at the dept. website and university website at <http://www.csulb.edu/division/students/scholarship>.

**SECTION III**  
**DEPARTMENT OF NURSING**

**1. STUDENT RESPONSIBILITIES**

**1.1. Health Requirements:**

1.1.1 In order to fulfill the contracts with affiliating agencies, the following requirements must be met prior to the start of N200. Students shall submit a copy of all health requirements to the designated staff member who is responsible for verification. These documents shall be kept in a secure file in the department of nursing office. Students should keep personal copies of all health related documents in case of a discrepancy. The staff member will remind you when any of the documents need to be renewed.

- a. Complete physical examination and health statement on file in department office.
- b. TB Skin Test: Two step PPD (Mantoux) with annual updates (or a chest x-ray every four years if the skin test is positive).
- c. Proof of immunity for MMR, Varicella, and Hepatitis B series must be attached. Quantitative IgG titers are required for Rubella, Mumps, Hepatitis B (HbsAB) and Varicella. The Rubella titer can be either quantitative or qualitative. Note: documentation of having had the disease (e.g. Varicella) will not be accepted in lieu of the actual titer.
- d. DTaP vaccine is required unless you have had a tetanus shot within four years.
- e. Flu vaccine.

**1.1.2 Hepatitis B:**

- a. If you have completed the Hepatitis B series prior to entering N200, a Hepatitis B HBsAB quantitative titer must be submitted.
- b. If you have NOT completed the Hepatitis B series prior to entering N200, a Hepatitis B HBsAB quantitative titer must be obtained and submitted 6 weeks after completion of the series. (Do not obtain titers prior to 6 weeks after last vaccine).

1.1.3. TB clearance is required annually. This may be in the form of PPD or review of symptoms and/or chest X-ray as appropriate.

1.1.4. In the event that the titers do not indicate immunity, further immunization may be necessary. Contact your health care provider.

1.1.5 Some clinical sites require that physical exams to be updated annually.

1.1.6 RN to BSN students must provide the same documentation as stated above prior to entering clinical courses.

See Appendix 1 for the Health Exam Form

## 1.2. Policy on Nursing Admissions Regarding Essential Performance Standards

The Americans with Disabilities Act (ADA) of 1990 was instituted by Congress to prohibit discrimination against qualified individuals with disabilities. Schools of Nursing and State University systems, like other state and federally funded entities, are required to comply with the stipulations of the ADA. The ADA defines a qualified individual with a disability as an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. In addition, the Rehabilitation Act of 1973 prohibits discrimination in admissions of a qualified person with disabilities.

Reasonable accommodation for students with disabilities either temporary or permanent will be considered on a case-by-case basis and in consultation with the Office of Disabled Student Services, California State University Long Beach where appropriate. See Appendix 2: Essential Performance Standards Policy

## 1.3. Health Insurance

Each student must be covered by a health insurance policy and show proof each semester. If you are not currently covered by a health insurance, policies are available to students through the CSULB Associated Students. Additional information may be found at the Student Health Services website: <http://www.csulb.edu/divisions/students/shs/>

## 1.4. Liability Insurance

All nursing students must carry adequate liability insurance against malpractice claims and show proof each semester for coverage as a “nursing student”. Any student who allows their liability insurance to lapse will NOT be allowed in the clinical area. Information may be obtained through the California Nursing Students Association (CNSA) on campus.

## 1.5. CPR Certification

Each student must have a current basic life-support CPR card, Level C from the American Heart Association (AHA). Students are responsible for annual renewal of CPR even though expiration date on AHA card states two years. Verification of valid cards will be required each semester.

## 1.6. Background Testing

All students will be required to complete a background criminal check upon acceptance to the nursing program. A positive criminal record shall not automatically disqualify a student from admission. However, it could impact clinical placement and progression in the program.

If a record of criminal activity is revealed through the background check, the student shall be counseled by the appropriate program director regarding their continuation in the

program and implications for licensure. Some clinical sites might require additional background testing.

See Appendix 3 Department of Nursing policy on Background Check

#### 1.7. Crisis intervention training

Psychiatric/Mental Health students must complete non-violent crisis intervention training prior to beginning the clinical course (NRSG 341). The schedule for training courses is available in the Nursing Office.

#### 1.8. Transportation

Students must provide their own transportation to clinical agencies. Clinical sites are located throughout Los Angeles and Orange Counties. Therefore, students need to plan in advance to ensure they are able to reach these locations. At the Nursing 400 level, you will be required in addition to show proof of your driver's license and auto insurance coverage.

#### 1.9. Equipment and Fees

Students pay a fee for Labs that is added onto their tuition when they register for N200. Other clinical equipment such as a bandage scissor, wrist watch with second hand, portable blood pressure cuff and stethoscope are not included in this fee. They can be ordered and purchased on-line, or from medical supply vendors.

#### 1.10. Nursing State Licensing Preparation Fee: Assessment Technologies Institute

All students are enrolled in the ATI program of content assessment in preparation for successful completion of the nursing licensure exam (National Council Licensing Examination (NCLEX)). Evaluations and assessments are conducted at scheduled intervals throughout the program. Testing fees for content mastery exams must be paid on line prior to designated testing dates.

#### 1.11. Dress and Behavior Code Guidelines for the Clinical Agencies

Students must be legally identified as student nurses in all clinical agencies. The school uniform and name badge must be worn in conjunction with the Dress Code Guidelines.

See Appendix 4: Policy on Dress and Behavioral Code

## 2. POLICIES AFFECTING STUDENTS

### 2.1. Health Insurance Portability and Accountability Act (HIPPA)

Patient confidentiality is taken very seriously in all clinical areas. Disclosure of patient information to any unauthorized individuals may be grounds for dismissal from the program.

See Appendix 5: HIPPA Policy

### 2.2. Advisement

The Director of the Undergraduate Nursing is the designated Faculty Advisor. You are expected to consult with your advisor on a regular basis to assist you in planning your program of study. The coordinators of the trimester and accelerated programs can also be consulted regarding program specific requirements and schedules. The Counseling Center for the College of Health and Human Services should also be consulted on regular bases to assist you in meeting non-nursing and graduation requirements.

### 2.3. Course Syllabus

Each course has a syllabus. It includes University Catalog Course Description, Expected Outcomes, Terminal Objectives, Text, Methods of evaluation and Grading Criteria. The student is expected to buy the syllabus and/or access course materials on BeachBoard (the University's on-line instructional tool) and be familiar with its contents.

### 2.4. Graduation Check/Program Planner

Senior students planning to graduate at the end of any semester or summer session must complete the Request to Graduate Form well in advance. The appropriate request for Spring or Summer candidates must be filed by the preceding October 1st for Spring candidates, by the preceding March 1<sup>st</sup> for Fall candidates, at the Office of Admission and Records.

Only the names of candidates who file within these deadlines will appear in the Commencement Program published each spring. Students are responsible for meeting all filing deadlines, which are published in the Schedule of Classes.

The student should obtain a "Graduation Procedures, California State University, Long Beach" form and a program planner from the Nursing office. Each student must make an appointment with the Faculty Advisors and bring these forms along with verification of all previous course work and final grades. A copy of the student's program planner is kept in the student's file. The original copy of the student's program planner is taken in a sealed envelope by the student along with their Request to Graduate form to the Office of Admissions and Records prior to the deadline.

### 2.5. Academic Standards

A total of 136 units are required for graduation. All courses in the nursing program must be taken in sequence. Progress in the major requires that students maintain a 2.0

cumulative GPA on all units attempted. Students must attain a minimum of a "C" grade in each of the nursing courses, as well as all required support courses. The student who earns less than a "C" must repeat the course prior to being admitted to the next course in sequence. A nursing course may be repeated one time. A break in the course sequence necessitates readmission on a space-available basis.

See Appendix 6: Readmission and Transfer Policy

## 2.6. Cheating and Plagiarism

Cheating & Plagiarism is not expected to occur and is treated very seriously. Cheating & Plagiarism can occur in the clinical setting as well as in the class room. Plagiarism is interpreted by the Department of Nursing as using another individual's ideas or words. This includes not only for written theory papers but also patients assessments and clinical care plans.

See Appendix 7: Cheating and Plagiarism Policy

## 2.7. Unsatisfactory Academic and or Clinical Performance

Students are expected to maintain a minimum of both academic and clinical performance. Students are responsible for mastering and caring over essential knowledge from all previous courses. When a student fails to maintain academic and/or clinical standards, they are placed on academic probation and must complete any required remediation prior to repeating the course.

See Appendix 8: Unsatisfactory Academic and Clinical Performance Policy

## 2.8. Professional Standards Policy

Students are expected to maintain professional standards during their clinical experiences. A student who violates these standards may be denied progression to the following course, or may be dismissed from the program.

See Appendix 9: Professional Standard Policy

## 2.9. Academic Standards, Probation and Suspension of students

Students experience a variety of academic challenges resulting in the need for probation or suspension from the program. A student whose performance requires any of these actions is referred to the following policy:

Academic Standards, Probation, and Suspension of Students Policy.

See Appendix 10.

## 2.10. Unsatisfactory Clinical Performance: Remediation or Termination Policy

Students experience a variety of clinical challenges resulting in the need for remediation, and termination from the program. A student whose performance requires any of these actions is referred to the following policy:

Remediation or Termination Policy: See Appendix 11.

## 2.11. Missed Clinical Hours Policy

Every student in the nursing program is required, by the Board of Registered Nursing, to meet a minimum number of hours in both lecture and clinical courses. Therefore, it is expected that students will attend all required classes.

Any missed clinical time during the semester is required to be made up.

See Appendix 12: Missed Clinical Hours Policy.

#### 2.12. Policy on Medical Clearance

Students are expected to attend all the clinical hours. If a student is absent due to medical reasons; he/she has to show a proof of medical clearance from their health care practitioner.

See Appendix 13: Medical Clearance Policy

### 3. COURSE EVALUATION BY STUDENTS

Written student evaluations are conducted in accordance with university policies.

Student course evaluations are conducted in classes representative of the nursing faculty's teaching assignment. The results of these evaluations are placed in the nursing faculty's Personnel Action File.

### 4. INDEPENDENT STUDY (1-3 UNITS)

Students who wish to do an independent study need to obtain the consent of an interested faculty. The student then makes arrangements with the faculty advisor for appropriate learning objectives. It may be repeated to a maximum of six units.

### 5. HOLIDAY SCHEDULING OF COURSES

See Appendix 14

### 6. STUDENT PARTICIPATION IN DEPARTMENT COMMITTEES

Student representation on the faculty committees is welcomed in the Department of Nursing. These committees consist of student affairs, faculty affairs, and research. Selection of students is done on a volunteer basis depending on student interest. One student per committee is selected with an additional student holding an alternate position when possible. The request for student representation is announced at the various class levels at the beginning of each semester or as assigned by CNSA.

### 7. NCLEX (State licensure exam for Registered Nurses in California)

Refer to the following guidelines for completing the NCLEX (State Board Examination) Application

- a. Download an application from the Board of Nursing (BRN) at [www.rn.ca.gov](http://www.rn.ca.gov)
- b. Complete application and submit to the BRN with the fee.
- c. Request official transcripts for all college level work.
- d. Submit to the department office copies of all the requests for transcripts and the sealed transcripts.
- e. Nursing office will submit the transcripts and verification of candidacy for the NCLEX to the BRN

Students should be aware that failure to complete the remaining course work required for the baccalaureate degree in nursing may jeopardize their ability to practice as a Registered Nurse in any state that requires a nursing degree or diploma for licensure.

Students who have a previous conviction for a felony as well as some misdemeanors **may not** be eligible to sit for the State Board of Nursing Exam even if you have completed your degree. Students should also be aware that the BRN requires background testing in order to sit for the licensure exam. This is in addition to the background check which is required upon entrance to the nursing program.

Refer to the BRN website for additional information.

#### 8. PUBLIC HEALTH CERTIFICATE

Upon graduation a student is eligible to apply for a life-time Public Health Certificate. See Appendix 15: Procedure for Public Health Certificate

#### 9. GRADE APPEAL

The student grade appeal policy and procedure must follow the University policy (CSULB Policy Statement 99-16 and any policies that supersede it). See Appendix 16: Procedure for Grade Appeal

#### 10. GUIDELINES FOR WRITTEN PAPERS

The department requires the *Publication Manual of the American Psychological Association*, 5th edition, for all academic papers in their course work. APA format is the approved writing style.

#### 11. CREDIT BY EXAMINATION

See Appendix 17: Credit by Examination Policy.

#### 12. STUDENTS IMPAIRED BY ALCOHOL AND/OR DRUG ABUSE

It is recognized by the BRN and this faculty that alcoholism and drug abuse are serious personal health problems that can affect a student's academic and clinical performance thus placing patients that are entrusted to the student's care at increased risk for injury. Therefore, students who demonstrate those behaviors suggestive of alcohol and/or drug use will be encouraged to seek and obtain appropriate help with these problems. It is the student's ultimate responsibility to seek diagnosis and treatment for any suspected problems related to alcohol and/or drug abuse. It is important that all students are aware that the diagnosis and treatment of these problems will be handled confidentially.

The nursing faculty has been provided guidelines for dealing with suspected alcohol and/or drug abuse by students. Several referral sources are available to students to assist them in dealing with the problems of alcohol and/or drug abuse. They are:

- a. Employee/Student Assistance Coordinator at the Student Health Center (phone 985-4771) provides therapeutic counseling at no charge to the student.

- b. University Counseling Center (phone 985-4001) provides therapeutic counseling at no charge to the student. Check with the Center for their walk-in or crisis intervention.

## **SECTION IV STUDENT ACTIVITIES AND RESOURCES**

### **1. NURSING STUDENT ASSOCIATION**

Nursing or pre-nursing students may become involved in the CSULB chapter of California Nursing Student Association (CNSA) and the National Student Nursing Association (NSNA). Nursing students can be involved in activities at the University, State and National levels. Membership activities include community health activities, recruitment of students into the nursing program, legislative activities, conventions, educational programs and newsletters. Meetings are held in the nursing department. The dates are posted on the bulletin board outside of the learning center and in the nursing office.

### **2. STUDENT AWARDS**

Awards are presented to students twice a year which coincide with graduation dates. Recognition is given to undergraduates in the following categories.

- a. Outstanding Graduate is awarded at commencement in May from the College of Health and Human Services for service to the community and CSULB along with an outstanding GPA of 3.0.
- b. Outstanding Student Citations are awarded from the Department of Nursing for service to the community, department, and/or university, and a history of excellence in both academic and clinical performance.

### **3. PINS AND GRADUATION**

CSULB Nursing pins are available to order for graduating senior students. The deadlines for ordering them are September 30<sup>th</sup> and February 30<sup>th</sup>. A designated faculty member will have the forms. Prices may vary depending on the type of pin ordered. Each school of nursing has its own unique pin which identifies the student as a graduate when worn with the nursing uniform.

Each graduating class may arrange their own pinning ceremony. This is a special ceremony for students and their family as well as the CSULB faculty. The pinning ceremony is a long-standing tradition in nursing. This affair symbolizes the passing from the role of student to the role of professional nurse. This function is planned by the senior class with the help of a designated faculty member and all graduates are strongly encouraged to participate.

In addition to the pinning ceremony, graduates are encouraged to attend the general University graduation ceremony that is held every May.

**SECTION V  
SIGMA THETA TAU**

**A.LETTER TO STUDENTS  
Sigma Theta Tau International, Inc.  
HONOR SOCIETY OF NURSING**

---

Iota Eta Chapter  
Department of Nursing  
California State University, Long Beach  
1250 Bellflower Blvd.  
Long Beach, CA  
90804-0301

**Dear Baccalaureate Nursing Student:**

Sigma Theta Tau International, Honor Society of Nursing, is dedicated to improving the health of people worldwide through increasing the scientific base of nursing practice. The **purposes** of Sigma Theta Tau International are to:

- Recognize superior achievement and scholarship**
- Recognize the development of leadership qualities**
- Foster high professional standards**
- Encourage creative work**
- Strengthen commitment to the ideals and purposes of the profession**

Sigma Theta Tau International, founded in 1922 by six nursing students at Indiana University, is now the **second largest** nursing organization in the United States and **one of the five largest in the world**. Membership in this Honor Society is through one of its local chapters located on selected college and university campuses around the world. In May of 1986 the Iota Eta Chapter was chartered at CSULB, Department of Nursing, as the 221<sup>st</sup> chapter of Sigma Theta Tau International.

Membership in Sigma Theta Tau requires a minimum of a baccalaureate degree. Membership is available to undergraduate and graduate students, and to community leaders who have demonstrated achievement in nursing education, practice, research, or publication.

As a baccalaureate nursing student you are eligible for membership if you demonstrate academic scholarship of superior quality. Because such scholarship demonstrates leadership, creativity, and overall ability in nursing, your eligibility for membership is based on the following criteria:

- In one of the last two semesters of the undergraduate nursing program**
- In the upper 35% of your class in scholarship**
- Have a minimum cumulative grade point average of 3.0**

Rare exceptions may be made when an outstanding student has an overall GPA of below 3.0 or a GPA that is below the upper 35%, but a GPA in the nursing major of 3.0 or higher. This criterion is used for truly exceptional situations and may not be used on a regular basis.

Membership consideration is through **invitation and recommendation** from two Sigma Theta Tau members. Induction of new members takes place once a year, usually in the spring.

Following induction, you must renew your active membership annually. This nominal fee is used to support the activities of the International organization and your local chapter.

**Benefits of membership** include:

- \* **Professional recognition of your scholarly achievement in nursing**
- \* **Local, regional, national, and international programs and conferences**
- \* **Networking opportunities through your local chapter, regional assemblies, and international meetings**
- \* **Subscriptions to Image: Journal of Nursing Scholarship, one of nursing's most widely read research journals; and Reflections, the Society's quarterly magazine.**
- \* **Access to research grants at the local and international levels**
- \* **Electronic information access through the Society's Virginia Henderson International Nursing Library located at the Sigma Theta Tau Center for Nursing Scholarship. Subscribers can access databases, research abstracts, and The Online Journal of Knowledge Synthesis for Nursing**
- \* **Professional awards in the areas of research, education, practice, leadership, informatics, multimedia, and writing**
- \* **Governance and leadership opportunities at the local, regional, and international levels, by election or appointment**
- \* **Lifetime membership that can be transferred to any of over 300 Chapters around the world**

If you have specific questions about Sigma Theta Tau and membership in the Iota Eta Chapter, do not hesitate to contact one of the faculty or student members of the organization. We will be happy to answer your questions.

Welcome to the Baccalaureate Nursing Program at California State University, Long Beach. **We look forward to your membership in the Iota Eta Chapter of Sigma Theta Tau International, Honor Society of Nursing.**

**SECTION VI**  
**APPENDICES**

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## Appendix 1: Health Exam Form

**California State University, Long Beach**  
**Department of Nursing**  
**Health Exam for Entering Students**

Last Name:	First:	MI:	DOB:
			SID:
Email:		Phone # (      )      -	
<b>Health History</b>			
<b>Two Step TB Skin Test Procedure:</b>			
Official <i>Screening of TB/Vaccine Preventable Diseases</i> form (found online) must be attached.			
<b>Immunizations: proof of immunizations must be attached</b>	<b>Date</b>	<b>Titer Results: Copies of Lab Reports must be attached</b>	
Varicella Vaccination and Varicella IgG Quantitative Titer		IgG Titer _____ Immune <input type="checkbox"/> Not immune <input type="checkbox"/>	
Tdap <input type="checkbox"/> (Within past 10 years) Td <input type="checkbox"/> (if 2 yrs old, must have Tdap)			
MMR Vaccination and Rubeola IgG Quantitative Titer And Rubella IgG Quantitative Titer And Mumps IgG Quantitative Titer		IgG Titer _____ Immune <input type="checkbox"/> Not immune <input type="checkbox"/>	
Hepatitis B Virus (HBV Series-Last 3 dates) and	1. _____ 2. _____ 3. _____	The first is at time 0, the second one-month later, and the third six months after the first.	
Hbs.Ab Quantitative Titer		IgG Titer _____ Immune <input type="checkbox"/> Not immune <input type="checkbox"/>	
Annual Flu Shot			
<p>Physical Exam Date: _____</p> <p>History of back problems/restrictions on lifting: Yes _____ No _____</p> <p>If yes, please explain, including how many pounds student can lift:</p> <p>_____</p> <p>I hereby certify that I have examined the above named student and the student is in good mental and physical condition. If any restrictions exist and accommodations are requested, please list them below:</p> <p>_____</p> <p>_____</p>			
<p>Signature of Health Care Provider: _____</p> <p>Physician's Address</p> <p>_____</p> <p>_____</p>			

## **Appendix 2: Policy on Essential Performance Standards**

### **Essential Performance Standards**

#### 1. Background:

The Americans with Disabilities Act (ADA) of 1990 was instituted by Congress to prohibit discrimination against qualified individuals with disabilities. Schools of Nursing and State University systems, like other state and federally funded entities, are required to comply with the stipulations of the ADA. The ADA defines a qualified individual with a disability as an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. In addition, the Rehabilitation Act of 1973 prohibits discrimination in admissions of a qualified person with disabilities.

Reasonable accommodation for students with disabilities either temporary or permanent will be considered on a case-by-case basis and in consultation with the Office of Disabled Student Services, California State University, Long Beach where appropriate.

In compliance with the American Disabilities Act of 1990 and the recommendation of the American Academy of Colleges of Nursing, the California State University of Long Beach Department of Nursing will institute the following health regulations and policies.

#### 2. Health Regulations and Policies:

To enter into and to complete the nursing program, students must be able to meet the emotional and physical requirements for the essential performance standards listed below as required by the Department of Nursing. The Chair of the Nursing Department will have the authority to make the final determination regarding the physical fitness of a particular student to enter and/or continue, in the program.

2.1 Emotional Requirements: the student must have sufficient emotional stability to perform under stress produced by both academic study and the necessity of performing nursing care in real patient situations while being observed by the instructors and other health care personnel.

2.2 Physical Requirements: in order to participate in CSU, Long Beach's Nursing Program, students are required to travel to agencies and hospitals, and to homes with unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding program. The following physical requirements would be necessary to participate in the clinical application courses in nursing:

- a. Strength: sufficient strength to lift move and transfer most patients; to restrain and carry children; to move and carry equipment; and, to perform CPR which requires sufficient body weight and adequate lung expansion.
- b. Mobility: sufficient to bend, stoop, bend down on the floor; combination of strength, dexterity, mobility and coordination to assist patients; ability to move around rapidly; and to move in small, confined areas.
- c. Fine Motor Movements: necessary to manipulate syringes and IV's; to assist patients with feeding and hygiene; to write in charts; to perform sterile procedures and other skilled procedures.
- d. Speech: ability to speak clearly in order to communicate with staff, physicians, and patients; need to be understood on the telephone.

- e. Communication: able to communicate in both verbal and written formats such that students can communicate nursing actions, interpret client responses, initiate health teaching, document and understand nursing activities, and interact with clients, staff and faculty supervisors.
- f. Vision: sufficient to make physical assessments of patients and equipment. Hearing: sufficient to accurately hear on the telephone; to be able to hear through the stethoscope to discriminate sounds; to hear cries for help; to hear alarms on equipment and emergency signals; and various overhead pages.
- g. Touch: ability to palpate both superficially and deeply and to discriminate tactile sensations.
- h. General Health: nursing is considered to be a high-risk profession for exposure to Hepatitis B and other contagious diseases. Immunizations required by the Department of Nursing reduce this risk for nursing students, but do not eliminate it entirely. The following students need a physician's note to participate in the program: students with impaired or deficient immune systems; and, pregnant women. Such students must have physician approval prior to participation in clinical courses, and must discuss their situation with the clinical instructor.

Reviewed 9/2008 GC

### **Appendix 3: Policy on Department of Nursing Background Check**

1. Initiation of Background Check
  - 1.1 Background checks for all undergraduate students will be done no sooner than 60 days prior to the first semester of the program.
  - 1.2 This process shall be conducted through an outside agency as determined by the department.
2. Fees
  - 2.1 Payment for the background check shall be the responsibility of the student.
3. Verification
  - 3.1 Once the student has completed the background check through the chosen agency of the department, he/she shall submit a certificate of verification to the appropriate program director or designee. This verification shall include appropriate access information as determined by the procedure of the background check agency.
4. Access and Privacy
  - 4.1 Access to the certificate, password, and actual background check shall be limited to the following individuals:
    - a. Department Chair
    - b. Program Directors and Coordinators
    - c. Department designee (i.e. administrative assistant)
  - 4.2 The on-line background check information shall be treated as strictly confidential.
5. Under certain circumstances, the Department Chair or Program Director may disclose information to appropriate faculty if it pertains to the clinical experience of the student, patient safety, or hospital policy.
6. Positive Background Check
  - 6.1.1 A positive criminal record shall not automatically disqualify a student from admission.
  - 6.1.2 The Department will identify criteria that would prohibit an individual from clinical placement based upon Board of Registered Nursing, Orange County Consortium, and/or hospital affiliate standards for disqualification.
  - 6.1.3 If a record of criminal activity is revealed through the background check, the student shall be counseled by the appropriate program director regarding their continuation in the program and implications for licensure.
  - 6.1.4 It shall be the responsibility of the student to take remedial action to clear their criminal record according to BRN guidelines for licensure.
7. Clinical Agency
  - 7.1 Clinical faculty shall have the responsibility of communicating to the clinical agencies when the students have received department clearance by completing their background check.

Reviewed 3/22/2006

**Appendix 4: Policy on Dress and Behavioral Code**  
**Dress and Behavior Code Guidelines for the Clinical Agencies**

- a. Female and male students are to wear one of the pre-selected uniforms. Either a dress or pants style may be chosen. It must be clean and unwrinkled when at the clinical site. Necklines, undergarments and hemlines are to be non-revealing. Garments are to be loose enough to permit freedom of movement. A CSULB patch that may be purchased at the bookstore is to be worn on the left sleeve.
- b. Female and male students are to wear picture ID name badge on the upper left side of their uniform 1 inch below the shoulder seam.
- c. Female and male students are to wear clean white shoes with enclosed toes and heels. Nylons must be worn with skirts or dresses, if nylons are worn, they must be white or neutral-shade. No fancy patterns or other color hose are allowed.
- d. When students are going to their clinical site for pre-planning they do not need to wear a uniform but will be required to wear a clean, ironed lab coat, professional attire and have their picture ID. No jeans, sweats/jogging suits, shorts, tank tops or open-toed shoes are allowed.
- e. Students are expected to be equipped with black pen, pencil, a small note pad, bandage scissor, wrist watch with second hand, portable blood pressure cuff and stethoscope. These may be purchased through CSNA.
- f. Jewelry is to be kept at a minimum. No ornate jewelry or dangling earrings are to be worn. Only **one** pair of earrings can be worn. No facial or oral jewelry can be worn. Rings are to be of smooth metal with no elevated stones. Only short, narrow, non-dangling chains are acceptable.
- g. Hair, for both male and female students, is to be off the collar and should appear clean, neatly trimmed and arranged. Hair should not fall forward when the head/neck is flexed or when the student leans forward in the performance of tasks.
- h. Use of lightly or non-scented deodorant and oral hygiene products are recommended to manage body odors with clean, odor-free clothing.
- i. Fingernails: clean and short. Un-chipped light or clear nail polish is optional. Students **may not** wear acrylic nails.
- j. No visible tattoos
- k. Chewing gum is not permitted in the clinical area.
- l. Basic guidelines of courtesy are applicable in addressing and interacting with clients, visitors, staff, faculty and peers, and in the utilization of space, time, supplies, and equipment within the clinical agency.
- m. Students are to comply with agency policy and procedures relative to the management of sound, including voices in the clinical setting.
- n. Hallways, elevators, stairways, cafeteria lines are to be kept open for movement of personnel. It is especially important not to congregate in heavy traffic areas such as the Nurse's Station.

- o. As arranged, students are to inform the lab instructor IN ADVANCE of any absence and to call the instructor immediately when it appears that an UNAVOIDABLE LATE ARRIVAL will occur.
- p. Questions relative to the appropriateness of student's appearance and/or behavior are to be addressed, in private, immediately by the clinical instructor and agency personnel, as needed.
- q. Professional nurse role development incorporates dress and behavior. Growth and consistently acceptable compliance are expected.
- r. Students will maintain patient confidentiality according to the Health Insurance Portability and Accountability Act (HIPAA).

Reviewed 11/2008

## **Appendix 5: Policy on the Health Insurance Portability And Accountability Act (HIPPA)**

1. Background:  
The Health Insurance Portability and Accountability Act (HIPAA) of 1996 was instituted by Congress to amend the internal Revenue Code of 1986 to improve portability and continuity of health insurance coverage in the group and individual markets, to combat waste, fraud, and abuse in health insurance and health care delivery, to promote the use of medical savings accounts, to improve access to long-term care services and coverage to simplify the administration of health insurance and for other purposes.
2. Section 1177 (a) OFFENSEA person who knowingly and in violation of this part
  - 2.1 Uses or causes to be used a unique health identifier
  - 2.2 Obtains individually identifiable health information relating to an individual
  - 2.3 Discloses individually identifiable health information to another person is subject to punishment under the law.
3. Policy:  
Due to the requirements of HIPAA and the need to maintain patient confidentiality, the following is to be followed:
  - 3.1 Include this statement and the student form in all nursing department course syllabi.
  - 3.2 Statement: "HIPAA is in place to prevent wrongful disclosure of individually identifiable health information". This includes but is not limited to the following areas:
    - a. Uses or causes to be used as a unique health identifier
    - b. Obtains individually identifiable health information relating to an individual
    - c. Discloses individually identifiable health information to another person
  - 3.3. One incident of a nursing student breaching patient confidentiality under this law can be means for dismissal from the CSU, Long Beach nursing program.

### **Student HIPAA Disclosure Form**

**THIS FORM DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED. PLEASE REVIEW IT CAREFULLY BEFORE SIGNING.**

1. Disclosure Policy Background
  - 1.1 HIPAA is the acronym for the federal law known as the Health Insurance Portability and Accountability Act of 1996. HIPAA is a large and complex regulation that includes several components including administrative simplification. This component contains standards or rules applicable to privacy and security. Under HIPAA the Department of Nursing, California State University, Long Beach (CSULB) must comply with these regulations, which are enforced by the Office of Civil Rights, Department of Health and Human Services (DHHS). These standards required implementation by April 14, 2003.
2. Under the privacy rules, all medical information and any other individually identifiable health information in any form, whether electronic, on paper, or oral is considered protected health information (PHI). This includes any information that related to the past, present, or future physical or mental health or condition of an individual.

Individually identifiable health information is that which might identify someone such as, but not limited to:

- 2.1 Address
- 2.2 Phone number
- 2.3 Email address
- 2.4 Social Security Number
3. Under the Privacy Rule, the student must be provided with a clear written explanation of how the Department of Nursing may use and disclose their health information. Students have the right upon request to review your student file; request amendments; and obtain an accounting of disclosures as to their health information. The student also has the right to file a formal complaint with the Department of Nursing, California State University, Long Beach or the Department of Health and Human Services about violations of the provisions of the Privacy Rule or this department's policies and procedures. The student must authorize the use and disclosure of their health information in writing.
4. The security standards under HIPAA require that covered entities establish and maintain administrative, technical, and physical safeguards to ensure that protected personal information is secured. This includes administrative and physical safeguards including policies and procedures, staff training, access controls, and any other measure undertaken to secure protected personal information.
5. Applicability of Notice Disclosure  
The Department of Nursing, California State University, Long Beach educates nursing students to be providers of health care in association with other professionals and organizations. The privacy practices in this notice will be followed by:
  - 5.1 All faculty and staff of the Department of Nursing, California State University, Long Beach.
  - 5.2 Any clinical agency with which we share health information.
6. Our responsibility to the students regarding their medical information
  - 6.1 We understand that medical information about the student is personal. We are committed to protecting the privacy of medical information about each student. In an effort to provide the highest quality medical care and to comply with certain legal requirements, we will and are required to:
    - a. Keep your medical information private.
    - b. Provide you with a copy of this notice.
    - c. Follow the terms of the notice.
    - d. Notify you if we are unable to agree to a restriction that you have requested.
    - e. Accommodate reasonable requests by you for us to communicate health information by alternative means or at alternative locations.
7. How we may use and disclose medical information about students
  - 7.1 We may use and disclose medical information about you to support your training in the clinical agencies to which you will be assigned throughout your clinical studies in the nursing program. These agencies require that we validate to them that each clinical student has completed the health screenings that they independently require.
8. How will my information be used and examples of disclosures
  - 8.1 Staff members working in a given clinical agency; typically the Education Department, requires that prior to the beginning of each clinical rotation the assigned clinical faculty submit a list of their students and verify by signature that these students have completed their required health screenings.
  - 8.2 Clinical faculty will, at the beginning of each semester, review your student file for purposes of accurately verifying the information required as noted above.

8.3 WE MAY DISCLOSE MEDICAL INFORMATION ABOUT YOU WITHOUT YOUR PRIOR AUTHORIZATION FOR SEVERAL REASONS INCLUDING:

- a. Public Health – We may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, disability, child abuse or neglect, etc. as required by law.
- b. Clinical Associations – The professional associations between the Department of Nursing, California State University, Long Beach and the clinical agencies to which students are assigned throughout their clinical training necessitates that certain information regarding your health screening be verified prior to your beginning your clinical experiences. To protect your health information we require all our clinical associations to appropriately safeguard your information.

I, \_\_\_\_\_ hereby authorize the release  
**(PRINT your complete name)**

of any medical information that I have disclosed to the Department of Nursing for the purposes of meeting the requirements of any and all clinical agencies to which I may be assigned. I am also acknowledging that I have received a copy of this form.

---

Today's Date

Signature

---

Witness

Reviewed 11/2008

**Appendix 6: Policy on Readmission and Transfer**  
**Readmission To or Transfer Into the Undergraduate Nursing Program**

- 1.0 Students seeking readmission to the Nursing Program following voluntary withdrawal from a course or from the program; students who have failed a course and desire to repeat it a second time; or students who wish to transfer from another accredited nursing program will be admitted to the following criteria:
- 1.1 Readmission following withdrawal or failure.
- a. Students must apply for readmission in writing to the Director of the Department of Nursing. The request must include full name, social security number, current address, telephone number, and the name/number of the class for which admission is requested.
  - b. If the leave of absence is 2 semesters or more, the student is required to do a clinical refresher until mastery of core clinical skills is achieved.
  - c. Failing N200 level students who choose to return to the program are ranked by previous total score on the admission profile as one of the ten (10) alternates.
  - d. Students may not reapply for admission to a course more than once.
  - e. The letter of request for readmission will place the applicant on the waiting list for two (2) academic semesters. At the end of this period, or any subsequent period, another letter must be submitted by the applicant to continue on the waiting list.
- 1.2 Transfer into the Nursing Program
- a. Students must apply for transfer into the program in writing to the Director of the Department of Nursing. The request must include full name, social security number, current address, telephone number, and the name/number of the class for which admission is requested.
  - b. Copies of all current transcripts and syllabi for all completed nursing courses must be submitted with the request.
- 2.0 Students applying for readmission or transfer will be accepted on a space available basis. Students will be ranked according to the following selection criteria in the order shown:
- 2.1 Students who have been activated for active military service.
  - 2.2 Students who withdrew for medical and/or family emergencies.
  - 2.3 Students who withdrew for other approved reasons (e.g. financial, change in job, etc.). *See policy on withdrawal.*
  - 2.4 Students who are requesting readmission after failing a course.
    - a. Laboratory classes. When possible, a student who has failed a clinical course and is repeating it will not be placed in the same section with the faculty member who assigned the failing grade.
    - b. Policy and academic standards. Students who failed for academic reasons will be given consideration over those students who were failed for breach of policy or other academic standards.
  - 2.5 Transfer students in good standing from other CSU campuses.
  - 2.6 Transfer students from other California colleges/universities.
  - 2.7 Students applying for the 30-unit LVN option.
  - 2.8 Transfer students from out-of-state schools.
  - 2.9 Students who have equal ranking for admittance to the nursing program will be selected according to the earliest date of receipt of the admission request.
- 3.0 Vacancies for each level will be monitored by the Undergraduate Director.
- 4.0 Students who have been selected will be notified by telephone and/or in writing by certified letter. Telephone notification will be followed by a certified letter. Students must confirm their intention to accept this placement within 3 business days of notification. If no notification is received within that time, the next student on the list will be notified.
- 4.1 Students who are selected but choose not to re-enter in the semester indicated must resubmit a letter of request.

## Appendix 7: Policy on Cheating and Plagiarism

California State University, Long Beach has adopted a policy on cheating and plagiarism: Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination include, but are not limited to the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of instructor; using or displaying notes, "cheat sheets", or other information or devices inappropriate to the prescribed test conditions, as when the test of competence includes a test of unassisted recall of information, skill or procedure; allowing someone other than the officially enrolled student to represent the same. Also included is plagiarism as defined and alternating or interfering with the grading procedures.

Plagiarism is defined, as the act of taking the ideas or words of another person or persons as if they were one's own, without giving credit to the source in text and in reference sections. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, and commentary. Examples of plagiarism include, but are not limited to the following: the submission of work, either in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming. A student is in doubt about the extent of acceptable paraphrasing should consult the instructor or refer to the following website for guidance: or refer to the following website for guidance: <http://www.csulb.edu/library/subj/plagiarism/>.

Students in the Department of Nursing should note the following:

1. Cheating and plagiarism is not expected to occur.
2. If clear evidence of cheating on a quiz or unit exam occurs, the individual will receive a grade of "F" on that exam. The same is true for the final exam (i.e., 0 points). Students may not leave the examination room for any reason until they have completed each exam.
3. If there is clear evidence of plagiarism in a written assignment the grade for that assignment will automatically become "F", (i.e. 0 points).
4. If a student either cheats or plagiarizes an assignment, they will be placed on academic probation for the duration of the program. If a second offense occurs, the student will be dismissed from the nursing program and action will be taken within Academic Affairs which could cause expulsion from the University.

## Appendix 8: Policy on Unsatisfactory Academic/Clinical Performance

### 1. Purpose of Academic Performance Policy

To provide assistance to students at risk for unsatisfactory academic performance.

- 1.1 “Progress in the nursing major requires that students maintain a cumulative 2.0 GPA on all units attempted and attain a minimum of a “C” grade in each of the nursing courses as well as all required support courses (CSULB 2003 – 2004 Catalog, p. 525).”
- 1.2 Students at risk for unsatisfactory academic performance should be identified no later than the 6<sup>th</sup> academic week of the semester.
- 1.3 At risk students shall be individually counseled and given a remediation plan in writing. It is highly recommended that the plan include completion of the appropriate Educational Information Systems (ESI) modules and their supplemental worksheets.

### 2. Remediation Plan Content

The plan should include the following information.

- 2.1 A summary of the unsatisfactory academic performance to ensure the student is aware of the need for immediate and sustained academic improvement.
- 2.2 Specific actions or behaviors that must be performed and the expected date of completion.
- 2.3 A clear follow-up plan that lists specific mutually agreed upon goals, meeting dates and times.
- 2.4 A summary of the student’s progress.
- 2.5 The potential consequences if the student does not complete the recommendations within the desired time frame.
- 2.6 The specific resources recommended to the student including
  - a. ATI Module
  - b. Supplemental worksheets
  - c. Practice tests
  - d. Referral to the department Learning Center
  - e. Referral to the Learning Assistance Center on campus
  - f. Referral to Counseling and Psychological Services on campus

### 3. Student Responsibilities

- 3.1 Each student is responsible for mastering and carrying over essential knowledge from prerequisite courses and previous semesters. The ability to bridge foundational theory and concepts is essential for each student’s success.
- 3.2 Students who are not in agreement with the assessment and recommendations made by the faculty member may exercise their rights to due process using the following chain of command:
  - a. Clinical faculty
  - b. Level Coordinator
  - c. Undergraduate or Graduate Coordinator
  - d. Department Chair
  - e. Dean, College of Health and Human Services

### **Appendix 9: Policy on Professional Standards**

Students are expected to maintain professional standards during their clinical experiences. A student who violates these standards may be denied progression to the following course, or may be dismissed from the program in accordance with the Department Policy for Probation, remediation, or suspension.

**Students must continually meet the following Professional Standards:**

1. Consistently takes initiative in seeking faculty consultation.
2. Assumes responsibility for attempting to identify and organize data for problem solving.
3. Administers and/or supervises medications safely.
4. Performs delegated medical procedures or treatments correctly.
5. Protects the patient from environmental hazards.
6. Provides for the safety of the patient, self, and others.
7. Communicates important changes in the patient's condition to the appropriate persons accurately and without delay.
8. Carries out all assigned duties or inform the appropriate persons of his/her inability to do so in adequate time.
9. Seeks assistance in aspects of patient care in which he/she lacks confidence or skills.
10. Reports to the agency or unit on time with his/her patient selection (when applicable), prepared for their care, and dressed appropriately.
11. Notifies appropriate persons of absences or when late in arriving.
12. Maintains relationships with patients and co-workers and supervisors which tend to enhance or promote the quality of patient care.
13. Recognizes and assume responsibility for the consequences of his/her own actions
14. Organizes workload and set priorities appropriate to the clinical setting.
15. Demonstrates safe, appropriate behavior and judgment.
16. Demonstrates professional conduct at all times while performing his/her clinical assignment. Non-professional conduct includes use of abusive language, substance abuse, and any behavior indicating loss of emotional control.
17. Demonstrates ethical behavior as described in the ANA Code of Ethics.
18. Upholds HIPAA policy requirements by maintaining patient confidentiality including removal of any patient identifiable records from a clinical agency.
19. Upholds the University policy on cheating or plagiarism.
20. Upholds the rules on forgery, alteration, or misuse of university or clinical agency records or identification.
21. Submits only truthful information or documentation to the Department of Nursing (See CSULB Catalog section 41301).

Approved 10/2008

## Appendix 10: Policy on Academic Standards, Probation of Students, and Suspension

Nursing is a professional discipline which requires high standards of performance and practice to assure quality patient care. In order to safeguard these standards of practice, students must be held to an evaluation process which involves clinical performance in addition to academic achievement. In this way, the welfare of prospective clients is protected. The CSULB Nursing Curriculum moves from simple to complex and from the individual to the community. Each nursing theory course with a co-requisite clinical laboratory builds on the knowledge of the previous level courses.

### 1. Course Sequencing (Prerequisites/Co-requisite)

- 1.1 All nursing courses have prerequisites and must be taken in sequence and/or concurrently as identified in the curriculum plan as well as the catalog.
- 1.2 The student may not register for any course for which the indicated prerequisites or co-requisites have not been completed.
- 1.3 A minimum grade of 2.00 (C) on a 4.00 scale or above (must be achieved in all required nursing courses. A student receiving a grade of less than 2.00 in any course that is a prerequisite to another nursing course may not continue in the nursing sequence until the prerequisite course is repeated with 2.00 on a 4.00 scale.
- 1.4 All nursing didactic courses with co-requisite clinical laboratory, must be taken in sequence together (lecture/clinical).

### 2. Changing Status in a Nursing Course (Withdrawal)

- 2.1 Approval for withdrawing from nursing courses is granted at the discretion of the Faculty. Approval may be granted (based on circumstances) if the student has a didactic grade of at least C (2.0) or a practicum grade of satisfactory/and letter grade of (C).
- 2.2 Withdrawal from a required nursing didactic course requires withdrawal from the co-requisite nursing practicum/clinical course
- 2.3 Students taking approved withdrawals from nursing courses may return to the Department of Nursing in accordance with policies listed in the Undergraduate Nursing Student Handbook on a space-available basis, noting that they may be subject to new program requirements.
- 2.4 A pattern of withdrawals may influence requests for consideration of reinstatement.

### 3. Academic Probation

- 3.1 Any student who earns less than a “C” will be placed on academic probation, and must repeat the course prior to being admitted to the next course in the sequence. Students must complete any remediation plan developed between the faculty and student prior to repeating the course.
- 3.2 If a student is failing a clinical course, they **may not** withdraw from the course, and therefore, will receive a failing letter grade. If they are passing the required co-requisite theory course, they must seek permission to withdraw from the didactic course.
- 3.3 If a student passes clinical **but fails the class portion, the entire course (clinical/lecture) sequence needs to be repeated.**
- 3.4 Any break in the course sequence will necessitate readmission on a space-available basis (see Policy on Readmission to or Transfer into the Undergraduate Nursing Program”). Students will remain on academic probation until the course is successfully passed.

### 4. Suspension from the Nursing Program

- 4.1 Students will be suspended from the Department of Nursing for any of the following reasons:
  - a. Withdrawal from all, or a substantial portion, of the program in two consecutive semesters including failure to complete remediation requirements for progression.

- b. Failure to successfully achieve a grade of “C” in the same course after two attempts. A nursing course may only be repeated one time.
- c. Unsafe clinical performance and/or placing a patient in danger (See Clinical Performance Remediation Policy)
- d. Failure to uphold HIPPA policy requirements
- e. Failure to maintain patient confidentiality including removal of any patient identifiable records from a clinical agency.
- f. Violation of the policy on cheating or plagiarism
- g. Forgery, alteration, or misuse of university or clinical agency records or identification
- h. Knowingly furnishing false information or documentation to the Department of Nursing (See CSULB Catalog section 41301).

Reviewed 9/2008 GC

## **Appendix 11: Policy on Unsatisfactory Clinical Performance: Remediation or Termination Policy**

1. Purpose  
To provide a fair and consistent plan of action for managing unsatisfactory clinical performance.
2. Clinical Performance
  - 2.1 Each semester students are responsible for sustained competence in meeting essential clinical performance standards required for successful completion of each clinical course to progress in the nursing program. These essential clinical standards are documented in each course syllabus.
  - 2.2 Failure to meet these expectations places the patient in physical and or emotional jeopardy. This type of performance is unacceptable in the nursing program. Students who do not maintain the level of required performance will be counseled. Counseling may result in mandatory remediation, clinical probation, failure of the course, or termination from the nursing program.
  - 2.3 Students may exercise their rights to due process by following the following chain of command:
    - a. Clinical faculty
    - b. Level Coordinator
    - c. Undergraduate or Graduate Coordinator
    - d. Department Chair
    - e. Dean, College of Health and Human Services
3. Department of Nursing Faculty
  - 3.1 The Faculty of the Department of Nursing endeavor to provide attainable expectations at each level as student's progress through the program. However, it is each individual student's responsibility to carry over essential skills and knowledge as they progress through the program.
  - 3.2 The primary role of clinical faculty is to ensure safe student practice, maintain required educational, hospital and specialty standards, i.e., JCAHO, AACN etc. and, to facilitate student learning. The faculty member accomplishes this by:
    - a. Providing an appropriate learning environment.
    - b. Maintaining excellent communication with the clinical staff.
    - c. Promoting the application of knowledge learned in theory to the clinical setting.
    - d. Encouraging critical thinking.
    - e. Assisting with the selection of learning experiences and providing additional learning opportunities as they become available.
    - f. Assisting the student with organization, prioritization and patient care activities.
    - g. Serving as a resource regarding institution protocol, policies and procedures.
    - h. Teaching and coaching students through the nursing process and in the performance of psychomotor skills.
    - i. Determining that the learning experience will provide the student the opportunity to develop the ability to develop essential skills.
    - j. Evaluating the student's performance.
    - k. Ensuring that the student has adequately researched the patient's condition, pathology, and medications and has an appropriate plan of care.
4. Remediation/Clinical Probation (Examples)
  - 4.1 Failure to carry over satisfactory skill performance or behaviors from one semester to the next, including but not limited to: medication errors, failure to reassess patient or report significant changes, or the observation of a documented, pattern of less than satisfactory clinical performance.

4.2 Unfamiliarity with the nursing process/assessment techniques/skills expected of a student at the same level. Failure to consistently meet level related critical clinical competencies.

5. Procedure

- 5.1 On observation and/or report of failure by the student to meet essential clinical performance criteria, the faculty may exercise the right to remove the student from patient care. The student may be sent home pending investigation of the situation.
- 5.2 Faculty will maintain detailed anecdotal notes during the discovery phase. Information should be shared with the student, the Level Coordinator and the Undergraduate Coordinator.
- 5.3 Faculty shall confer and collectively inform the student verbally and in writing regarding the incident. Specific information regarding the essential performance criteria that was not met shall be shared with the student. This exchange shall be documented in writing.
- 5.4. Faculty may determine that remediation is in order. If so, a detailed remediation plan including expected dates of completion and desired outcomes will be developed and discussed with the student. The student shall receive a copy of the plan
- 5.5. The student shall be told verbally and informed in writing (as part of the remediation plan) of the consequences if the remediation plan is not satisfactorily completed. The document shall include the following statement, **“Failure to successfully comply with the remediation plan set forth may result in failure of the course up to and including termination from the nursing program.”**
- 5.6. Faculty is responsible for monitoring the student’s progress and documentation of such. The Level Coordinator and Undergraduate Coordinator shall be kept informed.
- 5.7. The student shall be asked to acknowledge receipt (signature) of all documents and remediation plans.
- 5.8. A copy of all correspondence including anecdotal notes shall be placed in the student’s file. The student shall have access to their file under University guidelines.

6. Course Failure/Termination

- 6.1 Examples: Any unethical behavior including but not limited to not telling the truth, plagiarism, intentionally withholding information, documenting false information or stealing. Students asked to leave the nursing program under these circumstances will not be allowed re-entry.
- 6.2 In this situation, a group of 3 or more faculty will meet to confer and make recommendations prior to final action. The Department Chair will be included in all discussions and decisions.
- 6.3 Re-Entering the Nursing Program  
Refer to the policy on “Readmission To or transfer Into the Undergraduate Nursing Program” in the Student Handbook.

## Appendix 12: Policy on Missed Clinical Hours

### 1. Introduction:

Every student in the nursing program is required, by the Board of Registered Nursing, to meet a minimum number of hours in both lecture and clinical courses. Therefore, it is expected that students will attend all required classes.

Any missed clinical time during the semester is required to be made up, hour for hour or by completion of an instructor approved assignment in order to earn a passing grade in the course. The approved assignment will vary based on the clinical course requirements. At the discretion of the clinical instructor, if a student is not able to meet the objectives of the course and/or course assignments due to an attendance problem, the consequences to the student may be withdrawal from the course, an incomplete grade or failure of the course per university policy.

### 2. Student Responsibilities:

The student needs to arrange the make up time or assignment with the clinical instructor. A contract will be signed by the student and clinical instructor detailing the plan for make-up of clinical time.

#### Missed Clinical Hours Contract

I, \_\_\_\_\_ a student in the \_\_\_\_\_ course, agree that it is my responsibility to complete the following in order to make up missed clinical time in the course:

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This will be completed by: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinical Instructor Signature

\_\_\_\_\_  
Date

Reviewed 3/2006

### **Appendix 13: Policy on Medical Clearance**

Students are considered part of the health care team in any clinical setting. Therefore, they are obligated to abide within established policies and procedures for any clinical setting in which they are functioning.

- ❑ In the case where a student misses more than one clinical day and is under the supervision of a medical practitioner, a student will not be allowed to return to the clinical area until a medical clearance has been obtained.
- ❑ In the event that a student experiences an injury or undergoes a surgical procedure that could compromise the safety of either the student or the clients in the student's care, a medical clearance will need to be submitted to the faculty before the student can return to clinical practice.
- ❑ In the event that a theory course is concurrent with the clinical component, the faculty has the discretion to determine whether or not the absence from the clinical will hinder achievement of the combined course objectives. In this event, it may be feasible that the student would not be able to progress in either clinical or didactic components until being released from medical care.
- ❑ If an injury or illness creates a significant disability for the student such that patient safety issues arise, progression in the program will be dependent upon the student's ability to function safely in accordance with legal parameters.
- ❑ In all situations, the student will be held to the policies and procedures for any given clinical site.

Illness is defined as a fever (which is generally a temperature of 100.5 or above) a rash, productive cough or open wound, or other drainage (e.g. from eyes). Students will not be allowed on any of the units with these symptoms.

#### **Appendix 14: Holiday Scheduling of Courses**

- a. All holidays that occur during the normal Monday through Friday university schedule will be honored according to the University master calendar. Any time the campus is closed, no classes will be held. Any course (clinical or didactic) that occurs during a regularly scheduled day will be held regardless of the number of similar sections that do not meet.
- b. When a Saturday course day follows a recognized Friday holiday where the campus is closed, the Saturday class will not meet. However, if the holiday is on Monday, the class will be held.
- c. When a Sunday course day proceeds a Monday holiday where the campus is closed, the Sunday class will not meet. However, if the holiday is on Friday, the class will be held.
- d. In the event that an agency closes for a holiday that is not recognized by the University, an alternative assignment will be provided by the faculty so that students are not penalized for the potential time missed

## Appendix 15: Procedure for Public Health Nursing Certification

### 1. Procedure:

- 1.1 For students graduating from CSULB with a BSN in Nursing and for RN students completing the CSULB approved Community/Public Health Nursing Course with lab.
- 1.2 Applicants for a PHN Certificate in California must have an active, current, and clear RN license and meet the requirements for obtaining a Public Health Nursing certification in California as outlined in The Nurse Practice Act located within the provisions of Title 16: California Code of Regulations and the California Business and Professions Code.
- 1.3 After graduating and after receiving an RN licenses, obtain the “Application for California Public Health Nurse Certificate” form and the “Request for Transcript Public Health Nurse Certification” form online from the California Board of Registered Nursing (BRN) at <http://www.rn.ca.gov/lioc/pdf/phn-app.pdf>
- 1.4 Complete as per instructions and mail the application form along with the required fee directly to the BRN.
- 1.5 Complete section A of the “Request for Transcript Public Health Nurse Certification” form and turn this form into the Department office along with an official copy of your transcripts (sealed).
- 1.6 The Nursing Department will complete section B and mail this form along with your transcripts to the BRN.
- 1.7. Students may obtain an official copy of their transcripts from Enrollment Services.
- 1.8 Information regarding response time for the BRN and the application along applicant responsibilities can be located within the *California Code of Regulations*.
- 1.8. Students not earning a BSN from CSULB, with questions regarding course work and eligibility for a PHN Certification after completing the community/public health course and lab (supervised clinical experience) should contact the BRN directly using the contact information provided on the web page:  
<http://www.rn.ca.gov/>

Approved by Faculty March 2008

## **Appendix 16: Procedure for Grade Appeal**

The student grade appeal procedure must follow the University policy (CSULB Policy Statement 99-16 or the policy statements that supersede it). The following document outlines the Department of Nursing procedure for student grade appeals.

- 1.0 Students who believe they have received a final course grade that reflects prejudicial, capricious or arbitrary grading of their academic performance must make this belief known to the instructor, either orally or in writing, before they begin the formal appeal process. If students and instructors are not able to resolve the problem to the satisfaction of both parties, the formal process may then be initiated. In the event an instructor is not available to participate, the Department Chair may appoint another instructor whose area of expertise most closely approximates that of the instructor of record to represent the interests of the latter.
  - 1.1 An appeal must be initiated within the first 20 business days of the semester immediately following the semester in which the student completed the course. As long as the student has filed written notification of the appeal with the Department Chair, action on the appeal may continue during subsequent semesters.
  
- 2.0 The formal grade appeal process begins with the preparation of a grade appeal file by the student. Since the burden of proof rests on the student, the student must prepare a file which includes: (a) a written statement clearly presenting the basis for the grade appeal; (b) a completed Grade Appeal Request and Route Sheet obtained from the College in which the course was offered; (c) and any supporting documentation such as the class syllabus, exams, papers, assignments or other corroborating documents.
  - 2.1 Since only final grades may be appealed, if the student believes that individual assignments that had a direct effect on the course grade demonstrate evidence of prejudicial, arbitrary, or capricious grading, they be should included in the grade appeal file as supporting documentation.
  - 2.2 The written statement describing the reasons for the appeal should be addressed to the Department Chair.
  - 2.3 After receiving the student's grade appeal file, the Department Chair will consult with both the instructor and the student to attempt a resolution to the grade appeal.
  - 2.4 If the instructor of record refuses to participate, the Department Chair shall insert a written statement to that effect in the appeal file.
  - 2.5 If the instructor of record is the Department Chair, the College Dean or designee will perform the functions of the Department Chair in the appeals process
  - 2.6 Should consultation fail to resolve the appeal and if the student wishes to continue, the student must request that the Chair forward the appeal to the Department Grade Appeals Committee.
  - 2.7 The Chair may include a written recommendation in the forwarded appeal.
  - 2.8 The instructor must be informed that the formal grade appeal process has been initiated, and shall be given copies of all materials forwarded to the Grade Appeals Committee.
  - 2.9 The instructor may write a response to the student's appeal and a rationale to be considered by the Grade Appeals Committee. A copy of such response must also be provided to the student.
  - 2.10 An appeal may be terminated at any point by a letter from the student withdrawing the appeal.

- 2.11 All grade appeal information, whether written or oral, is confidential.
- 3.0 The Department Grade Appeals Committee is a permanent subcommittee of the Student Development and Support Committee. The Student Development and Support Committee will appoint a Grade Appeals Committee chair from the faculty to serve for one academic year. As the need arises, a committee will be formed consisting of two full time faculty members, one alternate, a student member appointed by CSNA and a student member appointed by the Graduate Director. The graduate student member will serve in even years; the undergraduate will serve in odd years. Upon receiving the grade appeal file from the Chair, the committee will consider the appeal, adhering to the principles and guidelines of the current University Grade Appeal Procedure.
- 3.1 The primary authority of the instructor in the assignment of grades must be respected. An instructor's evaluation of a student's work and performance in that instructor's course must not be over-ridden merely because of a difference of opinion or evaluative judgment. The University presumes that every instructor wants and tries to be non-prejudicial, objective, and consistent in the assignment of grades. This presumption, however, may be over-ridden by weight of evidence to the contrary.
- 3.2 The Grade Appeals Committee deliberating an appeal shall consider all information submitted and may, if necessary, obtain clarification in writing from the student, the instructor, and/or the Chair.
- 3.3 The Grade Appeals Committee shall consider only information available to both parties. All parties to an appeal shall be notified by the Committee Chair in writing of all responses and deadlines at all points in the appeals process and shall have full opportunity to comment in writing.
- 3.4 Distribution of materials in an appeal shall allow reasonable time for response by the involved parties before a decision is rendered by the Committee.
- 3.5 Reasonable time is defined as ten (10) instructional days from receipt of a response.
- 4.0 The student and the instructor shall each have one peremptory challenge to remove a Committee member. This written request must be submitted within 5 instructional days of notification of the committee membership. In such a case, the alternate faculty member and/or student will serve for that appeal.
- 5.0 Committee members shall not participate in an appeal of a grade decision if they have been personally involved in assigning grades in this class.
- 6.0 In all but extreme circumstances, the Committee shall reach its decision within the semester in which it receives the appeal.
- 7.0 After making its determination, the Committee shall prepare a written statement of its decision, including an explanation of its reasoning and a response to the specific issues upon which the appeal is based. The decision statement will be placed in the appeal file and a copy will be sent to the student, the instructor, and the Department Chair.
- 7.1 If the appeal is supported by the Committee, the Committee will then determine a grade for the student based on the evidence included in the appeal file. The new grade shall not be lower than the original grade. If the instructor does not either file a grade change or file an appeal within 10 instructional days, the Department Chair will file a grade change. If the Department Chair does not file the grade

- change within 10 instructional days, the Chair of the Department Grade Appeals committee can sign, and the College Dean will change the grade.
- 7.2 If the appeal is rejected, the student has 10 instructional days to file a written appeal of the Department Committee's finding. If the student does not file an appeal, the grade appeal process is terminated.
- 7.3 If either the student or the instructor files a written appeal of the Department Committee's finding within 10 instructional days, the Committee Chair shall, within 10 instructional days, forward the file (including the Committee's decision and rationale) to the College Grade Appeals Committee.
- 8.0 The College Grade Appeals Committee may confirm the decision of the Department or it may recommend reconsideration.
- 8.1 When a grade appeal decision has been returned for reconsideration, the Department Grade Appeals Committee shall review the rationale and recommendations of the College Grade Appeals Committee. It shall undertake to remedy procedural faults identified by the College Committee. It shall consider anew the substance of the grade appeal, with due attention to whatever recommendations have been advanced by the College Committee. The Department Committee shall render a new decision on the appeal which may be either a reiteration of its original decision or may be a different decision (which may or may not be in agreement with the College Committee's recommendation).
- 8.1.1 The Department Committee, shall, in any but extraordinary circumstances, render its reconsideration within 20 instructional days of receipt of the grade appeal file.
- 8.1.2 Upon reaching its decision, the Department Committee shall report in writing its response to all procedural faults identified by the College Committee, and shall again put in writing its rationale for its decision on the substance of the grade appeal. These reports shall be forwarded with the grade appeals file to the College Grade Appeals Committee and copies shall be supplied to all parties, including the Department Chair.
- 9.0 At the conclusion of the grade appeal process, the original file, with all documentation, recommendations, final decisions, etc., (including a copy of the grade change, if relevant) shall be submitted to the Dean of the College of Health and Human Services by the Department Grade Appeals Committee.

### Appendix 17: Credit by Exam

1. All Nursing undergraduate didactic courses may be challenged by examination once appropriate prerequisite courses have been completed.
  - a. All applicants must be admitted to the University and the Nursing Department as a Nursing major.
  - b. Students must be enrolled in the course for which they wish to receive credit by examination. Prior to enrollment students must secure the signed and dated approval form that is available in the Office of Admissions and Records, and must be submitted to the instructor the first class session.
  - c. The instructor will verify that prerequisite courses have been completed.
  - d. The instructor will ensure that the examination is conducted, scored and the results posted prior to the end of the third week of classes.
  - e. Students who pass the examination will receive a grade of “CR”. Students who do not pass the examination may continue in the course as a regular student or withdraw from the course (University Policy Statement 87-04).
  - f. Students who wish further clarification or assistance with these procedures may make an appointment with their assigned faculty advisor.

Note: The Department of Nursing policy for Credit by Examination is in compliance with the University Credit by Examination Policy 87-04.