

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

School of Nursing
Entry-Level Master Nursing
Student Handbook



Compiled by the Faculty of the School of Nursing

2008

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INTRODUCTION

Purpose

The information in this handbook supplements that given in the University's *General Catalog*, *Schedule of Classes* and the *Eagle Guide Information Handbook*. It is provided to facilitate students' progress through the nursing program.

School Programs and Organization

Nursing is a school within the College of Health and Human Services. The school office is located in Simpson Tower, Room 417. Faculty offices are on the third and fourth floor of the same building. The general phone number for the school office is (323) 343-4700. Students may make academic advisement appointments at (323) 343-4730.

Accreditation

The nursing program is accredited by:

The California Board of Registered Nursing
and
The Commission on Collegiate Nursing Education
One Dupont Circle, NW
Washington, DC 20036

Programs Offered

The School of Nursing offers the following degree and certificate programs;

1. Bachelor of Science in Nursing
 - For the generic student
 - For the LVN transfer student
 - For the returning RN student
 - Accelerated Pathway RN to MSN
2. Entry Level Master of Science in Nursing
3. Master of Science in Nursing with several options

Practitioner Programs:

- Adult Care Nurse Practitioner: Adult
- Acute Care Nurse Practitioner: Pediatric
- Adult Nurse Practitioner
- Pediatric Nurse Practitioner
- Family Nurse Practitioner
- Psychiatric - Mental Health Nurse Practitioner
- Nurse Case Manager: Adult Care

- Nursing Administration
- Nursing Education
- Psychiatric - Mental Health Clinical Nurse Specialist
- Health Services Credential for School Nurse

Organization of the School of Nursing

A diagram of the organizational structure of the School of Nursing is provided following this section. Regularly scheduled school meetings are held on Mondays. **Student representation at these meetings is encouraged.** The Nursing School's standing committees include Faculty, Baccalaureate, Graduate Studies and Post Baccalaureate Programs, and Student Affairs Committee. All faculty attend the Faculty meetings and either the Baccalaureate Committee, the Graduate Studies and Post Baccalaureate Programs Committee, or both, depending on their interests and teaching assignments. School committees function as fact-finding, advisory, and coordinating bodies consistent with university and college policies.

The Faculty, Baccalaureate, and Graduate Studies and Post Baccalaureate Programs committees provide the structure for the governance of the School of Nursing. The faculty members review and revise school academic policies, develop and revise curriculum, develop and approve policies relative to grading and evaluation of student clinical performance. Students who attend these committee meetings are not voting members, but are valued for their ability to articulate the views of the student body and to enhance two-way communication between the faculty and students.

The Student Affairs Committee is responsible for coordination of student group functions and activities, maintaining channels of communication between faculty and students, coordination of student recruitment activities, coordination of scholarships and awards, and selection of students to serve on School, College and University committees. Students are voting members of this committee. The Director appoints faculty members to the Committee. Students are appointed to this committee based on their expressed interest and through an application procedure.

Students are also needed to be available to serve on grievance committees and other ad hoc committees at the School, College and University levels as the need may arise.

Application for Student Membership in School Committees

Student representatives to committees are selected from self-nominations and recommendations of the faculty. Students must be registered for a minimum of four units during their term on the committee and be in good scholastic standing prior to and during their term on the committee. Students interested in serving on any of these committees should obtain a student committee application from the Nursing Office where it is to be returned after completion.

School of Nursing Mission Statement and Philosophy

Mission Statement

The faculty of the School of Nursing prepare students for a career in nursing, a health care profession that systematically assists patients/clients to achieve health or health-related goals. Faculty articulate a philosophy of nursing that focuses on moving patients/clients from a disease-oriented to a health-oriented system of care in which nurses provide health care for culturally and ethnically diverse individuals, groups, families, and communities in hospitals, homes, and community-based settings. Students who complete the undergraduate program will acquire knowledge and skills specific to generalized nursing practice utilizing theories from its own discipline as well as other sciences and be able to assume leadership roles as a provider of care, teacher, advocate, coordinator of care, and member of the profession. Students who complete the graduate program will be prepared to function as nursing administrators or educators or in professional advanced practice roles as nurse practitioners, clinical nurse specialists, and/or case managers.

Philosophy

Philosophy of Person

The Faculty believe that the recipient of health care and therefore, the focus of nursing, is the patient/client who may be an individual, group, family or community. Individuals have a set of self-care requirements, and either the capability to initiate and perform self-care or the availability or access to dependent care in order to maintain life, health, and well-being. Individuals are bio-psycho-social-spiritual beings who are constantly interacting with a changing environment. They perceive and respond to actual or potential health problems in unique ways that are influenced by their age, gender, education, occupation, socialization, religion, health status, and cultural background. To make the best use of their capabilities and potentialities while fulfilling their role responsibilities, individuals strive for self-direction and relative independence. Only when the client/patient is in a dependent state or an extreme state of helplessness is the health provider justified in making decisions for, rather than with, a person.

Groups, families, and communities are also clients. As aggregates, they are sociological units which are composed of interacting, interdependent parts or subunits. A family is defined as an interacting system which is composed of two or more family members who are emotionally involved with each other and identify themselves as being part of that family. Groups and communities are defined as aggregates of individuals who share some important feature of their lives. Aggregates also strive for growth and are influenced by many factors, most notably, developmental/historic, political, economic, and cultural factors. Moreover, they have potential and actual health problems.

Philosophy of Health

The Faculty believe that all individuals experience varying degrees of health and/or illness. Health is conceptualized as a dynamic state of being in which self-care and dependent-care capabilities, actions, and role responsibilities are realized to the fullest extent possible. The maintenance of health is first and foremost an individual's responsibility. Opportunity for growth and change is every person's right regardless of social or economic status, personal attributes, or the nature of the health problem.

Philosophy of Nursing

The Faculty believe that nursing is a health care profession which systematically assists patients/clients to achieve health or health-related goals through the development and maintenance of self-care practices and the diagnosis and treatment of self-care deficits. The focus of nursing is on the patient's/client's responses to actual or potential health problems. As an applied science, nursing utilizes theories from its own discipline as well as other sciences to explain phenomena encountered in patient/client care. Theory and research are essential components in the advancement of nursing as a professional discipline.

Both generalists and specialists practice nursing; each is accountable for actions taken in the course of practice. The generalist utilizes a comprehensive approach to health care, assisting individuals, families, groups, and communities to meet health related self-care needs. Generalists practice in a variety of health care settings, including the hospital, home, and community. They may also concentrate their practice in specialized areas. The specialist has completed a graduate program that includes an in-depth study of theories and research relevant to a particular area of specialization, as well as the development of expert clinical competence through supervised clinical experience.

The focus of nursing has moved away from a disease-oriented to a health-oriented system of care; one in which individuals, families, and communities are viewed as basic resources for self-care. Care of the sick remains, however, a nursing responsibility. The emergent role of nursing is one of serving as patient/client advocate, independent practitioner, and collaborator with other health professionals. In these roles nurses engage in making clinical judgments, in forming policy, and in the design and implementation of plans for the improvement of health care services.

The faculty believe that society, in accordance with technological, socioeconomic, and political conditions and values, determines what professional knowledge and skills are most needed and desired. Institutions evolve to prepare persons to meet these needs and desires. Members of a profession are expected to act responsibly, always mindful of the public trust. Self-regulation to assure quality in performance is at the heart of nursing's relationship with society.

Philosophy of Nursing Education

As a school in a comprehensive urban university that resides in a culturally diverse society, the faculty is committed to recruit ethnic and culturally diverse students and prepare them to serve the nursing needs of a culturally diverse urban society. The faculty believes that students, endowed with the capacity for self-direction, are ultimately responsible for their own learning and self-development. Knowledge that individuals vary in terms of aptitude; learning style; motivation; and cultural orientation provides a basis for the selection of the most appropriate teaching-learning strategy. Faculty are committed to early identification of student learning difficulties so that support services can be made available in order to enable high risk students to succeed. The Nurse Counselor is committed to student success by serving as a safe listener, neutral problem solver, and by providing access to nursing and university tutorial services.

The foundation for understanding the self and others is provided through a balanced program of arts, humanities, sciences and professional courses. Critical thinking is developed through application of problem-solving methods in clinical practice where analysis includes the weighing of alternatives in selecting a course of action most likely to achieve the desired outcome.

The role of the faculty member is to serve as an instructor, role model, preceptor, resource person, motivator and facilitator. Faculty members combine teaching with other professional activities such as clinical practice and research. Through joint or part time appointments, expert nurse clinicians/practitioners participate as faculty. Commitment to life-long learning is the mark of a truly professional person. In order to maintain clinical competence and enhance professional practice, nurses must stay abreast of new developments occurring in the profession and in their area of specialization. In addition, opportunities must be provided for persons who are motivated to attain upward career mobility.

In summary, the faculty believe that all persons have worth, dignity and the capability to initiate and perform self-care to maintain life, health and well-being. Professional nurses have the responsibility to assist patients/clients in the development and maintenance of self-care practices, to overcome self-care deficits, and to substitute for the patient/client when she/he is unable to perform self-care (Revised Spring 1999).

Goals and Objectives of the Entry-Level Master's Program

The primary goal of the Entry Level Master's (ELM) nursing program is to provide an opportunity for successful mature learners with a non-nursing baccalaureate degree to enter professional nursing with a master of science in nursing through an accelerated program. It combines the overall objectives of the School of Nursing's baccalaureate (pre licensure courses) and master's programs. The following objectives reflect those of the baccalaureate content (the first 76 units of the ELM) while the objectives of master's portion are found in the graduate program handbook.

Objectives of the Pre-licensure Courses

The objectives of the pre licensure courses in the ELM program are to provide opportunities for the student to acquire:

1. Theoretical and empirical knowledge from the discipline of nursing, humanities, the social and natural sciences, applicable to the practice of professional nursing at the generalist level.
2. An understanding of the individual's need for self-care actions and the provision and management of self-care to sustain life and health, to recover from disease or injury, and cope with their effects.
3. The ability to apply the nursing process through critical thinking and professional judgment to provide and evaluate nursing care to individuals, families, and groups in institutional and community settings.
4. Social, interpersonal, and technological skills which are essential for assisting persons in the development and maintenance of self-care practices and for the diagnosis and treatment of self-care deficits.
5. Knowledge about the research process and its contributions and applications to nursing practice.
6. The ability to collaborate and consult as a member or leader of a health care team in the planning, implementations and improvement of health care services consistent with the health needs of an increasingly diverse and multicultural society.
7. The ability to function within specific nursing roles as a provider of care, a teacher, an advocate, a coordinator of care for the patient/client, family, groups, and communities, and as a member of the nursing profession.
8. The ability to assess one's own capabilities and limitations and to accept responsibility for one's actions.
9. The ability to evaluate the present role of the professional nurse and to contribute to the definition of emergent roles in nursing.
10. A foundation for graduate studies in nursing.

Outcome Criteria of the Pre-licensure Courses

The curriculum is designed to stimulate self-directed study, creative expression and understanding of self and others. Critical thinking, the synthesis and application of concepts

drawn from the liberal arts, humanities, natural and social sciences, and personal and professional accountability are stressed in the nursing program. Students are expected to pass the NCLEX examination for RN licensure. Upon passing the NCLEX examination, students will be classified as graduate students.

University Publications

Information about admission requirements, registration, courses of study, student activities and government is available in several university publications. All or parts of these publications are also available via the Cal State LA web site <http://www.calstatela.edu>.

University Catalog

The *General Catalog* contains official policies and regulation about admission, fees, refund policies, student services, policies and procedures for graduation. The requirements for undergraduate and graduate, and certificate programs, and descriptions of all university courses with their pre- and co-requisites are included. Familiarity with university rules and regulations published in the catalog is the responsibility of the student. Student should retain a copy of the catalog under which they were admitted for future references. A copy may be purchased from the University Bookstore in person or by mail. The current catalog is available on the University web site. It can be accessed directly from the GET home page.

Schedule of Classes

The *Schedule of Classes* is published each quarter and may be obtained at the bookstore about two weeks before registration begins. In addition to the course offerings and the calendar of important dates for the specific quarter, it contains a listing of the location and telephone number of each college advisement center, and every school/school advisement office. New and modified course and program information, requirements for maintaining continuing student status, add/drop policies, procedures and deadlines, and general information not in the catalog are also included. Information concerning the procedure and dates for STAR/GET registration are found in this publication.

Re: Changes in Quarterly Schedule of Classes

This publication goes to press several months before the quarter begins. An updated listing of courses offered is available on the University web site. Starting the 4th quarter, ELM students **must** check the bulletin board outside Simpson Tower F415 and the School of Nursing web site

for the most recent changes prior to STAR/GET registration and before each quarter begins. The class schedule information contained in the printed Schedule of Classes is also available on the

Cal State web site and is updated as changes are made. Both the present and subsequent terms are on-line.

Eagle Guide

The Eagle Guide is a handbook for all students at the university. It contains information about academic policies and procedures, basic survival needs, and opportunities for involvement in campus life. This publication is available in print and via the Cal State LA web site.

General Academic Information

Quarter System

Students in the ELM program must attend the first 5 quarters of the planned curriculum to remain in the program. After the first five quarters when students become classified graduate students they are subject to the same regulations for maintaining matriculation status as all graduate students (see Graduate Nursing Handbook).

Registration

Students will follow the registration procedures found in the university schedule of classes. Nursing classes often have a concurrent laboratory or clinical course. Students select registration in the section they prefer on a first-come, first-served basis.

Application Guidelines

Admission to Nursing as an ELMN Student

1. The ELMN program is a rigorous three-year program for selected college graduates leading to the Master of Science in Nursing. Students who are selected for the program will be admitted as conditionally classified graduate students and will be required to meet the following conditions prior to becoming classified graduate students:
 - Complete with a GPA of 3.0 a prescribed series of basic nursing courses over a period of 5 quarters (76 units), which will include the coursework required for the licensing exam
 - Take and pass the California RN licensing exam (N-CLEX).
2. To be eligible for the program, you must meet all the following admission requirements:
 - Completion of Bachelor's Degree in any field
 - Strong academic record – Minimum GPA 3.0 in last 90 units
 - Strong academic record in sciences – 3.0 GPA preferred
 - Successful completion of the Writing Proficiency Exam*

- Satisfactory scores on the Test of Essential Academic Skills (TEAS)
- Computer literacy (word processing, email, data search etc.)
- Official transcripts from all institutions of higher education and completed applications* (see #5)
- A typed essay (no more than two double-spaced pages) highlighting professional goals: including your reason for entering the nursing profession
- Letters (2) of Recommendation (Academic or Work related; at least one letter should be from a previous professor)
- Interview as requested
- Completion of pre-requisite courses
 - Human Anatomy & Physiology with laboratory
 - Chemistry with laboratory
 - Microbiology with Laboratory
 - English (Composition)
 - Speech (Oral Communication)
 - Human Growth & Development
 - Sociology or Cultural Anthropology or Equivalent
 - Human Nutrition
 - Statistics

*** Writing Proficiency Exam (WPE)**

Students seeking a degree or credential must pass the Writing Proficiency Exam (WPE) or Graduate Writing Assessment Requirement (GWAR), to fulfill the CSU writing skills requirement. Students are expected to complete the WPE before admission or during the first quarter of the program. Important information can also be found in the [Schedule of Classes](#). Information about this examination is available in the Writing Center and the Writing Center web site www.calstatela.edu/centers/write_cn.

3. The ELM program requires full time study. Each quarter, you will be taking two or more theory courses and one or more laboratory courses. You are expected to maintain GPA 3.0 or higher while in the ELMN program.
4. To be considered, you must apply to the University and to the School of Nursing (SON). The application for the School of Nursing is available from the Nursing Advisement Office or from the School of Nursing website. The University graduate application is available online (www.csumentor.edu). The application for the School of Nursing will be accepted between November 1 and January 26. Online applications to the University for Summer quarter are available February 1 and should be completed as soon as possible on or after that date. Information about registration for the TEAS will be available with the SON application.
5. Students accepted to this program will be admitted as conditionally classified graduate students. Successful completion of the 76 units of basic nursing courses and passing the

NCLEX examination for RN licensure is required prior to changing from conditionally classified to classified graduate student status.

Nursing Academic Advisement for ELMN Students

On-going Advisement

Ongoing academic advisement for the ELM students will be provided by nursing faculty teaching these courses. Other advisement issues will be provided by faculty coordinator(s). Their advisement schedules will be announced during the first day of class. If students need assistance or have an advisement question they may contact the advisement secretary (June Humphrey) at (323) 343-4730.

Progression through the ELMN Program

Units Required for Graduation

ELM students must complete 76 quarter units of pre licensure courses. Graduate units vary depending on their chosen specialty (see graduate handbook).

Projected Sequence for Pre Licensure Courses (76 Units)

Summer Quarter

- N 320 Fundamentals of Nursing (5)
- N 321 Practicum: Fundamentals of Nursing (6)
- N 328 Pathophysiology (3)
- N 362 Health Assessment & Health Promotion across the Life Span (3)

Fall Quarter

- N 322 Nursing Care of Adults and Older Adults (6)
- N 323 Practicum: Nursing Care of Adults and Older Adults (6)
- N 360 Pharmacology (2)
- N 424 Introduction to Nursing Research (3)

Winter Quarter

- N 324 Nursing Care of Women, Childbearing Families and Infants (4)
- N 325 Practicum: Nursing Care of Women, Childbearing Families and Infants (3)
- N 440 Psychiatric & Mental Health Nursing (3)

- N 441 Practicum: Psychiatric & Mental Health Nursing (3)
- N 434 Nursing Case Management of Clients with Chronic Illness

Across the life span (4)

Spring Quarter

- N 326 Nursing Care of Children (3)
- N 327 Practicum: Nursing Care of Children (3)
- N 442 Community Health Nursing (5)
- N 443 Practicum: Community Health Nursing (4)

Summer Quarter

- N444 Advanced Nursing Concepts & Leadership (4)
- N445 Practicum: Advanced Nursing Concepts & Leadership (3)
- N498 Cooperative Education (3)

Grading Practices

Rationale

In order to standardize grading across courses, the Faculty has adopted the following grading practices:

1. Definition of Terms
 - 1.1 Critical Behaviors
Critical Behaviors are defined as those student behaviors (cognitive, attitudinal and psychomotor skills) that must be demonstrated in order to allow successful course completion.
 - 1.2 Higher-Order Behaviors
Higher-Order Behaviors are those behaviors that demonstrate the presence of critical behaviors but go beyond this level of performance by reflecting more complex cognitive, attitudinal and psychomotor skills. In comparison to a behavior indicative only of knowledge input, the student manifesting higher-order behavior demonstrates the integration of various elements of content within the course or level.

Knowledge – Recognizing and recalling information

Comprehension – Sufficient understanding to organize and arrange material

Application – Using previously learned information in a new situation to solve problems that have single or best answers.

Analysis – higher order questions that require students to think critically and in depth; to develop divergent conclusions by identifying motives or

causes, making inferences, and/or finding evidence to support generalizations

Synthesis – Creatively or divergently applying prior knowledge and skill to produce something new or original

(See Bloom, Benjamin, et al (1980). Taxonomy of Educational Objectives. New York: Longman Publishing.

2. Evaluation of Nursing Theory Courses

In nursing theory courses, students are evaluated for comprehension of knowledge acquired, i.e., critical knowledge and higher-order cognitive skills

- 2.1 The grading of theoretical comprehension may be accomplished by using percentage/letter grade system to arrive at a final grade.
- 2.2 Credit by Examination for theory courses will, when feasible, utilize the same system(s) as those used for students taking the course.
- 2.3 Item analysis is done on all examinations. The results of the item analysis and examinations are available for student review upon individual or group request.

3. Evaluation of Nursing Laboratory or Practicum Courses

There are two areas in which the student is evaluated in nursing laboratory courses:

Clinical application and theoretical-clinical synthesis.

3.1 Clinical Application

Clinical application involves only the evaluation of critical behaviors. This evaluation verifies that the student has displayed all critical behaviors identified in the course. A grade of pass/fail is given.

Critical behaviors (those behaviors having emphasis on safety, professional growth and improvement that are specific to content in each course) are passing if the student is able to accomplish them competently. Evaluation is based upon observation of student performance, i.e., return demonstration in a clinical or comparable setting. Students may feel free to contact the instructor for clinical evaluation of critical behaviors whenever they feel competent enough to carry out these new skills. Evaluation may take place in simulated clinical surroundings, when appropriate, as well as the clinical laboratory itself.

Critical behaviors are evaluated by specific evaluation criteria that are made available to students at the beginning of the experience.

Students are held accountable for all critical behaviors required in nursing courses prerequisite to a succeeding course. Students should be made aware of specific critical behaviors learned in previous nursing courses that are applicable to the

present course. Failure to perform a critical behavior from a prior course that is necessary for a more advanced skill should be deemed unsatisfactory in that skill at that time. e.g., a student who fails to observe sterile technique; (lower division

level); while performing deep naso-tracheal suctioning (upper division level) is performing unsatisfactorily.

3.2 Theoretical-Clinical Synthesis

The theoretical-clinical synthesis involves synthesizing and utilizing theory in both the assessment of patients and families and in the planning and implementing of nursing care. Various methodologies can be used for evaluation of this ability, e.g., assessment tools, teaching plans, independent projects, nursing care plans, tape recordings, tutorials, videotapes, case narratives, recording on agency records, and role playing. Letter grades are assigned to this evaluation component.

Grading Scales

If the Faculty chooses the standard percentage letter grade system, the following scale should be used:

Letter Grade	GPA	%
A	4.00	90 – 100
B	3.00	80 – 89
C	2.00	71* - 79
D	1.00	60 – 70*
F	0.00	59 & below

If the Faculty chooses the +/- grading system, this **must be** written in the course syllabus and the following scale will be used:

Letter Grade	GPA	%
A	4.00	93 – 100
A-	3.7	90 – 92.9
B+	3.3	87 – 89.9
B	3.0	83 – 86.9
B-	2.7	80 – 82.9
C+	2.3	77 – 79.9
C	2.0	71 – 76.9
C-	1.7	70 – 70.9
D+	1.3	68 – 69.9
D	1.0	63 – 67.9
D-	0.7	60 – 62.9
F	0.0	59 & below

* *Because on a +/- grading scale C- 70 to 70.9 is not considered passing, the bottom of the C scale is set at 71.*

Minimum Passing Grades in Courses

Students must achieve at least a C in all nursing courses and maintain a 3.0 GPA to remain in the ELMN program.

Dealing with Academic Difficulty

Probation and Disqualification

Students whose CSULA GPA falls below “B” (3.0) Students will have one quarter to make up the deficiency. These students must meet with the program coordinator to discuss strategies to

improve their grades. Students who do not improve their grades after being placed on probation will ultimately be disqualified.

Specific Requirements for Nursing Courses

Use of APA Guidelines:

Formal papers in nursing classes should be written, unless otherwise instructed, following the guidelines in the most current edition of the Publication Manual of the American Psychological Association. The book should be purchased and kept for reference. Concise guidelines are available through links on the JFK Library web site.

First Class Meeting

Many clinical courses meet on campus the first week of the quarter. Times and places for the first class meeting is posted on the school bulletin board on the fourth floor a week before the quarter begins. Information about class meetings may be obtained by calling the School of Nursing Office at (323) 343-4700.

Admission to Clinical Labs

Admission to Clinical Labs/ Practicums/ Field Study

Prior to entering the first practicum/clinical lab/or field study, students must have university liability insurance, personal health insurance, a current American Heart Association CPR card, a satisfactory annual physical examination, proof of immunity to specified infectious diseases, an initial 2 step mantoux skin test and a chest x-ray (if there is evidence of a positive TB skin test), and annual retesting. Drug screening may be requested depending on agency requirements. Nursing students must have a valid California driver's license and access to an automobile covered by appropriate automobile insurance.

A background check is required at entry to the program. Students are referred to <http://www.certifiedbackground.com> for both the background check and drug screening if the agency requires it.

Students will not be allowed to participate in the clinical experience if the requirements discussed in this section are not met at the start of the clinical lab.

More specific information is provided below about these requirements.

1. **Health Clearance:** The form may be obtained in the Student Advisement Office, ST 415. You may obtain these tests and/or immunizations through your private physician or, if you are currently a student at CSULA at the student health center on campus. If you are a member of an HMO all of them should be covered. Please note that antibody titers (actual numerical values),

which demonstrate immunity are required for rubella, rubeola, mumps, varicella and Hepatitis B—not just documentation of prior immunization are required. Please attach copies of relevant laboratory tests. This must be signed and completed prior to any clinical experience. This form is checked by instructors prior to each clinical course and must include everything and be updated annually with evidence of American Heart Association CPR certification, physical examination, an initial 2 step mantoux screening test (TB screening skin test or chest X-ray if positive). Make copies of your documentation before you submit it to faculty. (If you have not started your Hepatitis B vaccination series, please do so as soon as possible. The full series of 3 shots takes 7 months to complete.) Most health insurance plans will cover tests and immunizations. If you wish to use the services of the campus Student Health Center, please call (323) 343-3301. You will need evidence of the following immunizations:

**Immune Titer Panel
Hepatitis B Vaccination
Tetnus Toxoid Immunization, if necessary (every 10 years)**

2. **Personal Health Insurance:** All students are required to show proof of individual health insurance coverage. If you are covered by Medicare or Medi-Cal provide proof of coverage.

3. **Student Liability Insurance:** The University provides coverage (Medical Professional Liability and Educator’s Errors and Omissions Liability Insurance) for each nursing student for up to \$1 million – \$6 million coverage. The cost of the annual coverage is \$20.00. This policy only provides you with coverage while in a student role in a CSU nursing course or activity and is good for one year only. It must be renewed annually on July 1. It will not cover you as a student worker or nursing assistant. This insurance can be purchased through the cashier’s office on campus. If you are a graduate student, it is also recommended that you carry your own personal malpractice insurance in addition to the student liability insurance.

4. **American Heart Association CPR Card:** All students must have current certification in CPR. This is called BLS or CPR for health care providers. (This is not the “Heart Saver” class). You may obtain CPR training from any American Heart Association (AHA) approved provider. The Student Health Center on campus offers classes, call (323) 343-3340 for fee schedule and class dates.

5. **Background Checks:** Potential applicants are strongly encouraged to carefully assess any personal criminal background before applying to the School of Nursing. Once admitted as a student to the School of Nursing, students must have a cleared background check that is

satisfactory in meeting the standards of clinical agencies. The Board of Registered Nursing (BRN) in the State of California makes the final determination on eligibility for licensure. An unacceptable background check may be a barrier to licensure, certification and employment. The student accepts this risk upon entering the program. Background checks are confidential and only viewed by the Director of the School of Nursing. Costs pertaining to acquiring background checks are the responsibility of the student.

If a student's background check is not clear, it will be the student's responsibility to meet with the Director of the School of Nursing, and bring all appropriate relevant documentation for clearance (e.g., rehabilitation, counseling, etc.) The Director of the School of Nursing will counsel the student regarding the authority of the BRN, hospital standards related to background checks and discuss possible outcomes. Clinical facilities have the right to refuse placement based upon information from background checks. If clearance is not possible, a student will not be able attend clinical rotations. Students are advised that if clinical placements are refused, completion of degree requirements will not be possible.

6. **Driver's License**: Nursing students must have a valid California driver's license and access to an automobile covered by appropriate automobile insurance.

7. **Drug Screening**: Some clinical agencies require initial drug screening. This is a 5 panel drug screen. The same organization (certifiedbackground.com) that performs our background check offers a drug screening option. They contract with a variety of certified labs near to campus that perform the screening according to accepted standards. The results of the screening are provided only to the Director of Nursing and are considered highly confidential.

8. **Medical Clearance**: Students unable to attend clinical rotations because of illness, injury or disease longer than one week and/or requiring follow-up treatment or management by a physician will be required to provide medical clearance from a primary health care provider prior to returning to class. Medical clearance will be in written form on official letterhead. (Implementation Spring 2005)

Other Clinical Course Requirements

Name Pins: Official School of Nursing Picture I.D. tags are to be obtained directly from the University Square Bookstore and are to be worn at all times in clinical agencies and other field assignments. The name tag should be worn in an upright position to ensure readability. No pins, stickers, or other decoration may be worn on the nametag.

Stethoscope: A stethoscope with a bell and a diaphragm is required for all clinical nursing laboratory courses. This is included in the laboratory kit that must be purchased at the beginning of the program.

Nursing Skills Laboratory

The Skills Lab is located in Salazar Hall C161, telephone number: (323) 343-4726. In addition to its use for practice in several courses in the curriculum, the skills lab provides an opportunity for additional supervised practice for students who need extra time to master technical skills or

wish to review procedures. There are 10 fully equipped computer workstations that can be used by all nursing students when not reserved for a class session. Computer assisted instruction modules assigned or recommended as part of nursing course are also available. In addition, there are many textbooks and other references for student use and space for study groups to meet.

Guidelines for Professional Image

Dress: White uniforms with the University patch are required. The University patch should be placed on the left sleeve of the white uniform 4” from the shoulder seam. This can be attached with Velcro to facilitate washing and using with more than one uniform. Uniforms must be clean and appropriately wrinkle-free at all times. They should fit well (not too tight or too short), be non-clinging, non- see-through, and reflect a professional appearance. Appropriate undergarments of white or natural color must be worn. Short lab coats with monogrammed **School of Nursing** logo are required. **Students are responsible for ordering the lab coat and university patch from the appropriate vendor.** Information for ordering is available in the School of Nursing Advisement office.

Footwear: Shoes should be white, clean, closed-toe, with non-skid soles and of non-porous material. Shoelaces must be white. Clogs are not acceptable.

Hair: Hair must be clean and neatly combed. Any extreme look or color is not permitted. Hair at shoulder length or below should be combed away from the face so that it will not fall forward over the face while performing normal nursing duties. Long hair must be tied back. Plain barrettes or combs are allowed. Neatly trimmed mustaches and beards are acceptable when the style is not extreme.

Make-up: Make-up should appear fresh and natural. Excessive make-up is not acceptable.

Nails: Nails should be kept clean and smooth. If polish is used, it should be colorless, natural finish. Nail polish should be unchipped and without adornment. Fingernail length should not exceed beyond the tip of the finger. Acrylic or other types of artificial nails are not permitted.

Perfume: Because of close contact with staff, patients, and visitors, the use of perfume and after-shave lotion is not appropriate.

Sunglasses: Sunglasses are a block to interpersonal communication and should not be worn. Transition lenses or those with a transparent tint are acceptable.

Jewelry: Only one small ring, class ring, or wedding band/set is acceptable. A small ring is defined as the same size or smaller than a class ring. Necklaces and neck chains may be worn inside uniforms. Very large or long dangling earrings are not appropriate. Watches and nursing school class pins may be worn.

Hygiene: Personal hygiene plays a major role in professional appearance. All students should pay particular attention to bathing regularly, ensuring absence of body and mouth odor and a neat and clean appearance. Gum chewing is not allowed.

Medical Exception: Any request for exception(s) to the appearance code for medical reasons must be signed by your personal physician or appropriate specialist. It is then given to the Director of the School of Nursing, and must be updated annually.

Body Piercing: Students may have no more than two visible piercings and those must conform to the dress code of the clinical agency to which the student is assigned.

Other Policies

Electronics: Cell phone and pagers must be turned off while in class.

Classroom Visitors: Children and other uninvited guests are not permitted in the classroom at any time.

Email Addresses: Students must use their university email address for all email university communication.

Petitions

Petitions to Exceed Usual Study Load – “Excess Unit Petition”

Students who wish to take more than 18 units must submit a waiver of study load limit petition and have it approved prior to registration. Forms are available and are processed in the CHHS Advisement and Outreach Center, FA 238

Other Petitions

For other petitions, refer to the University Catalog, “**Petition for Waiver of Regulations.**”

Credit by Examination

Students in good scholastic standing and registered in at least one other course during the quarter in which Credit by Examination (CBE) is to be taken, may request permission to receive such credit. If a student wishes to earn such credit for a nursing class, he/she must obtain the Request for Permission to Receive Credit by Examination form from the Nursing Office. Policies and procedures for credit by exam are stated on this form as well as in the General Catalog.

Students may seek credit by Examination for a Nursing School course after meeting the prerequisites for the course listed in the University Catalog.

The Director will receive the request for CBE and will direct the student to the appropriate faculty member. It is advisable to contact the Director early in the quarter to initiate the CBE

process. When a clinical lab is being challenged, one may need to challenge the quarter the course is being offered, because a clinical practicum may be required.

When a student submits the form requesting CBE to the faculty member, written documentation that the student has had relevant clinical experience/theoretical knowledge that prepare for challenging the course shall be submitted. Information to include in the documentation:

- (1) rationale for challenging the course
- (2) clinical/work experience background including roles and responsibilities
- (3) other pertinent previous learning experience.

Students may request and obtain, from the instructor who will administer the CBE, a copy of the following: course outline, the course objectives, bibliography and textbook list, and description of the style and format of the exam. The exam will be designed to evaluate knowledge and/or skills needed to meet the course objectives. Courses completed by CBE are graded according to the same criteria as other nursing courses and the student receives a letter grade. Students who do not successfully complete the exam may petition to retake it or enroll in the course.

Application for State Board Licensing Exam (NCLEX)

Upon completion of 76 units of pre licensure courses, ELM students are eligible to take the NCLEX examination for RN licensure. Students must complete and pass the NCLEX examination prior to beginning graduate clinical courses.

Application forms are available in the Nursing Office, ST 417.

Your application is a legal document. Prepare it carefully. Do not cross out or use “white out”. Write legibly.

There are two parts to the application:

1. It is your responsibility to send directly to the BRN in Sacramento:
 - 1.1 Application for N-CLEX exam
 - 1.2 Fingerprint Card - Live Scan
 - 1.3 Personal Data Card
 - 1.4 Required Fee

2. School of Nursing/University responsibility--Forward the following to Sacramento after the student has submitted the paperwork to the Advisement Secretary in ST F 417.
 - 2.1 Individual candidate roster form (sent one month prior to completion of the pre-licensure portion of the ELMN program.)
 - 2.2 Request for transcript (BRN Form).

- 2.3 Transcript order form (CSULA document). This document must be completed by the student and processed by the Cashier's office prior to submitting it to the advisement secretary in ST F417.

Complete all of the identifying information on both forms. The Advisement Secretary keeps a log of forms received and sends them to Records Office and Sacramento. Questions may be addressed to her at (323) 343-4730. **After the completion of the pre licensure courses, the transcript request will be forwarded to the Records Office to have the official transcript sent to Sacramento.**

Public Health Nursing Certificate

Cal State LA Nursing graduates are eligible for the Public Health Nursing Certificate issued by the California State Department of Health Services. Students must apply for the certificate after receiving RN licensure. Information packet and applications can be obtained in the Nursing Office. The following must be sent to the Board of Registered Nursing:

- A completed Public Health Nurse Certification application.
- An application fee of \$75.00, which is considered an earned fee and not refundable.
* MADE OUT TO THE BOARD OF REGISTERED NURSES (BRN).
- Evidence of a permanent California RN license which is current, clear and active. (A temporary license or interim permit is not acceptable.)
* A COPY OF YOUR RN LICENSE AND YOUR CALIFORNIA DRIVERS' LICENSE OR CALIFORNIA I.D.
- Documentation regarding educational background
- ONE SET OF "OFFICIAL TRANSCRIPTS"

Financial Aid, Scholarships and Grants

For immediate access to complete and up-to-date information visit the web site:

www.calstatela.edu/finaid.

Students in need of financial assistance in the form of loans during the first three quarters are referred to the Cal State L.A. Federal Credit Union website at www.calstatela-fcu.org or call (323) 505-2600.

The major source of information about scholarships is the Scholarship Office Student Affairs 118. All interested students should, annually in April, submit a University Scholarship application to that office. In general, but not exclusively, scholarships are offered to students with a GPA of 3.0 or better.

Certain nursing scholarships are awarded on the basis of that application. Others require a separate application at varying times of the school year.

The Faculty Scholarship Coordinator in the School of Nursing is responsible for announcing availability of nursing scholarships and coordinating selection of the recipients of many

scholarships. These are usually posted on the bulletin boards near the elevator on the 4th floor of Simpson Tower.

Other sites that you may consult for nursing scholarships include:

www.choosenursing.com

www.discovernursing.com

There is a California organization called the Health Professions Education Foundation that offers both scholarships and loan repayment programs. For more information see the web site:

<http://www.healthprofessions.ca.gov/>

Information Resources – NIS Accounts

Students are responsible for being aware of the latest policies, course changes, and related vital information posted on the Nursing School bulletin board on the fourth floor, Simpson Tower or on the nursing web site. It is important to check throughout the quarter. Information about learning and employment opportunities can be found on the fourth floor Nursing School bulletin board in Simpson Tower and also in the Center for Career planning and Placement.

CSULA NIS Computer Account

The key to obtaining access to computer software applications, library searches, full text retrieval of current publications, electronic mail as well as all the resources of the Internet is the **CSULA NIS Computer Account**. With an NIS account, students will be able to take advantage of the extensive computer network connecting the University.

You will need an NIS account in order to use any of the computer labs on campus. Computer labs are available seven days a week.

How to apply: go to the ITS Desk located in JFK Library South, Palmer Wing Information Center. Present your student ID card and fill out a brief form. You will receive a user ID and password and a personal E-mail account. An account is automatically created for you when you register for your classes, but you must go to the ITS office to receive your ID and password.

University GET System

See the Schedule of Classes for information about the University GET System and website:

<https://get.calstatela.edu>

Student Activities

Students are eligible to participate in the many student activities available on campus. There is an extensive array of clubs, interest group, councils, and committees for student life. Interested students should contact the Center in the University Student Union.

Student Government

By being enrolled at Cal State LA all students belong to the Associated Students Inc (ASI), and may wish to become involved in its activities.

Alpha Tau Delta (ATD)

Alpha Tau Delta is a professional fraternity for nursing. ATD is a social and academic organization with service emphasis. Through the Cal State LA chapter, students have the opportunity to share information about the field of nursing and to participate in local service projects. Students who wish more information should leave their name, address and telephone number in the ATD mailbox, Simpson Tower 417.

California Nursing Student Association (CNSA)

The Cal State LA Chapter of the National Student Nurses' Association is an organization with membership open to all enrolled nursing majors. CNSA's goal is to promote nursing professionalism. Emphasis is placed on an awareness of issues and trends in nursing, development of leadership skill, and participation in the decision making process that affects nursing students. Interested students should leave their name, address, and telephone number in the CNSA mailbox on the fourth floor, Simpson Tower.

Sigma Theta Tau

Sigma Theta Tau is an international nursing honor society. Undergraduate students are eligible for membership in Sigma Theta Tau after completion of NURS 300/301 eligibility requirements include a minimum 3.0 GPA and ranking in the upper 35% of the class.

School Committees

Peer Mentor Program

Ethical Practices - Department of Consumer Affairs, Board of Registered Nursing – Guide for Schools of Professional Nursing on Registered Nursing

Schools of professional nursing use the following statements as a guide to establishing and following educationally ethical practices:

1. In recruitment activities, objectivity and accuracy of presentation should be the goal. The school is directly responsible for all individuals involved in the recruitment and admission process. These individuals should be careful to present information concerning their own institution that is unambiguous. They shall avoid giving questionable or derogatory information about competing schools or about other types of nursing education programs.
2. The school bulletin or catalog shall provide accurate information about admission requirement, cost of the program and curriculum.
3. The school bulletin or catalog shall contain information regarding the refund policies of the school and shall provide for refund of a substantial portion of tuition payments to students who withdraw within a reasonable period of time following admission to the program.
4. The provisions of the Civil Rights Act shall be adhered to.
5. All instructional and clerical personnel with access to confidential information shall respect the confidential nature of such information.
6. The bulletin or catalog of the school shall contain policies regarding promotion and graduation, and these shall be in writing, policies regarding grounds for dismissal of a student from a school. All students facing dismissal, and the parents or guardians of students who are minors, shall be given the opportunity to discuss reasons for this action with faculty representatives and the school administrative officers, according to the school's due process procedure for student grievances.
7. No student shall be prohibited from graduation and making application for the licensing examination, providing that the student has met all school requirements and all qualifications specified in Section 2736, Nursing Practice Act; State of California.
8. The faculty of the school of nursing shall endorse and teach ethical practices in keeping with the American Nursing Association CODE FOR NURSES.
9. If research is undertaken on human subjects by faculty and/or students enrolled in the nursing program, appropriate measures shall be used to ensure the protection of the rights and safety of individuals involved as subjects in the research. Whenever any tests are administered, written consent shall be secured, or, when appropriate, the written consent of parents or guardian.
10. The counseling program shall incorporate provisions for tutorial/remedial services for students who will benefit from these services in order to achieve career goals. Opportunities to obtain credit for other acquired knowledge by the use of challenge examinations or other methods of evaluation should be provided foreign or out-of-state graduates of registered nursing programs who lack certain educational courses to meet California Licensure requirements.

Cal State LA Policy for Students Suspected of Substance Abuse while in a Clinical Agency

Faculty may remove from the clinical area any student who appears to be functioning inappropriately because of suspected substance abuse. Dependent upon the degree and type of behavior, faculty may refer the student to either the University Student Health Center or Emergency Room or Employee Health Center of the clinical agency. The faculty member may then notify the Coordinator of Student Discipline in writing or verbally, citing Title 5, California Code of Regulations, Section 41 301A. The School will request from the Health Center a written recommendation stating when the student will be permitted to return to class. The clinical agency may report the student to civil authorities.

Students who are found to be functioning in a clinical agency under the influence of drugs, alcohol, or other chemicals may be dismissed from the course, the School of Nursing, and the University. Furthermore, the abuse of drugs, alcoholic beverages or other chemicals can prevent one from receiving licensure as a Registered Nurse, or result in loss of licensure, in addition to criminal and civil censure.

Appendix A - Academic Honesty

(Senate: 7/25/00, 7/27/04, 10/23/07; President: 2/5/01, 11/24/04, 11/29/07; Editorial Amendment: 8/01)

Preamble

The University in its quest for truth and knowledge embraces honesty and integrity. These fundamental values must not be compromised. The trust and respect among professors, students and the society need to be vigilantly protected. Cheating and plagiarism can be neither justified nor condoned as this would destroy the ideals and purposes of higher education. Students enter the University to gain the knowledge and tools necessary for participation in society. Academic integrity is one foundation for a society based on trust and honesty. Therefore, the University takes seriously its responsibility for academic honesty.

I. Cheating

At Cal State L. A., cheating is defined as the act of obtaining or attempting to obtain credit for

academic work through the use of any dishonest, deceptive, or fraudulent means. The following examples are intended to be representative, but not all-inclusive:

(a) Examinations/Tests Administered by Faculty or the University

- Copying from another student's paper
- Employing signals to obtain answers from or provide answers to others

- Stealing or arranging for the theft of an examination
- Knowingly reviewing an unauthorized copy of an examination
- Using lecture notes or textbooks during an examination when prohibited
- Possessing crib notes at the location and during the time of the examination
- Having someone else take an examination in your place
- Feigning illness or telling falsehoods to avoid taking an examination at the scheduled time
- Claiming falsely that you took an examination at the scheduled time
- Storing and/or accessing course subject matter in a calculator, computer or recording device, without authorization from the instructor, when such instruments are otherwise permitted to be used during an examination period
- Utilizing calculators and/or other learning aids forbidden by the instructor
- Obtaining assistance in answering questions on a take-home examination, when such action is specifically prohibited
- Attempting to use or using bribery to obtain an undeserved grade
- Changing an answer on a graded test and claiming the student's response to the question was incorrectly marked wrong

(b) Papers/Reports, Laboratory/Homework

- Copying the work of other persons in whole or in part and claiming authorship
- Submitting a paper obtained from a any source that provides research/term papers
- Using a ghost writer to compose a paper and claiming authorship
- Claiming an assigned share of a team report, toward which insufficient or no contribution was made
- Lying about the reason for not submitting a report on time
- Pretending to have submitted a paper to an instructor
- Stealing another student's report and submitting it as one's own work
- Submitting the same term paper to two or more different instructors for credit in their courses without their prior permission
- Inventing, falsifying, or altering data for a research survey or laboratory experiment
- Misrepresenting the authorship of an experiment or exercise

- Depending upon others to complete laboratory assignments or homework when instructions call for independent work
- Sabotaging someone else's laboratory work or other exercise
- Fabricating bibliographic references

II. Plagiarism

At Cal State L. A., plagiarism is defined as the act of using ideas, words, or work of another person or persons as if they were ones own, without giving proper credit to the original sources.

The following examples of plagiarism are intended to be representative, but not all-inclusive:

- Failing to give credit via proper citations for others' ideas and concepts, data and information, statements and phrases, and/or interpretations and conclusions
- Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or a part thereof
- Paraphrasing the expressions of thought by others without appropriate quotation marks or attribution
- Assembling parts from various works and submitting the synthesis or single paper as one's own creation
- Representing another's artistic/scholarly works, such as musical compositions, computer programs, photographs, paintings, drawings, sculptures, or similar works as one's own

III. Misrepresentation

Knowingly furnishing false academic information to a University official, faculty member, or campus office is subject to discipline for academic dishonesty.

IV. Collusion

Any student who intentionally helps another student perform any of the above acts of cheating, plagiarism or misrepresentation is subject to discipline for academic dishonesty.

V. Consequences and Sanctions

Violations of academic honesty have a dual aspect, constituting both a breach of ethics and a form of academic non-performance. Hence the consequences of violating this policy may fall into two categories. Addressing the violation as an academic matter does not preclude the imposition of further administrative sanctions.

Academic Consequences:

Faculty have the right to establish the standards by which the academic performance of students will be evaluated, including the consequences of students not meeting some portion or all of the

academic requirements of a course through acts of cheating, plagiarism, misrepresentation or collusion. These consequences may include but are not limited to assigning a lowered grade, zero or "F" on an individual assignment, or lowering the student's grade or assigning an "F" in the course. Faculty may alternatively permit the student to repeat an assignment/test or complete and submit additional assignments. Furthermore, before these consequences can be effective, the faculty member must have verified instances of academic dishonesty by personal observation and/or documentation. In such cases, if a student denies the charges, an instructor shall not assign a grade until the case is resolved or impose any other negative consequences. In all cases the violation should be reported to the University Judicial Affairs Officer using the Academic Dishonesty Allegation form.

Administrative Sanctions:

In addition to academic consequences, the University can impose administrative sanctions. As stipulated in Executive Order 970, Student Conduct Procedures, among other places, cheating, plagiarism, misrepresentation or collusion, in connection with an academic program or campus may warrant, but are not necessarily limited to,

- Expulsion
- Suspension
- Probation
- Withdrawal of a degree
- A lesser sanction

Repeat offenders will receive particular consideration for administrative sanctions.

VI. Reporting Procedures

For the purposes of reporting allegations of academic dishonesty, the term "reporting party" includes probationary, tenured and temporary faculty, librarians, and persons in academic administrative positions, counselors, coaches, and administrators of testing centers. Teaching assistants, graduate assistants and staff should report allegations of academic dishonesty to their authorized university supervisor. Allegations shall be made against individual students rather than groups of students.

When a reporting party suspects that a student has committed an academically dishonest act, it is the reporting party's responsibility to take the following steps:

1. The reporting party must first carefully consider the evidence of the apparent dishonesty. A perception, which is not supported by reasonable evidence, will not suffice. Examples (not necessarily comprehensive) of evidence sufficient to pursue action are:

- Documentation regarding the source of text which the student has used without proper attribution or has attempted to represent as his/her own work

- A demonstrably marked difference in the writing style of the student, as compared to his/her work on previous assignments
- Testimony from others regarding a student's use of dishonest means to fulfill the assignment at hand
- Firsthand observation of the student engaging in a dishonest act, in a situation in which the student cannot effectively deny that the act took place
- Admission by the student that he or she undertook a dishonest act in fulfillment of the assignment at hand
- A suspicious degree of similarity in work done by different students

Reporting parties are encouraged to discuss any perception of dishonesty and the evidentiary basis for an action with the University Judicial Affairs Officer prior to discussing perceptions of wrongdoing with the affected student.

2. When satisfied that a reasonable evidentiary standard has been met and as soon as possible after discovering the alleged violation, the reporting party should arrange an office conference in order to inform the student of the allegations and of the due process rights (see the Academic Dishonesty Allegation form). At the conference, the student should be informed of the supporting evidence and the consequences and procedures regarding academic dishonesty.

3. Although the student may elect to make a decision at the office conference, the student shall be informed by the reporting party that he or she may have five (5) business days to inform the University Judicial Affairs Officer whether he or she agrees to the charges of academic dishonesty proposed by the reporting party or whether he or she requests a hearing.

4. If the student agrees to the allegations of academic dishonesty, the Academic Dishonesty Allegation form signed by the student and the reporting party will be filed with the University Judicial Affairs Officer for informational purposes. This information may be used for administrative sanctions.

5. In cases when the student does not agree to the allegations of academic dishonesty, the student should sign the section of the Academic Dishonesty Allegation form requesting a hearing. The form and all supporting documentation from both the student and the reporting party shall be forwarded to the Judicial Affairs Officer.

- All notes and discussions between the reporting party and the student will remain confidential as outlined in section 8 of this document.

- A report of academic dishonesty cannot be filed more than one year after discovery and no more than seven years after the alleged violation.

- The reporting party shall not assign a grade or score until the case is resolved or impose any other negative consequences.

In cases where the student fails to attend the scheduled conference to discuss the alleged dishonesty, or when the alleged dishonesty is detected at the close of the quarter and the reporting party has not been successful in a good-faith effort to contact the student, an Academic Dishonesty Allegation form describing the alleged incident and documents supporting the allegation shall be sent to both the student and the University Judicial Affairs Officer by the reporting party. The reporting party shall not assign a grade or score until the case is resolved or impose any other negative consequences.

In cases where the reporting party cannot, for serious and compelling reasons, participate in any one or more parts of the above process, the department/division chair or school director shall represent the reporting party.

Due Process:

It is incumbent upon the academic community that students are assured of fair and equitable treatment. To that end, students have the right to due process and procedural safeguards, fair determination of facts, and sanctions justified by the evidence and appropriate to the seriousness of the offense.

For purposes of this policy, the Academic Dishonesty Allegation form shall be the statement of charges against the student. If the student does not agree with the charges, he or she should so indicate on the Academic Dishonesty Allegation form. Consequently, the University Judicial Affairs Officer will conduct an investigation of the charges and decide on their merit. The burden of proof lies with the reporting party. If the Judicial Affairs Officer determines that the charges have merit, he or she will determine the appropriate administrative sanctions and confirm the academic consequences proposed by the reporting party. Except in extraordinary circumstances, the Judicial Affairs Officer will notify the reporting party in writing of the determination of the charges within 60 days. Except in extraordinary circumstances, the Judicial Affairs Officer will notify the student in writing of the determination of the charges, the academic consequences, and the administrative sanctions within 60 days. The student may appeal the determination, the academic consequences, or the administrative sanctions by requesting a hearing as described in E.O. 970.

VII. Finality of the Academic Dishonesty Process

Once a determination of academic dishonesty has been made and notwithstanding any other University policy or regulation, a student does not have the right to file a grade grievance challenging a course grade on the grounds that the charges of academic dishonesty were unwarranted. A student may pursue a grade grievance in a course in which an academic dishonesty charge was made provided that the grievance is based on issues other than the charges of academic dishonesty or if the allegation of academic dishonesty was not upheld.

Notwithstanding any other University policy or regulation, and unless significant new evidence is discovered, the decision and findings of fact following a hearing, or the admission of cheating,

plagiarism, misrepresentation, or collusion by a student, made in accord with this policy, shall be deemed conclusive as to any subsequent investigation or hearing arising from or relating to the same events.

VIII. Confidentiality

When a reporting party alleges an incident of cheating, plagiarism, misrepresentation or collusion that reporting party is expected to arrange an informal conference with the student, advise the student of the allegation(s) as well as supporting evidence thereof, and provide the student with a copy of the Academic Dishonesty Allegation form so that the student may become fully apprised of the allegation(s). Regardless of the number of students involved, each student shall be met with individually. The student will also receive a copy of the University policy documents and procedures. All parties to these and all subsequent deliberations regarding incidents of cheating, plagiarism, misrepresentation or collusion have the right to expect that such deliberations will occur in a setting of strictest confidentiality.

Concomitant with this right of confidentiality is the obligation of all parties to refrain from any discussions of these issues regarding cheating, plagiarism, misrepresentation or collusion outside of the informal and formal conferences and meetings as outlined elsewhere in this document. Confidentiality shall be maintained unless a legitimate need to know is established by the department/division chair or school director in order for the faculty to complete their responsibilities as University employees or in any legal action, and in a manner consistent with the Family Educational Rights and Privacy Act (FERPA) (Student Records Administration - 011, Sec 5.8) and any other applicable law. The department/division chair or school director may consult with, or request documentation of a student's history of academic dishonesty from the Judicial Affairs Officer, and may apprise individual faculty of the student's history on a strict need to know basis. Violators of this principle of confidentiality are themselves subject to university disciplinary action.

In the matter of student records and according to Federal and State privacy laws, students have the right to protections against improper disclosure of personal information. However, it is permissible for transcripts of student academic records to contain information regarding a

Threats/Retaliation:

Any threats or acts of retaliation against any member of the faculty or staff as a consequence of implementing this policy on Academic Honesty will be cause for disciplinary action under section 41301, Title 5, California Code of Regulations, in addition to civil and criminal liabilities.

IX. Evaluation of Academic Performance

Nothing in this policy is intended to limit a reporting party's ability to assign a grade to a student in a course based solely on the reporting party's individual determination of the extent to which

the student achieved the objectives of the course whether or not the reporting party files a report regarding the student's honesty.

Appendix B - Student Conduct

Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 and 41302 of Title 5, California Code of Regulations. These sections are as follows:

41301. Standards for Student Conduct.

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

(a) Student Responsibilities

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and to contribute positively to student and university life.

(b) Unacceptable Student Behaviors

The following behavior is subject to disciplinary sanctions:

(1) Dishonesty, including:

(A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.

(B) Furnishing false information to a University official, faculty member, or campus office.

(C) Forgery, alteration, or misuse of a University document, key, or identification instrument.

(D) Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries

(2) Unauthorized entry into, presence in, use of, or misuse of University property.

(3) Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.

(4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.

(5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.

(6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.

(7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

(8) Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051:

"Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions

A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

(9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.

(10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.

(11) Theft of property or services from the University community, or misappropriation of University resources.

(12) Unauthorized destruction, or damage to University property or other property in the University community.

(13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity

(14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.

(15) Misuse of computer facilities or resources, including:

(A) Unauthorized entry into a file, for any purpose.

- (B) Unauthorized transfer of a file.
 - (C) Use of another's identification or password.
 - (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
 - (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - (F) Use of computing facilities and resources to interfere with normal University operations.
 - (G) Use of computing facilities and resources in violation of copyright laws
 - (H) Violation of a campus computer use policy.
- (16) Violation of any published University policy, rule, regulation or presidential order
- (17) Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
- (18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
- (19) Violation of the Student Conduct Procedures, including:
- (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - (B) Disruption or interference with the orderly progress of a student discipline proceeding.
 - (C) Initiation of a student discipline proceeding in bad faith.
 - (D) Attempting to discourage another from participating in the student discipline matter.
 - (E) Attempting to influence the impartiality of any participant in a student discipline matter
- (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
- (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.
- (20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(c) Application of This Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school

while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

(d) Procedures for Enforcing This Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

Note: Authority cited: Sections 66017, 66452, 66600, 69810, 89030 and 89035, Education Code. Reference: Sections 66450, 69813 et seq. and 89030, Education Code. Reference: Sections 66300 and 66450 et seq. Education Code.

41302. Disposition of Fees: Campus Emergency; Interim Suspension.

The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the

student shall not, without prior written permission of the President or designated representative, enter any campus of the California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

Note: Authority cited: Sections 66300, 66600, 89030, 89031 and 89035, Education Code. Reference: Sections 66017, 66300, 66600, 69810-69813, 89030, 89031, 89700, Education Code; and Section 626.2, Penal Code. Authority Cited: Sections 66300, 66600, 89030, 89031 and 89035, Education Code. Reference: Sections 66017, 66300, 66600, 69810-69813, 89030, 89031, 89700, Education Code; and Section 626.2, Penal Code.

Appendix C - Student Grievance Procedures

(Senate: 1/23/68, 11/9/71, 7/15/75, 10/5/77, 2/27/79, 3/11/80; 5/13/80, 12/2/80, 3/2/99; President 3/26/68/, 11/18/71, 12/31/75, 11/1/77, 3/8/79, 6/23/80, 12/9/80, 4/30/99; Editorial Amendment: 9/00)

It is believed by the makers of this statement that adequate safeguards have been included to protect the rights of all concerned parties and to insure that grievances are handled fairly. However, no rule, regulation, or policy should substitute for open, honest communication; nor should any grievance procedure take the place of negotiating in good faith. The grievance procedure described herein is but one channel for solving problems. It is the least desirable method, but may become a necessary method for solving problems. It should not be used to avoid the personal communication that is necessary to the academic process. Information regarding procedures for filing a grievance may be obtained from the Office of the Vice President for Student Affairs

Purpose:

The purpose of the Student Grievance Policy and Procedure is to enable students to seek redress for complaints or grievances (referred to as "grievances") that allegedly resulted in injury to the student. A grievance arises from any alleged unauthorized or unjustified act or decision by a member of the faculty, staff, and/or management employee who adversely affects the status, rights, or privileges of a student.

Policy:

The Student Grievance process is intended to resolve grievances that are not addressed by more specific policies or investigative processes. It applies to existing University policy and is not a vehicle to change existing or create new University policy.

Definitions/Responsibilities:

- a. **Appropriate Administrator** - The Vice President of the Division (or the Division Vice President's designee) in which the named employee works. In the case of a faculty employee, the dean of the appropriate college may be the appropriate administrator. The appropriate administrator will work with the named employee and the student to attempt to resolve the grievance to the satisfaction of both.

- b. **Appropriate Supervisor** - The immediate superior to whom the named employee reports on the date of the action or event being grieved. For purposes of this Grievance Procedure, a faculty employee's appropriate supervisor is his/her department/division chair or school director.

The appropriate supervisor will work with the named employee and the student to attempt to resolve the grievance to the satisfaction of both.

- c. **Business Day** - All days of the week, excluding Saturdays, Sundays, and days on which California State University, Los Angeles is closed.

- d. **Committee** - The University Student Grievance Committee. The Committee, through its panel, will conduct grievance hearings, deliberate, and issue findings of fact and recommendations for action fairly and expeditiously.
- e. **Coordinator** - The Coordinator of the Committee. The Coordinator shall be a University administrator, appointed by the President. The Coordinator shall serve at the pleasure of the President, with no set term of office. The Coordinator shall serve as Chair for and advise the Committee and any panels on rules and procedures. The Coordinator shall not vote and the Coordinator shall remain neutral on the merits of the grievance. The Coordinator will select panels from the Committee, chair, coordinate, and monitor the activities of the panels, schedule hearings, and meet with the Committee and panels as necessary. The Coordinator will ensure that grievances are processed in accord with this Grievance Procedure and assist students in submitting grievances to the Committee.
- f. **Faculty Unit Employee** - An employee who is a member of Bargaining Unit 3 at the University.
- g. **Grievance** - A complaint by a student, which is not subject to another investigation process, that a named employee has treated the student unfairly or has violated the California State University, Los Angeles policy, resulting in an injury to the student. Grievances may not be brought against the University President under this procedure.
- h. **Investigation Process** - Any grievance resolution process, formal investigation process, or discipline process administered by the University, other than the student grievance process, which more appropriately and effectively resolves the issues raised in the student's grievance.
- i. **Management Employee** - An employee with management/supervisory responsibilities working under the Management Personnel Plan (Title 5, Article 2.2).
- j. **Named Employee** - An employee of the California State University, Los Angeles (including a faculty unit employee) who is the focus of the student's grievance. The named employee will attempt, when possible, to resolve the grievance informally with the student.
- k. **Panel** - A subset of the Committee assigned to consider a grievance, consisting of one faculty member, one student, and one President's appointee. The Coordinator may serve as an advisory, non-voting member of the panel.
- l. **President** - The President of California State University, Los Angeles. The President will consider timely appeals of the President's Designee's decision, consult with other persons as necessary, and issue decisions on appeals and corrective orders.
- m. **President's Designee** - A management employee designated by the President.
- n. **Student** - A person who, at the time that the event or action which is the subject of the grievance occurred, was a continuing undergraduate or graduate student, or enrolled in an Extended Education or Open University course.

o. **Vice President** - The Vice President of the division of the University in which the named employee works.

Informal Grievance Resolution:

Because timely resolution of complaints or grievances is in the best interests of students, faculty, administration, and the University as a whole, all parties are expected to actively seek resolution to these complaints or grievances within the time frame and through the procedures set forth by this policy. Although they are informal, the first three steps of the grievance process must be completed within ninety days of the event/action (or the last date of a related series of events/actions) upon which the grievance is based, unless the student and the appropriate administrator enter an extension of time in writing. All parties have the responsibility to make themselves aware of these procedures and act in a manner which allows the process to work efficiently and fairly.

Step One- Discussion with Named Employee:

Before commencing any formal proceedings under the Student Grievance Process, a student should normally attempt to discuss with the named employee the student's concerns or complaints about the named employee's conduct. This may not be possible in all cases, particularly if the student believes that he/she is or will be the victim of discrimination, harassment, or retaliation. Barring these concerns, however, the student should make the effort to speak to the named employee.

A student is not required to discuss his/her grievance with the named employee and may proceed directly to step two. However, the panel may consider unwarranted avoidance of the named employee in evaluating the credibility of the student's grievance and the severity of the named employee's conduct.

If the grievance is resolved at step one, no further action under this policy will be taken.

Step Two-Discussion with Appropriate Supervisor:

If the grievance is not resolved at step one, the student should discuss it with the appropriate supervisor. This discussion is a prerequisite to preceding to steps three and four. The appropriate supervisor's role at this stage is that of mediator. The appropriate supervisor shall reasonably attempt to mediate a resolution to the grievance. This stage of the grievance process shall be considered informal and the involved parties are strongly encouraged to participate and cooperate with the appropriate supervisor's attempt to resolve the dispute. If the named employee is a unit

three employee, the supervisor may consult an appropriate department/division/school committee that has been designated by the department/division/school to hear student grievances. This department/division/school committee shall recommend a resolution to the Supervisor who will share this information with the student and the employee. If the appropriate supervisor or named employee believes that the student did not reasonably attempt to resolve the grievance, the panel may consider this in evaluating the credibility of the student's grievance and the severity of the named employee's conduct.

If the grievance is resolved at step two, no further action under this policy will be taken.

If the appropriate supervisor is the named employee against whom the student has grieved, the student may bypass step two and proceed directly to step three.

Step Three- Discussion with the Appropriate Administrator:

If the grievance is not resolved at step two, the student should discuss it with the appropriate administrator. This discussion is a prerequisite to proceeding to step four. The appropriate administrator shall reasonably attempt to mediate a solution to the grievance. If the appropriate administrator believes that the student or named employee did not reasonably attempt to resolve the grievance, the panel may consider this in evaluating the credibility of the student's grievance and the severity of the named employee's conduct.

If the grievance is resolved at step three, no further action under this policy will be taken.

If the appropriate administrator is the named employee against whom the student has grieved, the student may bypass steps two and three and proceed directly to step four.

Committee Formation Procedures:

The committee shall consist of nine members, each serving a one-year term commencing on July 1. Three members shall be students, three members shall be unit three faculty, and three members shall be staff employees.

Student members shall be appointed by the governing board of the Associated Students, no later than April 15 of each year. No more than one student in any major may be appointed. To be eligible for appointment, a student must have completed at least two quarters at the University and at the time of appointment be in good academic standing. Within five business days of appointing student members, the Associated Students shall notify the President of their names and majors.

Faculty shall be appointed by the Nominations Committee of the Academic Senate no later than April 15 of each year. No more than one faculty member may be appointed from any college. To be eligible for appointment, a faculty member must be tenured or tenure-track. The faculty member may not be on sabbatical, a difference-in-pay leave, or be serving a terminal year during his/her year of service. Within five business days of making appointments, the Nominations Committee shall notify the President of the names and departments of the selected faculty members.

Staff members shall be appointed by the President no later than April 15 of each year.

If, for any reason, a committee member leaves the committee, the appropriate appointing authority shall replace him/her as soon as possible. If the departing member is on one or more panels that have not completed their cases, the coordinator shall select an alternate panel member by lot.

Formal Grievance Resolution: Step Four - Presenting Grievance to the Committee:

Within one hundred days of the event/action (or the last date of a related series of events/actions) upon which the grievance is based, a student must complete an approved grievance form and

present it to the coordinator if he/she desires formal review of the grievance, notwithstanding any action taken by the appropriate administrator. If the student and the appropriate administrator had entered an extension of time in writing permitting the first three levels of the grievance process to be completed in more than ninety days, then this deadline for completing an approved grievance form shall be automatically extended by the same number of days as set forth in the extension document. The student shall have first completed the informal processes, in a time and manner that will permit the timely filing of the grievance form.

The coordinator shall assist the student in submitting allegations and identifying physical evidence and witnesses on the grievance form. The coordinator shall determine whether findings have been made as to facts alleged in the grievance through another investigation process and obtain a copy of such findings if they exist and are not confidential.

Within five business days of receiving a grievance, the coordinator shall select a panel from the committee.

The coordinator shall select by lot a panel of three members, consisting of one member each from three groups of appointees. If a panel member can not serve because of unavailability, conflict of interest, or other reason beyond his/her control, a replacement shall be selected by lot from that panel member's group.

For purposes of panel selection, a conflict of interest exists for a potential panel member if he/she is:

- a. the named employee against whom the grievance is brought;
- b. a student who was in the class that is a subject of the grievance;
- c. a witness to any of the events that are the subject of the grievance or the name employee's response;
- d. a parent, child, grandparent, grandchild, sibling, first cousin, spouse, ex-spouse, son-in-law, daughter-in-law, brother-in-law, sister-in-law, niece, nephew, or domestic partner of, or who has cohabited with the student or the named employee; and
- e. from the same department or unit as the named employee.

A panel member who has conflict shall immediately notify the coordinator, so that a replacement may be selected. A knowing failure to disclose a conflict of interest shall be grounds for disciplinary action against the panel member by the University and shall be grounds for permanent removal of the individual from the committee.

Within five business days of selecting a panel, the coordinator shall notify the student, in writing, that he/she has received the grievance and that the panel has been formed. The names of the panel members shall be provided in the notice. A copy of this policy and procedure shall also be included with the notice.

Within two business days of selecting the panel, the coordinator shall notify the named employee, in writing, that a grievance has been filed against him/her. The notice shall include a

copy of the completed grievance form and the names of the panel members. The notice shall inform the named employee that he/she has ten business days in which to deliver to the coordinator a written response to the grievance and that no facts, physical evidence or witnesses will be permitted at the hearing if they are not identified in the written response. A copy of this policy and procedure shall be included with the notice.

A student or named employee must notify the coordinator, in writing, of any objections to a member of the panel within five business days of receiving notice of the panel members' names. Objections to the composition of the panel must be based on at least one of the grounds set forth in the section on conflict of interest. The coordinator shall immediately contact the panel member in question. If the panel member denies that a conflict exists, the coordinator shall decide whether a conflict exists, within five business days of receiving the objection. If the panel member is removed or admits a conflict, a new panel member shall be selected and all parties shall be notified in writing of the replacement within five business days.

If the coordinator receives written findings made in another investigation process stemming from the same events/actions as the grievance prior to a decision by the panel, and those findings are not confidential, he/she shall give copies of the findings to the panel, the student and the named employee within five days.

Within five business days of receiving the response from the named employee, the coordinator shall give a copy of the response to the student.

Initial Consideration of Grievance:

Within five business days of selecting the panel, the coordinator shall provide each panel member a copy of the completed grievance form. The panel members shall meet with the coordinator within five business days after the coordinator provides the grievance form to the panel to discuss the allegations, determine, based on the preliminary information available at that point, whether a case for misconduct has been stated, and notify the coordinator of its conclusion in writing. For the purposes of this policy a potential case for misconduct exists only if:

- a. the alleged conduct, if true, would constitute unfair treatment or a violation of policy by the named employee against the student, and
- b. a hearing on the allegations would reasonably permit the panel to determine the truth or falsity of the facts alleged.

The named employee's response is not relevant and shall not be considered by the panel members at this stage. Similarly, findings from another investigation process shall not be considered at this stage. A panel member may not abstain from voting on whether or not a case for misconduct exists.

If the panel concludes that a case for misconduct does not exist as to one or more allegations, the coordinator shall provide the written conclusion and a copy of the grievance to the President's

business days of receipt, the President's Designee shall adopt the panel's conclusion as to the allegations in question and notify the student in writing or reject it in whole or in part and direct

the panel to conduct a hearing. If the President's Designee directs the panel to hear the grievance as to the allegations in question, he/she shall identify in writing those allegations for which he/she believes a case for misconduct exists, and provide a copy to the coordinator.

If the panel concludes that a case for misconduct exists in some or all of the allegations, the panel shall identify in writing those allegations and provide a copy to the coordinator.

Within five business days of receiving a decision to conduct hearing, the coordinator shall provide a copy of the decision to the student and the named employee and schedule a hearing date no later than 20 business days after his/her receipt of the decision. The hearing may be scheduled on a later date only for extraordinary reasons, which shall be limited to the availability of the student, the named employee, a panel member, or a witness deemed by a majority of the panel as material to the hearing. A person is available unless he/she is legally required to be elsewhere or has previously planned travel or activity that will make him/her physically unavailable. If the coordinator subsequently receives a directive from the President's designee to conduct a hearing on other allegations, the coordinator shall provide a copy of the directive to the panel, the student, and the named employee.

If the coordinator believes that multiple grievances are sufficiently related, he/she may schedule a single hearing in which all related grievances shall be presented provided the named employee approves. Where such grievances have been assigned to different panels, the coordinator shall choose one of these panels by lot to hear the grievances. Within five business days of selecting the panel, the coordinator shall notify in writing the affected students, employees, and panel members of the consolidation and provide the names of the panel members in writing to the affected students and employees. The coordinator shall send copies of the grievance forms to the panel members.

Grievance Hearing:

The coordinator shall provide to the student and named employee written notice of the date, time, and location of the hearing, at least ten business days before the date of the hearing. Shorter notice may be provided only if all parties to the hearing have agreed to accept shorter notice. The coordinator shall include with the notice to the President's Designee or panel's identification of pertinent allegations.

It is the duty of the student and the named employee to provide notice to and secure attendance of their witnesses at the hearing.

No person who is or ever has been licensed to practice law may participate in the hearing process, unless that person is the student, the named employee, a panel member, or a witness. A student or named employee may be represented by any other person. The representative may assist in the presentation of evidence and arguments to the panel, but may not also be a witness. The panel may receive legal advice from the University Legal Counsel regarding procedural or legal questions, but not about the merits of the grievance.

The burden of proof in a hearing rests with the student, who must prove that it is more likely than not that the alleged actions/events occurred and that they constituted unfair treatment or a violation of policy.

Each party shall provide all evidence necessary to support his/her claims or defenses. In instances where relevant evidence is in the custody of another student or named employee, the party who wishes to use the evidence may ask the panel to order that person to provide it to the panel prior to the hearing. The panel shall have the authority to order any University employee or student to appear and/or produce evidence. No University employee employed by the Campus Police shall be required to appear and/or produce evidence if doing so is not permitted by law or recognized public policy.

The panel shall, where necessary, delete or obscure appropriate portions of evidence to protect the privacy of non-parties.

The student and the named employee may be present at all times during the hearing. The hearing shall be closed to all persons except the student, the named employee, their respective representatives, the witness who is presently testifying, the coordinator, the student's support person, and the panel members. The hearing shall proceed only when all three panel members are present.

The formal rules of evidence shall not govern grievance hearings. However, the rules set forth in this section are necessary to ensure that evidence offered at a hearing is appropriately received and considered.

Prior to the hearing, the coordinator shall give to each panel member a copy of the named employee's response to the grievance and any relevant findings made in another investigation process. Unless the panel deems it necessary to accommodate the schedules of witnesses, the panel shall receive all other evidence in the following order:

- a. The student shall present all evidence in support of the grievance. The student is limited to presenting evidence that is referred to in or relevant to the allegations made in the grievance form.

- b. The named employee shall present all evidence refuting the allegations. The named employee is limited to presenting evidence that is referred to in or relevant to the allegations and defenses raised by the named employee in the response to the grievance form.

- c. The student shall present all evidence that rebuts the named employee's evidence that does not simply restate the student's earlier evidence.

- d. The named employee shall present all evidence that rebuts the student's rebuttal evidence that does not simply restate the named employee's earlier evidence.

Evidence that is solely about the character of a student, named employee, or witness shall not be permitted. This shall not preclude evidence that, for reason other than character, bears on the credibility of a student, named employee, or witness, or tends to show a relevant trait or practice. Hearsay statements may be considered, but the panel should consider the existence or lack of corroborating evidence and the reason for the absence of the person to whom the statement is attributed.

Cross-examination of witnesses shall not be permitted. However, panel members may ask questions of any witness. A student or named employee may, at the conclusion of a witness' testimony, request that the panel ask other questions of the witness. The panel may honor or disregard such requests.

To expedite a hearing, the student and named employee may agree to the existence of any fact. Where possible such agreements should be entered onto the record at the beginning of the hearing. The panel shall consider proven all facts for which there are such agreements.

Either party may object to evidence at the time it is introduced on the ground that it is impermissible under the grievance procedure. The panel shall rule on all objections.

The panel may record the hearing. Such recording shall exist solely for use by the panel while making its findings of fact and recommendations, and shall be used for no other purpose. Recordings will be destroyed five years after the conclusion of the hearing.

Decision of the President's Designee:

Within ten business days after the hearing concludes, the panel shall deliberate and make findings of fact in writing. The panel shall convey its findings and any recommendations for remedial action in writing to the President's Designee. The findings shall summarize the testimony of each witness, identify each piece of physical evidence presented during the hearing, and describe how the panel made its findings. Copies of all documents placed in evidence shall be included.

In making its findings, the panel shall defer to and adopt any relevant findings made in an earlier investigation process, unless the evidence presented at the hearing clearly compels a different finding.

Within five business days of receiving the panel's findings and recommendations, the President's Designee shall issue a written decision. The decision shall state whether each finding has been accepted or rejected. The President's Designee shall accept each finding made by the panel unless he/she concludes that no evidence was presented that, if true, would support a finding. The President's Designee may adopt, reject, or modify any recommendation by the panel. The President's Designee shall address his/her decision to the student, with copies to be sent to the named employee, the coordinator, and the appropriate administrator. Absent a timely appeal, the President's Designee's decision shall be final.

Appeal Procedures:

The student or named employee may appeal the President's Designee's decision. The student or named employee must deliver a written appeal to the President within ten business days of the receipt of the President's Designee's decision.

Appeals may be taken only for the following reasons:

- a. The grievance was not submitted in a timely manner at step four.
- b. A panel member had a conflict of interest and was not removed after an objection was raised in a timely manner.
- c. A panel member had a conflict of interest that was discovered subsequently to the time during which objections could be made.
- d. The procedure set forth in this grievance procedure was not followed, to the detriment of the appealing party.
- e. A panel member was biased against the appealing party.

The letter shall describe in detail the facts that support one or more of the reasons set forth in this section. Appeals based on bias must state facts that, if true, indicate bias.

The President may make inquiries of any person he/she believes has information relevant to the appeal, and shall issue a written decision rejecting or accepting the appeal within fifteen business days of receipt of the appeal. The President's decision shall be addressed to the appealing party, with copies to be sent to the other party, the coordinator, and the appropriate administrator.

If the President rejects an appeal, the President's Designee's decision is final.

If the President concludes that the appeal is meritorious, he/she shall refer the matter back to the level at which the error occurred, with corrective instructions. If a panel member was biased or in conflict, the instructions shall include an order to assign a new panel. The grievance shall proceed from the level to which it was referred.

General Guidelines:

Any decision or action by a panel is, unless otherwise indicated, made by majority vote.

If the date to take some action under this policy falls on a day that is not a business day, the action may be taken on the next following business day. The date on which an action is to take place may also be extended by the coordinator, the President's Designee, or the President, as deemed necessary to the fair consideration of a grievance.

Except as necessary to process a grievance, the coordinator and the members of the committee shall maintain strict confidentiality as to all grievance matters and materials.

No student or named employee, or witness should suffer adverse academic or employment consequences as a result of attendance at a grievance hearing, provided he/she has given prior notice of his/her anticipated absence from class or work to his/her instructor or supervisor. The coordinator shall certify, upon request by any person, the date(s) and time(s) during which that person participated in a grievance hearing. Supervisors and instructors are required to excuse any

absence that is so certified, instructors shall permit a student to turn in work or take test at an alternate time if necessary to accommodate the student's appearance at the grievance hearing.

All documents that are required to be sent to a student, or named employee are deemed received on the date that a document is personally delivered or faxed, or two days after it is placed in the mail.

The President or President's Designee may consult any person in performing their duties and may delegate their duties to any management employee who is not the subject of the grievance.

The student or named employee may have a support person present at all levels of review, including the grievance hearing.

Useful Web Sites

1. CSULA Home Page: www.calstatela.edu
This provides links to many useful sites, either from the opening page or after clicking on Web Site Map.
2. GET (Golden Eagle Territory): <http://get.calstatela.edu>
3. Schedule of Classes: Go to GET home page, click on class schedule. Enter the term you wish to look at.
4. Eagle Guide: University Student Handbook. Go to home page, click on web site map, and click on Eagle Guide
5. University Catalog: From GET home page, click on Catalog. From the University home page click first on Academic Life and then click on Catalog.

4. Centers:
Writing Center: www.calstatela.edu/centers/write_cn
Tutorial Center: www.calstatela.edu/centers/tutorctr
Testing Center: www.calstatela.edu/centers/testctr
5. JFK Library: Access directly from Cal State home page or www.calstatela.edu/library/index.htm

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The library has links to many resources, including the library catalog, numerous databases, guides to searching the internet and manuals for using APA publication style.

6. Financial Aid and Scholarships: Go to home page, click on web site map, click on Financial Services or www.calstatela.edu/univ/finaid.
7. Campus Directory: You may access directly from CSLA home page at www.calstatela.edu/univ/directry/

This site contains the University Telephone Directory and links to School and Faculty Web pages.

8. School of Nursing: www.calstatela.edu/dept/nursing

Organizations Affected: All University Departments.