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Introduction

Purpose

The information in this handbook supplements that given in the University 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 of Nursing Administrative Office is located in Simpson Tower, Room 417. The general phone number for the school is (323) 343-4700. Faculty offices are on the third and fourth floor of the same building. Students may make academic advisement appointments in the Nursing Student Services Office located in Simpson Tower, Room 415 or by calling (323) 343-4730.

Accreditation

The nursing program is approved by:
The California Board of Registered Nursing and accredited by The Commission on Collegiate Nursing Education (CCNE)
1 DuPont Circle, NW, Suite 530
Washington, DC 20036-1120
(202) 463-6930
http://www.aacn.nche.edu

Programs Offered

1. The School of Nursing offers the following degree and certificate programs:
   Bachelor of Science in Nursing
   For the generic student
   For the LVN transfer student
   For the returning RN student

2. Master of Science in Nursing with several options Practitioner Program:
   Acute Care Nurse Practitioner
   Adult Nurse Practitioner
   Family Nurse Practitioner
   Family Psychiatric Mental Health Nurse Practitioner
   Nursing Administration
   Nursing Education
3. Accelerated Baccalaureate in Science Option in Nursing for Entry into Master's in Nursing (ABSN/EMSN) Program

**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 standing school committees include: Faculty, BSN Program, MSN Program, DNP and NP Programs, Student and External Affairs Committee, Faculty Development and Evaluation Committee, Curriculum Committee. All faculty attend the Faculty Meetings and either the BSN or MSN programs 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 committee meetings 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 didactic and 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 and External 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 the School, College and University Committees. Students are voting members of this committee. The director appoints faculty members to the committee. Students attend committee meetings based on expressed interest and leadership abilities including acting as liaison for their graduating class or student organization. Students are 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.

**Student and External Affairs Committee**

1. Committee Description: the Committee is comprised of six components
   1.1 Admissions
   1.2 Nurse Counselor/Retention
   1.3 Outreach/Recruitment
   1.4 Student Activities
2. Purpose
The Student and External Affairs Committee (SEA) provides oversight of its functions by prioritizing related tasks and coordinating faculty, support and resources. The SEA committee reports to the full faculty.

3. Membership
3.1 Faculty Membership:
The Director of the School of Nursing or designee appoints faculty membership representing the School of Nursing. The committee members will select a chair. The role of committee members will be self-selected or assigned by the Chair based on the member’s interest and/or expertise.

3.2 Student Membership:
Membership consists of one student representative from each of the options: basic undergraduate nursing, RN transfer, and the graduate program, students serve on the SEA Committee having full membership and voting privileges with one vote per cohort and organization.

3.2.1 Students must be enrolled in the nursing program and be in good scholastic standing.

3.2.2 Students may nominate themselves or be assigned by the cohort or president of the organization.

4. Admissions Liaison
4.1 Develops policies relative to the recruitment and admission of students into the School of Nursing.

4.2 Provides guidance to the Advisement Office regarding student application and acceptance to the School of Nursing.

4.3 Identifies qualified students for possible entrance into the School of Nursing implementing entrance criteria for students applying to the Nursing program.

4.4 Assists with screening admission applications, contacting students when necessary and assisting with testing, interviews and other procedures.

5. Nurse Counselor/Retention
The nurse counselor, appointed by and reports to the Director of the School of Nursing, provides services designed to retain and assist students to graduate.

5.1 Develops policies relative to the retention of students at the undergraduate and graduate levels of the Nursing program.

5.2 Assists with the special needs of the disadvantaged student such
as those with financial difficulties, learning disabilities, personal problems, etc.

5.3 Serves as an advocate for students who are experiencing academic problems.

5.4 Collaborates with University resources to maximize support services, which assist students in successful completion of the Nursing Program.

5.5 Collaborates with Faculty regarding how best to assist students before and after academic issues occur.

5.6 Develops and reviews policies and procedures concerning student grievance and discipline problems

5.7 Reviews student petitions and disseminates appropriately.

5.8 Coordinates a retention program within the School, which consists of providing tutorial academic, personal and career counseling, and other support services on campus and in the community.

5.9 Coordinates the Peer Mentoring program and other related services.

5.10 Maintains and updates records of all students participating in the retention program.

5.11 Provides nursing student retention program evaluation data.

5.12 Provides and end of year report regarding services to students in the retention program.

5.13 Provides guidance and acts as student advocate for academic grievances, petitions and other student concerns.

5.14 Maintains contact with the Nursing Advisement office regarding failing and unsatisfactory grades.

5.15 Acts as liaison between the School of Nursing and other campus departments and programs, community colleges, and local ethnic nurses association in regards to academic and retention issues.

5.16 Attends meetings and participates in programs that pertain to the retention of nursing students.

5.17 Serves as a liaison SON committees to clarify policies regarding issues such as student petitions, cheating, disabilities, etc.

6. Outreach/Recruitment

6.1 Identifies, establishes, and maintains contacts with the community-at-large to facilitate positive relationships.
6.2 Coordinates marketing and dissemination of information about the SON programs to area junior high and high schools, feeder community colleges, 4-year institutions and healthcare providers.

7. Student Activities

7.1 Supports the selection and planning of group functions and activities.

7.2 Maintains channels of communication between faculty and students.

7.3 Supports student participation in professional activities and student committees, such as the National Student Nurses Association (NSNA), ATD and Nursing Alumni Chapter.

7.4 Recommends policies and procedures for the awarding of scholarships directed to the School of Nursing.

7.5 Serves as the liaison between students and the School of Nursing.

7.6 Relays pertinent information to students via such mediums as bulletin boards and the Nightingale webpage.

School of Nursing Mission Statement and Philosophy

Mission Statement

To prepare knowledgeable, skillful, innovative, caring nurses and future nursing leaders for a career in which professionals provide health care for multicultural individuals, groups, families and communities in urban hospitals, homes and community based settings. The School of Nursing promotes the integration of teaching, scholarship and practice in an interdisciplinary context to foster programs that develop both generalists and specialist clinicians and practitioners.

Philosophy

The faculty of the School of Nursing espouses beliefs about the person, health, nursing, society, learner, and the teaching-learning process. The faculty believes that the recipient of health care and focus of nursing is for the patient/client, who may be an individual, group, family or community, who 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. For adults, the maintenance of health is an individual's own 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.
The faculty believes that nursing is a health care profession that 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. Nursing focuses on the patient’s/client’s responses to actual or potential health problems within a health-oriented system of care. As an applied science, nursing utilizes theories from its own discipline, as well as other sciences, to explain phenomena encountered in patient/client care, as well as to guide nursing practice. The integration of theory and research with clinical practice are essential components for the advancement of professional nursing.

Nursing is practiced by both generalists and specialists. Both types of practitioners are accountable for actions taken in the course of practice. The specialist has completed a graduate program that includes an in-depth study of theories and research relevant to a particular area of specialization and has developed expert functional (role) and/or clinical competence. The emergent role of the nurse in practice is one of serving as a patient/client advocate, independent practitioner, and collaborator with other health care professionals. Through these roles, nurses engage in clinical decision-making, formulation of policy, and design of plans to improve health care services.

Nurses provide professional expertise and skills that are needed and desired by society. In its provision of services to society, nursing must evidence accountability and the ability to regulate its practice. Students are endowed with the capacity for self-direction and are responsible for their own learning and self-development. Critical thinking is developed in clinical practice through the application of problem-solving methods and the weighing of alternatives to determine the best course of action. Commitment to lifelong learning is the mark of a truly professional person. 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.

**Goals of the Baccalaureate Program**

The primary goals of the baccalaureate nursing program are:

1. The preparation of professional nurse generalists who collaborate with other members of the health care team, take leadership roles in providing care to individuals, families and groups in institutional and community settings.

2. Establishment of the foundation for graduate education in nursing. 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.

**Baccalaureate Program Learning Outcomes**

The curriculum design includes theory and clinical practice that operates in five specific nursing roles suggested by the American Association of Colleges of Nursing (AACN) *Essentials of College and University Education for Professional Nursing* (2008), and *Essentials of Baccalaureate Education for Professional Nursing Practice* (January 2008). These nursing roles are provider of care, teacher, advocate, coordinator of care, and a member of the nursing profession. Two levels of outcome criteria or terminal objectives have been developed based on these roles. Generic students are expected to meet the Level I terminal objectives after successful completion of the lower division and 300-level generic courses. Since these Level I terminal objectives represent a basic minimum level of competencies, RN transfer students are admitted to the program with the expectation that they are already able to meet these outcomes.

**Level II: Lower Division Student Learning Outcomes**

**Provider of care:**

1. Builds on a foundation of liberal arts and generalist nursing education, demonstrates the knowledge and skill to holistically assess, client needs and capabilities for self-care and provides comprehensive evidence based nursing care to diverse individuals, families, groups and populations across the lifespan and across the continuum of health care environments.

2. Develops, implements, and evaluates a safe evidence-based plan of care reflecting various levels of complexity in collaboration with clients and other health care providers that promote maximum health and well being.

**Teacher:**

1. Demonstrates the necessary knowledge and skills related to the teaching-learning process.

2. Communicates and collaborates with the interprofessional team to develop, implement, and evaluate a comprehensive health education plan for diverse clients, families, groups and populations.
**Advocate:**

1. Acts to empower clients as related to their rights and responsibilities as health care consumers continuously monitors level of empowerment and acts as their spokesperson if necessary.

2. Demonstrates knowledge of organizational systems and skills in leadership through communicating and collaborating with other health care professionals brokering and negotiating for client’s needs and preferences insofar as necessary to provide high quality care.

**Coordinator of care:**

1. Utilizes health care providers and community resources in order to provide safe cost-effective services focused on health promotion and disease prevention to diverse individuals, groups and populations within the constraints of the health care delivery system.

2. Plans, implements, and evaluates outcomes of coordination of client’s care. Incorporating knowledge and skills in quality improvement.

3. Employs knowledge gained regarding information management and patient care technology to ensure delivery of safe care.

**As a member of the profession:**

1. Promotes accountability within the health care system demonstrating legal and ethical and professional values fundamental to the discipline of nursing.

2. Advances professional nursing practice by analyzing current trends in health care and translating research and theory into practice.

**University Publications**

Information about admission requirements, registration, and 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 L.A. web site www.calstatela.edu.

**University Catalog**

University 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. The current
catalog is available on the university web site.

School of Nursing Undergraduate Student Handbook

It is the responsibility of each student to have access to a hardcopy or
electronic copy of the current student handbook. Handbooks can be accessed
on the School of Nursing web site.

Schedule of Classes Online

The Schedule of Classes is on line. 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 is found in this publication.

Re: Changes in Quarterly Schedule of Classes

An updated listing of courses offered is available on the university web site.
Nursing students must check GET for the most recent changes prior to
STAR/GET registration and before each quarter begins. The class schedule
information is available on the Cal State L.A. 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 L.A. web site.

General Academic Information

Quarter System

The university’s four quarter, year round operation system provides an
essential flexibility for adult, working students. Students must register for two
of each four consecutive quarters in order to maintain matriculation. Students
may miss two consecutive quarters (without having to inform the School of
Nursing or the Registrar's Office) and still maintain continuing student status. Students must enroll in the quarter following two consecutive quarters absence to avoid a break in matriculation that would necessitate reapplying for admission, paying another application fee, and lead to a new catalog date and, potentially, further academic requirements. (Complete details appear in the Schedule of Classes under "Continuing Student Status")

Registration

The accumulated number of completed units determines the order and date in which students enroll in classes. Thus students with higher priority enroll before students with low priority. If there are more eligible students than can be accommodated in the Schedule of Classes, some students may not be admitted to desired/required courses. In such instances, informal waiting lists are generated. Enrollment in clinical classes is by permit only after students are given an opportunity to select preferences.

The Schedule of Classes contains a section entitled "Future Course Offerings" which indicates when each course in the curriculum is usually offered. If you are planning ahead it is always wise to confirm this with the School of Nursing.

Adding/Dropping Courses

During the first weeks of the quarter, students can add or drop courses through STAR/GET registration. Instructors can submit add/drop forms to the School Administrative Support Coordinator who has access to the computer system. Drops can be entered into the system and require no further action on part of the student. However, it is important to validate that this has been done, because students are ultimately responsible if they are inappropriately registered. When additional students are added, the faculty member will submit a list to the school. Once the permit to add is entered into the computer by the coordinator, the student must complete the process by accessing STAR/GET. Permits expire after the add deadline of the current quarter after being entered into the system. After the first week, dropping requires a special form and the student will need to secure the appropriate signatures and submit the completed form to Enrollment Services, Adm. Bldg. 146. Students may continue to add through STAR/GET with school permission through the second week. Listing of dates for adds/drops are listed in the calendar section on page 2 of the Schedule of Classes.
Required General Education Courses and University Examinations

Lower Division General Education Courses

All students must complete a minimum of 60 units of lower division general education. The requirements for lower division general education can be found in the University Catalog and the Schedule of Classes. Nursing students who complete BIOL 200A/B, CHEM 151 and MICRO 202/201 meet the requirements in Category B Natural Sciences.

As of Fall Quarter, 1999, all transfer students must have completed all courses in the basic subjects block Category A prior to admission.

English Placement Test (EPT)

All entering undergraduates must take the CSU English Placement Test unless English 101 or its equivalent has been completed or they are exempt by fulfilling one of the criteria listed in the catalog. For information, including exam guidelines, check the University Catalog or contact the University Testing Center, Library Palmer Wing South: Room 2098, (323) 343-3160.

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. Undergraduate students must take the WPE before completing 135-quarter units. Post-baccalaureate students must take the examination during their first or second quarter of matriculation. Important information can also be found in the Schedule of Classes. Information about this examination is available in the University Writing Center and web site www.calstatela.edu/centers/write_cn.

Entry-Level Mathematics (ELM) Test

All entering lower division undergraduates are required to take the ELM test unless the math requirement has been met or they are exempt by fulfilling one of the other criteria listed in the catalog. Students must complete the ELM test before registering for any course that satisfies the general education math requirement. Failure to take the ELM test before the end of the first quarter at Cal State L.A. may lead to a hold on registration. Students are required to take Math each quarter until the requirement is met. The full policy may be found in the University Catalog. Consult the University Testing Office, Library Palmer Wing South: Room 2097, at (323) 343-3160 for more information.
Introduction to Higher Education and Transition Courses

Each school in the university provides introductory courses for new students. In general, students should take the course offered by the school that offers their major. However, alternate courses may be selected if scheduling is difficult. All pre-nursing freshmen are required to take HHS 101- Introduction to Higher Education in Health and Human Services, 4 units, during their first or second quarter on campus. This course is designed to provide an in-depth orientation to the university, establish linkages with support services and other students assist the student to set goals, master use of university information systems, and develop skills for success in college.

Upper Division General Education or “Theme” Courses

Every student is required to take 12-quarter units in a selected upper division general education or theme course. These may be taken at any time in the student’s undergraduate career after completion of basic subjects and at least one course in each of the natural sciences, social sciences, and humanities categories of the general education plan!

Application Guidelines

Admission to Nursing as a Generic Student

Application to the School of Nursing is a 2-Step Process. A student not currently enrolled at CSULA must apply for Admissions to the University online at www.csumentor.edu. Admission to the school of nursing requires a second supplementary application with the deadline of December 1 each year. The application to the School of Nursing is available online at http://www.calstatela.edu/dept/nursing/index.htm with the link to “Academic Programs.”

The School of Nursing currently admits approximately 50 generic students from the applicant pool to the program once a year in the fall quarter. Because the Nursing Program is impacted (there are more applicants than can be accommodated), specific criteria are used to rank the students in the applicant pool to determine which students are admitted. Students who are considered in the applicant pool must have completed prerequisite courses with a minimum grade of "C" and an overall GPA of 2.75 in these courses. Students wishing to be considered for admission to the major must file an Intention to Apply Form with the school office in the fall quarter in the year prior to the desired fall quarter start date. Students are responsible for submitting a file containing transcripts indicating proof of prerequisite grades and required test
scores by the fourth week of March in the year of the desired fall quarter start date. Additional guidelines for the application process, information on the supplemental admission criteria and school application form can be obtained from the Nursing Student Services Office (ST 415) or by calling (323) 343-4730.

Students are required to complete the Test of Essential Academic Skills (TEAS) as part of the admission process. The student is responsible for payment of the cost of the test, postage and handling. The money is payable in the form of a cashier's check written out to CSULA-School of Nursing and is submitted to the School of Nursing Administrative Office.

Student Background Checks: This policy is created in response to contractual changes with affiliating health care delivery agencies. It is the responsibility of each student to provide evidence of a background check prior to participation in clinical rotations. Students will pay for the background check. Application information and forms are available in the Nursing Student Services Office (ST 415). Students will make arrangements with the School of Nursing approved background check agency to have a background check completed. The student will agree to the release of the inquiry results. The results of the background check will be made accessible to the director and/or assigned designees and retained in the director's office in the School of Nursing. A student with a history of a misdemeanor or felony will be counseled by the director and/or an assigned designee in the School of Nursing. (Implementation Spring 2005)

Licensed Vocational Nurses may also be considered for admission to the generic nursing program with advanced standing. They must meet the same academic criteria as other generic students. Credit for N210, 211, 214, 215, 223 and 225 is granted based on the LVN program or credit by examination. Students must demonstrate competency via successful completion of NLN exams:

- Nursing Care of Adults Across Community Settings I N222
- Nursing Care of Adults Across Community Settings II N224
- Nursing Care of Children Across Community Settings N220
- School Administered Clinical Evaluation N221

If student does not complete these examinations the corresponding courses are included in the curriculum.

LVN transfer students take N348A and 349A with RN transfer students.

The student is responsible for payment of the cost of the test, postage and
handling. The money is payable in the form of a cashier’s check written out to CSULA-School of Nursing and submitted to the Nursing Administrative Office.

LVN 45-Unit Option

The L.V.N. may elect completion of the 45-unit option to become eligible to sit for the State Board RN licensure exam, or NCLEX. The LVN is given credit for 26 units of lower division nursing and must complete the following 45 unit option program consisting of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL. 200A</td>
<td>5</td>
<td>Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>MICR 201/202</td>
<td>6</td>
<td>Microbiology</td>
</tr>
<tr>
<td>NURS 348/349A</td>
<td>5</td>
<td>Transition to Professional Practice</td>
</tr>
<tr>
<td>NURS 318/319</td>
<td>6</td>
<td>Nursing Care of Psychiatric Patients</td>
</tr>
<tr>
<td>NURS 346</td>
<td>3</td>
<td>Family Nursing</td>
</tr>
<tr>
<td>NURS 372/73</td>
<td>5</td>
<td>Health Assessment</td>
</tr>
<tr>
<td>NURS 300/301</td>
<td>6</td>
<td>Advanced Medical Surgical Nursing and Nursing Leadership</td>
</tr>
<tr>
<td>NURS 394</td>
<td>4</td>
<td>Health Behavior and Health Promotion Across the Life Span</td>
</tr>
<tr>
<td>NURS 393</td>
<td>2</td>
<td>Home Health Laboratory</td>
</tr>
<tr>
<td>NURS 487</td>
<td>4</td>
<td>Transitions to Professional Practice</td>
</tr>
</tbody>
</table>

Total: 45 units

Please note: Completion of these courses does not fulfill all requirements for a baccalaureate degree in nursing and the student is not considered a graduate of the nursing program. Students are admitted to this option on a space-available basis only.

Admission for RN Transfer Students

The baccalaureate program for registered nurses accepts applications every Fall. Applicants are accepted who meet university admission criteria and who have completed prerequisite courses with a grade of "C" or better, and who hold a valid California RN License. ADN-BSN students must submit both an online university application and a School of Nursing application which can be downloaded from the SON website and submitted to the SON. Enrollments vary
in this budget challenged environment. Depending on the approved size of the cohort which may vary annually, students will be competitively screened.

To ensure that RN students enter the upper division nursing courses with knowledge and skills comparable to that of the generic students, they must meet one of the following criteria to receive credit for lower division nursing courses:

1. Graduation from an accredited U.S. Associate Degree program which articulates with the CSULA Nursing Program.

2. Graduation from a diploma program with N.L.N. accreditation.

**Academic Advisement**

**Undergraduate Nursing Academic Advisement: Pre-Nursing Students**

Undergraduate students who are pre-nursing majors at Cal State L.A. are seen for both initial and ongoing advisement in the University Academic Advisement Center Library PW 1040A at (323) 34-3150.

**Mission Statement**

The College of Health and Human Services is committed to educating and preparing human service professionals to become innovative practitioners and leaders. The College promotes the integration of teaching, research, policy, and public service in an interdisciplinary context. Knowledge, skill, and caring provide the foundation for educating a diverse workforce of the future who effectively serves multicultural urban communities. The College strives to be student-centered, faculty and staff focused, and community minded.

**Associate Dean**

The primary role of the Associate Dean is to provide effective and ongoing leadership in the areas of academic and student affairs at the graduate and undergraduate level for the College, including oversight of the advisement process involving student progression and retention in the academic programs of the Schools and Departments within the College.

The Office of the Associate Dean serves as a resource for faculty advisors and students on advisement issues and university policies. It is the primary point of contact for prospective students and for students with general questions on academic programs. Students may make appointments as needed with the Associate Dean.
Contact Information:

Associate Dean: Eleanor Ferguson-Marshalleck, Ph.D.
Location: Fine Arts - Room # 130
Phone: (323) 343-4600
College Website: http://www.calstatela.edu/academic/hhs/

Advising and University Resources

For information regarding other campus advising resources, including the University Academic Advisement Center, go to the UAAC website: www.calstatela.edu/univ/advise. The UAAC can be particularly helpful in dealing with undergraduate General Education requirement and articulation issues. For a brief explanation of services of UAAC, click here.

Schools and Department Academic Advisement

Students should go to their respective School or Department for academic advisement in the major. The advisement procedures are outlined in the individual advisement plan for the Schools and Departments within the College of Health and Human Services. Please refer to the Academic Advisement Syllabus for each School and Department in the following list.

<table>
<thead>
<tr>
<th>College of Health and Human Services Schools and Departments</th>
<th>Academic Advisement Syllabi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Child and Family Studies Syllabus</td>
<td>Department of Communication Disorders Syllabus</td>
</tr>
<tr>
<td>Department of Health Science Syllabus</td>
<td>School of Criminal Justice and Criminalistics Syllabus</td>
</tr>
<tr>
<td>School of Kinesiology and Nutritional Science - Exercise Science Syllabus</td>
<td>School of Kinesiology and Nutritional Science - Food Science and Technology Syllabus</td>
</tr>
<tr>
<td>School of Kinesiology and Nutritional Science - Kinesiology Syllabus</td>
<td>School of Kinesiology and Nutritional Science - Nutritional Science Syllabus</td>
</tr>
<tr>
<td>School of Nursing Syllabus</td>
<td>School of Social Work Syllabus</td>
</tr>
</tbody>
</table>

Seeing an Advisor in the Major
1. Call, email or visit the School or Department main office to schedule an appointment.

2. Cancellations - if you know you will not be able to keep your appointment, please call the office as soon as possible to cancel or reschedule.

**Preparing for Your Advisement Session**

If you wish to discuss your academic plan please review and bring your Unofficial Transcript from your GET account and bring a list of questions/concerns to your advisement appointment. If your transcripts have not been evaluated in GET, bring copies of your unofficial transcripts from other schools you have attended.

1. If you are meeting with an advisor to talk about policies, procedures, or requirements, do your homework first by reviewing the information provided in the General Catalog, Schedule of Classes and/or on your School or Department website.

2. If you are experiencing academic problems, give some thought to what you believe are causing these problems and have a tentative plan for solving them. The advisor will discuss your situation with you and identify some interventions and strategies for success.

**Expectations of Students**

1. Achieve academic program objectives by proactively seeking information from and meeting at least quarterly with your major advisor.

2. Meet with a faculty advisor whenever you have a question regarding your academic plans, your academic progress, career objectives, or regarding your post-graduation plans.

3. Prepare for your advisement session in order to make your time with an advisor more productive.

   a. If you have questions about general education requirements or general education course selection, bring a list of questions or courses you are interested in taking. Bring a copy of the General Education Program (available in the back of the Schedule of Classes).

   b. You are required to bring your Unofficial Transcript from your GET account when meeting with an advisor.
c. If you are meeting with an advisor to talk about university policies, procedures, or requirements, do your homework first by reviewing the information provided in the catalog or on the web at www.calstatela.edu.

d. Be prepared to clearly explain the reason for your appointment; e.g., course requirements, graduation checks, course substitutions, etc.

e. Bring a copy of the School or Department Roadmaps to Graduation that applies to you (freshmen/transfer). Print copy from the School or Department website.

4. Be familiar with what is reflected in your Academic Report located at the bottom of your Unofficial Transcripts available to you via your GET account.

5. If you receive a letter from the university concerning graduation, reinstatement or readmission, and you have questions pertaining to the correspondence, you must bring the letter with you to your advisement appointment. The advisor will be unable to assist you without the letter.

6. Be aware of School or Department & University Deadlines:

a. Understand the graduation application process and requirements.

b. Graduation check filing dates: these are in the published schedule of classes and posted in the department office. Each student has the responsibility of filing a graduation check two quarters before the anticipated quarter they intend to graduate. You must bring your PAID graduation application with you to your grad check appointment. Please check filing dates in the Schedule of Classes.

7. Maintain accurate and complete advising records; bring your records with you to each advisement appointment.

8. Please make copies of all documents you turn in to different departments, i.e. graduation applications, course petitions, academic renewal forms, etc.

9. Visit instructors during office hours for additional information and assistance.

**Expectations of Advisors**
Advisors in the College of Health and Human Services are expected to do the following in their advisement sessions with students:

- Assist the students develop an individualized academic plan for the major that takes into account the appropriate option, concentration, minor and catalog year.
- Review the students’ grades and selection of classes.
- Provide students with relevant information about University requirements, policies, and procedures, and refer students to appropriate campus resources as needed.
- Help the student develop strategies for academic success.
- Maintain accurate and complete advising records for the School or Department.
- Enforce all university rules and requirements when reviewing student requests.
- Assist students to plan appropriate steps to correct any academic difficulties.
- Provide students with career advisement and assist them in planning for graduate school and post-graduate careers as appropriate.

**Expected Student Learning Outcomes**

1. Students will understand their personal responsibility for their own academic, personal and professional success.

2. Students will understand what they need to do to complete the requirements for their undergraduate degree.

3. Students will have an awareness of how to utilize the necessary information, resources, and available options to make sound educational and lifelong decisions.

**Key Considerations for Academic Success**

1. Go to class every day and get to know your professors.

2. Understand the policies, procedures, and impact academically and financially for dropping classes within or beyond the no record drop period.
3. Plan and devote enough study time to do as well as you can in your classes.
4. Have good study habits and get academic assistance early if needed.

5. Always confirm information given by fellow students with your advisor before incorporating it into your academic plan.

6. Track courses by utilizing GET Academic Advisement Report, the School or Department Program Sheet in the major and the Roadmaps to Graduation.

7. If you have personal circumstances that make it difficult to ensure your academic success, please notify your advisor and seek appropriate assistance. The earlier you seek assistance the earlier we can intervene to make adjustments in your academic plans to assure completion of your degree objective.

**University Academic Advisement Center**

Students should go to the University Advisement Center for General Education requirements, University policies, procedures and requirements for graduation. The University’s Academic Advisement is open to all first-time freshmen and transfer students. Services include:

- initial program planning (for freshmen)
- evaluation of transfer work
- petitions for general education and excess units
- graduation checks
- first-time disqualifications

**Initial Advisement for Nursing Majors**

On starting the program all students will be assigned a primary academic advisor. Students can find their assigned advisor listed on the board opposite the Nursing Student Services office. It is recommended that all new students meet with their academic advisor during the second quarter of their nursing program for transcript review, course substitutions, and academic program planning.

**On-going Advisement**

Nursing faculty provide ongoing academic advisement for nursing majors. Students may make appointments with their academic advisor by signing up in
the advisement book located in the Nursing Student Service office. Advisement schedules are available on the first week of the quarter and are available until the end of the tenth week of the quarter. Students needing assistance with this process can contact the Nursing Student Services office (ST 415) or call (323) 343-4730.

**Transfer Units**

A maximum of 105 quarter units (70 semester units) transferred from a community college is counted toward graduation. No upper division credit is allowed for community college work. The 44 quarter-units of transfer course credit for their basic nursing education granted to RN students is part of the total (105) transferable units. There is no limit on transferable units from four-year colleges as long as CSULA residence requirements (45-quarter units) for the degree are met. See the University Catalog for details. See Appendix I.

**Progression through the Nursing Major**

**Units Required for Graduation**

Generic students must complete 195 quarter units for the bachelor’s degree. RN transfer students must earn 180 units for the degree. Students who have completed all of their previous course work at a community college usually need additional elective units in addition to the required courses to meet the unit total needed for graduation.

**Prerequisite Courses**

Pre-nursing students must complete all prerequisite courses before admission to the Nursing Program. Prerequisite courses include: BIOL 200A/B, CHEM 151, ENGL 101; COMM 150; MICRO 201, 202; PSYCH 150; Critical Thinking.

RNs must have completed all prerequisite courses or be concurrently registered for their last pre-requisite course, have received 44 transfer units of credit for lower division nursing, and have achieved junior standing (90 units) to enroll in 300-level nursing courses.

**Nursing Course Sequences**

The nursing program is one of the most resource-intensive programs in the university because a low student faculty ratio must be maintained for safe clinical supervision. Lower division clinical courses have a 1:10 faculty student ratio. Most of the junior level (300-level) and senior-level (400-level) courses have a 1:12 ratio. Because the campus is a tax-supported institution with limited resources, the school cannot guarantee any student the availability of
needed/desired course/courses at any given quarter. However, to minimize delay for students to progress steadily through the program the school carefully plans the course offerings for both the generic and returning RN students. Since both generic and returning RN students take many of the same junior and senior-level courses, courses may be reserved in a specific quarter for either generic or returning RN students and members of the opposite group may be admitted on a space available basis. The number of sections in clinical nursing courses will vary dependent upon need and resources.

To avoid conflicts, recommended course sequences have been constructed and are given to students to assist in program planning. The course planning charts list the order and the quarter in which courses should be taken based on the quarter in which the student is admitted. There are separate charts for the basic (generic) program, standard program for returning RN students and for the accelerated pathway. Each student is provided with this program sequence guide at the time of initial advisement or at orientation. If you need to take a quarter-off and break the planned sequence, you must see an advisor and revise the planned course sequence. If a significant hardship occurs because one cannot get into a particular class, one can petition for waiver of prerequisites to take a course out of sequence. Each petition is evaluated on the merits of the student’s particular need and the educational soundness of the request. In general, courses should be taken in the order listed. On starting the program all students will be assigned a primary academic advisor. Students can find their assigned advisor listed on the board opposite the Nursing Student Services office. It is recommended that all new students meet with their academic advisor during the second quarter of their nursing program for transcript review, course substitutions, and academic program planning."

**Waiting Lists**

If courses are filled, the school office will create a waiting list as soon as the normal open period for STAR/GET is closed. Names on the waiting lists will be forwarded to the appropriate faculty member by the first day of class. Students on the waiting list should attend the first class session and attempt to add based on space available. The order of names on the waiting list does not indicate the priority for adding. If there are more students than can be accommodated, students will be selected by lottery or by other criteria such as units left until graduation.

**Nursing Electives**

Varieties of supplementary nursing courses are offered on a rotating basis and are listed on the course plans. They include the following:
The faculty recommends that all students include at least one nursing elective in their program.

**NURS 498 – Advanced Cooperative Education**

This course provides an opportunity for the working nurse to obtain academic credit for the application of nursing course content in professional practice. Students may register for 1 unit per 10 hours of professional employment per week for a maximum of 4 units per quarter. A total of 12 units may be counted toward the degree. A written paper or project is required. Specific criteria are given by the faculty member assigned. The course is graded credit/no credit.

**NURS 499 – Undergraduate Directed Study**

On occasion, a student may contract with an instructor to complete an independent project to earn academic credit. This may be taken from 1 to 6 units. The amount of work done should be comparable to a regular campus course of the same number of units. A written contract is developed with the instructor and grading criteria established and must be approved by the school director.

**Grading Practices**

**Rationale**

In order to standardize grading across courses, faculty 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:** Learning the information.

**Comprehension:** Understanding the information.

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

**Analysis:** Examining specific parts of information 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.


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 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. Critical behaviors should be listed in all syllabi. 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, role playing, and examinations. Letter grades are assigned to this evaluation component.

**Grading Scales**

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>GPA</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93-100</td>
</tr>
<tr>
<td>A -</td>
<td>3.7</td>
<td>90 – 92.9</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87 – 89.9</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83 – 86.9</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80 – 82.9</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77 – 79.9</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>71 – 76.9</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70 – 70.9</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>68 – 69.9</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>63 – 67.9</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>60 – 62.9</td>
</tr>
</tbody>
</table>
* 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 earn a minimum of a “C” grade in all required nursing courses and natural and social science courses. Students who fail a required natural science course may repeat the course only once with the consent of the instructor. Students may be able to repeat a science course more than once, but usually will not be considered for the nursing major.

Students who earn less than a grade of "C" in any required nursing course must submit a Repetition of nursing course petition with a justification statement prior to repeating the course. This petition is submitted to the nurse counselor. Students are encouraged to meet with the course faculty and the nurse counselor to set-up a remediation plan and identify any conditions placed upon the student. Repeating a course is always on a space available basis. If one repeats a nursing theory course only, the next clinical lab will be on a “space available basis.” This assures priority for students who are progressing as scheduled. **Emphasis: Students who fail a nursing course may repeat that course only once. Students with three nursing course failures may not continue in the nursing program.**

Students will be informed in a written letter from the nurse counselor regarding the outcome of submitted petitions. (Implementation Spring 2005)

Students may not enroll in 300-level nursing courses until they have completed all lower division nursing courses with a grade of "C" or better. Students who receive a grade of “C-” or lower in a 300-level nursing course may not proceed with the sequence of nursing courses until they have successfully repeated that nursing course with a grade of "C" or better. (See Dealing with Academic Difficulty)

Students may not enroll in 400-level nursing courses until they have completed all lower division nursing and 300-level nursing classes with a grade of “C” or better. **For the complete California State University, Los Angeles - School of Nursing Student Retention and Remediation plan see Appendix-E**

**Graduation Check Procedure**

Applications for graduation are available in the Nursing Student Services Office, University Admissions Office, Adm. Bldg. 146, and the CHHS Advisement and Outreach Center (AOC), FA 238. The completed form should be taken to the Cashier’s Office, Adm. Bldg. 128, to pay the graduation
application fee. Once the fee is paid students should make an appointment with their academic advisor so that the form can be signed and fulfillment of all graduation requirements verified. The form must then be returned to the Nursing Student Services Office. Deadline for graduation applications are printed in the Schedule of Classes. Students should apply two quarters before the expected date of graduation. See Schedule of Classes for application filing period.

**Pinning Ceremony**

The tradition of the nursing pin and the ceremonial pinning originated in the 1860s at the Nightingale School of Nursing at St. Thomas Hospital in London. Having been recently awarded The Red Cross of St. George for her selfless service to the injured and dying in the Crimean War, Florence chose to extend this honor to her most outstanding graduate nurses by presenting each of them with a medal for excellence. Since the first nursing pin was presented to the graduating class of 1880 at the Bellevue Hospital School of Nursing in New York City, many schools of nursing have chosen to follow this time-honored tradition to welcome their recent graduates into the discipline of nursing.

The pinning ceremony at California State University, Los Angeles (CSULA), represents the culmination of the academic, clinical, and extracurricular accomplishments of the students in the baccalaureate of nursing (BSN) program, and represents the transition from being a nursing student to becoming a professional registered nurse. The pinning ceremony is a valued tradition at CSULA and in order to maintain its purpose, the Student and External Affairs Committee recommend the following guidelines.

- The pinning ceremony must not compete with the graduation ceremony at CSULA, and should never be referred to as part of the graduation process. CSULA caps and gowns must not be worn as part of the pinning ceremony.
- Elected class officers are responsible for planning the pinning ceremony in conjunction with their faculty class advisor. Frequent planning meetings with the faculty class advisor, especially when nearing completion of the nursing program, should be the norm.
- The total cost of the pinning ceremony should be approached in a conservative manner. By keeping costs down, the financial burden to the students becomes less of an issue. In an economic time of rising tuition and student fees, the students should not be expected to add to their financial burden by paying unreasonable quarterly dues. By keeping costs low, more students will also be able to participate in the pinning ceremony.
• Fund raising activities should never be in competition with maintaining academic excellence during the student’s program.
• The ceremony itself should reflect the tradition and solemnity of the occasion.

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 John F. Kennedy (JFK) Library web site.

Clinical Nursing Classes

In order for the computer to process registration, students must register for lecture and co-requisite labs. If there is an unusual circumstance that requires a student to register for a lecture or laboratory without its co-requisite, contact the School of Nursing Administrative Office for assistance.

School of Nursing Clinical Attendance Policy

The Board of Registered Nursing (BRN) mandates that each student must complete a minimum number of hours in the clinical setting in order to qualify for the NCLEX exam. Because of this requirement and the fact that students cannot meet the course objectives if time from the clinical setting is missed, the Student and Academic Affairs Committee (SEA) proposes the following addition to the student handbook regarding absences and missed hours from clinical courses. These requirements will apply to all pre-licensure clinical courses.

• Students are required to attend all clinical hours during the quarter.
• The maximum number of hours that a student can miss during the quarter is one clinical day. This absence must be made up hour-for-hour by attending another clinical day during the quarter or by completing an instructor-approved assignment. This assignment will be based on the clinical objectives for the course as outlined in the syllabus. Typically, written work alone is not an acceptable way to make up missed clinical time. Failure to make up clinical hours or completing the instructor-approved assignment will result in a failure for the course.
• Instructor-assigned work is considered pass/fail and only accounts for making up the missed clinical hours. It is not to be factored into the final grade. The student grade is based on the grade criteria outlined in
the syllabus and instructor-assigned work cannot be considered part of the student’s grade.

• All absences must be communicated directly with the clinical instructor and should be done at least 2 hours before the start of the clinical shift. Students may also be required to notify the unit to which they are assigned according to faculty preference.

• Reasons for excused absences include: the student’s own illness, serious illness in the student’s immediate family, death of a family member, automobile accidents, appearance in court, inclement weather with hazardous driving conditions, attendance at a professional conference, birth of a child, or an unforeseen catastrophic event. Unexcused absences will not be tolerated and will result in a failure for the course. Students must provide documentation from the physician or health care provider for any major illnesses. Absences for reasons that are non-health related will also require documentation from the student (i.e. jury duty notice).

• If the student has a major illness, a release statement from a physician or health care provider is required in order to return to the clinical setting.

• Students with communicable illnesses should not attend clinical. Make up hours should be rescheduled with the clinical instructor as soon as possible after danger of transmitting the illness is over.

• If a student is unable to fulfill the required clinical hours due to a documented major illness, an incomplete grade will be given. Students will not be able to progress to the next clinical course in the nursing sequence until the incomplete grade is removed.

• If the student becomes ill or has an emergency during clinical hours, the instructor will determine if the student should be excused. Any hours missed must be made up hour-for-hour.

• If a student has not completed required documentation for health clearance items through Certified Background, the student will not be able to start clinical hours. Any hours missed will be considered an unexcused absence with the consequences outlined above.

• Tardiness to a clinical shift and/or laboratory course in the skills lab is unacceptable. Students who are habitually late will be counseled by the clinical instructor and may receive a failed or marginal day.

First Class Meeting

Many clinical courses meet on campus the first week of the quarter. Times and places for the first class meeting may be posted on the school bulletin board on the fourth floor a week before the quarter begins, or may be sent to you by your clinical instructor via the student’s CSULA email account. Information about class meetings may be obtained by calling the School of Nursing Office at (323) 343-4700.
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 be required to undergo a Particulate Respirator Mask fitting procedure to determine proper size of the N95 respirator mask. This will be done during initial orientation for students who have never been through the fit-test process. If students have been fit-tested at another institution, they may use this as evidence they have met the requirement.

Additional clinical requirements may be asked of students depending on individual facility requests or seasonal demands, i.e. influenza vaccine, livescan, fire safety card.

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

Up until Fall 2012, students will submit paper documentation of the information discussed in this paragraph. They should keep a copy of the original information and make 2 copies, one to be submitted to the Student Advisement Office in Room ST 415 and one to be available to your clinical instructors at their request. Beginning in Fall 2012, the SON will be contracting with Certified Background Co. to use their online Medical Document Management System or the Immunization Tracker System. Students will pay a fee for this company to input, manage and track all health and other relevant documents. The student will collect the required data and submit it directly to Certified Background through scanning, email or fax. The Health Clearance form which lists the required immunizations and requires a
physician signature may be obtained in the Student Services Office, ST 415 or see Appendix F. 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. Please retain copies of relevant laboratory tests. This must be submitted to Certified Background prior to any clinical experience. This form 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 2 copies of your documentation. One copy is submitted to Certified Background. Another copy is available to the clinical instructor if requested on or before the first day of clinical. Please keep all original copies in your possession. (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. Once series is complete, please ensure that you obtain a follow up titer that verifies immunity.) For students not wishing to take the Hep B vaccine or repeat the series, must sign a waiver provided by the SON. 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**
- **TDAP Immunization**

**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 starting July 1st and expires June 30th. It must be renewed annually on July 1. It will not cover you as a student worker or nursing assistant. This insurance mandatory and is 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. The certification is valid for two years from date of completion.

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 cleared, 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 may not be able to attend clinical rotations at that specific facility. Students are advised that if clinical placements are refused, completion of degree requirements may 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. Documentation of your driver’s license is required at the time you submit your application.

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. A positive drug screen could potentially impact the student’s ability to meet/complete course and program requirements, and may hinder the student from advancing in the nursing program.

8. Drug Screening Policy

Drug Screening is a mandatory health clearance requirement for all nursing students. Students will be notified of when and where this will occur.

9. 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).

10. Waiver Policy

Students may choose to complete a waiver, stating that they do not wish to receive specific vaccinations. A waiver form is available in the Nursing Student Services Office upon request. See appendix G. Declining certain vaccinations may result in a student not being permitted to perform their clinical rotation at a specific facility. It is recommended that students receive all vaccinations as necessary and as indicated on the student health form (See appendix G).

11. Live Scan

Some facilities, including all County of LA facilities, require Live Scan clearance, prior to patient care accessibility. If a student does not “clear “within a reasonable amount of time, they will need to perform their clinical at another facility. However, due to the various hospital entrance requirements, it is possible that the student may not find placement for that quarter. If a student believes that there is some reason why they may not pass “Live Scan,” this information should be communicated to the Director and Associate Director of the School of Nursing as soon as possible.

Other Clinical Course Requirements

Name Badges: Official School of Nursing Picture I.D. badges are obtained from the senior nursing class on orientation day. Appropriate nursing ID badges are to be worn at all times in clinical agencies and other field assignments. The ID badge should be worn in an upright position to ensure readability. No pins,
stickers, or other decoration may be worn on the ID badge.

Stethoscope: A stethoscope with a bell and a diaphragm, as well as a watch with a second hand are required for all clinical nursing laboratory courses and Nursing 273/373, Health Assessment Laboratory.

**Nursing Simulation Laboratory**

All students are charged a mandatory laboratory fee for the first quarter. This fee covers the basic costs of materials and equipment necessary for your nursing lab during the student’s program. Lab fees are paid at the cashier’s office.

The nursing simulation 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 nursing simulation 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 20 fully-equipped computer workstations in SH C160 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:* Official School Of Nursing white uniform top with the university patch and black pants or colored uniforms are acceptable according to specific clinical facility guidelines (ex: Pediatrics, OB). The university patch is placed on the left sleeve of the white uniform 4” from the shoulder seam. 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. Long-sleeved white T-Shirt may be worn under the uniform top while on the unit. Appropriate undergarments of white or natural color, must be worn. Short lab coats with monogrammed School of Nursing Logo are required and are worn when going to the clinical area to choose a patient, leadership or case management preceptorships, public health rotation, or student activities such as a flu clinic. Nothing is to be worn over the uniform unless away from the clinical area post conference, to and from the car, etc.  **Students are responsible for ordering the lab coat and SON uniform from the appropriate vendor.** Information for ordering is available in the School of Nursing Advisement Office.

*Footwear:* Shoes should be white or black, clean, closed-toe/heel, with non-skid soles and of non-porous material. Shoelaces must be white or black; same color as the shoes. 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: Facial piercings, other than the ears are not permitted in the clinical area. Students may have no more than two visible ear piercings and those must confirm to the clinical agency’s dress code.

Tattoos: Tattoos may not be visible at any time in the clinical setting.
Other Policies

*Electronics:* Cell phones and pagers must be turned-off while in lecture courses. No cell phones may be turned-on in clinical rotations except for community health and community-based activities and then only with the consent of the instructor.

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

*E-mail Addresses:* Students must use their university e-mail address for all e-mail university communication.

Add/Drop or Leave of Absence

Any student dropping a course after the first week of the class or requesting leave of absence must sign the appropriate form available in the School of Nursing Administration Office before obtaining the signature from the director or the director’s designee.

**Student Audio or Video Tape Recording Agreement**

Students who wish to audiotape or videotape record any component of an instructor’s presentation or class activities must ask permission from the instructor. The instructor may require a verbal or written agreement. This agreement may include lectures, conferences, activities, seminars and any other verbal exchange between instructors and the students.

**Testing Accommodations for Students with Disabilities**

It is the responsibility of the student to be familiar with and follow the policies and procedures of the office of students with disabilities (OSD) for informing faculty members of the need for accommodation and making accommodation arrangements.

Students must inform instructors of the need for testing accommodations before any testing begins in a nursing course. Student must take OSD arranged examinations prior to, or on the date the examinations are scheduled to be given in the classroom.

**Petitions**

**General Academic Petition for Undergraduate Requirements**

The General Academic Petition for Undergraduate Requirement form for
submission is available in the School of Nursing Office and in the Student Services Office. These petitions are used to request a waiver of requirements not related to the major, e.g., general education. Usually, petitions for substitution for general education courses will be submitted by a principal advisor in the College of Health Human Services Advisement and Outreach Center (CHHS AOC). Petitions are submitted to the student’s academic advisor for review and signature. It is the student’s responsibility to deliver to the appropriate school/department for consideration. A copy of the petition with the committee's decision is mailed to the student and to the nursing school. This process usually takes 4 to 6 weeks.

**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.

**Petitions for Nursing School Requirements**

These petitions are used to request variances of nursing school requirements. They are available from the Student Services Office. If course substitutions from other institutions are being petitioned, a photocopy of the course description from the University Catalog must be attached. Course syllabi, objectives and outlines must be attached for petitions involving nursing courses. Petitions should be submitted to the student’s academic advisor. They are reviewed and sent to the primary program advisor for evaluation. Once acted upon, a copy of the petition with the advisor’s action is mailed to the student. This process may take several weeks depending on the schedule of the advisors.

**Petition to Repeat a Nursing Course**

Following submission of grades, the faculty teaching the course should send the Nurse Counselor a list of students who have not passed the course. The faculty will also immediately notify the student by phone or email of the failure and ask the student to contact the Nurse Counselor and obtain an “Application for Repetition of Nursing Course” from the advisement office or see Appendix E. The student and Nurse Counselor will discuss student options and develop a plan for successful course repetition.

Students, for the first or second time in different courses, who earn less than a C grade in any required nursing course, must make an appointment with the Nurse Counselor for remediation. Paperwork of petition to repeat the class is reviewed and accepted by the Nurse Counselor and the student may repeat the class without action by committee. It is recommended that the student meet
with the faculty who taught the course for advisement and suggestions for future course success.

The Nurse Counselor, will act on the petition and make recommendations. The Nurse Counselor will then submit the application form to the faculty member(s) who taught the course(s) for their recommendations. The faculty member is required to make a short statement regarding their recommendations. The petition should then be returned to the Nurse Counselor, who will then have it placed in the student’s personnel file in the Student Services Office.

Students repeating a course are advised that enrollment is based on space availability only. As such, there is no guarantee that the student will be able to continue in the nursing program.

Students who have three failures or fail the same course twice will not continue in the nursing program. The student will meet with the Nurse Counselor to discuss other options.

Other Petitions

For other petitions, refer to the University Catalog, “Petition for Wavier 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 fill out the General Academic Petition For Nursing Department Requirements form and submit to the Director of the SON.

Students may seek Credit by Examination (CBE) for a nursing 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 prior to 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**

Application forms are available on the Board of Registered Nursing (BRN) website at [www.rn.ca.gov](http://www.rn.ca.gov). It is the student’s responsibility to download, print, complete, and send all applicable forms to the BRN. If you wish to apply for an interim permit (IP) to work while licensure is pending, you should complete the application two months prior to graduation.

If you will not be completing all of your required course work for graduation by the end of the quarter in which the student will graduate, do not apply early. Wait until two months before the end of your expected quarter of graduation.

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, CA:
   1.1 Application for NCLEX exam
   1.2 Application for IP if desired
   1.3 Fingerprint Card/live scan
   1.4 Required Fee(s)

2. School of Nursing/University Responsibility: Forward the following to the BRN, Sacramento, CA after the student has submitted the paperwork to the Nursing Advisement Office.
   2.1 Individual candidate roster form (sent one month prior to graduation.)
   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 office.

Complete all of the identifying information on both forms. The Student Services Office keeps a log of forms received and forwards it to the Records Office, Adm. Bldg. 409, and to the BRN, Sacramento, CA. Questions may be addressed to that office at (323) 343-4730.

**Note:** If you have taken course work at other institutions which meet graduation requirements for your BSN (general education or nursing courses), you must send a BRN Transcript Request form to each of those schools.

The graduation office must post your degree before the CSULA transcript request can be processed. This takes 4 to 6 weeks after grades for your final quarter are posted. This cannot be sent in advance because your transcript must indicate your BSN degree. After the degrees have been posted, the transcript request will be forwarded to the Records Office to have the official transcript attached and sent to Sacramento, CA.

**Public Health Nursing Certificate**

Cal State L.A. 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 Student Services 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.

* WRITTEN 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.

**Dealing with Academic Difficulty**

**Permission to Repeat a Nursing Course**

See Appendix F.
Probation

If the cumulative CSULA GPA falls below a grade of "C" (2.0), a student is placed on academic probation, meaning that there is a grade point deficiency. The CHHS Advisement and Outreach Center will contact such students and offer guidance and support through workshops and individual counseling.

Students with a nursing major on probation may not register in nursing courses. Students on probation must withdraw from nursing courses the next quarter and may not progress in nursing courses until the grade point deficiency is made up by successfully completing courses with grades above “C”.

Disqualification

Students who do not improve their grades after being placed on probation will ultimately be disqualified. Disqualification occurs when a specific number of deficiency points are accumulated, depending on the student’s class level. Most students who are disqualified are eligible for immediate reinstatement. First time reinstatements to the university are initiated in the CHHS Advisement and Outreach Center. The College Principal Advisor will consult with the School of Nursing as necessary. The Dean of the College of Health and Human Services must approve petitions for reinstatement. Once approved, the form must be submitted to the Records Office, Adm. Bldg. 409, before the end of the third week of the quarter following disqualification.

All students with a nursing major on academic probation and those who have been disqualified must meet with the nurse counselor. Reinstatement to the University does not necessarily include reinstatement in the nursing program.

Support Services

Nurse Counselor

The counseling component of the support program consists of academic and personal guidance. Although the nurse counselor is not involved in routine advisement, she/he does advise students having difficulty with academic scheduling, students on probation and those disqualified from the university and/or nursing program. Students with potential or actual problems are referred to the nurse counselor by faculty or staff. The nurse counselor works very closely with the faculty and staff, assisting students with academic difficulty and/or experiencing personal and family problems. However, students with ongoing or more complex personal problems are referred to the Student Health Center for continuing professional assistance.
Mentor Program

A student-to-student academic support program has been developed to assist basic students in the transition to the nursing major. The second and third year nursing students will provide one-on-one mentoring as well as study skills, midterm, and theory and skill-based review workshops. The program aims to help students develop effective study skills, promote teamwork, and establish a communication network among the students in the basic nursing program. In cooperation with the nurse counselor and other faculty members, mentors plan workshops and other activities to meet identified student needs.

University Tutorial Assistance

The University Tutorial Center, Library Palmer Wing South: Room 1039 provides support in the form of study and test-taking skills workshops as well as tutoring in specific general education courses. Assistance is provided in individual and group sessions depending upon availability of tutors and resources. Students using tutorial services pay no fee, and the tutors are paid by the university.

Any student experiencing academic difficulty in nursing should meet with the faculty member teaching the course during office hours, but may also contact the nurse counselor or assigned academic advisor for tutorial assistance.

Child Care

The Anna Bing Arnold Children’s Center provides quality child care for the children of Cal State L.A. students, faculty, and staff. The center offers a developmental preschool program for children form 2 1/2 to 5 years of age and an after school and evening program for children to age 8. The Centers’ preschool hours are from 7:30 a.m. to 5:30 p.m., Monday through Friday. The after-school and evening program is open from 3:30 p.m. to 8:30 p.m., Monday through Thursday during fall, winter and spring quarters.

Children are admitted to the program at the beginning of each quarter. Space is limited, so early application is encouraged. The center is located across the street from the northwest corner of parking lot F. Please visit the center for more information or call (323) 343-2470.

Career Development Center

Counselors are available to assist with resume preparation, job interview skills and job search strategies. The Career Development Center is located just north of the Student Health Center. Please visit the center for more information or call (323) 343-3237.
Financial Aid, Scholarships, and Grants

University Scholarships and Financial Aid

In order to be considered for nursing grants, loans, scholarships, and other financial aid programs, distributed from university donors and implemented within the CSULA system, the following process must be followed:

1. Go to the Center for Student Financial Aid, located at Student Affairs Building, 124.

2. Apply for financial assistance, submitting a Free Application for Federal Student Aid (FAFSA) to the Department of Education processing center. The priority deadline is March 2\textsuperscript{nd} of each calendar year. Students must re-apply for financial aid every academic year. Students may apply online at \url{http://www.fafsa.ed.gov/index.htm} or obtain a paper form at The Center for Student Financial Aid.

3. Once approved for financial assistance, apply/file a General Scholarship Application. This is necessary to complete if you wish to apply for university nursing scholarships. The deadline for continuing students is April, and monies are awarded for the upcoming fall quarter. You will need to include one letter of recommendation (There is a recommendation form to be completed with a written letter of recommendation to be attached). Most undergraduate university nursing scholarship opportunities require a 3.0 GPA.

4. Send the completed application, letter of recommendation and form to the Center for Student Financial Aid.

5. Check criteria and up-to-date nursing scholarship listings at \url{http://www.calstatela.edu/univ/finaid/on_campus.htm}.

6. Scholarship awards may be based on academic achievement, specific nursing program or level, campus and/or community participation, financial need, gender, or ethnic affiliation, or a variety of other purposes.

Community, Organization, and Other Non-University Based Nursing Scholarships

Students are encouraged to check on-line for nursing scholarship opportunities. There are many available scholarships for both undergraduate and graduate nursing students offered nationally by government and professional organizations; as well as locally by various hospitals.
Information on what scholarships are available is posted on the scholarship bulletin boards located on the 4th floor of the Simpson Tower Building. Applications for some scholarships are available in the Nursing Student Services Office, ST 415. If a hard copy is not available, you may need to obtain the application on-line.

Notification of scholarship opportunities is also given to student organization and class presidents, faculty, and is posted on the Nightingale Society Website.

Questions regarding scholarships or financial aid may be addressed to the School of Nursing Scholarship Chair.

**Information Resources**

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

**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 [https://id.calstatela.edu](https://id.calstatela.edu) You will input your full name, birth month and date and CIN/PIN numbers to get an account. You will receive a user ID and password and a personal E-mail account as well as access to GET.

**University GET System**

See the Schedule of Classes for information about the University GET System and web site [https://get.calstatela.edu](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 University Student Union.

**Student Government**

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

**Nightingale Society**

Nightingale Society is the CSULA-sanctioned organization that acts as the umbrella for all other SON organizations. Its primary purpose is to provide support and information via the Nightingale Society website.

**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 L.A. 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 at the nursing administration office.

**California Nursing Student Association (CNSA)**

The Cal State L.A. 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 skills, 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 in the nursing administration office.

**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.

**American Assembly for Men in Nursing**

A professional organization, established in 1981, which provides a framework for nurses to meet, to discuss, and to influence factors that affect men as nurses. All student nurses are welcome to join this SON chapter. Professional, volunteer, community service, and networking opportunities are available.
Class Representation

Each cohort will elect class officers sometime during their second quarter in the nursing program. The offices available are: Co-president (two students will be elected to share this role), Historian, Co-treasurer (two students will be elected to share this role), secretary, and 4 class advocates. To be eligible for election to any of the elected roles, students must maintain a 3.0 GPA, be in good standing within the SON and CSULA, and must be a member of their cohort throughout the nursing program.

- The initial class officer election will be held during the 2nd quarter of attendance in the SON (Winter for classes entering in the Fall and Summer for classes entering in Spring) and then once again a year later.

- The officers elected during the second election will remain in office until graduation unless the class or advisor feels it is necessary to replace them or they choose to step down. In this case an election for the vacated position(s) will be held using the standard election procedures outlined in this document.

- The initial and subsequent elections will be facilitated by the class’ assigned faculty advisor. If unavailable, another faculty member may voluntarily assume these duties until the advisor is available or until a new advisor is assigned.

- Nominations may be done on paper or verbally in the classroom and nominees have the option to accept or decline the nomination.

- Voting will take place using paper ballots (see attached template) which will be counted by the faculty advisor

Faculty Advisor

A faculty advisor will be assigned to each incoming cohort. Student officers will be expected to maintain frequent communication with their advisor concerning officer meetings, class activities, fundraisers, curricular concerns, class issues, and progress towards pinning ceremony.

Class Officer Information

POSITIONS AVAILABLE (students have the option of changing the roles and numbers of positions they would like to lead their class after consulting with their advisor. This must be decided as a group prior to election)
• PRESIDENT (some classes share this role as Co-Presidents)
• VICE-PRESIDENT (omit if co-president option is chosen)
• SECRETARY
• TREASURERS (2)
• HISTORIANS
• CLASS ADVOCATES (4)

RESPONSIBILITIES:

PRESIDENT AND VICE-PRESIDENT:
• Share many duties and work best as a partnership
• Organize and coordinate officer meetings
• Delegate duties to other officers
• Advocate for fellow classmates
• Attend faculty meetings and share class concerns
• Inform classmates of upcoming events and pertinent news
• Organize the pinning ceremony

SECRETARY:
• Documents discussions at officer meetings; note taker
• Initiates and updates quarterly the class roster for convenience of class communication (distributed to nursing office, professors and students as needed)
• Transcribes any necessary information requested by president and VP

TREASURERS:
• Responsible to collect money and maintain account for the pinning ceremony and other planned events by class.
• Help plan financial aspects of pinning ceremony
• Establishes bank account to hold class funds
• Essential to have math and bookkeeping skills

HISTORIAN:
• Photographer at all class functions and events
• Responsible for collecting photos from other classmates

CLASS ADVOCATES:
• Help with extra duties decided by the class officers
• Help plan any extra activities and events
• Help with pinning ceremony preparation and set-up
• If you already have too many commitments and have trouble balancing your time, but still want to be involved, this position may be the one for you

ALL CLASS OFFICERS:
• Must be advocates for fellow classmates
• Help with pinning ceremony details
• Attend officer meetings (except for class advocates- they may attend as needed or requested by the President or VP)
• Attend faculty meetings at the discretion of the president and VP
• Be **committed** and **available** for any responsibilities that arise
IDEAL CHARACTERISTICS FOR OFFICERS
• ORGANIZATIONAL SKILLS
• LEADERSHIP SKILLS
• COMMUNICATION SKILLS
• TIME MANAGEMENT SKILLS
• DEDICATION TO JOB WITH FOLLOW-THROUGH
• EXAMPLE SETTER
• PROFESSIONAL ATTITUDE
• AVAILABLE FOR MEETINGS AND EVENTS
• COMMITTED TO BEING AN OFFICER!

*REMEMBER* Being a class officer takes time, dedication, and commitment. Although it is fun and rewarding, it does add an additional workload and requires time management in order to balance demands of life and school. The nursing program is intense and often stressful; therefore, spending time on academic tasks is a priority for success.

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

Schools of professional nursing as a guide use the following statements 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 university catalog shall provide accurate information about admission requirement, cost of the program and curriculum.

3. The school bulletin or university 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 administrative clerical personnel with access to confidential information shall respect the confidential nature of such information.
6. The school bulletin or university 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 for the 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 to foreign or out-of-state graduates of registered nursing programs who lack certain educational courses to meet California Licensure requirements.

Cal State L.A. Policy for Students Suspected of Substance Abuse while in a Clinical Agency

In accord with the Drug-Free Schools and Communities section of the Higher Education Act of 1965, as amended, California State University, Los Angeles, provides the notification to students regarding Standards of Conduct, Legal Sanctions regarding illegal drugs and alcohol, health risks, and Counseling and Medical Assistance.
State law (Section 41301, of Title 5, California Code of Regulations) allows the University to take disciplinary action up to and including suspension or expulsion, against any student who sells or knowingly possesses any illegal drug while on campus property. University action may be taken whether or not independent action is taken by civil authorities. Conviction in a criminal court does not necessarily preclude University disciplinary action. University Administrative Procedure 19.

Use of Alcoholic Beverages on Campus, explains the restrictions beyond City and State laws that govern the possession and use of alcohol on campus. Alcoholic beverages may only be sold at the approved catered events. Also, when a recognized student club sponsors an on campus event, attendance is limited to members of that club and their guests. Organizations violating this policy may be subject to administrative action ranging from probation to removal of official recognition. Individuals, who violate Procedure 19, are subject to disciplinary action up to and including suspension or expulsion.

University Administrative Procedure 19, Use of Alcoholic Beverages on Campus, explains the restrictions beyond City and State laws that govern the possession and use of alcohol on campus. Alcoholic beverages may only be sold at the approved event.

Students 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, alcohol or other chemicals can prevent one from receiving licensure as a registered nurse or loss of licensure.

Faculty is to remove from the clinical area any student who appears to be functioning inappropriately due to suspected substance abuse. Dependent upon the degree and type of inappropriate behavior, the faculty member or designee will accompany the student to: 1) The University Health Center, or 2) the Emergency Room or Employee Health Center. The faculty member will then notify the Associate Director verbally or in writing citing the University Policy. The School will request from the Student Health Center a written recommendation for action. The clinical agency may report the student to civil authorities and if licensed, the student may be considered for the State BRN diversion program.

Policies and Procedures for Student Grievance

School of Nursing Student Grievance Procedure

Before filing a grievance, the student must consult informally with the concerned party and attempt to resolve the problem through open
communication and discussion. If informal communication does not resolve the problem, the School Director must be informally consulted by both parties. During this consultation, the student will be given a copy of the grievance procedure. If all informal attempts have failed to resolve the problem, the student has the right to initiate the grievance procedure. (See Appendix D).

**Informal Grievance Committee within the School of Nursing**

According to the Grade Grievance Policy (See Appendix D), “The Director shall reasonably attempt to facilitate a resolution to the grade dispute. The involved parties are strongly encouraged to participate and cooperate with the Director’s attempt to resolve the dispute. The chair may consult an appropriate department/division/school committee to hear Grade Appeals or other Academic Grievances. This Department/Division/School committee shall recommend a resolution to the Director, who will share this information with the student and the instructor.” In the case that the Chair/Director opts to refer the informal grievance to a committee within the SON, the following criteria should be used to select the committee.

**Committee Membership**

Two faculty randomly selected from a pool of faculty who meet the following criteria:

1. Full-time Undergraduate or Graduate Faculty (as appropriate to the grievance) with Didactic and Clinical Instruction Experience regardless of specialty
2. No direct knowledge or involvement with the situation

One student and one randomly selected alternate from a pool of 4 graduating BSN or MSN students identified by the Chair of the BSN or MSN programs who meet the following criteria:

1. No direct knowledge or involvement with the situation
2. Students with current or past SON leadership experience

**Guidelines**

The Director should convene the committee within three weeks following the quarter in which the student has indicated concern. The student and faculty should provide the committee with appropriate written documentation including:

1. Background: Provide the significant dates and the specific history of the grievance
2. Syllabus
3. Student Work in question with grades and comments of faculty member

Procedure for finding facts: Issues before the committee.

1. What violations(s) are alleged by the grievant?
2. What evidence and support has the grievant presented to sustain the violation?
3. What does the committee find with regard to the issue(s) before it?
4. What evidence has the faculty presented to support grade decision?

Findings:

1. This Department/Division/School committee shall recommend a resolution to the Chair/Director in writing summarizing the above procedure and outcome, who will share the outcome information with the student and the instructor.

**Appendix A – Academic Honesty**

Senate: 7/25/00, 7/27/04, 10/23/07, 6/1/10; President: 2/5/01, 11/24/04, 11/29/07, 6/21/10; Editorial Amendment: 8/01, 09/09)

Governing documents: Executive Order 1043, Student Conduct Procedures

**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. Definitions**

**A. 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
Cheating on any academic assignment, including course work, comprehensive exams, or theses, is subject to discipline for academic dishonesty.

B. 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 one’s 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 is 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

Plagiarizing on any academic assignment, including course work, comprehensive exam, or thesis, in whole or in part, is subject to discipline for academic dishonesty.

C. Misrepresentation

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

D. 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.

II. 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 effected, the faculty member must have verified instances of academic dishonesty by personal observation and/or documentation.

**Administrative Sanctions:**
In addition to academic consequences imposed by faculty members or other reporting parties, the University can impose administrative sanctions. Cheating, plagiarism, misrepresentation or collusion, in connection with an academic program or campus may warrant actions such as, but not necessarily limited to,

- Expulsion
- Suspension
- Probation
- Withdrawal of a degree.
- Restitution

Although sanctions can be imposed for a single offense, repeat offenders will receive particular consideration for administrative sanctions. Multiple offenses committed in more than one course, even when discovered simultaneously, shall be considered repeat offenses.

**III. Reporting Procedures**

For the purposes of reporting findings of academic dishonesty, the ‘reporting party’ may refer to a probationary, tenured or temporary faculty member, a librarian, a person in an academic administrative position, a counselor, coach, administrator of a testing center or another person in a position of authority over a student’s academic work. Throughout this policy, the term ‘faculty member’ shall be used to stand in for any reporting party. 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 faculty member suspects that a student has committed an academically dishonest act, it is the faculty member’s responsibility to take the following steps:
1. The faculty member must first carefully consider the evidence of the apparent dishonesty. A perception that 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

Faculty members are encouraged to discuss any perception of dishonesty and the evidentiary basis for an action with their department/division chair or school director and/or associate dean 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 faculty member should arrange an office conference in order to inform the student of the allegations and the intended academic consequences of the violations. At the conference, the student should be informed of the supporting evidence, the intended consequences, and the Academic Honesty Policy.

In the event that the student disputes the findings of academic dishonesty, he or she shall be given the opportunity to respond (orally or writing). The faculty member must consider any information or evidence that the student presents during or after the conference, and determine whether or not such information or evidence mitigates or refutes the charge of academic dishonesty. In every case the student shall have ten (10) days beyond the date of the conference to respond to the allegations, before a report is made (as outlined in #3, below).

At the conference, the student should also be informed of the University’s Grade Appeals/Academic Grievance Policy. Under that policy, the student may appeal the determination that he or she has committed academic dishonesty, the academic consequences stemming from such a determination, or the administrative sanctions.

3. If after consideration of all evidence (including any provided by the student), it is determined that a preponderance of the evidence favors a finding of academic dishonesty, the faculty member shall proceed as directed below.
The faculty member shall use the Academic Dishonesty Report Form to report the finding of academic dishonesty. This report shall be the statement of charges against the student and the record of the academic consequence(s) imposed; all supporting documentation shall be attached to the form and submitted to the University Judicial Affairs Office and made available to the student. If a student appeals a grade or other adverse consequence of an allegation of academic dishonesty, this report and the related documentation shall be subject to review.

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 faculty member has not been successful in a good-faith effort to contact the student, an Academic Dishonesty Report Form describing the alleged incident and documents supporting the allegation shall be sent to the University Judicial Affairs Officer and made available to the student.

In cases where the faculty member 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.

IV. Confidentiality

All parties to the initial conference between a faculty member and a student accused of academic dishonesty and all subsequent deliberations regarding incidents of academic dishonesty 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 and in related policies (including the Grade Appeal/Academic Grievance Policy). 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 only on a strict need to know basis. Violators of this principle of confidentiality are themselves subject to university disciplinary action.
Appendix B – Student Conduct

Executive Order: 1043
Effective Date: August 3, 2009
Supersedes: Executive Order No. 970
Title: Student Conduct Procedures

ARTICLE I: AUTHORITY AND PURPOSE

These procedures are established pursuant to Section 41301 of Title 5 of the California Code of Regulations, and govern all student disciplinary matters system wide.

ARTICLE II: DEFINITIONS

1. “Campus” and “university” are used interchangeably and both mean the California State University.

2. “Member of the university community” means California State University trustees, employees, students, and university guests who are on university property or at a university related activity.

3. “Sexual misconduct” means any non-consensual sexual intercourse, sexual assault, sexual exploitation, indecent exposure or attempt to commit any of these acts.

4. “Student Conduct Code” means Section 41301 et seq. of Title 5 of the California Code of Regulations.

5. “University official” means any person employed by a campus, performing administrative or professional duties.

6. “University property” means:
   a. real or personal property in the possession, or under the control, of the Board of Trustees of the California State University, and
   b. all campus facilities whether utilized by the university or a campus auxiliary organization.

7. “University related activity” means any event sponsored by, coordinated with, or directly affecting the university’s regular functions.
8. “Working day” means any day of the academic year, summer session or special session, other than a Saturday, Sunday, or academic holiday as that term is defined in Section 42800 of Title 5 of the California Code of Regulations.

ARTICLE III: GENERAL PROVISIONS

1. Student Conduct Administrator

1. Each campus president assigns a campus official or officials to be the Student Conduct Administrator, whose responsibilities are to determine whether to initiate disciplinary action under the Student Conduct Code and to perform duties as prescribed in these procedures. Student Conduct Administrators serve at the pleasure of the president.

2. Hearing Officers
Each campus president appoints one or more persons to serve as Hearing Officers. They may be campus officials, attorneys licensed to practice in California, or administrative law judges from the Office of Administrative Hearings. Subordinates of the Student Conduct Administrator, persons with a conflict of interest in the matter, and percipient witnesses to the events giving rise to the case are ineligible to serve as Hearing Officers. The Hearing Officer conducts the hearing, determines whether a student has violated the Student Conduct Code and if so, recommends sanction(s).

3. Attorneys
Student Conduct proceedings are not meant to be formal court-like trials. Although university related sanctions may be imposed, the process is intended to provide an opportunity for learning. Each campus president determines as a matter of standing campus directive whether attorneys are permitted to be present in all or some campus proceedings. The president’s determination regarding the presence of attorneys applies to both the student charged and the campus. Both the student and the campus can consult attorneys outside of the actual proceedings irrespective of the president’s determination. Any person licensed to practice law is considered an attorney for this purpose.

4. Interpretation of the Code or Process
All issues regarding the hearing described in Article IV, Section 4, except those specifically noted, are within the purview of the Hearing Officer for final determination. Questions of interpretation or application of the Student Conduct Code or this executive order are outside the purview of the Hearing Officer and are determined by the campus Vice President for Student Affairs or his or her designee.
5. **Delegation of Duties**
   The duties of the president in these proceedings may be delegated to another campus official.

6. **Parallel Judicial Proceedings**
   Student Conduct Code proceedings are independent from other court proceedings. Student discipline may be instituted against a student also charged in civil or criminal courts based on the same facts that constitute the alleged violation of the Student Conduct Code. The university may proceed before, simultaneously with, or after any other judicial proceedings.

7. **Time Lines**
   All times set in this executive order may be extended by the university when necessary. Extensions shall be determined by the Vice President for Student Affairs.

**ARTICLE IV: PROCEEDINGS**

1. **Investigation**
   a. Whenever it appears that the Student Conduct Code has been violated, a complaint should be directed to the Student Conduct Administrator as soon as possible after the event takes place. The complaint can be oral or in writing.
   b. The Student Conduct Administrator investigates each complaint submitted and determines whether it is appropriate to charge a student with violation of the Student Conduct Code.

2. **Conference**
   a. The Student Conduct Administrator holds a conference with the student charged, and obtains his or her response to the alleged misconduct, except in instances where the student charged declines to cooperate, in which case the conference requirement is waived. The student may bring a person with him/her to advise him/her during the conference with the Student Conduct Administrator. The student’s advisor is there to provide support and not to speak on behalf of the student. If agreement can be reached as to an appropriate disposition of the matter, it will be closed and the terms of the disposition shall be put in writing and signed by the student charged and the Student Conduct Administrator.

   b. If the student admits violating the Student Conduct Code but no agreement can be reached on an appropriate sanction, the student charged may request a hearing on the sanction only.
3. **Notice of Hearing**

   a. If the alleged violation of the Student Conduct Code is not resolved at the conference with the Student Conduct Administrator and the Student Conduct Administrator has determined that formal disciplinary action is appropriate, or if the student charged requests a hearing on the sanction only, the Student Conduct Administrator issues a Notice of Hearing.

   1. The Notice is sent electronically to the charged student at the university assigned e-mail address linked to the account provided by the California State University (i.e., “xxx.edu.”).

   2. Until June 30, 2010 the Notice is also served on the student charged in person, or by traceable mail (e.g., certified mail) to the last address that student has on record with the university.

   b. The Notice of Hearing must include:

      1. The section(s) of the Student Conduct Code that the student is charged with violating.

      2. A factual description of the student’s conduct that forms the basis for the charge(s).

      3. The proposed sanction

      4. Notification that neither the Hearing Officer nor the president is bound by the proposed sanction, and either, or both, may set a more severe sanction.

      5. The date, time and place of the hearing.

      6. The location on the campus where the student can view his or her discipline file, including the location (or copies) of the campus policies that were violated.

      7. Notification that the student may be accompanied at the hearing by an advisor and the campus policy regarding use of attorneys, if they are prohibited. If attorneys are allowed, notification shall be given that, if the student intends to bring his/her attorney, the student must inform the Student Conduct Administrator of the attorney’s name, address and phone number at least five working days before the hearing.
8. Notification that the student can waive his/her right to a hearing by accepting the proposed sanction.

9. Notification of any immediate suspension and/or withdrawal of consent to remain on campus. (See Article VI below.)

10. A copy of this executive order or notice of where the student may obtain a copy. If consent to remain on campus has already been withdrawn by the time the Notice of Hearing is sent, a copy of this executive order must be enclosed along with any other campus policy referenced in the Notice of Hearing.

c. The Notice of Hearing is sent to the student at least 10 working days before the hearing.

d. The charges stated in the Notice of Hearing may be amended at any time. If an amendment would require the student to prepare a different response, the student may request a postponement of the hearing for a reasonable period of time. If the charges are amended after a hearing is underway, the Hearing Officer may postpone the hearing for a reasonable period of time.

4. Hearing

a. The hearing is closed to all persons except the Hearing Officer, the student charged, the Student Conduct Administrator, one advisor for the student charged, one advisor for the Student Conduct Administrator, appropriate witnesses during the time that they are testifying (including a support person for alleged victims of sexual or physical assault, see section h below), and one person to assist the Hearing Officer in recording the hearing. A police or security officer may also be present if deemed appropriate by the Vice President for Student Affairs. The university will cooperate in providing employee witnesses wherever possible, provided that they are identified at least two working days before the hearing.

b. The student may be accompanied by one advisor of his or her choice to provide support but not to speak on behalf of the student. If the campus policy excludes attorneys from the proceeding, the advisor may not be an attorney. Hearing dates will not be changed because of the schedule of the advisor for the student charged.

c. The Student Conduct Administrator may be accompanied by one advisor. If the campus policy excludes attorneys from the hearing, neither the Student Conduct Administrator nor the Administrator’s
advisor may be an attorney.

d. Hearings are intended to be educational rather than adversarial. The Hearing Officer runs the hearing. The student charged and the Student Conduct Administrator each put on the evidence in their case in whatever manner the Hearing Officer deems appropriate and may each ask questions of the witnesses.

e. The Hearing Officer may also ask questions of any witness, the student charged or the Student Conduct Administrator. Formal rules of evidence applied in courtroom proceedings do not apply in the hearing (e.g., California Evidence Code). All information that responsible persons are accustomed to rely upon in the conduct of serious affairs including hearsay is considered. Unduly repetitive information may be excluded. The Hearing Officer bases his/her decision only on the information received at the hearing.

f. The Hearing Officer makes an official audio recording of the hearing. S/he can have someone present to operate any equipment necessary to make the recording. The recording is the property of the university. No other recording of the hearing is permitted.

g. If the student charged fails to appear at the hearing, the hearing proceeds without him/her. The decision, like every other hearing decision, must be based on the information presented. The student charged may not be found to have violated the Student Conduct Code solely because he/she failed to appear at the hearing.

h. In cases involving a charge of sexual or physical misconduct, the alleged victim may be accompanied at the hearing by another person. This person is for support only, and is not permitted to participate in the hearing. Questions of the alleged victim are limited to the incident upon which the charge is based and the events surrounding that charge, and may not delve into past sexual behaviors of the alleged victim.

i. The Hearing Officer is responsible for maintaining order during the hearing and makes whatever rulings are necessary to ensure a fair hearing. Abusive behavior is not tolerated. The Hearing Officer may eject or exclude anyone who refuses to be orderly, including the student charged.

j. The Hearing Officer’s decisions regarding procedural issues are final.
k. Where there is more than one student charged arising out of a single occurrence, or related multiple occurrences, the Student Conduct Administrator and the students charged may agree to a single hearing for all of the students. A charged student may request consolidation of his/her case with others. The Student Conduct Administrator makes consolidation decisions, which are subject to review by the Hearing Officer and thereafter are final. The separation of one or more cases from a case previously set for a consolidated hearing shall not be considered to affect the other cases.

l. At any time during the hearing, the student charged may waive the right to a hearing and accept the proposed sanction. Such a waiver must be in writing.

5. **Standard of Proof and Recommendation of the Hearing Officer**
   a. The Hearing Officer makes decisions only on information presented at the hearing. After the hearing the Hearing Officer makes findings of fact and conclusions about whether the information presented constitutes a violation of the Student Conduct Code. **The standard for the Hearing Officer's decision is whether the university's charge is sustained by a preponderance of the evidence. It is the university's burden to show that it is “more likely than not” that the student violated the Student Conduct Code.**

   b. The Hearing Officer submits a written report of his/her findings and conclusions to the president, along with any appropriate recommended sanction. This report is submitted within ten working days after the hearing.

6. **The Final Decision**
   a. The president reviews the Hearing Officer’s report and issues a final decision. The president may impose the sanction recommended, adopt a different sanction, reject sanctions altogether, or refer the matter back for further findings on specified issues. If the president adopts a more severe sanction than what is recommended by the Hearing Officer, the president must set forth the reasons in the final decision letter. The president’s final decision letter is issued within five working days after receipt of the Hearing Officer’s report.

   b. The president sends notice of his/her decision electronically to the charged student at the university assigned e-mail address linked to the account provided by the California State University (i.e.,
c. Until June 30, 2010 the notice of decision is also sent by personal delivery or through traceable mail (e.g., certified mail) to the last address that student had on record with the university. After the decision has been sent the Hearing Officer’s report is available for review by the student charged within a reasonable time upon request.

7. **Notice to Victims of Crimes of Violence and Sex Offenses**

In cases involving a “crime of violence” the university may notify the alleged victim(s) of the final results of a hearing as it relates to those charges regardless of whether or not the charges are sustained. (34 C.F.R. § 99.31 et seq.) If the alleged victim of a “crime of violence” makes a written request for the results of the proceeding the university must provide the outcome of the proceeding related to that charge. Similarly, where the charge relates to a sexual assault the university must notify the alleged victim of the outcome of the proceeding (20 U.S.C. § 1092). This information is only given to the victim(s) and includes the name of the accused student, any violation alleged committed, and any sanction(s) imposed on that student (20 U.S.C. § 1232g).

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1A “crime of violence” includes: arson, assault offenses, burglary, criminal homicide (manslaughter by negligence), criminal homicide (murder and non-negligent manslaughter), destruction/damage/vandalism of property, kidnapping/abduction, robbery, and forcible and non-forcible sex offenses. 99 C.F.R. § 99.39

**ARTICLE V: SANCTIONS**

1. The following sanctions may be imposed for violation of the Student Conduct Code:

   a. **Restitution** - Compensation for loss, damages or injury. This may include appropriate service and/or monetary material replacement.

   b. **Loss of Financial Aid** - Consistent with California Education Code Sections 69810 et seq., scholarships, loans, grants, fellowships and any other types of state financial aid given or guaranteed for the purposes of academic assistance can be conditioned, limited, cancelled or denied.

   c. **Educational and Remedial Sanctions** - Assignments, such as work, research, essays, service to the university or the community, training, counseling, or other assignments intended
to discourage a repeat of the misconduct or as deemed appropriate based upon the nature of the violation.

d. Denial of Access to Campus - A designated period of time during which the student is not permitted on university property or specified areas of campus. (See California Penal Code § 626.2.)

e. Disciplinary Probation - A designated period of time during which privileges of continuing in student status are conditioned upon future behavior. Conditions may include, for example, the potential loss of specified privileges to which a current student would otherwise be entitled, or the probability of more severe disciplinary sanctions if the student is found to violate any university rule during the probationary period.

f. Suspension - Separation of the student from CSU student status for a certain period of time, after which the student is eligible to reapply to the university. Conditions for readmission may be specified.

g. Expulsion - Permanent separation of the student from CSU student status from the California State University system.

h. Admission or Readmission - Admission or readmission to the California State University may be qualified, revoked or denied to any person found to have violated the Student Conduct Code.

2. **Multiple Sanctions**
   
   More than one sanction may be imposed for a single violation.

3. **Good Standing**
   
   A student is not considered to be in good standing for purposes of admission to the California State University while under a sanction of suspension, or expulsion, or while his or her admission or re-admission has been qualified (Section 40601 (g) of Title 5 of the California Code of Regulations).

4. **Administrative Hold and Withholding a Degree**
   
   The university may place an administrative hold on registration transactions and release of records and transcripts of a student who has been sent a Notice of Hearing and may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Conduct Code, including the completion of all sanctions imposed.
5. **Record of Discipline**
Disciplinary probation is entered on a student’s transcript, with beginning and end date, for the period of time that the probation is in effect. Suspension is entered on the student’s transcript, with beginning and end date, for the period of time that the suspension is in effect, but remains on the transcript permanently if the suspension is for longer than one academic year. Expulsion is entered on the student’s transcript permanently along with the date it takes effect.

**ARTICLE VI: INTERIM SUSPENSION**

1. **Grounds**
A president may impose an interim suspension where there is reasonable cause to believe that separation of a student is necessary to protect the personal safety of persons within the university community, property of the university or to ensure the maintenance of order (Section 41302 of Title 5 of the California Code of Regulations).

2. **Notice and Opportunity for Hearing**
A student placed on interim suspension is given prompt notice of the charges pending against him or her as enumerated in Section 41301 of Title 5 of the California Code of Regulations and a factual description of the conduct alleged to form their basis. The opportunity for a hearing within ten working days of the imposition of the suspension is also required. (Section 41302 of Title 5 of the California Code of Regulations). Where a timely request is made, a hearing will be held to determine whether continued suspension is required to protect personal safety or property or to ensure the maintenance of order. This hearing may also serve as the disciplinary hearing in accordance with the procedures outlined in Article IV, provided that proper notice has been given. The hearing is conducted pursuant to the provisions of Article IV, Section 4 of these procedures. If the university proves that there is reasonable cause for the interim suspension to continue it shall remain in effect until the university closes the disciplinary matter, whether by settlement, final decision or dropped charges, but in no case longer than the president has determined is required to protect the personal safety of persons within the university community, property of the university or to ensure the maintenance of order.

3. **Denial of Presence on Campus**
During the period of an interim suspension, the student charged may not, without prior written permission from his/her campus president, enter any campus of the California State University other than to attend the hearing regarding the merits of his/her suspension. Violation of any condition of interim suspension shall be grounds for expulsion (Section 41302 of Title 5 of the California Code of Regulations).
ARTICLE VII: CONDUCT BY APPLICANTS FOR ADMISSION

Admission or readmission may be qualified, revoked or denied to any person who commits acts that would be the basis for disciplinary proceedings pursuant to these procedures. Qualified admission or denial of admission in such case shall be determined by a hearing held pursuant to Article IV of these procedures.
Appendix C – Student Grievance Procedures


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 should not be used to avoid the personal communication that is necessary to the academic process.

Information regarding procedures for filing a Student 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 which 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 proceeding 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.

**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 cannot 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
c. 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 Designee within five business days of receipt, of the conclusion from the panel. Within five 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.

**Organizations Affected:**

All University departments.
Appendix D – Grade Appeals/Academic Grievance Policy

(Senate: 6/1/10; President: 6/21/10)
Governing Document: E.O. 1037
I. Introduction

The purpose of this policy is to establish fair and equitable means by which matriculated students may appeal assigned course grades and other Academic decisions. Non-Academic grievances filed by matriculated students should follow the procedures outlined in the Student Grievance Procedures. Charges of discrimination, harassment, or retaliation filed by students or applicants for admission to the University are addressed in a separate policy.

Faculty members at CSULA have the sole right and responsibility to assign grades. It is assumed that the grades assigned by faculty members are free from error, prejudice, or capriciousness. In the absence of compelling reasons to believe that one of these criteria is missing, the grade assigned by the instructor of record is to be considered final and correct. It is the responsibility of anyone appealing a grade to demonstrate otherwise.

Throughout this policy, the terms ‘day’ and ‘days’ shall refer to academic work days (i.e., any day, Monday through Friday, on which the University is open for business and faculty are on duty). Academic work days do not include holidays or term breaks.

II. Basis for Appeal

It is presumed that the assignment of final course grades and other academic decisions result from consistent, fair, and equitable application of clearly articulated standards and procedures. Students appealing such decisions must demonstrate that the standards and procedures were not clearly stated or that they were not applied in a consistent, fair and equitable manner. An appeal may not be based on a disagreement with the standards and procedures themselves. Further, an instructor’s evaluation of a student’s work and performance in that instructor's course must not be over-ridden merely because of a difference of opinion or evaluative judgment, provided it is formed in accordance with the generally accepted canons of the relevant discipline and of the University and the Department/Division/School wherein said course is offered.

An appeal may be initiated only on a claim that the decision/final grade was based on:
(1) Clerical error;
(2) Capricious or prejudicial evaluation;
(3) Inconsistent or inequitably applied standards for evaluation; or
(4) A finding of academic dishonesty that the student disputes.
The burden of proof in the appeal of a grade or other academic decision is on the student. In every appeal, the student must present evidence that the grade/decision being appealed was based on one of the first three conditions articulated above, or (in the case of the fourth possible basis), evidence that the allegation of academic dishonesty was not warranted.

A student may appeal a final course grade or a grade on a Comprehensive Examination or a project (e.g., art exhibition) or thesis required for graduation. Students who believe that individual exams and/or assignments demonstrate evidence of prejudicial, capricious, or arbitrary grading may appeal the grade assigned in individual assignments only insofar as those grades had direct bearing on the final grade. In every case, the student must attempt to resolve a grade dispute informally before filing a formal Grade Appeal.

Students may also appeal other types of academic decisions. These include, but are not limited to: the decision to refuse admission to or to disqualify a matriculated student from a major or program; academic consequences (in addition to course grades) that result from accusations of academic dishonesty; and academic probation, suspension, or disqualification.

III. Process

Before a student may initiate a formal Grade Appeal based on a clerical error, capricious or prejudicial evaluation, inconsistent or inequitably applied evaluation standards, he or she must attempt to resolve the issue informally. All other Academic appeals, including findings of academic dishonesty, shall proceed immediately to the Formal Appeal Process, outlined in Section B, below.

A. Informal Process

Students who believe that they have a basis for a grade appeal (as outlined in Section II) should notify the course instructor in writing, within twenty (20) days of the beginning of the term (excluding summer) immediately following the formal posting of the grade. If the Instructor is not responsive or is unavailable to respond to a student's good faith efforts to contact him/her, the student should contact the Department/Division Chair or School Director (hereafter the Chair) in which the course was offered. In the event that the instructor is not available to discuss informal resolution of the Grade Dispute with the student even with the intervention of the chair, the Formal Appeal process may be initiated.

If the student and instructor are not able to resolve the problem to the satisfaction of both parties, the student should discuss the assigned
grade with the Chair or other appropriate supervisor. This discussion is a prerequisite to proceeding to the Formal Appeal Process. However, if the chair is the instructor against whom the student wishes to file the Grade Appeal, the student may bypass this step of the informal resolution process and either request mediation by the college Dean or proceed directly to the Formal Appeal Process.

The Chair shall reasonably attempt to facilitate a resolution to the grade dispute. The involved parties are strongly encouraged to participate and cooperate with the chair’s attempt to resolve the dispute. The chair may consult an appropriate department/division/school committee to hear Grade Appeals or other Academic Grievances. This Department/Division/School committee shall recommend a resolution to the Chair, who will share this information with the student and the instructor. If the grade dispute cannot be informally resolved within the department/division/school, any of parties may request mediation from the Dean or designee.

If the grade dispute is informally resolved to the mutual satisfaction of the two parties and the resolution is that the final course grade is to be changed, the instructor shall complete a Change of Grade form within three (3) academic days of resolving the matter. No further action under this policy need be taken. If the grade dispute cannot be informally resolved or is not completed by the end of the term during which it was initiated, the student may elect to proceed to the formal grade appeal process.

B. Formal Appeal Process

A formal appeal is to be filed in the office of the Provost and Vice President for Academic Affairs (hereafter, the Provost). A formal appeal must include (1) the Academic Grievance Appeal Form (2) a copy of the grade report (for grade appeals) or notification of the decision being appealed (for all other academic appeals); (3) a written statement clearly presenting the basis for the appeal; and (4) any documentation that supports the appeal (such as the course syllabus, exams, papers, assignments, or other corroborating documents).

The University Academic Appeals Board shall review all appeals. The Board shall determine, within twenty (20) days of receipt of the written request, whether or not the grievance or appeal warrants further review. If the Board determines that the case does not warrant further review, the board shall notify the student of this decision, in writing. With the exception of appeals as described in Section V, below, this decision shall be final and binding.
If the Board determines that a hearing is warranted, the chairman of the Board shall notify, in writing, both the student and the Respondent of this determination; notice to the Respondent shall invite a written response prior to the date of the hearing. When the Appeal concerns a course grade, the Respondent shall be the instructor of record for the course. When an appeal concerns the grade on a comprehensive exam or a thesis or project, the Respondent shall be the chair of the exam, thesis, or project committee. For all other academic appeals, the Respondent shall be the person upon whose authority the decision was rendered (e.g., the Chair if the decision was to disqualify the appellant from the program or major). In the event that an instructor is not available to participate in the formal process, the Department/Division Chair or School Director shall appoint another instructor whose area of expertise most closely approximates that of the instructor of record (and/or that most closely matches the material covered in the course), to represent the interests of the instructor of record. Where the Respondent is not clearly identified, the Dean of the College or the Provost shall designate the appropriate party to respond on behalf of the College or the University respectively.

The notification shall specify the proposed date and time of the hearing and shall invite both parties to appear at that time, if they wish to present testimony or further evidence not already included in the written record. The Board shall appoint, from among its membership, a Hearing Committee consisting of two faculty members and one student member (if the student appellant has authorized student participation in the hearing). In no case shall a member of a hearing committee be from the same department/division/school from which the appeal originated.

The Hearing Committee shall convene and, if necessary, hold any hearing(s) within twenty (20) days of the determination that a hearing is warranted. The Committee shall consider the documentation submitted by the appellant, as well as any written response submitted by the respondent. The committee may call witnesses before them, if they determine that such witnesses could provide relevant information not available in the written documents before them. If a student is given a hearing before the committee, the respondent must also be offered the opportunity to be heard by the committee.

Although in grade appeals the presumption is that the assigned grade is correct, should the Hearing Committee find (after conducting a hearing) that the evidence indicates otherwise, the Hearing Committee may determine that the grade should be changed. Similarly, the presumption is that the academic decisions are made fairly, equitably, and in good faith; however, should the evidence indicate otherwise (after a hearing has been conducted); the Hearing Committee may determine that a decision should be reversed. In all cases, the Appeal Board’s authority (as well as that of convened Hearing Committees) is
limited to actions consistent with the policies of the California State University system and those of California State University, Los Angeles.

The Hearing Committee’s deliberations and decision(s) in Academic Appeals shall be limited to the following issues: (1) whether, in fact, the evidence presented establishes that the grade assigned or the academic decision in question was erroneous, capricious, or prejudicial, or involved the inconsistent or inequitable application of standards for evaluation; and if it is judged that the evidence does establish that one of these conditions was operative, (2) the appropriate academic remedy.

Student members of the Hearing Committee shall be limited to discussion of (1). Only faculty members of the Committee shall establish the answer to (2). In every case, the Committee’s decision shall be bound by any other relevant campus or CSU system policies.

The Hearing Committee shall deliberate on the case and issue a finding within ten (10) days of the conclusion of the hearing(s) related to the case. The Hearing Committee’s decision shall be formalized in writing and addressed to the Appellant, with copies to the Respondent, the College Dean, and the Provost (or designee, as the Executive Secretary of the Academic Appeals Board), and shall include a summary of their findings, the final decision, and the reason(s) for this decision. A copy of the Hearing Committee’s findings shall be placed in a file in the Provost’s office. At the subsequent meeting of the Academic Appeals Board, the Executive Secretary shall report on all matters resolved by the Hearing Committee(s) convened since the previous meeting.

In the event that the Hearing Committee finds in the appellant’s favor, the Provost or designee shall ensure that within ten (10) academic days of receipt of the Committee's finding a Change of Grade form is completed or other remedy initiated. In cases in which the instructor of record of a course refuses to sign the change of grade form, the College Dean shall complete the form in his/her place.

IV. Confidentiality

All discussions and deliberations of the Academic Appeals Board and of Hearing Committees shall be held in strict confidentiality. Confidentiality shall be maintained unless a legitimate need to know is established by the Hearing Committee chair or in order for the committee members to complete their deliberations in the matter at hand or as required by 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 Hearing Committee chair may consult with or request documentation of a student’s history of academic dishonesty from the Judicial Affairs Officer, and
may apprise Hearing Committee Members of such information only on a strict need to know basis.

No student member of the Academic Appeals Board or a Hearing Committee may be apprised of any academic information concerning another student (including grades or other confidential information) unless that student has expressly permitted such disclosure by signing the disclosure statement on the formal Academic Appeals Form.

V. Finality of Hearing Committee Decisions and Conditions under which Appeals are Allowed

The Hearing Committee’s decision is final and binding on all parties. However, any party to the dispute (either the student or the respondent) may appeal a Committee decision on grounds of procedural violations. If either party alleges that the procedures outlined in this policy were violated, they must present a written appeal to the President outlining their allegations within ten (10) days of notification of the decision. The President (or designee) shall then investigate only the issue as to whether there were procedural violations in the handling of the Appeal; if there is a finding of procedural violations, the President shall send the case back to the first step of the formal appeal (outlined in Section III B, above) to begin again.

VI. Annual Reports and Record Retention
The Provost shall retain for a period of three years after the appeal has been exhausted each appeal that has been filed with the Academic Appeals Board, and a copy of all documentation submitted initially as well as at any time during the proceedings. After three years, the file shall be destroyed.

VII. Annually, at the of each Academic Year, the Provost shall report to the President and to the Academic Senate the number of formal academic appeals received, as well as the nature and resolution of each appeal.

VIII. Timelines
The timelines in this policy may be extended by the Provost, if the appellant can present documentation of extenuating circumstances that prevented a timely filing of the appeal (or a timely response at a later stage) or if the Appeals Board or hearing committee provides compelling reasons that warrant such an extension.
Appendix E – Student Retention and Remediation Plan

The School of Nursing at California State University, Los Angeles (CSULA), in an effort to effectively address the full range of issues that affect students’ academic success in college, has developed a retention and remediation plan. Five proactive goals have been identified and actions to facilitate student success, retention and matriculation are provided. These goals and actions will result in cumulative gains in learning and development during existing and subsequent years of the college experience.

Goal 1: To provide comprehensive academic support for our diverse nursing students

Actions:
1. A mandatory orientation to the Nursing program is conducted semi-annually or a day for new incoming basic nursing students before classes begin. Students are provided with basic information about course readings, dress codes, information about University academic support programs, policies and procedures, etc. This program is held on a day before classes began.

2. The University provides an orientation program before each academic quarter that includes assistance with online registration, financial aid, and academic advisement.

3. The School of Nursing assigns students to academic advisors upon admission to the nursing program. Students are encouraged to meet with their academic advisor, individually or in groups at least once during the 10-week academic quarter.

4. The School of Nursing provides academic and personal support by their academic advisor.

5. Faculty, teaching courses that have at risk students collaborates with nurse counselor to discuss and identify student needs for learning assistance.

6. Assistance to students is available in the Student Nursing Learning Center/Computer lab throughout the quarter by a faculty member or mentor during scheduled hours.

7. Exam preparation and individual remediation are available to students in the Student Learning Center by faculty or mentors when requested.

8. The University Tutorial Center provides, on request, a complete student self-assessment inventory on learning styles or habits that may be used for
improving student’s academic performance.

9. Collaboration is maintained with the University Tutorial Center to provide tutorial sessions and inform students of available study skills workshops for time management, textbook reading, note taking, and test taking.

10. Other University students support available to students include: The Writing and Testing Centers, student organizations, Computing Resources, Student Computer Training, Cross Cultural Centers, and Associated Students, Inc.

11. Counseling for Personal Concerns. Students can be referred by faculty to certified mental health counselors in the Student Health Center as well as for physical health problems provided by a physician and Nurse Practitioners.

12. Scholarship Programs. The University offers many scholarships and the application process is fairly simple. The School of Nursing also offers scholarships provided by nursing organizations or by health care institutions.

13. Disability-Related Testing Accommodations for Nursing Students are referred to the Office for Students with Disabilities (OSD) on campus. Students with verified permanent disabilities are provided appropriate disability-related services, including test accommodations.

**Goal 2: To facilitate collaboration and role modeling among students**

**Actions:**
1. Cooperative learning in the form of group projects and presentations are used as valuable learning activities and is used in all nursing courses.

2. Peer tutoring is provided individually or in groups on a routine basis in the Student Learning Center/Computer Lab

3. Student Peer Mentors, based on student feedback and interest, provide workshops several times during each quarter.

4. An Annual Research Day, in conjunction with The Honor Society of Nursing, Sigma Theta Tau, recognizes student accomplishments and research. Students have an opportunity to showcase their work with poster presentations.

5. Alpha Tau Delta (nursing Fraternity), the Student Nurses Association (SNA), Men in Nursing and the Nightingale Nursing Society which has a webpage are mechanisms for students to stay engaged with peers and faculty. These entities are a means of collaboration between students as well as a means of support by peers. A faculty member serves as an advisor for all student groups.
6. The CSULA Nursing Alumni Network and the Nu Mu Chapter of Sigma Theta Tau International provides programs that are often attended by faculty and nursing students, as well as provides scholarships.

**Goal 3: To develop, implement, and maintain a peer support system**

**Actions:**
1. Peer /mentor support is provided for nursing students as requested.

2. Students Nursing Organizations and Class Officers, as well as peer mentors, participate in the orientation for basic BSN nursing students. Incoming students are given the opportunity to meet Peer Mentors and to interact with them in a group session. Students are encouraged to interact these student leaders and with Peer Mentors and seek assistance as needed while in the nursing program.

3. Ethnically diverse peers/mentors are actively recruited to meet the needs of our diverse student body.

4. Active ongoing recruitment of peer support groups will be initiated to provide students with emotional support and social engagement.

**Goal 4: Facilitate collaboration among Secondary Schools, Community Colleges, school of Nursing and the University.**

**Actions:**
1. HHS 101, an Introduction to Higher Education transition course, is required of all freshmen students to provide orientation to college life.

2. Students are recruited through Career Day and other outreach programs either on campus or at the Community Colleges. The University Office of Student Recruitment and Outreach organizes many such programs.

3. Academic alliances through articulation and matriculation for all nursing students.

4. Faculty and Staff at CSULA, the College of Health and Human Services and the School of Nursing collaborate each academic year, in the fall and spring to welcome, recognize, and celebrate new nursing students.

5. The University Office of Student Recruitment and Outreach provides a general University orientation to interested students.

6. Faculty and Graduate Students do outreach at High Schools and Community Colleges. Prospective students have the opportunity to learn about
nursing and get guidance about a specific major. This interaction gives the student(s) someone to correspond with at the University.

7. Special campus visits to different programs such as the Nursing Program, are organized by the “Office of Outreach and Recruitment” project, so that prospective students are welcomed before transferring.

Goal 5: Facilitate remediation and support for students who are unsuccessful or at risk in specific courses or on the NCLEX exam.

Actions:
1. A student is considered to have failed a course if they receive a C- or lower grade. If there is a risk of failure at midterm, the faculty should email the nurse counselor. The faculty can initiate remediation or work with the nurse counselor for remediation.

2. Faculty notifies the student and the nurse counselor of course failure before grades are posted for the quarter. Faculty provides the counselor with recommendations for course remediation.

3. Students are required to make an appointment with the nurse counselor to discuss plans for remediation and matriculation.

4. Students are allowed to remain in the nursing program with two failures in two different courses. The third failure, however, requires the student to withdraw from the nursing program and obtain career counseling from the University Career Center. If the student fails the same course twice they must withdraw from the nursing program. They are not given a third chance to repeat the same course.

5. All students who leave the SON whether in good standing or unsuccessful academically, will make an appointment with the Nurse Counselor for an exit interview.

6. Upon obtaining NCLEX pass/fail notification, the Associate Director of the School of Nursing will send a letter to the unsuccessful applicant to offer SON resources and remediation.
Appendix F – Application for Repetition of Nursing Course: BSN Students

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
SCHOOL OF NURSING

Application for Repetition of Nursing Course

Following submission of grades, the faculty teaching the course should send the Nurse Counselor a list of students who have not passed the course. The faculty will also immediately notify the student by phone or email of the failure and ask the student to contact the Nurse Counselor and obtain an “Application for Repetition of Nursing Course” from the advisement office or see Appendix E. The student and Nurse Counselor will discuss student options and develop a plan for successful course repetition.

Students, for the first or second time in different courses, who earn less than a C grade in any required nursing course, must make an appointment with the Nurse Counselor for remediation. Paperwork of petition to repeat the class is reviewed and accepted by the Nurse Counselor and the student may repeat the class without action by committee. It is recommended that the student meet with the faculty who taught the course for advisement and suggestions for future course success.

The Nurse Counselor, will act on the petition and make recommendations. The Nurse Counselor will then submit the application form to the faculty member(s) who taught the course(s) for their recommendations. The faculty member is required to make a short statement regarding their recommendations. The petition should then be returned to the Nurse Counselor, who will then have it placed in the student’s personnel file in the Student Services Office.

Students repeating a course are advised that enrollment is based on space availability only. As such, there is no guarantee that the student will be able to continue in the nursing program.

Students who have three failures or fail the same course twice will not continue in the nursing program. The student will meet with the Nurse Counselor to discuss other options.

Community, organization, and other non-university based nursing scholarships

Students are encouraged to check on-line for nursing scholarship opportunities. There are many available scholarships for both undergraduate and graduate nursing students offered nationally by government and professional organizations; as well as locally by various hospitals.

Information on what scholarships are available is posted on the scholarship bulletin boards located on the 4th floor of the Simpson Tower Building.
Applications for some scholarships are available in the Nursing Student Services Office, ST 415. If a hard copy is not available, you may need to obtain the application on-line.

Notification of scholarship opportunities is also given to student organization and class presidents, faculty, and is posted on the Nightingale Society Website.

Questions regarding scholarships or financial aid may be addressed to the School of Nursing Scholarship Chair.
Application for Repetition of Nursing Course

Name__________________________________  CIN#_____________________

Phone (___)__________________

Address___________________________  City___________________________

Zip Code___________

Course you wish to repeat_______________________________

Quarter and year first taken______________________ Instructor______________________________

Is this the first time you will be repeating this course? Yes_______  No_______

If no, please explain.

Quarter and year you wish to repeat the course_______________________________________________

Student's justification for repeating the course and commitment for improvement.

_____________________________________________________________________________________

Student Signature_________  Date______________
*If granted, the student may enroll in the course through normal procedures. In the case of lab courses, lab assignments are on space available basis and may be changed at the discretion of the faculty. Consequently, there is no guarantee that there will be enough space to allow a student to enroll in the course and continue in the program.*
Appendix G – Health Clearance Form

California State University, LA – School of Nursing
Student Information and Health Clearance Form

Please give one copy of this form and documentation to the Nursing Student Services Office (ST 415) and a copy of this form and ALL documentation to your clinical instructor at the first day/meeting of each and every clinical course. Information must be updated yearly or when current expiration dates are reached. Attach copies of the documentation for all information requested. Keep the originals of this form and all documents in your possession. Not completing all health clearance items for the SON and for the clinical site may prevent you from successfully completing course requirements.

General Information
Program admitted to:  BSN _______ ELM _______ MSN _______

Name (Print) __________________________ CIN____________________

Email___________________ Phone Number: ___________________ (home/work/cell)

Address___________________ City __________________________ Zip Code __________

Emergency Contact_____________________ Relationship ___________ Phone #(       )____________

Attach copies of the following:

<table>
<thead>
<tr>
<th>Expiration Date</th>
<th>Number (if applicable)</th>
<th>Company/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR (BLS) Cert. (Healthcare Provider: 2 yrs)</td>
<td></td>
<td>American Heart Association</td>
</tr>
<tr>
<td>California Driver License</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto Liability Insurance</td>
<td></td>
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<tr>
<td>RN License (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Liability: July 1-June 30th yearly</td>
<td>Date Paid:</td>
<td></td>
</tr>
<tr>
<td>Background Check</td>
<td>Date submitted to director:</td>
<td></td>
</tr>
<tr>
<td>Live Scan (if required)</td>
<td>Date done</td>
<td></td>
</tr>
</tbody>
</table>

Physical Exam (yearly)

____________________ was examined on the below date and I found her/him to be in satisfactory health and able to participate fully in the School of Nursing academic program.

__________________________  ________________________
Signature of Clinician * date

*This health examination is to be done by an M.D., nurse practitioner, or physician’s assistant.

MD _____ NP _____ PA _____

Agency: ______________________ Comments: ______________________

101
Other Testing: REQUIRED

<table>
<thead>
<tr>
<th>Drug Screening</th>
<th></th>
<th>Agency/or CSULA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mask Fitting (One Time)</td>
<td></td>
<td>Size</td>
</tr>
</tbody>
</table>

**IMMUNIZATIONS** (attach copies of all). Results should include lab values with immunity status.

<table>
<thead>
<tr>
<th>Vaccine preventable disease (repeat titers every 10 years)</th>
<th>Date</th>
<th>Results</th>
<th>Immunity</th>
<th>If not immune, date and Vaccine &amp;Repeat Titer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubeola</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Rubella</td>
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<tr>
<td>Mumps</td>
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<td></td>
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<tr>
<td>Varicella</td>
<td></td>
<td></td>
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<tr>
<td>HBsAg (surface antigen)</td>
<td>Negative: Y___N___</td>
<td>If positive, HBeAg result</td>
<td></td>
<td></td>
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<tr>
<td>HBsAb (surface antibody)  <em>Must be at least 8 weeks after 3rd immunization</em></td>
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<tr>
<td>Tdap (one time)</td>
<td></td>
<td></td>
<td></td>
<td>One Tdap after 2005</td>
</tr>
<tr>
<td>Flu Vaccine (required)</td>
<td>N/A</td>
<td></td>
<td></td>
<td>yearly</td>
</tr>
</tbody>
</table>

**TB clearance (attach copies of results)**

<table>
<thead>
<tr>
<th>PPD (TB Test): 2-step (only need once, unless requested by hospital-do first)</th>
<th>Test 1: Date</th>
<th>Results</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Test 2:</td>
<td></td>
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<tr>
<td>One PPD only (Yearly)</td>
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<tr>
<th>Chest X-ray (only with proof of positive PPD)</th>
<th>yearly</th>
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</thead>
</table>
Repeat Immunizations and waivers if needed:

If original lab titers do not show immunity, a second set of immunizations must be done with immunity checked by new lab test. If a repeat immunization is not done, a WAIVER must be completed, stated in “comments,” and copy attached. The health clearance waiver form is available in the student services office.

<table>
<thead>
<tr>
<th>Immunizations</th>
<th>Date</th>
<th>Immunity</th>
<th>Signature</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B series (if in progress)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. first immunization</td>
<td></td>
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<tr>
<td>2. second immunization</td>
<td></td>
<td></td>
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<tr>
<td>3. third immunization</td>
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<tr>
<td>2MMR (for those with negative titers)</td>
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<tr>
<td>1. First dose:</td>
<td></td>
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<tr>
<td>2. Second dose:</td>
<td></td>
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<tr>
<td>Varivax (for those with negative varicella titer)</td>
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<tr>
<td>1. First dose:</td>
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</tr>
<tr>
<td>2. Second dose:</td>
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</table>

CLINICAL REQUIREMENTS CHECKLIST

All of the following data and any necessary updates are required to be given to the Nursing Advisement Office prior to the quarter start.

<table>
<thead>
<tr>
<th></th>
<th>Date to supply</th>
<th>How often to submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical exam</td>
<td></td>
<td>yearly</td>
</tr>
<tr>
<td>TB test</td>
<td></td>
<td>yearly</td>
</tr>
<tr>
<td>TB test: 2-step</td>
<td></td>
<td>Once, do first, if possible</td>
</tr>
<tr>
<td>Chest x-ray</td>
<td></td>
<td>Yearly, only if TB test is positive</td>
</tr>
<tr>
<td>BCLS-American Heart Assoc. Only</td>
<td></td>
<td>Every 2 years</td>
</tr>
<tr>
<td>University Liability Insurance</td>
<td></td>
<td>Due every July (coverage one year)</td>
</tr>
<tr>
<td>Driver’s License</td>
<td></td>
<td>Now and when renewed</td>
</tr>
<tr>
<td>Automobile Insurance</td>
<td></td>
<td>Now and when renewed</td>
</tr>
<tr>
<td>Health Insurance</td>
<td></td>
<td>Now and when renewed</td>
</tr>
<tr>
<td>RN license number</td>
<td></td>
<td>When licensed and when renewed</td>
</tr>
<tr>
<td>Background check</td>
<td></td>
<td>Now-to the nursing office</td>
</tr>
<tr>
<td>Drug screen</td>
<td></td>
<td>When requested by clinical site</td>
</tr>
<tr>
<td>Fire Card</td>
<td></td>
<td>Every 4 years</td>
</tr>
<tr>
<td>Mask Fitting</td>
<td></td>
<td>One time</td>
</tr>
<tr>
<td>Flu Vaccine</td>
<td></td>
<td>Yearly</td>
</tr>
<tr>
<td>T-Dap</td>
<td></td>
<td>One T-Dap after 2005</td>
</tr>
</tbody>
</table>

Immunization Titers—the actual titer number is required except for hepatitis

<table>
<thead>
<tr>
<th></th>
<th>Date to supply</th>
<th>How often to submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubeola (measles)</td>
<td></td>
<td>One time</td>
</tr>
<tr>
<td>Rubella</td>
<td></td>
<td>One time</td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td>One time</td>
</tr>
<tr>
<td>Varicella</td>
<td></td>
<td>One time</td>
</tr>
<tr>
<td>Hepatitis B:</td>
<td></td>
<td>One time</td>
</tr>
<tr>
<td>HepBsAG (surface antigen)</td>
<td></td>
<td>** (must be negative)</td>
</tr>
<tr>
<td>HepBsAB (surface antibody)</td>
<td></td>
<td>** (must be positive)</td>
</tr>
</tbody>
</table>
Appendix H – Health Clearance Waiver/Declination Form

California State University Los Angeles
School of Nursing
Health Clearance Waiver/Declination Form

Name of Student: ____________________________  CIN: __________________

Please check on the line as apply and indicate reason for the declination. Submit this form to the Student Services Office to be placed in your file and make a copy for yourself and keep with your health clearance records.


I understand that due to my possible occupational exposure to aerosol transmissible diseases, I may be at risk of acquiring infection as indicated above. I have been told of the importance of being vaccinated against this disease or pathogen and that by declining I also risk not gaining access or entrance to a patient care facility as necessary for clinical course completion. I have been given the opportunity to be vaccinated at through the University Student Health Center and I choose at this time to decline this vaccination. I understand that by declining this vaccine, I continue to be at risk of acquiring the above infection, a serious disease. In the future if I wish to be vaccinated, I can receive this vaccination at the University Student Health Center or with the Health Care Provider that I choose.

Reason for declination:

______________________________  __________________
Signature:  Date:

Seasonal Influenza: ______
Reason for declination:

______________________________  __________________
Signature:  Date:

Hepatitis B Vaccination: ______

Hepatitis B immunization is a series of three shots and takes 7 months to complete. Non-converters will be tested for Hepatitis B surface antigen (HbsAg). The literature states that Hepatitis carriers may be non-converters. Non-converters will be offered counseling by the University Student Health Center, please call 323-343-3301.

I understand that due to my exposure to blood and other potentially infectious materials that I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine through the University Student Health Clinic. However, I decline hepatitis B at this time and am aware of the risks involved by not receiving such Hepatitis B vaccine. If, in the future, I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at that time.

Reason for declination:
CALIFORNIA STATE UNIVERSITY LOS ANGELES
SCHOOL OF NURSING
VACCINATION DECLINATION STATEMENT
(revised 8/20/2012)

FLU VACCINE

I understand that due to my occupational exposure to potentially infectious material, I may be at risk for acquiring infection. I am declining vaccination at this time. I understand that I am at risk for acquiring the flu, a serious infection. If in the future, I want to rescind this declination I can. I understand that declination might affect my clinical placement and that a clinical placement cannot be guaranteed to me if I decline vaccination.

Name: ______________________________________ Date: ______________________

HEPATITIS VACCINE

I understand that due to my occupational exposure to potentially infectious material, I may be at risk for acquiring serious infection. I am declining vaccination at this time. I understand that I am at risk for acquiring hepatitis, a serious infection. If in the future, I want to rescind this declination I can. I understand that declination might affect my clinical placement and that a clinical placement cannot be guaranteed to me if I decline vaccination.

Name: ______________________________________ Date: ______________________
Appendix I – Credit for Transfer Work and Credit by Challenge
(Taken from the Faculty Handbook Section Curricular Policies)

Credit for Transfer Work

(Senate: 4/12/94; President: 5/25/94; Editorial Amendment: 8/01)

To receive credit towards a master’s degree for acceptable post-baccalaureate work taken at other colleges or universities, students must have official transcripts forwarded to the Admissions Office, and must file a “Request for Records” (form GS1A) with their major department/division/school. Cal State L.A. will allow credit for work taken at another college or university only when it appears on the student’s official transcript from that institution, is acceptable for master’s degree credit at the offering institution, and is deemed appropriate to the student’s master’s degree program by the major department/division/school at Cal State L.A. See limitations and exclusions below:

• For master’s degrees requiring 45 total units, no more than 13 quarter units of acceptable transfer, extension and/or special session courses may be included on a master’s degree program. For master’s degrees requiring more than 45 quarter units, up to 30% of the total required units may consist of acceptable transfer, extension and/or special session courses, providing such action is approved by the appropriate graduate department/division/school advisor.
• No master’s degree credit is allowed for directed teaching, 700 or 800-level courses, courses numbered below 400, or courses taken at another accredited institution that would not be accepted toward a master’s degree at that institution.
• Nine quarter units of 500-level or other graduate courses taken through extension are eligible for master’s degree credit.

Credit for Examinations


Campus-Originated Challenge Examinations

Students who pass campus-originated challenge examinations (as differentiated from placement examinations) shall earn credit toward the
degree and/or toward satisfying the requirement for admission to a class or program. Students currently enrolled in the University are eligible for campus-originated challenge examinations at the discretion of individual departments/divisions/schools.

Approval to receive credit by examination is to be granted at the discretion of the appropriate university authorities and under the following conditions:

1. Students must be matriculated at the University and must be in good standing (not on probation), be registered in at least one other course (not through Extended Education) at the time credit by examination is authorized, and pay for additional units if the cost exceeds fees already paid.

2. Prior to taking the examination, approval of the chair of the department/division chair or school director concerned and the instructor of the course is required. Forms for approval may be obtained from the departments/divisions/schools. One copy of the approval to take the examination must be filed with the Records Office, prior to the fifth week of the quarter in which the examination is taken.

3. Credit by examination is restricted to regular undergraduate and graduate courses listed in the General Catalog; while there is no limit to the number of courses that can be taken as credit by examination, these units do not count as residence credit.

4. Credit by examination is not treated as part of the student’s work load and is not considered by the Veterans Administration in the application of their regulations.

5. Whatever grade the student receives for the examination must be entered on the student’s official transcript and counted toward the grade point average. It shall be designated as “credit by examination” on the student’s official transcript.

6. The examination is to be interpreted broadly to include whatever activity, test, or demonstration the instructor deems appropriate in order to evaluate the student’s understanding, skills, or knowledge as required by the objectives of the course.
Appendix J – Confidentiality Agreement for the Nursing Simulation Lab

California State University, Los Angeles
CONFIDENTIALITY AGREEMENT
for the Nursing Simulation Lab

As a patron of the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I agree to adhere to the following guidelines:
• CSULA Nursing Uniform or scrubs and shoes must be worn in the lab at all times.
• All patient information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of HIPPA policy.
• This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
• I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of hospital policy and may be a violation of HIPAA and other state and federal laws.
• The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The student running the scenario should have everyone’s respect and attention. Situations simulated in the lab are to be used as a learning tool and not to be used for humiliation of fellow students.
• The simulation mannequins are to be used with respect and be treated as if they were live patients.
• No Betadine, no ink pens (near the mannequins), 22g IV or smaller for IV starts.
• I will clean up any items used in simulation and leave the manikins as if they were actual patient-clean and tidy.
• Agree to be videotaped & photographed for educational purposes.

Signature: _______________________________________________________

Printed Name: ___________________ ___________________________________

Date: ____________________________

Instructor: _______________________________________________________

Course: _________________________
**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):** https://get.calstatela.edu

3. **Schedule of Classes:** Go to home page, click on web site map, and click on Schedule of Classes, Scroll down, both current and subsequent quarter course offerings are indexed by school and by day/time.

4. **Eagle Guide University Student Handbook:** Go to home page, click on web site map, and click on Eagle Guide.

5. **University Catalog:** Go to home page, click on web site map, and click on Catalog.

6. **Centers:**
   - Writing Center: www.calstatela.edu/centers/write_cn
   - Tutorial Center: www.calstatela.edu/centers/tutorctr
   - Testing Center: www.calstatela.edu./centers/testctr

7. **John F. Kennedy (JFK) Library:** Access direct from Cal State L.A. home page or www.calstatela.edu/library/index.htm
   
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.

8. **Financial Aid and Scholarships:** Go to home page, click on web site map, click on Financial Services or www.calstatela.edu/univ/finaid.

9. **Campus Directory:** You may access directly from CSULA home page or www.calstatela.edu/univ/directry/"This site contains the university telephone directory and links to the school and faculty web pages.

10. **School of Nursing:** www.calstatela.edu/dept/nursing