Patricia A. Chin
School of Nursing

Bachelor of Science in Nursing
(ABSН, BSN, RN-BSN, Collaborative Track BSN)

Student Handbook

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Compiled by the Faculty of the Patricia A. Chin School of Nursing
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Introduction

Purpose

The information in this handbook supplements that given in the University Catalog, Schedule of Classes and the Golden Eagle Handbook. It is provided to facilitate students’ progress through the undergraduate nursing program.

School Programs and Organization

Nursing is a School within the Rongxiang Xu College of Health and Human Services (CHHS). The Patricia A. Chin School of Nursing (PACSON) 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 Xu CHHS Advising Center located in Fine Arts 235 by accessing the online appointment schedule on the Xu CHHS Website http://www.calstatela.edu/hhs or calling 323 343 5500.

Accreditation

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

Programs Offered

The PACSON offers the following Bachelor of Science in Nursing degree programs:

- For the basic/generic undergraduate student
- For the returning RN student
- For the second-degree student (Accelerated BSN)
- For the co-enrolled collaborative track student (Associate Degree Nurse-BSN)

Organization of the PACSON

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 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 PACSON. 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. 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.

**PACSON Mission Statement and Philosophy**

**Mission Statement**

The mission of the Patricia A. Chin School of Nursing is to improve health care by preparing nurses for excellence in research, engaged leadership, innovative practice, interdisciplinary collaboration, and community and global partnerships. Graduates will be prepared to influence health policy for diverse and underserved populations in need of care.

**Philosophy**

The faculty of the PACSON 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. Basic/Generic-and ABSN-students are expected to meet the Level I terminal outcomes after successful completion of the lower division and 3000-level generic courses. Since these Level I terminal objectives represent a basic minimum level of competencies, ADN-BSN Collaborative Track and RN transfer students are admitted to the program with the expectation that they are already able to meet these outcomes.

Level I/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 LA web site www.calstatela.edu.

University Catalog

The University Catalog http://ecatalog.calstatela.edu/index.php?catoid=4 contains official policies and regulation about admission, fees, refund policies, student services, policies and procedures for graduation. The requirements for undergraduate, 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.
**PACSON 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 PACSON web site: [http://www.calstatela.edu/academic/hhs/nursing/nurs_handbook.php](http://www.calstatela.edu/academic/hhs/nursing/nurs_handbook.php).

**Schedule of Classes Online**

The Schedule of Classes is online: [http://www.calstatela.edu/registrar/university-scheduling-office](http://www.calstatela.edu/registrar/university-scheduling-office). In addition to the course offerings and the calendar of important dates for the specific semester, 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 GET registration is found in this publication. Nursing students **must** check for the most recent changes prior to GET registration and before each semester begins.

**Golden Eagle Handbook**

The Golden Eagle Handbook is a handbook for all students at the university. It contains information about academic policies and procedures, basic survival needs, and opportunities for involvement in campus life. This publication is available in print and via the Cal State LA web site: [http://www.calstatela.edu/studentservices/golden-eagle-handbook](http://www.calstatela.edu/studentservices/golden-eagle-handbook)

**General Academic Information**

**Semester System**

Complete details regarding the semester system appear in the University Catalog along information about categories of enrollment, matriculation, leaves etc.


**Registration**

Registration occurs in nursing courses per University policy. Enrollment in specific clinical classes is by permit only after students are given an opportunity to indicate preferences.
Attempts are made to accommodate student desired clinical rotation. There is however, no guarantee that preferences can be met.

Adding/Dropping Courses

In courses where the student is directed to register for a given section of a course, Nursing staff will issue a permit to the student. However it is the students’ responsibility to register appropriately. It is important for the student to validate that this has been done, because students are ultimately responsible if they are inappropriately registered. Listing of dates for adds/drops are listed in the calendar section of the Schedule of Classes and on the Academic Calendar.

http://www.calstatela.edu/registrar/university-scheduling-office
http://www.calstatela.edu/univ/ppa/acadcal.htm

Required General Education Courses and University Examinations

The Pre-Licensure Nursing major requires a total of 120 units, including 39 units of lower division GE (which may include 18 units of prerequisites for the pre-licensure option) and 9 units of upper division General Education, 10 units of additional prerequisites, 17 units of Upper Division Common Core Nursing courses, 42 units in required courses in Nursing, and 9 units in related fields (6 units of which may double count with GE).

The requirements for lower division general education can be found in the University Catalog and the Schedule of Classes.

RN BSN Option (43-55)

The Chancellor’s Executive Order (EO) 1084 (1-30 units)
EO 1084 Section 5. Credit for Demonstration of Prior Learning of Pre-Licensure Nursing Content

As the California Board of Registered Nursing requires 36 units of the art and science of Nursing in pre-licensure programs in preparation for the standardized external National Council Licensure Examination (NCLEX), in accordance with the stipulations of this policy a CSU campus may award academic credits using the NCLEX examination to demonstrate prior learning of the pre-licensure art and science of Nursing required by the Board of Registered Nursing (Title 5 section 40408).

5.1 If a student has passed the NCLEX examination, a CSU campus may apply toward the baccalaureate Nursing degree one unit of academic credit for every unit of the required pre-licensure community
college Nursing course credits that were not transferred to the CSU baccalaureate program, with a maximum of 30 semester units (45 semester units) to be awarded through the NCLEX provision.

5.2 Credit for passage of the NCLEX examination shall not be awarded when equivalent degree credit has been granted for pre-licensure coursework, credit by evaluation, or other instructional processes.

5.3 Duplicate credit shall not be awarded because of overlapping tests, college-level courses, or both. Where there is partial overlap, the amount of examination credit shall be reduced accordingly.

5.4 The awarding of NCLEX credit shall be accomplished without requiring students to enroll in FTES-generating courses and without charging students a fee for the units awarded.

**English Placement Test (EPT)**

The results of the EPT along with campus placement measures will be used to place students into an appropriate course to satisfy the first-year writing requirement: either a year-long (two semester) version of first-year writing or an accelerated one-semester version of first-year writing. Students who score 146 or below on the EPT will be required to enroll in ENGL 1005AB, a two-semester first-year writing course sequence. Students who score 147 or above on the EPT will have the option of enrolling in either ENGL 1005AB, or an accelerated one-semester first-year writing course (ENGL 1010). Completion of the year-long course sequence (ENGL 1005AB) or the one semester course (ENGL 1010) or a transferrable CSU A2 written communications course with a grade of “C” or better satisfies the first-year writing requirement. Completion of an approved Critical Thinking/Composition (GE A3) course or a transferrable CSU A3 critical thinking course with a grade of “C” or better satisfies the critical thinking/composition requirement.

**Writing Proficiency Exam (WPE)**

**Written English Competency Requirement**

All CSU students subject to degree requirements listed in the 1977-78 and subsequent catalogs are required to demonstrate competence in writing skills as a requirement for the bachelor’s degree. At Cal State LA, undergraduate students demonstrate competence in written English by meeting the following requirements:

- **EPT**-Taking the CSU English Placement Test (EPT) prior to matriculating at Cal State L.A., or qualifying for one of the approved EPT exemptions listed in the “English Placement Test (EPT)” section of this catalog;
- **First-Year Writing Requirement**-Completing successfully a first-year writing course that satisfies the CSU General Education Block A Written Communication requirement;
Critical Thinking/Composition Requirement - Completing successfully a second course in written English that satisfies the Cal State LA General Education Block A Critical Thinking/Composition requirement;

GWAR - Satisfying the Graduation Writing Assessment Requirement (GWAR), either through taking and passing the Writing Proficiency Examination (WPE) or by successful completion of a special upper division university writing course;

Writing-Intensive (wi) Courses Requirement - Completing successfully at least two writing-intensive (wi) courses, at least one of which is in their major degree program;

Upper-Division Disciplinary Writing Requirement - Completing successfully one upper-division course in their major degree program that emphasizes practices, conventions, and strategies appropriate to writing in the discipline, which if approved as a writing-intensive course can also count as one of the writing-intensive courses.

System wide Placement Test Requirements

The California State University requires that each entering undergraduate, except those who qualify for an exemption, take the CSU Entry Level Mathematics (ELM) examination and the CSU English Placement Test (EPT) prior to enrollment.

These placement tests are not a condition for admission to the CSU, but they are a condition of enrollment. These examinations are designed to identify entering students who may need additional support in acquiring college entry-level English and mathematics skills necessary to succeed in CSU baccalaureate-level courses. Undergraduate students who do not demonstrate college-level skills both in English and in mathematics will be placed in appropriate remedial programs and activities during the first term of their enrollment. Students placed in remedial programs in either English or mathematics must complete all remediation in their first year of enrollment. Failure to complete remediation by the end of the first year may result in denial of enrollment for future terms.

Students register for the EPT (www.csuenglishsuccess.org/ept) and/or ELM (www.csumathsuccess.org/elm_exam). The campus may establish deadlines by which new students must register for and/or take placement exams as a requirement for enrollment.

Students register for the EPT and/or ELM at their local CSU campus. Questions about test dates and registration materials may be addressed to the Cal State LA Testing Center, Library, Palmer Wing 2098, (323) 343-3160. All nonexempt undergraduates must complete the EPT and ELM after admission and before first enrollment in courses at Cal State L.A.
Introduction to Higher Education Course Requirement for Basic/Generic BSN Students

NOTE: This requirement must be completed no later than the second semester in attendance at Cal State LA. All undergraduate students who do not have a bachelor’s degree and enter Cal State LA Fall 1997 or later, and who are subject to the 1997 and later GE requirements, are required to complete an introduction to higher education course. Freshmen meet this requirement by enrolling in a 100-level course offered by the college that offers the student’s major. Undergraduate transfer students who entered Cal State LA Fall 1997 or later, and who are subject to the 1997 and later GE requirements, are required to complete an introduction to higher education course. Freshmen meet this requirement by enrolling in a 1000-level course offered by the college that offers the student’s major. This course, which must be completed no later than the second semester of residence at Cal State LA, introduces students to the following aspects of the University: mission, Cal State LA learning outcomes, history, structure, policies and procedures, faculty expectations, resources and skills necessary for success, and content specific to the disciplines in the college in which the student is majoring. Special sections of the 1000-level course, UNIV 1010, are offered for undeclared students. Students should consult their academic advisers before enrolling in the courses.

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.

The purposes of academic advisement are:

- to assist students to maximize the benefits of their educational experience by providing guidance in the selection of curricular programs and courses;
- to help students become familiar with career opportunities directly and indirectly related to their academic interests and professional ambitions;
- to acquaint students with campus resources and services, including how these can help meet their educational and personal needs and aspirations;
- to encourage students to develop the independence and personal skills necessary to make informed judgments about their educational objectives, careers; and choices.
- to use of campus support systems and other opportunities available on or through the campus.
Undergraduate Nursing Academic Advisement: Pre- or Nursing Students

Undergraduate students who are pre-or nursing majors at Cal State LA are seen for both initial and ongoing advisement at the Rongxiang Xu College of Health & Human Services Advisement office located in Fine Arts Building FA 235 at (323) 343-5500 by a Professional Advisor.

Students may make academic advisement appointments in the Xu CHHS Advisement Center by accessing the online appointment schedule on the Xu CHHS Website [http://www.calstatela.edu/hhs](http://www.calstatela.edu/hhs) or calling 323 343 5500.

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](http://www.calstatela.edu/univ/advise) The UAAC can be particularly helpful in dealing with undergraduate General Education requirement and articulation issues.

Academic Mentoring for Nursing Majors

Nursing faculty provide ongoing academic mentoring. When starting the nursing program, all students will be assigned a primary Faculty Mentor. Students may make appointments with their academic advisor by signing up online on the individual faculty advisement links on the SON website.

Faculty Mentoring Appointment schedules are available on the first week of the semester and are available until the end of the 15 week of the semester. Students needing assistance with this process can contact the Nursing Student Services office (ST 415) or call (323) 343-4730.

Expectations of Faculty Mentors

- Help the student develop strategies for academic success.
- 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.
Preparing for Your Mentoring or Advisement Sessions

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 and seeing your Faculty Mentor, 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.

3. Career advice – Faculty mentors can help you consider future career strategies and further education in nursing.

4. Studying and remediating – Faculty mentors can provide feedback on study strategies and time management techniques for successful program completion.

Expectations of Students

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

2. Meet with a faculty mentor 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 in advance of graduating before the anticipated semester 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.

**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.

**Progression through the Nursing Major**

**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 (3000-level) and senior-level (4000-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 semester. 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 semester 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 semester in which courses should be taken based on the semester 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 semester-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 semester of their nursing program for transcript review, course substitutions, and academic program planning."

Roadmaps for academic progression in each of the undergraduate program options are linked on the Patricia A. Chin School of Nursing website.
http://www.calstatela.edu/hhs/school-nursing-roadmaps-graduation-what-courses-should-i-take

**Nursing Electives**

Varieties of supplementary nursing courses are offered on a rotating basis and are listed on the course plans.

**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>4.0</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>
<tr>
<td>F</td>
<td>0.0</td>
<td>5.9 &amp; below</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 3000-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 3000-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 4000-level nursing courses until they have completed all lower division nursing and 3000-level nursing classes with a grade of “C” or better. For the complete California State University, Los Angeles – Patricia A. Chin 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 Records Office, Adm. Bldg. 409, and the Xu CHHS Advising Center, FA 235. 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 semesters before the expected date of graduation. See Schedule of Classes for application filing period.

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 Patricia A. Chin School of Nursing Administrative Office for assistance.

PACSON 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) put forward these requirements will apply to all pre-licensure clinical courses.

- Students are required to attend all clinical hours during the semester.
- The maximum number of hours that a student can miss during the semester is one clinical day. This absence must be made up hour-for-hour by attending another clinical day during the semester 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 semester. Times and places for the first class meeting may be posted on the school bulletin board on the fourth floor a week before the semester begins, or may be sent to the student by the clinical instructor via the student’s Cal State LA email account. Information about class meetings may be obtained by calling the Patricia A. Chin 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, Live Scan, 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.

**Health Clearance**

All new students are required to purchase a “Student Immunization Tracker” package from [www.castlebranch.com](http://www.castlebranch.com). You will be submitting all of your health data for collection and tracking purposes to Certified Background/Certified Profile (the same company that does the background check).

Certified Background, an online Medical Document Management System. Students pay a fee for this company to input, manage and track all health and other relevant documents. The student collects 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. Students may obtain these tests and/or immunizations through their private physician or, if you are currently a student at CSULA at the student health center on campus. If a member of an HMO, all of immunizations 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. 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**

**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.
**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.

**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.

**Background Checks**

Potential applicants are strongly encouraged to carefully assess any personal criminal background before applying to the Patricia A. Chin School of Nursing (PACSON). Once admitted as a student to the PACSON, 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 PACSON. 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 PACSON, and bring all appropriate relevant documentation for clearance (e.g., rehabilitation, counseling, etc.) The Director of the PACSON 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.
**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.

**Drug Screening**

Some clinical agencies require initial drug screening. This is a 5panel 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.

**Drug Screening Policy**

Yearly drug screening is a mandatory requirement for all nursing students at Cal State LA. Each student is responsible for the cost of obtaining a 10-Panel Drug Screen prior to their 1st clinical experience and yearly, or at the discretion of the hospital or clinical facility. Cal State LA Nursing students can be screened on campus at the Student Health Center by appointment, may use an outside healthcare provider, or use services by Castle Branch to obtain drug screening. Results from drug screening are highly confidential and are provided to the Patricia A. Chin School of Nursing Director or designee. A positive drug screen could prevent successful progression in the nursing program.

**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).

**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. 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).
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 semester. 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 PACSON as soon as possible.

Other Clinical Course Requirements

Name Badges: Official PACSON 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 2730/3730, Health Assessment Laboratory.

Nursing Simulation Laboratory

All students are charged a mandatory laboratory fee for the first semester. 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. 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 32 fully-equipped computer workstations in the Nursing Computer Laboratory 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 PACSON white uniform top with the university patch and black pants or accepted clinical facility attire (ex: Pediatrics, OB) is required. The university patch is placed on the left sleeve of the white uniform top 4” from the shoulder seam. Uniforms must be ALWAYS be clean and appropriately wrinkle-free, they should fit well (not too tight or too short) be non-clinging, non-see-through. Appropriate undergarments of white or natural must be worn. Long –
sleeved white T-Shirt may be worn under the uniform top while on the unit and must be pulled back for hand washing as appropriate. Short lab coats with monogrammed School of Nursing Logo are required and are worn with black slacks while in 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. Students must always wear the lab coat in the skills lab. Students are responsible for ordering the lab coat and PACSON uniform from the appropriate vendor. Information for ordering is available in the PACSON 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 the same color as the shoes. Clogs or Crocs 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 PACSON 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 should 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 PACSON Administrative 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.

**White Coat Ceremony**

The White Coat Ceremony is held each year in the fall prior to the first clinical day. “Intended for first year students in medical, nursing and physician assistant programs, the White Coat Ceremony is a rite of passage that often takes place during the initial days of orientation. It serves to welcome students to healthcare practice and elevate the value of humanism as the core of healthcare. It provides a powerful emphasis on compassion in combination with scientific excellence. The most important element of the ceremony is the oath that students take in front of family members, school leadership and their peers to acknowledge their central obligation of caring for the patient.”

Students receive an invitation to attend along with their family, PACSON and the Rongxiang Xu College of Health and Human Services:  http://www.gold-foundation.org/programs/white-coat-ceremony/.
**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 (Cal State LA), 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 Cal State LA and in order to maintain its purpose, the Student and External Affairs Committee (SEA) moves that the following guidelines take place.

- The pinning ceremony must not compete with the graduation ceremony at Cal State LA, and should never be referred to as part of the graduation process. Cal State LA 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 on 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 semesterly 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.
Petitions

General Academic Petition for Undergraduate Requirements

The General Academic Petition for Undergraduate Requirement form for submission is available in the PACSON 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 an advisor in the Xu College of Health and Human Services Advising Center (Xu 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 Xu CHHS Advising Center, FA 235.

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 Associate Director and obtain an “Application for Repetition of Nursing Course” from the PACSON Student Services Office. The student and Associate Director 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 Associate Director for remediation. Paperwork of petition to repeat the class is reviewed and accepted by the Associate Director 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 Associate Director will act on the petition and make recommendations. The Associate Director 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 Associate Director who will then have it placed in the student's 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 Associate Director to discuss other options. Sample of form is in Appendix A of this handbook.

Other Petitions

For other petitions, refer to the *University Catalog*.

Credit by Examination

http://www.calstatela.edu/academicsenate/handbook/ch4c

Students in good scholastic standing and registered in at least one other course during the semester 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 PACSON.

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 semester to initiate the CBE process. When a clinical lab is being challenged, one may need to challenge the semester 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.

Social Media Policy for Student Nurses

Social Media is defined as web-based and mobile platforms for user generated content that create interactive and highly accessible, and often public, dialogues (NSNA, 2012). Facebook, Twitter, Blogging, and other social media sites are public forums. In order to maintain the privacy and confidentiality of patients and clinical sites as well as to maintain the integrity of the Patricia A. Chin School of Nursing at California State University Los Angeles, the following policy regarding social media will be adhered to.

1. Student nurses will not share, post, or otherwise disseminate any information, including photos, that can identify a patient, or in any way violate a patient’s rights or privacy.
2. Student nurses will not refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.
3. Student nurses will not make or post threatening, harassing, sexually explicit, or derogatory statements, regarding any person’s (patient or student) race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
4. Student nurses will not make any disparaging remarks about CSULA or any college, university, or school of nursing, including the students, faculty, and staff.
5. Student nurses will not post content or otherwise speak on behalf of Cal State LA or any college, university, school of nursing, or clinical site, unless authorized to do so.
6. Student nurses must be cognizant of the potential impact of each post made, with the understanding that patients, classmates, instructors, employers, and other personal or professional contacts may view an individual’s online activity as a reflection of the individual’s career as well as Cal State LA PACSON and the nursing profession in general.
7. Student nurses must stay informed about the privacy settings of the social media sites they utilize, as privacy settings often change.
8. Student nurses who utilize social networking sites must actively maintain an awareness of how their professionalism may be affected by friends’ and peers’ usage of the same sites.

9. It is recommended that student nurses who are elected/appointed SON officers restrict their personal social media activity to family and friends, and maintain a second option for their “public face” for colleagues, classmates, and peers while in office.

Any statement, description, or photo posted that is patient related, unprofessional or “in poor taste” may be in violation of HIPAA laws, ANA code of ethics, or Cal State LA PACSON policies, and therefore must be avoided. Examples of inappropriate use of social media include photos of Cal State LA PACSON name tags, syringes and/or needles, patients, actual patient careplans/case studies, and patient medical record information.

References:
National Student Nurse Association (NSNA; www.nsna.org/Portals/.../NSNA_Social_Media_Recommendations.pdf)

Application for State Board Licensing Exam

The process for application for a RN State License is regularly updated by the BRN. PACSON Student Services Office will provide information and support to the graduating class to submit their application at the beginning of the final semester. It is the student’s responsibility to comply whether by downloading, printing, completing, and sending all applicable forms to the BRN as directed.

If you will not be completing all of your required course work for graduation by the end of the semester in which the student will graduate, do not apply early. Wait until two months before the end of your expected semester 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 Fingerprint Card/live scan
1.3 Required Fee(s)

2. PACSON/University Responsibility: Forward the following to the BRN, Sacramento, CA after the student has submitted the paperwork to the Nursing Student Services 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 (Cal State LA document). This document must be completed by the student and processed by the Cashier’s Office prior to submitting it to the PACSON Student Services 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.

**Note:** If you have taken coursework at other institutions that 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 Cal State LA transcript request can be processed. This takes 4 to 6 weeks after grades for your final semester 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 LA nursing graduates are eligible for the Public Health Nursing Certificate issued by the California State Department of Health Services. Students must apply for the certificate after receiving RN licensure. Information packet and applications can be obtained in the Student Services Office. The following must be sent to the Board of Registered Nursing: A completed Public Health Nurse Certification application and 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 Petition to Repeat a Nursing Course, page 30 of this handbook.

Probation

If the cumulative Cal State LA 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 Xu 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 semester 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 Xu CHHS Advisement and Outreach Center. The College Principal Advisor will consult with PACSON as necessary. The Dean of the Xu 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 semester 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

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 semesters.

Children are admitted to the program at the beginning of each semester. 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 Cal State LA 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 2nd of each calendar year. Students must re-apply for financial aid every academic year. Students may apply on-line at 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 in April, and monies are awarded for the upcoming fall semester. 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 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 PACSON Scholarship Chair.

**Information Resources**

Students are responsible for being aware of the latest policies, course changes, and related vital information communicated through the Student Handbook, the campus website, and Class Representatives or announced in class by faculty.

**Cal State LA ITS 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 **Cal State LA ITS Computer Account**. With an ITS account, students will be able to take advantage of the extensive computer network connecting the university.

You will need an ITS 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 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

**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 LA, all students belong to the Associated Students Inc. (ASI), and may wish to become involved in its activities.

Alpha Tau Delta (ATD)

Alpha Tau Delta is a professional fraternity for nursing. ATD is a social and academic organization with service emphasis. Through the Cal State 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 3000/3100 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 PACSON chapter. Professional, volunteer, community service, and networking opportunities are available.

Class Representation

Each cohort will elect class officers sometime during their second semester 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 PACSON and Cal State LA, and must be a member of their cohort throughout the nursing program.

- The initial class officer election will be held during the 2nd semester 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 mentor. 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 mentor.

**Faculty Mentor**

A faculty mentor 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 each semester 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

TREASURER:
• 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 PACSON 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 PACSON 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.

**Additional Student Conduct Policies at Cal State LA**

The PACSON adheres to the campus wide conduct policies shown on the Student Conduct website: [http://www.calstatela.edu/studentconduct](http://www.calstatela.edu/studentconduct).
Policies and Procedures for Student Grievance

The PACSON adheres to the campus-wide academic and non-academic grievance policies noted on the Student Conduct website http://www.calstatela.edu/studentconduct

PACSON 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.

Informal Grievance Committee within the PACSON

According to the Grade Grievance Policy, the School Director “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 ...attempt to resolve the dispute. The School Director 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 PACSON, 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 PACSON leadership experience

**Guidelines**

The Director should convene the committee within three weeks following the semester 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.
Academic Honesty

The Patricia A. Chin School of Nursing adheres to the Cal State LA Campus Academic Honesty policy.  
http://www.calstatela.edu/sites/default/files/groups/Judicial%20Affairs/Docs/academic_honesty.pdf

Student Conduct

The Patricia A. Chin School of Nursing adheres to all campus policies in the Golden Eagle Handbook for Student Conduct.  
http://www.calstatela.edu/studentservices/golden-eagle-handbook

Student Retention and Remediation Plan

The PACSON at California State University, Los Angeles (Cal State LA), 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 semester that includes assistance with online registration, financial aid, and academic advisement.

3. The PACSON 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 semester.

4. The PACSON provides academic and personal support by their faculty mentor.

5. Faculty, teaching courses that have at risk students collaborates with
Associate Director 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 semester 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 provide 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 semester.
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 Cal State LA 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, PACSON and the University.**

**Actions:**
1. Students are recruited through Accepted Student 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 Cal State LA, the Xu College of Health and Human Services and the PACSON 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 Associate Director. The faculty can initiate remediation or work with the undergraduate program director for remediation.

2. Faculty notifies the student and Associate Director of course failure before grades are posted for the semester. Faculty provides the director with recommendations for course remediation.

3. Students are required to make an appointment with the Associate Director.

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 PACSON, whether in good standing or unsuccessful academically, will make an appointment with the Associate Director for an exit interview.

6. Upon obtaining NCLEX pass/fail notification, the Associate Director of the PACSON will send a letter to the unsuccessful applicant to offer PACSON resources and remediation.
Appendix A

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
PATRICIA A. CHIN SCHOOL OF NURSING

Application for Repetition of Nursing Course

Name____________________________ CIN____________________ Phone (___) - _____
Address______________________________ City___________________ Zip Code_____________

Course you wish to repeat___________________________________________

Semester and year first taken_________________ Instructor________________________________

Is this the first time you will be repeating this course? Yes_______ No________
If no, please explain.

Semester and year you wish to repeat the course: ____________________________

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

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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 B – Health Clearance Form

California State University Los Angeles – Patricia A. Chin School of Nursing

Student Information and Health Clearance Form

Upload this form along with required attachments to www.castlebranch.com (see PACSON for package code). Information must be updated yearly or when current expiration dates are reached. Keep the originals of this form and all documents in your possession throughout the school year. You may be asked by clinical sites and/or faculty to present your documents. Not completing all health clearance items for the PACSON and for the clinical site may prevent you from successfully completing course requirements.

General Information

Program:

BSN_____ RN to BSN_____ ABSN_____ ADN/BSN_____ MSN (Option) _____DNP_____ 

Student Full Name ________________________________ CIN ____________________
Student Telephone # ___________________________ Student Email ____________________
Address __________________________________________
City ___________________________ Zip Code ___________________________

Emergency Contact Name _______________ Relationship ______
Emergency Contact Phone # __________________________

<table>
<thead>
<tr>
<th>REQUIRED DOCUMENTATION</th>
<th>frequency: ☑</th>
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</thead>
<tbody>
<tr>
<td>American Heart Association CPR (BLS) Cert. (Health Care Provider:</td>
<td>Every 2 yrs.</td>
</tr>
<tr>
<td>California Driver License</td>
<td></td>
</tr>
<tr>
<td>Auto Liability Insurance</td>
<td>Student’s name must appear on policy</td>
</tr>
<tr>
<td>RN License (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Student’s name must appear on card</td>
</tr>
<tr>
<td></td>
<td>Coverage July 1&lt;sup&gt;st&lt;/sup&gt; through June 30&lt;sup&gt;th&lt;/sup&gt; (available for purchase July 1&lt;sup&gt;st&lt;/sup&gt; of every year)</td>
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<td>--------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>University Liability Ins.</td>
<td></td>
</tr>
<tr>
<td>HIPAA certificate</td>
<td>Date: ____________</td>
</tr>
<tr>
<td><a href="http://www4.csudh.edu/son/info/hipaa-precautions/index">http://www4.csudh.edu/son/info/hipaa-precautions/index</a> OR for BSN: ATI skills module</td>
<td>Date: _____</td>
</tr>
<tr>
<td>Background Check</td>
<td>Date: ____________</td>
</tr>
<tr>
<td><a href="http://www.certifiedprofile.com">www.certifiedprofile.com</a> package code: see PACSON for code</td>
<td>Date: ____________</td>
</tr>
<tr>
<td>Live Scan (if required)</td>
<td>Date: ____________</td>
</tr>
<tr>
<td>Drug Screening (if required)</td>
<td>Date: ____________</td>
</tr>
<tr>
<td>Fire Card (if required)</td>
<td>Date: ____________</td>
</tr>
<tr>
<td>Required Health Screening (Immunizations): Copies of all required results should include lab values with immunity status</td>
<td>Frequency</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>MMR or Positive Titers Measles (Rubeola) Mumps Rubella</td>
<td>once</td>
</tr>
<tr>
<td>Date: #1 Date: #2 Date: #3</td>
<td></td>
</tr>
<tr>
<td>Varicella (Chicken Pox) or Positive Titer</td>
<td>once</td>
</tr>
<tr>
<td>Date: #1 Date: #2</td>
<td></td>
</tr>
<tr>
<td>___Hep B Series or Declination or Positive Titer</td>
<td>once</td>
</tr>
<tr>
<td>Date: #1 Date: #2 Date: #3</td>
<td></td>
</tr>
<tr>
<td>Tdap</td>
<td>once</td>
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<tr>
<td>Date: ___</td>
<td></td>
</tr>
<tr>
<td>___Influenza (Flu) Vaccination or Declination</td>
<td>yearly</td>
</tr>
<tr>
<td>Date: ___</td>
<td></td>
</tr>
<tr>
<td>Physical Exam (see pg. 3)</td>
<td>yearly</td>
</tr>
</tbody>
</table>

Please submit documentation of a past 2 step TB skin test along with a current 1 step TB or X-ray or QuantiFERON Gold Blood test. The renewal date will be set for 1 year. Upon renewal, one of the following is required: 1 step TB Skin test OR QuantiFERON Gold Blood test OR Chest X-Ray (if positive TB). If you do not have documentation of the 2 step you will be asked to repeat it.

<table>
<thead>
<tr>
<th>TB 2-step (once to be followed by yearly negatives)</th>
<th>Date: ___Date: ___ (one to three weeks apart)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: _______________ Result: ________________</td>
<td>once</td>
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</table>

TB test date

Last 12 months: _____ Result: ________________ OR

*Positive TB provide a negative Chest X-Ray report

Chest X-Ray Date: _______ Result: ________________ OR

QuantiFERON Gold Blood test:

Date: _______________ Result: ________________
California State University, Los Angeles
Patricia A. Chin School of Nursing
Student Information and Health Clearance Form

Physical Exam:

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

__________________________________________________
Signature of Clinician *

__________________________________________________
Printed Name

Date

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

MD/DO _____ NP _____ PA _____

Agency: ______________________________

Clinician Comments:
Appendix C – Health Clearance Waiver/Declination Form

California State University Los Angeles
Patricia A. Chin School of Nursing

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:

__________________________________________  Date: _________________

Seasonal Influenza: ______
Reason for declination:

__________________________________________  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:
Signature: ________________________________  Date: _________________
CALIFORNIA STATE UNIVERSITY LOS ANGELES
PATRICIA A. CHIN SCHOOL OF NURSING
VACCINATION DECLINATION STATEMENT

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 D – 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:
• Cal State LA 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 HIPAA 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. **Cal State LA Home Page**: [www.calstatela.edu](http://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](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 semester 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](http://www.calstatela.edu/centers/write_cn)
   - Tutorial Center: [www.calstatela.edu/centers/tutorctr](http://www.calstatela.edu/centers/tutorctr)
   - Testing Center: [www.calstatela.edu./centers/testctr](http://www.calstatela.edu./centers/testctr)

   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](http://www.calstatela.edu/univ/finaid).

9. **Campus Directory**: You may access directly from Cal State LA home page or [www.calstatela.edu/univ/directry](http://www.calstatela.edu/univ/directry). This site contains the university telephone directory and links to the school and faculty web pages.

10. **Patricia A. Chin School of Nursing**: [www.calstatela.edu/hhs/nursing](http://www.calstatela.edu/hhs/nursing)