

Revised 12/2011

GRADUATE HANDBOOK

**California State University, Long Beach
School of Nursing**

Fall 2011 - Spring 2012

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California State University Long Beach
College of Health and Human Services
School of Nursing

Graduate Nursing Student Handbook

Introduction

Dear Graduate Nursing Student,

We welcome you to our Master of Science program. You have successfully completed a rigorous admission process and have met the qualifications to pursue an advanced practice nursing degree. Both faculty and staff look forward to working with you as you pursue your goals. We will work diligently to provide you with excellent theory and clinical course experiences to prepare you to assume a leadership role in nursing and in health care. Our program is fully accredited at both the state and national levels.

As you expect us to provide you with an excellent education, we also expect and require you, as a graduate student, to become actively involved in the learning process. This will require that you spend a significant amount of time engaged in reading, research, reflective thinking, and clinical practice. To be successful you will need to find a balance between work, family, and school responsibilities. During the next 2+ years your education must become an integral part of your life if you are to successfully attain your goal of a master's degree.

This handbook has been developed to provide you with information, policies, and procedures that are specific to the School of Nursing. You are responsible for the information presented. The contents of this handbook are NOT a substitute for the CSULB Catalog. The Catalog is your official contract with the university to degree attainment at CSULB. Each graduate student is responsible for information included therein.

We hope that you will enjoy and be challenged by the process of master's education at CSULB. And we look forward to welcoming you into the family of our alumnae in the near future.

The School of Nursing Faculty and Staff

ADVANCEMENT TO CANDIDACY

Before you are eligible to take N698 Thesis, N692 Directed Project or N695 Professional Literature (N695 is required if you plan to take comprehensive exams) you must Advance to Candidacy. This important step is clearly described in the Catalog in the Chapter Graduate Degree & Post Baccalaureate Degrees. The process signifies university approval of the student's course of studies for the master's degree and becomes the university's commitment to you once it is approved. To be eligible you must have:

- 6 units of graduate course work at CSULB for residency requirement
- Cumulative GPA of 3.0 or above
- All required prerequisite courses
- Successful completion of the Writing Proficiency Examination (WPE) (or GRE for dual degree programs)
- Approval of the School of Nursing Graduate Director and Associate Dean of the College of Health and Human Services.
- Must be completed one semester prior to graduation date
- Must be registered for classes in the semester of Advancement

It is strongly recommended to advance to candidacy after completion of 6 units of grad work, or no less than 1 semester before you plan to graduate.

Process

Pick up a draft form and instructions from the Graduate Office (Room 44), or on the School of Nursing's web-page and complete as directed. Return the completed document to the Graduate Office for signature and approval by the School of Nursing Graduate Director. The Associate Dean's will mail you a letter approving your advancement. The process can take several months due to the fact that the Associate Dean's office must send the form to the Admissions and Records for all your transcripts before approval. Consult with your faculty advisor regarding electives for your program of study and for signature or approval. We encourage you to take the WPE or GRE and your prerequisites in your first semester here and Advance to Candidacy as soon as you are eligible.

WRITING PROFICIENCY EXAMINATION (WPE)

All Graduate students are required to take the WPE to demonstrate their writing proficiency. You must have passed the WPE or (GRE where applicable) to Advance to Candidacy. Information on the test is available in the Student Services Administration Building (SS/ADM) Room 216 or call (562) 985-4007. You can also find this information at the Bookstore.

ADVISEMENT

Each student in the graduate program is assigned a Faculty Advisor in her/his specialty area. The name of your advisor and telephone number is listed in your letter of admission to the graduate program in the School of Nursing. You are expected to consult with your advisor each semester to plan your program of study. She/he will help keep you informed of policies and requirements and facilitate your progress throughout the program. The Graduate Director is also available to all graduate students if there are questions or issues that need resolution.

SEVEN YEAR RULE

All courses that make up the graduate program of study (degree requirements) must be completed within seven years of the date the student program was initiated. This applies to both part-time and full time work. Course work beyond the seven year time frame must be revalidated by examination, course work or other demonstrations of competency. See Catalog under Graduate Program.

FINANCIAL AID

Financial aid is usually available for graduate students in the School of Nursing and from the Financial Aid office in Brotman Hall. The application form, which includes eligibility requirements, is available in the Graduate Nursing Office, Room 7, at the beginning of clinical. Deadlines are posted and announced in class. Application is made after you start clinical and at the beginning of the semester(s) in which you meet eligibility requirements. You must follow directions carefully. Incomplete applications will not be processed. There are no exceptions and deadlines are absolute. Scholarships for graduate nursing students are often offered through various organizations. As scholarships become available, flyers will be posted throughout the School of Nursing.

GRADUATE CURRICULUM for NURSE PRACTITIONERS

Family, Pediatric, Adult/Geriatric, Women's Health, Psychiatric/Mental Health (only)

CORE COURSES- THESE CORE COURSES MUST BE COMPLETED BEFORE BEGINNING SPECIALTY COURSES	Units
*N510 Advanced Pathophysiology for Advanced Practice Nurses	2
*N520 Advanced Pharmacology for Advanced Practice Nurses	3
*N530 Advanced Physical Assessment for Advanced Practice Nurses	2
*N535 Advanced Pediatric Physical Assessment for Advanced Practice Nurses (PNP Students only)	2
*N530L Advanced Physical Assessment Lab for Advanced Practice Nurses	1
*N535L Advanced Pediatric Physical Assessment Lab for Advanced Practice Nurses (PNP Students only)	1
*N540 Health Care Economics, Policy & Management	2
*N550 Human Diversity & Psychosocial Issues in Health Care	2
*N560 Theory and Professional Roles	2
*N596 Research for Advanced Nursing Practice	3
SPECIALTY COURSES (18 – 24 Units total for these NP specialties)	
Family Theory I and Clinical Studies I+II – N620, N620A, N620B	9
Family Theory II and Clinical Studies III+IV– N621, N621A, N621B	9
Pediatric Theory I and Clinical Studies I+II– N650, N650A, N650B	9
Pediatric Theory II and Clinical Studies III+ IV– N651, N651A, N651B	9
Pediatric Theory III and Clinical Studies V – N652, N652A	6
Adult/Gero Theory I and Clinical Studies I+II– N630, N630A, N630B	9
Adult/Gero Theory II and Clinical Studies III+IV – N631, N631A, N631B	9
Psychiatric Theory I and Clinical Studies I+II – N640, N640A, N640B	9
Psychiatric Theory II and Clinical Studies III+IV – N641, N641A, N641B	9

Women's Health Theory I and Clinical Studies I+II– N610, N610A, N610B	9
Women's Health Theory II and Clinical Studies III+IV – N611, N611A, N611B	9
Women's Health Theory II and Clinical Studies V – N612, N612A	6
MUST ALSO COMPLETE A THESIS (N698),	1-4
DIRECTED PROJECT (N692)	1-4
OR COMPREHENSIVE EXAM (695)	3
TOTAL UNITS	38-45

- It is possible to transfer in up to 12-13 units of graduate nursing course work with approval from your Graduate Director and the Specialty Coordinator towards the NP specialty.

GRADUATE CURRICULUM for POST-MASTERS NURSE PRACTITIONERS

Family, Pediatric, Adult/Geriatric, Women's Health, Psychiatric/Mental Health

<i>CORE COURSES-</i> <i>THESE CORE COURSES MUST BE COMPLETED BEFORE</i> <i>BEGINNING SPECIALTY COURSES</i>	Units
*N510 Advanced Pathophysiology for Advanced Practice Nurses	2
*N520 Advanced Pharmacology for Advanced Practice Nurses	3
*N530 Advanced Physical Assessment for Advanced Practice Nurses	2
*N535 Advanced Pediatric Physical Assessment for Advanced Practice Nurses (PNP Students only)	2
*N530L Advanced Physical Assessment Lab for Advanced Practice Nurses	1
*N535L Advanced Pediatric Physical Assessment Lab for Advanced Practice Nurses (PNP Students only)	1
*N540 Health Care Economics, Policy & Management	2
*N550 Human Diversity & Psychosocial Issues in Health Care	2
*N560 Theory and Professional Roles	2
<i>SPECIALTY COURSES</i> <i>(18 – 24 Units total for these NP specialties)</i>	
Family Theory I and Clinical Studies I+II – N620, N620A, N620B	9
Family Theory II and Clinical Studies III+IV– N621, N621A, N621B	9
Pediatric Theory I and Clinical Studies I+II– N650, N650A, N650B	9
Pediatric Theory II and Clinical Studies III+ IV– N651, N651A, N651B	9
Pediatric Theory III and Clinical Studies V – N652, N652A	6
Adult/Gero Theory I and Clinical Studies I+II– N630, N630A, N630B	9
Adult/Gero Theory II and Clinical Studies III+IV – N631, N631A, N631B	9
Psychiatric Theory I and Clinical Studies I+II – N640, N640A, N640B	9
Psychiatric Theory II and Clinical Studies III+IV – N641, N641A, N641B	9
Women's Health Theory I and Clinical Studies I+II– N610, N610A, N610B	9
Women's Health Theory II and Clinical Studies III+IV – N611, N611A, N611B	9
Women's Health Theory II and Clinical Studies V – N612, N612A	6
TOTAL UNITS	32-38

- A total of 32-38 units is required for entire post-master's certificate program. It is possible to transfer in up to 9-12 units for the post-master's certificate program.

GRADUATE CURRICULUM for CLINICAL NURSE SPECIALISTS

Adult Care

<i>CORE COURSES-</i> <i>THESE CORE COURSES MUST BE COMPLETED BEFORE</i> <i>BEGINNING SPECIALTY COURSES</i>	Units
*N510 Advanced Pathophysiology for CNSs and NPs	2
*N520 Advanced Pharmacology for CNSs and NPs	3
*N530 Advanced Physical Assessment for Advanced Practice Nursing	2
*N530L Advanced Physical Assessment Lab for Advanced Practice Nursing	1
*N540 Health Care Economics, Policy & Management	2
*N550 Human Diversity & Psychosocial Issues in Health Care	2
*N560 Theory and Professional Roles	2
*N596 Research for Advanced Nursing Practice	3
<i>SPECIALTY COURSES</i> <i>(18 units specialty courses/13units education courses)</i>	
Theories/Clinical for Adult Care CNS: Patient/Family N600/600L	6
Theories/Clinical for Adult Care CNS: Staff Development N601/601L	6
Theories/Clinical for Adult Care CNS: Organizational Systems N602/602L	6
<i>EDUCATION COURSES</i>	
Conditions of Learning N556A	3
Curriculum Development N556B	3
Microteaching N556C	3
Practice Teaching N556L	4
MUST ALSO COMPLETE A THESIS (N698),	1-4
DIRECTED PROJECT (N692)	1-4
OR COMPREHENSIVE EXAM (695)	3
TOTAL UNITS	52-53

GRADUATE CURRICULUM FOR NURSING ADMINISTRATION

<i>NURSING ADMINISTRATIVE CORE COURSES</i>	Units
*N559 Theories of Nursing Administration	3
*N560 Theory & Professional Roles in Ad. Practice	2
* N596 Research for Advanced Nursing Practice	3
<i>HEALTH CARE ADMINISTRATIVE CORE COURSES</i>	
*HCA 510 Human Resources Manage. in Health Care	3
*HCA 524 Adv. Legal Aspects of Health. Care Admin.	3
<i>CLINICAL COURSES</i>	
*N676A, 677B, 678C Advanced Nursing Administration Roles	9
*N676L, 677L, 678L Advanced Nursing Preceptorship	9
MUST ALSO COMPLETE	
A THESIS (N698),	1-4
DIRECTED PROJECT (N692)	1-4
TOTAL UNITS	39

GRADUATE CURRICULUM FOR DUAL DEGREES**GRADUATE CURRICULUM FOR MSN/MPH**

Course Title Pre/Co-Requisites	Units
Health Care Ethics	2-4
Cultural Diversity or International Health	2-4
Statistics	2-4
<i>HSC CORE COURSES</i>	
Admin. Relationships in Health Education – HSC 508	3
Advanced Environmental Health – HSC 528	3
Health Promotion & Risk Reduction - HSC 535	2
Concepts and Issues in Health Education – HSC 570	3
Curriculum Development in Hlth Ed. – HSC 581	3
Seminar in Comm. Analysis and Planning – HSC 624	3
Advanced Community Health Education – HSC 625	3
Take one of the following:	
Principles of Epidemiology - HSC 500	3
Epidemiology of Infectious Diseases MICR 429	4
Take one of the following:	
Community Health Statistics (Bio Statistics) - HSC 503	3
Experimental Design/Regression Analysis BIOL 565	4
Take one of the following:	
Research Methods HSC 696	3
Research for Advanced Nursing Practice NRSG 596	3
<i>NRSG CORE COURSES</i>	
Theoretical & Professional Roles in Nursing – N560	2
Adv. C/PHN Practice Theory – N565	3
<i>CLINICAL COURSES</i>	
C/PHN Roles I Didactic – N670	3
C/PHN Roles II Didactic – N671	3
C/PHN Roles III Didactic – N672	3
Clinical Practicum 670L, 671L & N672L	9
MUST ALSO COMPLETE A THESIS (N698), DIRECTED PROJECT (N692)	1-4 1-4
Total Units	56-57

GRADUATE CURRICULUM FOR MSN/MSHCA

<i>NURSING ADMINISTRATIVE CORE COURSES</i>	Units
Course Title Pre/Co-Requisites	
General Accounting	2-4
Micro Economics	2-4

Information Systems (IS 240)	2-4
Statistics	2-4
<i>NURSING ADMINISTRATION CORE COURSES</i>	
*N559 Theories of Nursing Administration	3
*N560 Theory & Professional Roles in Ad. Practice	2
* N596 Research for Advanced Nursing Practice or HCA698A	3
<i>CLINICAL COURSES</i>	
*N676A, 677B, 678C Advanced Nursing Administration Roles	9
*N676L, 677L, 678L Advanced Nursing Preceptorship	9
<i>HEALTH CARE ADMINISTRATIVE CORE COURSES</i>	
*HCA 502 The Health Care System	3
*HCA 505 Organization and Systems of Health Care	3
*HCA 510 Human Resources Manage. in Health Care	3
*HCA 515 Adv. Financial Management in Health Care	3
*HCA 524 Adv. Legal Aspects of Hlth. Care Admin.	3
*HCA 530 Strategic Planning and Mtg. in Hlth. Care	3
*HCA 535 Quantitative Methods in Hlth Care Admin.	3
*HCA 550 Quality Assurance of Health Care	3
MUST ALSO COMPLETE	
HCA 698B	3
A THESIS (N698),	1-4
DIRECTED PROJECT (N692)	1-4
TOTAL UNITS	53-54

ELECTIVES

You may take elective courses, such as Nursing Education, Nursing Administration, and Medical Spanish. Electives may be taken in the School of Nursing, or in other departments where the course content is relevant to nursing. Courses must be graduate level (500 or 600 number). Your faculty academic advisor and the graduate director must approve your choice of elective graduate courses in writing.

TRANSFER UNITS

Twelve to thirteen units of approval graduate course work may be transferred in (must be taken within the last 7 years). You must consult your faculty academic advisor graduate director as early as possible if you want to transfer units. This process requires approvals and is not automatic.

CLINICAL PLACEMENT AND ADMINISTRATIVE INTERNSHIPS

All graduate students will be required to do a certain number of clinical or administrative hours with a preceptor. Specialty advisors will assist students in finding clinical and administrative placements. Students who find a preceptor on their own will be asked to provide their specialty advisor with the name and address of the preceptor in order to establish a contract at least one semester before they plan to start preceptorship. Students are not to be precepting in facilities that the University does not have an established contract with. Specialty Advisors usually meet with students in the spring semester prior to fall clinical to review clinical placements. Letters will be sent to students notifying them of the meeting times and location.

MALPRACTICE INSURANCE

All graduate students in the School of Nursing must carry malpractice insurance while they are in clinical courses. Each student is responsible for confirming that the coverage is adequate for the area of practice (special care unit, nurse practitioner student functions) and that the policy remains effective throughout the semester. Faculty will request carrier names and policy numbers at the beginning of each semester. Currently two major companies are writing policies for nurse practitioner and specialized practice student coverage. Each company differs somewhat in the manner and extent of coverage as well as requirements for qualification. Please make sure before you apply that you are entitled to be covered by that company. Following are listed the toll-free numbers of these two carriers:

McGinnis & Associates (Transamerica)
1-800-621-3008

Cotterell, Mitchell & Fifer (American Insurance Group)
1-800-221-4904

When an application is submitted to a carrier, you must specifically state on the application (either by checking a box or writing on the form) that you are either a Nurse Practitioner or Clinical Nurse Specialist student.

WORKMEN'S COMPENSATION

Workmen's Compensation for students during approved clinical practice is covered either by the clinical practice site (hospital, clinic, etc) or by the State for all agencies where contracts have been approved with CSULB, School of Nursing. Discuss contract issues with your clinical coordinator. If you have clinical experience at a site where no contract has been negotiated, you are not covered by Workmen's Compensation. The official statement of policies rules and regulations is found in the CSULB Catalog Undergraduate & Graduate Studies. You are responsible for complying with all dates and procedures.

CHANGE OF SPECIALIZATION

- A. Students who are accepted into a non-impacted program who subsequently wish to transfer into an impacted program will be required to:
1. Successfully complete all core courses with an overall GPA of 3.0 or above with no course grades below "C".
 2. Apply to the impacted program no earlier than midterm of their last semester of core courses.
 3. Submit their transfer request by certified mail to the Graduate Advisor or designee.
 4. A waiting list will be generated with priority established by the receipt date of each certified letter.
 5. The waiting list will be used to offer students placement in the requested specialty on a space-available basis.
 6. A waiting list generated for a specific semester will be valid for that semester only.

7. All applicants for transfer will be informed that openings in impacted programs may not be known until one week before the start of the semester, and may not be confirmed until after the end of the second week of classes.
- II. Non-impacted programs
- A. These policies **do not apply** to applicants for non-impacted programs.
 - B. Transfer into non-impacted programs by existing students will be permitted based on qualifications.
 - C. Students may transfer into non-impacted programs at any time while completing core courses.
 - D. Admission of post-master's applicants to non-impacted programs will be based on qualifications.

EDUCATIONAL LEAVE OF ABSENCE

Any student in good academic standing may request an Educational Leave. Students requesting an Educational Leave must complete an Educational Leave Form, which is obtained from enrollment services. Refer to the general school catalog for University policy regarding Educational Leave. Students returning from Educational Leave are placed into clinical specialty courses on a space available basis. It is highly recommended that students who are considering taking an Educational leave consult with their specialty advisor first and the graduate director.

COMPREHENSIVE EXAM/THESIS/ DIRECTED PROJECT OPTIONS

All graduate students are required to take a comprehensive examination, complete a thesis or a directed project in partial fulfillment of the requirements for a graduate degree at this University. It is highly recommended that students consult with their specialty advisor or graduate director regarding their decision between the thesis/ directed project and comprehensive exam options. The MSN/MPH and MSN/MSHCA students are required to complete a thesis or a directed project in partial fulfillment of the requirements for a graduate degree at this University.

Comprehensive examinations are usually taken in the third semester of your clinical specialty or in the third semester for two semester specialties after completion of clinical. In order to take the examination, you must have advanced to candidacy, completed or be enrolled in N695 Professional Literature Review. A copy of policies related to the Comprehensive Exam is available for your review in the School of Nursing Learning Center.

COMPREHENSIVE EXAMINATION - POLICIES AND PROCEDURES

Mission

The Comprehensive Examination is intended to measure the mastery of knowledge required of graduates of the master's degree in nursing. The examination is designed to assess the student's ability to apply, analyse, synthesize, integrate and evaluate current, relevant information from both nursing and allied fields in advanced practice nursing.

Eligibility

- 1 Graduate students **must complete all required nursing courses** with the exception of third semester specialty courses which may be in progress, prior to taking the Comprehensive Examination.

2. Students taking the Comprehensive Examination must have advanced to candidacy indicating the Comprehensive Examination option.
3. Students should sign up for N695 the same semester or a semester prior to the one in which they plan to take the Comprehensive Examination.
4. Successful completion of N695 (a grade of B or better) is required for admission to the Comprehensive Examination.
5. Ineligible students will be notified prior to the examination.
6. Students may elect to take the Comprehensive Examination in a semester after the one in which they successfully complete N695. If so, during the semester they plan to take examination, they:
 - a. Must notify the Examination Coordinator of their intent in writing by the end of the second week of the semester.
 - b. Must be enrolled in a course in the School of Nursing (N695, N590, GS 700 or another course in the University).
 - c. Are responsible for reviewing and following current Comprehensive Examination policies and procedures, including the dates, times and place of the examination.

Examination Content

1. Students must take the current examination, regardless of when they completed the course(s) corresponding to the area to be tested.
2. Test questions will be based on material taught in the last semester prior to the date of the examination.

Student Preparation

1. Students will prepare for the examination by doing the following:
 - a. Enroll and participate in N695.
 - b. Select and accumulate appropriate research, state of the art clinical reviews, and evidence-based practice resources in their specialty fields.
 - c. Accumulate and review current and appropriate books, chapters, reports, articles and monographs for possible use as citations and references for writing the Comprehensive Examination (basic nursing textbooks or specific lectures are not appropriate as references).
 - d. Individual study.
2. Study aids
 - a. Faculty will meet with students in N695 to suggest materials and methods of studying for each content area.
 - b. Students may register as auditors for current classes.
 - c. Students may sit in on some current class sessions on a space available basis with permission of the instructor. Students should contact the instructor at least one week prior to the class or classes they wish to attend.

Administration of the Examination

1. Schedule
 - a. The examination is in a take-home format and must be taken during the time scheduled with no exception.

- b. The student has 3 weeks in which to complete the examination. No extension will be granted.
 - c. Examination papers are due by 5:00 p.m. on the due date with no exception. Any late paper will rate a failure for the examination.
 - d. Examination papers will not be accepted by FAX or e-mail.
 - e. It is the sole responsibility of the student to assure that all required copies of the examination are delivered to the School of Nursing by the deadline.
2. Administration
- a. Students will be assigned randomly selected code numbers to maintain anonymity for evaluation.
 - b. Students should place their code number on the upper right hand corner of each page of the examination.
 - c. Questions about the intent or meaning of individual questions will not be answered during the examination period.
 - d. The examination paper must be the student's own independent work. No discussion, consultation or sharing of information regarding the paper is allowed.
 - e. The student may not discuss the examination with any faculty once the examination has been distributed.
 - f. The student will be required to sign an honesty pledge attesting to the fact that the paper submitted is an individual, sole effort without any assistance.
 - g. If a student has begun taking any part of the Comprehensive Examination and decides for any reason to discontinue, this will be considered as one attempt for the total examination.
 - h. A student may use editorial assistance only for proofreading, spelling, grammar, formatting, punctuation and to improve clarity and readability of writing. Writing of content by editorial services is strictly prohibited.

Evaluation

1. The examination will be evaluated as Pass or Fail.
2. A passing score from 2 graders is required for a passing grade on the examination.
3. If a section is failed the entire exam must be retaken.
4. Comprehensive Examination Evaluation Criteria:

Each examination area will be graded as Pass, Fail or Distinction.

Scale

Distinction/D - All the crucial aspects of the area are presented correctly and in depth. Organization of material demonstrates clear, logical and specific thinking. Distinction criteria have been met.

Pass/P - All the crucial aspects of the area are presented correctly but not in depth. Organization of material demonstrates clear, logical and specific thinking at a minimally acceptable level. All basic criteria have been met.

Fail/F - Some crucial aspects of the area are missing or inaccurate.

5. Student must receive a grade of Distinction from 3 graders to receive a designation of "pass with distinction" on the entire examination.
6. Reading of the examination paper:

- a. Each exam will be read independently and simultaneously by three Comprehensive Exam graders.
- b. A passing grade on the exam requires a score of Pass or Distinction from at least two graders.
- c. A Distinction grade on the exam requires a score of Distinction from at least two graders.
- d. All student papers will be submitted to Turn-It-In unless the student refuses. If a student refuses, an alternate means of screening for plagiarism will be required.
- e. Faculty reserve the right to see the results of an examination/paper evaluated by a web based plagiarism site. Exams with a high “overall similarity index” to previous or concurrent exams may result in a failing grade for the examination

Notification of Results

1. Comprehensive Examination results will be available approximately four weeks after completion of the examination.
2. Notification of results will be mailed to students using a student provided a stamped, self-addressed envelope.
3. On the same day, results will be posted in the Graduate Nursing Office (Room 8) using the examination identification numbers.
4. No results will be given by telephone. **NO EXCEPTIONS.**

Retaking the Examination:

1. A student who does not receive a passing grade may retake the examination one time only. If the student fails to appear for the second examination, this will be counted as the final failure. This must be done within the year (two semesters) following the first effort.
2. According to University regulations governing the Master’s Degree, “Failure of the comprehensive examination or thesis requirement is failure of both options. Thus, a student failing the comprehensive examination may not proceed to the thesis/project option or vice versa. Once a student has completed one semester of enrollment towards fulfilment of either the comprehensive examination or thesis/project, the student may not change from one option to the other without the approval of the faculty concerned, the department chair, and the appropriate dean or designee.” (CSULB catalog)
3. Students who fail the exam will be advised to see the graduate director for counselling. These counselling sessions will focus on the examination process and an overview of the section(s) which were unsatisfactory. Additional assistance for writing skills may be recommended. A written report of such counselling sessions is to be prepared and placed in the student's folder.
4. During the semester the examination is repeated, students:
 - a. Must notify the Examination Coordinator of their intent in writing by the end of the second week of the semester.
 - b. Must be enrolled in a course in the University (N695, N590, GS700 or another course in the University).
 - c. Are responsible for reviewing and following current Comprehensive Exam policies and procedures including the dates of the examination.
 - d. May participate in N695 classes if they are enrolled in the class as auditors.

- d. Must check with their academic advisors and the graduate advisor about revalidation if any course work is over the seven year limit.

Student Responsibility

1. All students are responsible for understanding and following these policies and procedures.
2. All students not currently enrolled in N695:
 - a. Are responsible for reviewing and following current Comprehensive Examination policies and procedures including the dates, times, and places of the examination.
 - b. Must notify the Examination Coordinator in writing of their intent to take the examination by the end of the second week of the semester.
 - c. Assume responsibility for obtaining all information (including new handouts) about the comprehensive examination to be given during the current semester.
 - d. All students are responsible for seeking clarification and information as needed, and for prompt notification to the Examination Coordinator, Graduate Director and/or their Academic Advisor of any problems or difficulties they encounter at any point in the process.
 - e. Students who live out of state, when retaking the comprehensive examination, may make arrangements through the Graduate Advisor to have the examination overnight-express delivered at their own expense. It is the student's responsibility to ensure that the examination is returned by the due date and time specified for the semester in which the examination is given. This option is only available to students who are retaking the examination and not available to those taking the examination for the first time.
 - f.

THESIS/DIRECTED PROJECT OPTIONS

If you plan to write a thesis, please purchase a copy of The Thesis Process in the bookstore. Go to the CSULB thesis library website and view the sites for formatting and deadline dates as well as the School of Nursing website for documents related to the directed project or thesis. This spells out the process step-by-step. In order to enroll in N698 - thesis units (4 units), you must have taken N596-Research course and be advanced to candidacy. Since you must be enrolled in N698 to receive faculty assistance with the thesis, it is important that you spread the 4 thesis units over the time you are working on the thesis. It is usually recommended that you register for only one unit the first semester. To register for N698 units you must have permission from your thesis chairperson or the graduate director. Your N698 units will be taken under your thesis chair's name and section number. The same process applies if you decide to pursue a directed project (N692). MSN/MPH and MSN/MSHCA students who elect to do a directed project are advised to see their specialty advisor for project requirements. For more information on thesis or directed projects, including examples and other related documents, contact your Graduate Director.

1. According to University regulations governing the Master's Degree, "Failure of the comprehensive examination or thesis requirement is failure of both options. Thus, a student failing the comprehensive examination may not proceed to the thesis/project option or vice versa. Once a student has completed one semester of enrollment towards fulfillment of either the comprehensive examination or

thesis/project, the student may not change from one option to the other without the approval of the faculty concerned, the department chair, and the appropriate dean or designee.” (CSULB catalog)

GRADE APPEALS

Although the University presumes that grades assigned are correct, the University has established a grade appeal procedure to both protect students against academic and administrative evaluations and decisions that are prejudicial, capricious, or arbitrary, and to preserve the authority of instructors to evaluate student work in a non-prejudicial, objective, and consistent way. A student wishing to file a grade appeal should consult the policy document (PS 99-16) for detailed information.

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(s), 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.

The formal process must begin no later than the end of the fall or spring semester following the term in which the final grade was assigned. It begins with the preparation of a grade appeal file which must include: (1) a written statement addressed to the Department/Program Chair of the discipline in which the course resides describing the reasons for the appeal and the recommendation for a new grade; (2) a Grade Appeal form obtained from the appropriate College office and fully completed; and (3) supporting documents that show evidence of the alleged improper grading. The burden of proof rests upon the student submitting the appeal.

PROBATION/DISQUALIFICATION (ACADEMIC)

Graduate students are placed on academic probation when their cumulative grade-point average or grade-point average on all courses applicable to the degree falls below 3.0. Graduate students will be removed from academic probation when their overall grade-point average and grade-point average on all courses applicable to the degree are 3.0 (B) or higher. Graduate and post-baccalaureate students are subject to disqualification if while on probation they fail to earn grades of sufficient quality to remove them from probationary status. Disqualification will bar such students from any further enrollment at the campus.

GRADUATE STUDIES 700 (GS700)

Graduate students who have completed all course work for their degree must register in GS700 if they require additional utilization of University facilities (e.g. faculty consultation) to complete the thesis or comprehensive exam or to remain registered at CSULB. You must be registered at CSULB the semester of your graduation. This is considered one unit for fee payment purposes but no unit credit is earned. Permission to enroll forms is available in the Graduate Office, Room 8 or 44, and must be signed by the Graduate Director.

GRADUATION CHECK

A Graduate Application Form must be submitted to the Office of Admissions and Records (Student Services & Administration Bldg.) no later than the semester before you plan to graduate. Complete forms and return to your advisor for signature.

POLICIES FOR GRADUATE PAPERS

The following are general policies for all papers in the graduate program in the School of Nursing. Additional requirements for individual courses may be stipulated by your instructors.

- 1) The Publication Manual for the American Psychological Association, most current edition.
- 2) Plagiarism is unacceptable. (See regulations below on Cheating and Plagiarism from the California State University, Long Beach Catalog of Undergraduate and Graduate Studies.
- 3) Organization, grammar, spelling and punctuation will be evaluated and graded as part of the total paper grade.

DEFINITION OF PLAGIARISM:

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. 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, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a 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 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 who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

DEFINITION OF CHEATING

Cheating is defined as the act of obtaining or attempting to obtain or aiding another academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples for cheating during an examination include but are not limited to the following: copying, either in part in or 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 the 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 above. It is often appropriate for students to study together or to work in teams on projects. However, such student should be careful to avoid the use of unauthorized assistance, and to avoid any implications of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course.

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

Sigma Theta Tau International, Honor Society of Nursing, was founded in 1922 and is dedicated to improving the health of people worldwide through increasing the scientific base of nursing practice. Sigma Theta Tau International is 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, which are located on selected college and university campuses around the world. In May of 1986 the Iota Eta Chapter was chartered at California State University Long Beach, Department of Nursing, as the 221st 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, as well as to community leaders who have demonstrated achievement in nursing education, practice, research, or publication. As a graduate nursing student you are eligible for membership following advancement to candidacy, if you have achieved a 3.5 grade-point average or higher, and meet the expectation of professional integrity. Membership consideration is through application and/or recommendation. Induction of new members takes place once a year, usually in the spring.

Following induction, membership is renewed annually with a nominal fee shared by 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, national, and international forums.
- * Subscriptions to the Journal of Nursing Scholarship, one of nursing's most widely read research journals; Reflections on Nursing Leadership, the Society's quarterly magazine; and Excellence, a customized member newspaper available in clinical, education and administration versions.
- * Access to research grants at the local and international level
- * 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, The Online Journal of Knowledge Synthesis for Nursing the Registry of Nursing Research, and literature indexes. Members can also subscribe to An Online Book Review for Nursing service, An Online Literature Review for Nurses, and Online Case Studies 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 400 Chapters around the world

We look forward to your membership application. The applications can be found in the Nursing Front Office, Room 60, and are usually due in the Fall Semester.