

**Patricia A. Chin School of Nursing**

**Bachelor of Science in Nursing**  
**(ABSN, 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

The Patricia A. Chin School of Nursing (PACSON) is a School within the Rongxiang Xu College of Health and Human Services (CHHS). The 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 Office located in Fine Arts 235 by accessing the online appointment schedule on the Xu CHHS Advising Office Website <http://www.calstatela.edu/hhs/ac> under "Students – Book an appointment."

### Accreditation

The nursing program is approved by the California Board of Registered Nursing <https://www.rn.ca.gov> and accredited nationally by The Commission on Collegiate Nursing Education (CCNE), One DuPont Circle, NW, Suite 530, Washington, DC 20036-1120, (202) 463-6930, <http://www.aacnnursing.org>

### Programs Offered

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

- Traditional (generic) BSN student
- Returning RN student (RN-BSN)
- Second-degree student (Accelerated BSN)
- Co-enrolled collaborative track student (Associate Degree Nurse BSN)

### Organization of the PACSON

Regularly scheduled school meetings are held on Mondays. Student representatives are encouraged to attend these meetings. The standing school committees include Coordinating Council, Faculty (BSN and MSN Programs), Curriculum and Faculty and Student Evaluation and Development (FSED). Committee meetings provide the structure for the governance of the PACSON. Faculty members review and revise school academic policies, develop and revise curriculum, and develop and approve policies relative to grading and evaluation of student didactic and clinical performance. Student representatives who attend 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 faculty and students. Students attend

committee meetings based on expressed interest and leadership abilities including acting as liaison for their graduating class or student organization. Students are requested to serve on grievance committees and other ad hoc committees at the School, College, and University levels as the need arises.

## **PACSON Mission Statement, Philosophy, and Vision**

### **Mission Statement**

The Patricia A. Chin School of Nursing transforms lives and fosters healthy, thriving communities across greater Los Angeles, Southern California, and the nation by cultivating and amplifying our students' unique talents, diverse life experiences, and intellect. Through engaged teaching, learning, scholarship, research, and public service the faculty, advisors, and staff support students' overall success, well-being, and the greater good for the populations we serve.

### **Philosophy**

The Patricia A. Chin School of Nursing recognizes that nursing holds a distinctive and trusted position in health care. With this prominence comes a responsibility to improve the human condition in a diverse society. The concept of person, health, environment, and nursing therapeutics provides the synergism that defines the art and science of the nursing discipline and shapes health policy. We mindfully seek to improve the dynamic influence of social determinants of health, acknowledge human differences, and recognize implicit bias and reject stereotypes in order to provide safe and culturally sensitive care. We endeavor to create a learning environment that promotes diversity, equity, and inclusiveness, valuing the individual differences of students' learning styles, challenges, and support systems. We believe that improvement in health care will be facilitated through the collaborative efforts with patients, family and community, and multidisciplinary health professionals to improve clinical judgment, patient outcomes, scholarship, and research.

### **Vision**

The Patricia A. Chin School of Nursing will be internationally recognized as the premier comprehensive program in greater Los Angeles offering baccalaureate, masters, post-masters, and doctor of nursing practice degree and certificate programs. We push boundaries and prepare graduates to be innovative leaders in their professional and civic lives. Faculty, students, and graduates will improve delivery of healthcare for the public good through partnerships that are inclusive of our local, regional, and global communities.



## 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 and take leadership roles in providing care to individuals, families and groups in institutional and community settings.
2. The 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

- I. **Knowledge:** Builds on a foundation of liberal arts and generalist nursing education to develop, implement, and evaluate a safe evidence-based plan of care for diverse persons and communities.
- II. **Scientific Inquiry and Critical Thinking:** Uses data-based evidence to inform plans of care for diverse persons and communities through analysis of current trends in health care and translating research and theory into practice.
- III. **Ethical and Social Responsibility in a Diverse World:** Determines evidence needed and utilizes it toward best practice of care for diverse clients with consideration for ethical and legal implications.
- IV. **Communication:** Communicates and collaborates with the inter-professional team verbally to develop, implement, and evaluate a comprehensive health-care plan for diverse clients.
- V. **Professional Development:** Collaborates with the interdisciplinary team to develop an effective plan of care for diverse clients and families.

### Baccalaureate Student 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 Baccalaureate Education for Professional Nursing Practice (2008)*. These nursing roles are provider of care, teacher, advocate, coordinator of care, and a member of the nursing profession. Two levels of student learning outcome criteria or terminal objectives have been developed based on these roles. Traditional BSN 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 the Level I terminal objectives represent a basic minimum level of competencies, ADN-BSN Collaborative Track and RN to BSN students are admitted to the program with the expectation that they are already able to meet these outcomes.

## **Level I: Lower Division Student Learning Outcomes**

### Provider of Care

1. Demonstrate basic skills in assessment, communication, and the provision of standard care. Utilize the nursing process to develop, implement, and evaluate a plan of care in cooperation with other members of the health care team within structured health care delivery situations.
2. Utilize the nursing process to develop, implement, and evaluate a plan of care in cooperation with other members of the health care team within structured health care delivery situations.

### Teacher

1. Demonstrate knowledge of basic principles of the teaching-learning process.
2. Identify client's learning needs, capabilities, and limitations; select appropriate information, materials, and strategies based on standardized teaching protocols; and evaluate and document outcomes relative to client education.

### Advocate

1. State client's rights and responsibilities as health care consumers, describe the role and duty of the nurse as client advocate, and identify congruence/incongruence between the client's and the provider's perception of health care needs.
2. Participate in client care conferences communicating the client's needs and preferences to other health care providers.

### Coordinator of Care

1. Describe the relationship between standards of nursing care outcomes, quality assurance monitoring, and the provision of cost-effective services to clients.
2. Identify the roles of other health care providers and communicate appropriately with them to facilitate optimum care.

### Member of the Profession

1. Demonstrate knowledge of the standards and scope of professional nursing practice and the role of major nursing organizations and regulatory bodies; assess own capabilities and limitations, and accept accountability for his/her actions.
2. Demonstrate information competencies in locating and identifying clinical evidence.
3. Reflect on conflicts between personal and professional values, and establish goals and plans for action.

## **Level II: Upper Division Student Learning Outcomes**

### Provider of Care

1. Build on a foundation of liberal arts and generalist nursing education, demonstrate the knowledge and skill to holistically assess client needs and capabilities for self-care, and provide comprehensive, evidence-based nursing care to diverse individuals, families, groups, and populations across the lifespan and across the continuum of health care environments.
2. Develop, implement, and evaluate 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 wellbeing.

### Teacher

1. Demonstrate the necessary knowledge and skills related to the teaching-learning process.
2. Communicate and collaborate with the interprofessional team to develop, implement, and evaluate a comprehensive health education plan for diverse clients, families, groups, and populations.

### Advocate

1. Act to empower clients as related to their rights and responsibilities as health care consumers, continuously monitor level of empowerment, and act as their spokesperson if necessary.
2. Demonstrate 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. Utilize 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. Plan, implement, and evaluate outcomes of coordination of client's care, incorporating knowledge and skills in quality improvement.
3. Employ knowledge gained regarding information management and patient care technology to ensure delivery of safe care.

### Member of the Profession

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

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

### **The AACN Essentials of Baccalaureate Education for Professional Nursing Practice**

1. Liberal Education for Baccalaureate Generalist Nursing Practice
2. Basic Organizational and Systems Leadership for Quality Care and Patient Safety
3. Scholarship for Evidence Based Practice
4. Information Management and Application of Patient Care Technology
5. Healthcare Policy, Finance, and Regulatory Environments
6. Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
7. Clinical Prevention and Population Health

## **University Publications**

Information about admission requirements, registration, courses of study, student activities, and government is available in several university publications. All or part of these publications are available via the Cal State LA website [www.calstatela.edu](http://www.calstatela.edu).

### **University Catalog**

The *University Catalog* <http://ecatalog.calstatela.edu/index.php> contains official policies and regulations 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 hard or electronic copy of the current student handbook. Handbooks can be accessed on the PACSON website: [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 University Scheduling Office coordinates the publication of the Schedule of Classes. Course offerings and a calendar of important dates for the specific semester may be found on their website <http://www.calstatela.edu/registrar/university-scheduling-office>. 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 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/student-services/golden-eagle-handbook>.

## General Academic Information

### 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, PACSON staff will issue a permit to the student. **However, it is the student's 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 and deadline for adds/drops are listed on the University Scheduling Office website

<http://www.calstatela.edu/registrar/university-scheduling-office>.

## Required General Education Courses and University Examinations

The Pre-Licensure Nursing major requires a total of 120 units, including 39 units of Lower Division General Education (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). A 3-unit upper division Ethnic Studies course under the Social Sciences GE category D may be taken and double count to meet the lower division GE-F Ethnic Studies requirement.

The requirements for lower division general education can be found in the *University Catalog*.

### CSU Chancellor's Executive Order (EO) 1084

The following policy is applicable to the RN-BSN (32 units) and ADN-BSN Collaborative (36 units) Programs.

CSU Chancellor's Executive Order (EO) 1084 Section 5: Credit for Demonstration of Prior Learning of Pre-licensure Nursing Content:

5. 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 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.

**Graduation Writing Assessment Requirement (GWAR)**

Undergraduate Students attending Cal State LA satisfy the CSU Graduation Writing Assessment Requirement by passing the Upper Division Disciplinary Writing Requirement with a grade of C or better. This course emphasizes practices, conventions, and strategies appropriate to writing in a discipline. NURS 4900: Introduction to Nursing Research meets this requirement, taken during the senior year.

**Assessment of Academic Preparation and Placement Measures for First-Year GE Written Communication and Mathematics/Quantitative Reasoning Courses**

Freshman skills assessment and placement for general education written communication and mathematics/quantitative reasoning shall be based on systemwide skills assessment standards that include the Early Assessment Program/Smarter Balanced Achievement Levels, ACT scores and/or SAT scores, high school coursework, high school GPA and math GPA. Skills assessments are not a condition for admission to the CSU; they are a condition of enrollment. These skills assessments are designed to inform entering freshmen of placement in appropriate baccalaureate-level courses based on their skills and needs. First-time freshmen in need of support as determined by the skills assessment will be placed in supported instruction. Supported instruction is designed to assist students in credit bearing courses. Students may also be required to participate in the Early Start Program. The Early Start Program gives students the

opportunity to earn college credit in written communication and mathematics/ quantitative reasoning the summer before their first term. Please visit the University Catalog website for more information:

[http://ecatalog.calstatela.edu/content.php?catoid=66&navoid=7573#assess\\_preparation\\_place ment](http://ecatalog.calstatela.edu/content.php?catoid=66&navoid=7573#assess_preparation_place ment).

### **Introduction to Higher Education Course Requirement**

*NOTE: This requirement must be completed no later than the second semester in attendance at Cal State LA.*

In their first semester, entering freshmen students shall complete a 3-unit Introduction to Higher Education course that informs them about Cal State LA, explores a selected topic of intellectual inquiry from a variety of disciplinary perspectives, includes Civic Engagement, and meets the outcomes for Block E, including life-long learning regarding human differences and cross cultural competency.

### **Academic Advisement**

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 campus support systems and other opportunities available on or through the campus.

### **Academic Advisement for Undergraduate Pre-Nursing and Nursing Students**

Undergraduate students who are pre-nursing or nursing majors at Cal State LA are seen for both initial and ongoing advisement at the Rongxiang Xu College of Health & Human Services Advising Center located in the Fine Arts Building room 235 by a Professional Advisor. Students may make academic advisement appointments with a Professional Advisor by accessing the online appointment schedule on the Xu CHHS Website <http://www.calstatela.edu/hhs/ac> or by calling (323) 343-5500.

## **Academic Mentoring for Nursing Majors**

Nursing faculty provide ongoing academic and career mentoring to students accepted into the Nursing major (not available for pre-nursing students). Each incoming class is assigned a designated faculty member as faculty class advisor/faculty mentor. Faculty mentoring is available from the first week of the semester through the end of the 15th week of the semester.

### **Role 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.

### **Expectations of Students**

1. Meet with a faculty mentor whenever you have a question regarding your academic plans, academic progress, career objectives, or post-graduation plans.
2. Prepare for your advisement session with a Professional Advisor at the Xu HHS Advisement Center in order to make your time 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.
  - b. Take 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](http://www.calstatela.edu).
  - d. Be prepared to clearly explain the reason for your appointment; e.g., course requirements, graduation checks, course substitutions, etc.
3. 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.
4. Be aware of PACSON & University Deadlines.
5. Understand the graduation application process and requirements. The graduation application is used by the students to notify the University that they are ready to complete their degree program. You will need to make an appointment with the Xu CHHS Advising Center for a graduation check to be performed. Additional information may be found at <http://www.calstatela.edu/graduation>.
6. Keep copies of all documents you submit to different departments, i.e. graduation applications, course petitions, academic renewal forms, etc.



## **Expected Student Learning Outcomes**

1. Students will be responsible for their own academic, personal and professional success. If academic guidance is needed, schedule an appointment with your faculty mentor.
2. Students will utilize appropriate learning resources, such as textbooks and ATI, to complete the requirements for their undergraduate degree.
3. Students will demonstrate 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 academic and financial impact of 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 a professional advisor or faculty mentor before incorporating it into your academic plan.
6. Track courses by utilizing GET Academic Advisement Report and the PACSON Roadmap to Graduation.
7. If you have personal circumstances that make it difficult to ensure your academic success, please notify your faculty mentor and the PACSON Undergraduate Primary Academic Advisor for assistance. The earlier you seek assistance, the earlier adjustments will be considered for your academic plan 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 faculty to student ratio must be maintained for safe clinical supervision. Undergraduate clinical courses have a 1:8-10 faculty student ratio. Because the campus is a tax-supported institution with limited resources, the PACSON cannot guarantee any student the availability of needed/desired course/courses in any given semester. To minimize delay for students to progress steadily through the program the school carefully plans the course offerings for students in all undergraduate nursing programs. The number of sections in clinical nursing courses will vary depending 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 roadmaps for the traditional (generic) program, RN to BSN program, ADN-BSN Collaborative program, and for the Accelerated BSN program. 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 schedule an appointment with the PACSON Primary Undergraduate Academic Advisor to plan a new 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.

It is recommended that all new students meet with a professional advisor during the second semester of their nursing program for transcript review, course substitutions, and academic program planning related to general education requirements and other non-nursing course questions. Students are encouraged to schedule an appointment with the PACSON Primary Undergraduate Academic Advisor for nursing course requirements, sequence, and petitions.

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-whatcourses-should-i-take>.

## Grading Practices

In order to standardize grading across courses, PACSON 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.

(See Bloom, B. S. (1984). *Taxonomy of educational objectives: The classification of educational goals*. Longman Publishing.)

2. Evaluation of Nursing Theory Courses: In nursing theory courses, students are evaluated for comprehension of knowledge acquired, i.e., critical knowledge and higher-order cognitive skills.
  - 2.1 The grading of theoretical comprehension may be accomplished by using the 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 and Student Evaluation Policy for Undergraduate and Graduate Students**

Faculty is responsible for student grading and evaluation for all courses, including clinical and preceptorship experiences. Grading and student feedback is to be done in a timely manner. Faculty, on the first day of class, is responsible for explaining the grading scale and evaluation methods contained in the course syllabus.

Evaluation methods may include, but are not limited to quizzes, exams, presentations, group projects, case studies or care plans, simulation activities, and clinical performance or assessment.

### **Grading Scale**

The following letter grades are guaranteed for each corresponding percentage range. There is no rounding up or down of percentages in the grading system for this course. A grade of C- is not passing.

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

Letter Grade	GPA	%
A	4.0	93-100
A -	3.7	90 – 92.9
B+	3.3	87 – 89.9
B	3.0	83 – 86.9
B-	2.7	80 – 82.9
C+	2.3	77 – 79.9
C	2.0	71 – 76.9
C-	1.7	70 – 70.9
D+	1.3	68 – 69.9
D	1.0	63 – 67.9
D-	0.7	60 – 62.9
F	0.0	5.9 & below

### **Minimum Passing Grades in Courses**

Students accepted into the BSN program must earn a minimum of a “C” grade in all required nursing courses. 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 Primary Undergraduate Academic

Advisor. Students are encouraged to meet with the course faculty and the Primary Undergraduate Academic Advisor 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.


**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.** Student will be informed by the Chair of the Undergraduate Nursing Programs, or Primary Undergraduate Academic Advisor, on the outcome of submitted petition.

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. (See Student Retention and Remediation Plan).

### **Graduation Application Procedure**

Students should apply two semesters before the expected date of graduation. See Dates and Deadlines at <http://www.calstatela.edu/registrar/university-scheduling-office>.

1. Review your **Academic Requirements** report in the **GET Student Center** to ensure you have met the following requirements:
  - Earned at least 90 semester units
  - Earned a minimum grade point average (GPA) of at least 2.000 in each of the following:
    - All college work attempted (includes transfer work)
    - All courses attempted at Cal State LA
    - All general education courses
    - All courses required for major(s)
  - Must be matriculated in order for the application to be reviewed
  - On track to complete all graduation requirements by end of declared term
2. Complete the **Graduation Application**
  -  [Graduation Application for Undergraduate Degrees](#)
3. Using your **Academic Requirements** report, list all incomplete graduation requirements on the **Degree Completion Worksheet** attached to the **Graduation Application**. This must include all courses you still need to complete as well as any course substitutions or other exceptions that need PACSON approval.
4. Make a graduation advising appointment with the Xu CHHS Advisement Office. <http://www.calstatela.edu/hhs/ac>. Bring your completed **Graduation Application** and **Degree Completion Worksheet** to the appointment. The Professional Academic Advisor(s) will review the **Graduation Application** and **Degree Completion Worksheet**. If your plan appears reasonable given the outstanding requirements and the graduation term you have

selected, then the advisor will sign the form indicating you have completed the consultation. The advisor's signature does not guarantee graduation. It simply affirms that you have proposed a reasonable plan to achieve degree completion by the end of the declared term.

5. Pay the Application fee (\$20), Diploma fee (\$10), and, if required, the \$25 late filing fee. *Online payments for fees may be made via Cal State LA Cashnet, the same online system used for payment of tuition and other fees:*  
<https://commerce.cashnet.com/cashnetq/static/epayment/csulapay/login>.
6. Email the Graduation Office copies of payment receipts and documentation. In your email, be sure to attach:
  - The Cashnet payment confirmation email showing payment of the Application fee (\$20), Diploma fee (\$10), and, if required, the \$25 late filing fee
  - The appropriate supporting documentation (graduation application, graduation term update form)

You may find the Graduation Application filing deadlines at <http://www.calstatela.edu/graduation>.

## **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**

Students must register for lecture and co-requisite labs. Students can register for nursing courses once a permit is provided to them by the PACSON scheduling office. If there is an unusual circumstance that requires a student to register for a lecture or laboratory without its co-requisite, contact the PACSON Primary Undergraduate Academic Advisor 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 following 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 CastleBranch, 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 sent to the student by the clinical instructor via the student's Cal State LA email account. Information about class meetings may also be obtained by calling the Patricia A. Chin School of Nursing Office at (323) 343-4700.

## **Admission to Clinical Labs/Practicums/Field Study**

All new students are required to purchase a “Student Immunization Tracker” package from <https://discover.castlebranch.com/>. You will be submitting all of your health data for collection and tracking purposes to CastleBranch. CastleBranch is an online service to collect clinical experience requirements in one platform. Information on setting up the account will be provided at the New Student Orientation prior to the start of your cohort.

## **Clinical Clearance through CastleBranch Policy**

All students are required to have an account with CastleBranch for clinical/lab clearance requirements. These requirements or items will display a “green checkmark” in CastleBranch when complete. All items must have a “green checkmark” no later than 4 weeks prior to the semester of clinical placement. Failure to have a completed clinical clearance by the established due date each semester may result in the student not receiving a permit to register for clinical/lab, being denied clearance into a clinical site, and may impede a student’s progression in the nursing program.

Students will not be allowed to participate in the clinical experience if the requirements discussed in this section are not met 4 weeks prior to the start of the clinical lab. The following are some of the requirements necessary to complete on CastleBranch. Additional requirements may be requested to meet University or hospital clearance, such as COVID-19 training or COVID-19 vaccination. Refer to Appendix C regarding vaccination declinations.

### Respirator Mask Fitting

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 might be able to use this as evidence they have met the requirement if within an appropriate timeline.

### Personal Health Insurance

All students are required to have individual health insurance coverage. Students covered by Medicare or Medi-Cal will need to 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 1<sup>st</sup> and expires June 30<sup>th</sup>. It must be renewed annually on July 1<sup>st</sup>. It will not cover you as a student worker or nursing assistant. This insurance is 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 Healthcare Professionals. (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 Check

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 be delayed or may not be possible.

### Driver's License

It is the student’s responsibility to have transportation to clinical sites. A valid California driver’s license and access to an automobile covered by appropriate automobile insurance is recommended.

### Drug Screening Policy

Yearly drug screening is a mandatory requirement for all nursing students at Cal State LA, using the services by Castle Branch. Each student will obtain a 12-Panel Drug Screen prior to their 1st clinical experience and yearly, or more often at the discretion of the hospital or clinical facility. 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 may 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.

### 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 Patricia A. Chin Administration 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 Appendices B & C).

### Live Scan

Some facilities, including all LA County 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 ID badges are obtained at the Golden Eagle One Card Office. Appropriate PACSON 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 Littmann Stethoscope with a bell and a diaphragm (Classic 3 recommended); 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 the nursing lab during the student’s program. Lab fees are paid to the Cashier’s Office.

The PACSON Simulation Center is located in Salazar Hall C161. In addition to its use for practice in several courses in the curriculum, the Simulation Center provides an opportunity for additional supervised practice for students who need extra time to master technical skills or who wish to review procedures.

## **Guidelines for Professional Image**

### Dress

A short lab coat with a monogrammed Patricia A. Chin School of Nursing Logo and the PACSON uniform consisting of a white scrub top and black slacks worn while in the clinical facility are required. Some “dress” exceptions are made depending on hospital unit requirements or individual need. Uniforms must ALWAYS be clean, appropriately wrinkle free, fit well (not too tight or too short), non-clinging, and non-see-through. Appropriate undergarments of white or natural color must be worn. A 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. Nothing is to be worn over the uniform unless away from the clinical area. Students must always wear the lab coat or uniform in the simulation lab. **Students are responsible for ordering the lab coat and PACSON uniform from the appropriate vendor.** Information for ordering will be provided at the New Nursing Student Orientation.

### 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.

### Makeup

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 a 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 conform to the clinical agency's dress code.

### Tattoos

Tattoos should not be visible at any time in the clinical setting. A long-sleeved white t-shirt worn under the uniform top may be necessary to cover visible tattoos.

## **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.

### **Email Addresses**

Students must use their Cal State LA email address for all university-related email 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 Administration Office before obtaining the signature from the PACSON 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."

### **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 Nightingale 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 following guidelines are adhered to:

- 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, while keeping their faculty class advisor informed. Contact with the faculty class advisor, especially when nearing completion of the nursing program, should be the norm.
- The total cost of the pinning ceremony should be approached in a conservative manner. By keeping costs down, the financial burden to the students becomes less of an issue. In an economic time of rising tuition and student fees, the students should not be expected to add to their financial burden by paying unreasonable semesterly dues. By keeping costs low, more students will also be able to participate in the pinning ceremony.
- Fundraising 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 Requirements is available at <http://www.calstatela.edu/undergraduatestudies/undergraduate-studies-forms>. This petition is used to request a waiver of requirements not related to the major, e.g., general education. Petitions are submitted to the PACSON Primary Undergraduate 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 or emailed to the student and to the PACSON. This process usually takes 4 to 6 weeks.

### Petition to Exceed Usual Study Load: "Excess Unit Petition"

Students who wish to take more than 18 units must submit an Excess Unit Petition and have it approved prior to registration. Forms are available at <https://www.calstatela.edu/hhs/ac/additional-undergraduate-forms> and are processed in the Xu CHHS Advising Center, FA 235.

### Petition for Nursing School Requirements

These petitions are used to request variances of nursing school requirements. They are available from the PACSON Administration 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 PACSON Primary Undergraduate

Academic Advisor. Once acted upon, the student will be notified and a copy of the petition with the final action will be mailed or emailed to the student as well as placed in the student's file.

### **Petition to Repeat a Nursing Course**

Following submission of grades, faculty teaching a nursing undergraduate course should send the Primary Nursing Undergraduate Advisor 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 Primary Nursing Undergraduate Advisor and obtain an "Application for Repetition of Nursing Course" from the PACSON Administration Office. The student and the Primary Undergraduate Academic Advisor will discuss student options and develop a plan for successful course repetition.

Students who earn less than a C grade in any required nursing course for the first or second time must make an appointment with the Primary Undergraduate Academic Advisor for remediation. If the petition to repeat the class is approved by the Primary Undergraduate Academic Advisor, 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 Primary Undergraduate Academic Advisor will act on the petition and make recommendations. The Primary Undergraduate Academic Advisor 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 Primary Undergraduate Academic Advisor who will then have it placed in the student's file in the PACSON Administration 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 Primary Undergraduate Academic Advisor 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**

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 [National Student Nurses Association (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 Cal State LA 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 PACSON 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 care plans/case studies, and patient medical record information.

References:

American Nurses Association (ANA) Principles for Social Networking

[www.NursingWorld.org](http://www.NursingWorld.org)

National Council of State Boards of Nursing (NCSBN; 2011). *White Paper: A Nurses Guide to the Use of Social Media*; [https://www.ncsbn.org/social\\_media.pdf](https://www.ncsbn.org/social_media.pdf)

National Student Nurse Association <http://www.nsna.org>

## **Application for State Board Licensing Exam (NCLEX)**

The application process for a California State RN License is regularly updated by the BRN. Instruction on the application process will be given at the beginning of the final semester in the capstone course NURS 4860. It is the student's responsibility to comply by downloading, printing, completing, and sending all applicable forms to the BRN as directed.

If you are not able to complete all of your required coursework for graduation by the end of the semester in which you will graduate, do not apply early. Wait until two months before the end of your expected semester of graduation. If you are applying on-line, it is recommended to apply no earlier than 3 weeks prior to 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 hard copy or on-line:

- 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
  - 2.1 Submit number of students graduating on “Graduation Notification Form” and email to [CAdeansdirectors@dca.ca.gov](mailto:CAdeansdirectors@dca.ca.gov) no earlier than 2 weeks before graduation date.
  - 2.2 Complete class graduation roster list, sent to you 1 week after graduation date by the BRN. Submit with student transcripts to the BRN cloud. Transcripts must be sent with roster within 30 days.
  - 2.3 Transcript order form (Cal State LA document). This document must be completed by the student and processed by the Cashier’s Office. Transcripts are to be sent to PACSON from the Records Office. Unofficial transcripts can sometimes be used when sent to the BRN cloud (check with the BRN).

**Note: If you have taken coursework at other institutions that meet graduation requirements for your BSN (general education or nursing courses), be sure Cal State LA has all of your transcripts and they are recorded on GET.**

The Graduation Office must post your degree before the Cal State LA transcript request can be processed or unofficial transcripts can be sent to the BRN. This takes 2 to 3 weeks after grades from 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 for each student sent to PACSON. Transcripts will be sent to the BRN cloud by PACSON once degrees are posted.

## **Public Health Nursing Certificate**

Cal State LA nursing graduates may apply for the Public Health Nursing Certificate issued by the Board of Registered Nursing after receiving RN licensure. Documentation is submitted directly to the Board of Registered Nursing.

1. Complete Public Health Nurse (PHN) Certification application <https://rn.ca.gov/applicants/ad-pract.shtml#phn> and pay applicable fee (\$300), which is considered an earned fee and not refundable (Please note on page 4 of the application instructions under Method A, #4 only California BSN graduates PRIOR to 1981 need 7 hour child-abuse course. You may leave that section blank). Page 8 may be signed by the student and scanned to PACSON. The Director will sign the form and forward it to the BRN.
2. Submit your Cal State LA transcripts directly to the BRN through the online transcript order form: <https://www.credentials-inc.com/tplus/?ALUMTRO001140>.

Please see PACSON’s Public Health Coordinator for assistance.

## Dealing with Academic Difficulty

### 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 resolved.

### 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 Primary Undergraduate Academic Advisor. Reinstatement to the University does not necessarily include reinstatement in the nursing program.

## Support Services

### Mentor Program

A student-to-student peer mentor academic support program has been developed to assist students in the Traditional BSN program 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 Traditional BSN program. In cooperation with faculty members, mentors plan workshops and other activities to meet student needs.

### University Tutorial Assistance

The Center for Academic Success, 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. Students using tutorial services pay no fee, as the tutors are paid by the university. <http://www.calstatela.edu/academic-success>

## **Child Care**

The Anna Bing Arnold Children's Center provides quality child care for the children of Cal State LA students, faculty, and staff. The Center operates on a year-round basis except for holiday closures and seven teacher-in-service days per year. The Center observes all University holidays and additionally closes for two weeks in December. A calendar of events and closures is provided for parents every quarter. 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 the University. <http://calstatela.edu/abacc>

## **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.

<http://www.calstatela.edu/univ/cdc>

## **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 2<sup>nd</sup> 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/financialaid/scholarships>
6. Scholarship awards may be based on academic achievement, specific nursing program, 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.

Notification of scholarship opportunities is also given to student organizations, class presidents, and 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 University website, Class Representatives, or announced in class by faculty.

### **MyCalStateLA ID Account**

The key to obtaining access to computer software applications, library searches, full text retrieval of current publications, and electronic mail, as well as all the resources of the Internet is the MyCalStateLA ID Account. With a MyCalStateLA ID account, students will be able to take advantage of the extensive computer network connecting the university.

You will need a MyCalStateLA ID account in order to use any of the computer labs on campus. How to apply: Go to <https://id.calstatela.edu>. Input your full name, birth month and date, and CIN number to get an account. You will then receive a user ID and password, a Cal State LA email account, and access to GET.

### **Campus Computer Labs**

Open access computer lab availability may be found at <http://www.calstatela.edu/its/oal/hours.php>

### **University Golden Eagle Territory (GET) System**

See the Schedule of Classes for information about the University GET System and web site: [www.calstatela.edu/registrar/get](http://www.calstatela.edu/registrar/get)

### **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 at <https://www.calstatelausu.org/>.

## **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. More information is available at <https://asicalstatela.org/>.

## **Alpha Tau Delta (ATD)**

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

## **California Nursing Students' Association (CNSA)**

The Cal State LA Chapter of the California 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, email address, and telephone number in the CNSA mailbox in the PACSON 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 level courses. Eligibility requirements include a minimum 3.0 GPA and ranking in the upper 35% of the class. Students who are eligible will receive an invitation to be inducted from the school chapter, Nu Mu, during the spring semester prior to graduation.

## **American Assembly for Men in Nursing**

The American Assembly for Men in Nursing, established in 1981, is a professional organization which provides a framework for nurses to meet, discuss, and 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 during their second semester in the nursing program. The officers should include: 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 four 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 class officer election will be held during the 2nd semester of attendance in the PACSON.
- The officers elected during the second semester 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 a computerized ballot and will be computer tabulated.

### **Faculty Mentor**

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

### **Class Officer Information**

Students have the option of changing the roles and numbers of positions they would like to lead their class after consulting with their faculty class advisor/mentor. This must be decided as a group prior to election. The general class officer positions are as follows:

- Co-President (2)
- Secretary
- Co-Treasurer (2)
- Historian
- Class Advocate (4)

### **Class Officer Responsibilities:**

- Co-Presidents
  - 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
  - Document discussions at officer meetings; note taker

- Initiate and updates the class roster each semester for the convenience of class communication (distributed to PACSON Administration Office, faculty, and students as needed)
- Transcribe any necessary information requested by the class co-presidents
- Co-Treasurers
  - Responsible to collect money and maintain account for the pinning ceremony and other planned events by the class
  - Help plan financial aspects of pinning
  - Establish bank account to hold class ceremony 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 Co-Presidents)
  - Attend faculty meetings at the discretion of the Co-Presidents
  - 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 use the following statements as a guide to establish and follow educationally ethical practices:

1. In recruitment activities, objectivity and accuracy of presentation should be the goal. The PACSON 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 *University Catalog* shall provide accurate information about admission requirements, cost of the program, and curriculum.
3. The *University Catalog* shall contain information regarding the refund policies of the university 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 *University Catalog* shall contain policies regarding promotion and graduation, and these shall be in writing, policies regarding grounds for dismissal of a student from the PACSON or the University. 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 PACSON or University administrative officers, according to the PACSON/University'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.
11. 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 LA 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.

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 PACSON Associate Director verbally or in writing citing the University Policy. The PACSON 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 academic and non-academic grievance policies noted on the Student Conduct website <http://www.calstatela.edu/studentconduct>

## **Policies and Procedures for Student Grievance**

### **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 PACSON 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 PACSON 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 PACSON 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**

This Department/Division/School committee shall recommend a resolution to the PACSON 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/academicsenate/handbook/ch5a>.

## **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/student-services/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 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 begin.

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 with the use of faculty mentors.
5. Faculty teaching courses that have at risk students collaborate with the 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 students' 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 support available to students includes: 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 self-refer or be referred by faculty to certified mental health counselors in the Student Health Center as well as for physical health problems provided by a physician and nurse practitioners.
12. Scholarship Programs: The University offers many scholarships and the application process is fairly simple. The PACSON 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 are used in all nursing courses.
2. Peer mentoring is provided individually or in groups on a routine basis in the Student Learning Center/Computer Lab.
3. Student Peer Mentors provide workshops several times during each semester based on student feedback and interest.

4. An Annual Research Day, in conjunction with The Honor Society of Nursing Sigma Theta Tau and the Chin Family Institute for Nursing, 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 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/mentor support system**

Actions:

1. Peer/mentor support is provided for nursing students as requested.
2. Student nursing organizations and class officers, as well as peer mentors, participate in the orientation for Traditional BSN nursing students. Incoming students are given the opportunity to meet the peer mentors and to interact with them in a group session. Students are encouraged to interact with 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 PACSON's 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.
2. Academic alliances through articulation and matriculation for all nursing students.
3. 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.
4. The University Office of Student Recruitment and Outreach provides a general University orientation to interested students.
5. 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 welcome to visit the PACSON 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 PACSON Associate Director. The faculty can initiate remediation or work with the Undergraduate Program Director for remediation.
2. Faculty notifies the student and Undergraduate Advisor of course failure before grades are posted for the semester. Faculty and Undergraduate Advisor provides the PACSON Director with recommendations for course remediation.
3. Students are required to make an appointment with the Undergraduate Advisor.
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 PACSON 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:**  
**Application for Repetition of Undergraduate Nursing Course**

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:

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

\_\_\_\_\_  
Date



Previous Faculty Member's Decision: (Reasons for denial or recommendations for succeeding in course)	Grant _____ Deny _____
Faculty Signature _____ Date _____	
Primary Undergraduate Academic Advisor's Decision: (Reasons for denial or recommendations for succeeding in course)	Grant _____ Deny _____
Primary Advisor Signature _____ Date _____	
Full Faculty decision (if needed) (Comments of Undergraduate Chair )	Grant _____ Deny _____
_____ Signature by Undergraduate Chair Date	

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

## Appendix 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 <https://mycb.castlebranch.com/> (see package code below). 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

Check One <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROGRAMS</b>	<b>BSN Basic</b>	<b>RN to BSN</b>	<b>MSN &amp; Post Masters</b>	<b>ABSN</b>	<b>ADN Collaborative</b>
<b>CODE</b>	<b>CQ83bsn</b>	<b>CQ84rnbsn</b>	<b>CQ85ms</b>	<b>CQ85absn</b>	<b>LH11adnbsn</b>

Student Full Name \_\_\_\_\_ CIN \_\_\_\_\_

Student Telephone # \_\_\_\_\_ Student Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact Phone # \_\_\_\_\_

<b>REQUIRED DOCUMENTATION</b> (provide copies of all, for cards, front and back w/signature)		frequency: <input checked="" type="checkbox"/>	
American Heart Association CPR (BLS) Cert. (Health Care Provider: 2yrs)		Every 2 yrs	<input type="checkbox"/>
California Driver License		once & renewed when	<input type="checkbox"/>
Auto Liability Insurance	Students name must appear on policy	once & renewed when	<input type="checkbox"/>
RN License (absn/bsn basic exempt)		once & renewed when	<input type="checkbox"/>
Health Insurance	Students name must appear on card	once & renewed when	<input type="checkbox"/>
University Liability Insurance	Coverage July 1 <sup>st</sup> through June 30 <sup>th</sup> (available for purchase July 1 <sup>st</sup> of every year)	yearly	<input type="checkbox"/>
HIPAA certificate <i>(Take quiz, print certificate and upload to castlebranch)</i>	Date: _____ <a href="https://www.csudh.edu/son/info/hipaa-precautions/hipaa-quiz">https://www.csudh.edu/son/info/hipaa-precautions/hipaa-quiz</a> <b>OR</b> for BSN: ATI skills module	yearly	<input type="checkbox"/>
Background Check (included with castlebranch purchase)	Purchase Date: _____	once	<input type="checkbox"/>
Live Scan (if required by clinical site)	Date: _____	once	<input type="checkbox"/>

Drug Screening (UGRD only - GRADS, if required by clinical site)	Date: _____	yearly <input type="checkbox"/>
Fire Card (UGRD only - GRADS, if required by clinical site)	Date: _____	once & when renewed <input type="checkbox"/>
Field Trip/Off Campus Activity/Transportation Form	Date: _____	once <input type="checkbox"/>
Covid-19 Waiver	Date: _____	once <input type="checkbox"/>
CSU LEARN COVID-19 TRAINING CERTIFICATE	Date: _____	once <input type="checkbox"/>
COVID-19 ACKNOWLEDGMENT FORM	Date: _____	once <input type="checkbox"/>
<b>REQUIRED HEALTH SCREENING (Immunizations): Copies of all required (results should include lab values with immunity status)</b>		frequency: <input checked="" type="checkbox"/>
MMR or Positive Titers __Measles(Rubeola) __Mumps __Rubella	Date: #1 _____ Date: #2 _____ Date: #3 _____	once <input type="checkbox"/>
Varicella (Chicken Pox) or Positive Titer (_____)	Date: #1 _____ Date: #2 _____	once <input type="checkbox"/>
__Hep B Series or __Declination or __Positive Titer	Date: #1 _____ Date: #2 _____ Date: #3 _____	once <input type="checkbox"/>
Tdap	Date: _____	once <input type="checkbox"/>
__Influenza (Flu) Vaccination or __Declination	Date: _____	yearly <input type="checkbox"/>
Physical Exam (see pg 3)		yearly <input type="checkbox"/>
<i>Please submit documentation of a current 2 step TB skin test or 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).</i>		
TB 2-step (once to be followed by yearly 1 step, X-ray or QuantiFERON) Date: _____ Result: _____	Date: #1 _____ Date: #2 _____ (one to three weeks apart)	once <input type="checkbox"/>
TB test date Last 12 months: _____ Result: _____	<b>OR</b>	yearly <input type="checkbox"/>
*Positive TB provide a negative Chest X-Ray report Chest X-Ray Date: _____ Result: _____	<b>OR</b>	yearly <input type="checkbox"/>
QuantiFERON Gold Blood test: Date: _____ Result: _____		yearly <input type="checkbox"/>
COVID-19 VACCINATION: Date: _____		yearly <input type="checkbox"/>

**First 2 pages of this document must be completed and uploaded to CastleBranch under the "Medical History" requirement.**

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 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  
Vaccination Declination Form

Check which vaccines you are declining:

Measles: \_\_\_\_\_ Mumps: \_\_\_\_\_ Rubella: \_\_\_\_\_ Varicella: \_\_\_\_\_ Td/Tdap: \_\_\_\_\_

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 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.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### 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: \_\_\_\_\_

### COVID-19 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 COVID-19, a serious infection. If in the future, I want to rescind this declination I can. I understand the COVID-19 vaccine is not currently mandated by PACSON. However, clinical facilities state their own health clearance requirements. Clinical placement sites may be limited for those who are unvaccinated. I understand 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  
Patricia A. Chin School of Nursing  
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 mannequins as if they were actual patients—clean and tidy.
- I agree to be videotaped & photographed for educational purposes.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

## Appendix E: Useful Web Sites

1. Cal State LA Home Page: <http://www.calstatela.edu>
2. GET (Golden Eagle Territory): <https://get.calstatela.edu>
3. Schedule of Classes: [www.calstatela.edu/registrar/university-scheduling-office](http://www.calstatela.edu/registrar/university-scheduling-office)
4. Eagle Guide University Student Handbook: [www.calstatela.edu/student-services/golden-eagle-handbook](http://www.calstatela.edu/student-services/golden-eagle-handbook)
5. University Catalog: <http://ecatalog.calstatela.edu/index.php>
6. Center for Academic Success: [www.calstatela.edu/academic-success](http://www.calstatela.edu/academic-success)
7. Testing Center: <http://training.calstatela.edu/smartstart/testing-center>
8. John F. Kennedy (JFK) Library: <http://www.calstatela.edu/library>
9. Financial Aid and Scholarships: [www.calstatela.edu/financialaid/scholarships](http://www.calstatela.edu/financialaid/scholarships)
10. Campus Directory: <http://directory.calstatela.edu/#/search>
11. Patricia A. Chin School of Nursing: [www.calstatela.edu/hhs/nursing](http://www.calstatela.edu/hhs/nursing)