

California State University  
**Northridge**

**BSN  
STUDENT  
HANDBOOK**

**2010-2011**

Revised 8/99 & Annually

\* *First issue prepared by California State University, Northridge faculty and staff in collaboration with Diane Kehrli (BSN 1997), Debra Arellano (BSN 1998), and Shirley Parks (BSN 1998)*

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BSN STUDENT HANDBOOK: Disclaimer: The faculty reserves the right to make program modifications as necessary to meet current professional standards, Board of Registered Nursing requirements, and Commission on Collegiate Nursing Education (CONE) accreditation criteria, Students and applicants will be informed via written program materials and announcements, and only in rare, unavoidable cases would such changes be retroactive (e.g., Such a rare circumstance occurred with healthcare agency initiation of background checks required current post-licensure students to begin background checks and face the possibility of being unable to complete degree requirements without prior notification. This Handbook is intended to reflect CSUN policy/procedure and nothing in this handbook supersedes those policies/procedures.)



The *California State University, Northridge (CSUN) RN to BSN Program Student Handbook* is to be used in conjunction with the current *CSUN Catalog*. The knowledge and application of the CSUN and the RN to BSN policies and procedures is the responsibility of the student.

Curricular and other modifications and revisions to policies and procedures are published accordingly. It is the student's responsibility to keep abreast of these announcements.

No provision of this publication shall be construed as a contract between any applicant or student and the University. The University reserves the right to change any admission or progression requirement at any time and to request that a student withdraw at any time when it is considered to be in the best interest of the University.

This version of the Student Orientation Handbook has been redesigned as a part of a senior project in order to make your RN to BSN academic experience at CSUN smoother and more rewarding. Comments and feedback from previous students have been included. This handbook may be consulted throughout your BSN Program in order to answer frequently asked questions and to assist you in planning your semester course curriculum. Communication is the key to success. We hope this handbook enhances your success in this program.

Debra Arellano, RN, BSN, *Class of 1998*  
Shirley Parks, RN, BSN, *Class of 1998*

**BSN Faculty and Administration**

▪ Dr. Sylvia Alva	Dean, College of Health and Human Development
▪ Dr. Marilyn Filbeck	Associate Dean, College of Health and Human Development
▪ Dr. Brian Malec	Chairperson, Health Sciences Department
▪	
▪ Dr. Marianne Hattar, RN, FAAN	Nursing Program Director
▪ Professor Kristy Aldaoud, RN	Skills Laboratory Coordinator
▪ Professor Pat Dahlstrom, RN	Assistant Director, Clinical coordinator/lecturer
▪ Dr. Martha Highfield, RN	Professor
▪ Dr. Mary Paquette, RN	Assistant Professor
▪ Dr. Jie Yu, RN	Assistant Professor
▪	
▪ Dr. Mario Lopez	Student Service Center/EOP (general advising issues; appeals; general education advising)

**Important Numbers**

<i>NAME</i>	<i>OFFICE</i>	<i>EXT</i>	<i>E-MAIL</i>
<b>Dr. Mario Lopez</b>	SQ 111	2883	
<b>Dr. Marianne Hattar, RN, FAAN</b>	JD 2530	7533	<a href="mailto:Marianne.hattar@csun.edu">Marianne.hattar@csun.edu</a>
<b>Professor Kristy Aldaoud, RN</b>	JD 2202		<a href="mailto:kristy.beaudry.89@csun.edu">kristy.beaudry.89@csun.edu</a>
<b>Professor Pat Dahlstrom, RN</b>	JD 2515		<a href="mailto:patricia.dahlstrom@csun.edu">patricia.dahlstrom@csun.edu</a>
<b>Dr. Martha Highfield, RN</b>	JD 2509	3649	<a href="mailto:martha.highfield@csun.edu">martha.highfield@csun.edu</a>
<b>Dr. Mary Paquette, RN</b>	JD 2511	4249	<a href="mailto:mary.paquette@csun.edu">mary.paquette@csun.edu</a>
<b>Dr. Jie Yu, RN</b>	JD 2503		<a href="mailto:jie.yu@csun.edu">jie.yu@csun.edu</a>
<b>ABSN information</b>			<a href="mailto:absn@csun.edu">absn@csun.edu</a>
<b>Health Sciences Dept Staff</b>	JD 2206	3101	<a href="mailto:hsci@csun.edu">hsci@csun.edu</a>
<b>FAX in Health Sciences</b>		2045	
<b>Student Affairs</b>	[various]	2391	<a href="http://www.csun.edu/studentaffairs/about/departments.htm">http://www.csun.edu/studentaffairs/about/departments.htm</a>
<b>Student Health Center</b>	AddieL.Klotz Bldg	3666	<a href="http://www.csun.edu/~shcenter/">http://www.csun.edu/~shcenter/</a>
<b>University Counseling Services</b>	Student Service Building 520	7834 or 2366	<a href="http://www.csun.edu/counseling/">http://www.csun.edu/counseling/</a>

## Office Hours

All faculty have posted office hours by their doors as well as email and phone message system and FAX. Make an appointment with a faculty member if you need academic advisement or course advisement. Although faculty may be available at other times, do not expect faculty to be always available for “drop-ins” on days other than office hours. Faculty have many responsibilities in addition to advisement and teaching.

If you FAX a professor, you *must* put the professor’s name on the cover sheet. The FAX is in a general workroom # 818-677-2045.



## Advisement

All students are assigned a NURSING FACULTY ADVISOR after being accepted into a nursing Program & are required to meet with that advisor once/year.

The College of Health and Human Development, Student Support Services, provides student advisement for non-nursing requirements (818-677-2883 or 2884).

Advisors guide students, but students are expected to follow CSUN and BSN requirements and accept personal responsibility for choices and decisions made. **Department staff do not do advisement**, so please do not ask them advisement questions.



## **Scholarships**

*Financial aid and scholarship information is explained in the CSUN catalog. In addition, students who meet specific criteria can apply for scholarships through the RN to BSN Program:*

1. The class of 1996 Memorial Scholarship is a scholarship started by the first graduating class of the CSUN RN to BSN Program in memory of a deceased classmate. This scholarship is for excellence in clinical nursing practice. The amount of the scholarship is dependent on contributions from the community, alumni, students and faculty.
2. Clinishare provides a scholarship for nurses interested in home health. Priority is given to applicants currently engaged in home health nursing and/or bilingual. Application Deadline: October 1.
3. Dr. Ellen McFadden Memorial Scholarship: Currently accepting donations from students & alumni. May begin granting scholarships to RN-BSN students in 2010.
4. Kaiser Permanente provides Delores Jones scholarships for a select number of students. Applications are due in spring.
5. Health Professions Education Foundation Scholarships and Loans: Applications are due in 18 August 2010

March and May.

6. Oncology Nursing Society (<http://www.ons.org>) provides BSN scholarships to oncology nursing professionals.
7. FastWeb Scholarship Site: <http://www.fastweb.com/>
8. After College/AACN Nurse Scholarship: <http://www.aftercollege.com/groups/aacn.asp?id=863269411>

Specific information about criteria for scholarships and deadlines can be obtained from the department secretary.

### **Continuing Education Unit (CEU) Provider Number**

For RNs: The CSUN RN to BSN Program is approved by the California Board of Registered Nursing as a CEU provider. HOWEVER, you do not need the CE provider # to get credit for academic courses when you are renewing your license.

1 Unit = 15 contact hours per semester

2 Units = 30 contact hours per semester

### **Student Involvement**

There are several mechanisms for student involvement in the BSN Programs. The CSUN RN to BSN Association, student representation on the Curriculum Committee, and ad hoc committees as needed. Additionally completion of classroom & faculty evaluations provide feedback for improvements.

#### **Honor Society of Nursing → Gamma Tau Chapter-At-Large UCLA/CSUN**

All students are invited to participate in HSN sponsored events which are co-sponsored by the BSNSA (below). You do NOT need to be a member of the Honor Society to attend its events. To be eligible for membership you must have completed at least half the BSN curricula, maintain at least a 3.0 GPA and be in the upper 35% of your graduating class. Membership in this provides access to journals, scholarships & other resources and is an asset on your résumé. Every Fall Gamma Tau co-sponsors a major local research and evidence-based practice conference, The Odyssey Conference, and all students are encouraged to attend.

#### **BSN Student Association (BSNSA)**

All RN to BSN students are members of the BSNSA by virtue of enrollment in the program. **Dues are \$50 one time fee.** All students are automatically members, but students who pay these dues and/or participate in fund-raising may receive additional benefits.

Each class should elect a representative who can provide class input to faculty and to the BSNSA about student issues. Students are expected to represent the needs/concerns of their

constituents and not personal agendas. This organization co-sponsors all HSN activities. See <http://www.csun.edu/~rnbsna/>

**POTENTIAL BENEFITS of dues-paying membership**

1. Access to your mandatory CSUN student fees.
2. Help with pinning ceremony costs
3. Conference reimbursement.
4. Mentoring by other students
5. Contact with student officers who can request funds for what nursing students need!
6. NO regular meetings unless you want them.
7. Panels of clinical experts to explain their specialties as requested.

**Alumni Chapter**

As a student (or certainly after graduation) consider joining the BSN Chapter of CSUN Alumni Association. As a student you pay only half the annual dues and have the opportunity to network with alumni in terms of graduate schools and jobs. Join the BSN Chapter or volunteer via <http://www.csunalumni.com/ng/GettingInvolved/tabid/9036/Default.aspx>

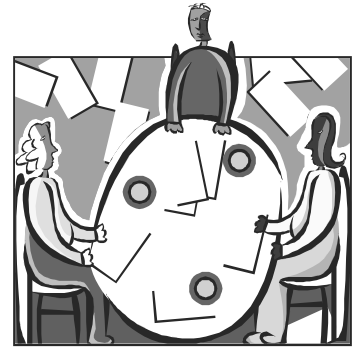
**Associated Students**

There are many other campus clubs & you'll find the list at Associated Students webpage.

**Selected Professional Nursing Organizations**

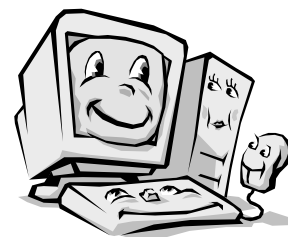
Professionals are members of their professional organizations. You are strongly encouraged to join your specialty or other nursing organization!

- **American Nurses Association** – 600 Maryland Avenue, SW, Suite 100 West, Washington, DC 20024-2571, (202) 554-4444, Fax (202) 554-2262.
- **American Association of Colleges of Nursing** – One DuPont Circle, Suite 530, Washington, DC 20036, (202) 463-6930, Fax (202) 785-8320.
- **American Association of Legal Nurse Consultants** – 500 North Michigan Avenue, Suite 1400, Chicago, IL 60611, (312) 670-0550, Fax (312) 661-0769.
- **American Association of Occupational Health Nurses, Inc.** – 50 Lenox Pointe, Atlanta, GA 30324, (404) 262-1162.
- **American Organization of Nurse Executives (AONE)** – 840 North Lake Shore Drive, Chicago, IL 60611, (312) 280-5213.
- **American Psychiatric Nurses Association**, 1555 Wilson Blvd. Suite 530 Arlington, VA 22209, 866-243-2443
- **Emergency Nurses Association, Inc.** – 216 Higgins Road, Park Ridge, IL 60068, (708) 698-9400, Fax (708) 698-9406.
- **The National Alliance of Nurse Practitioners** – 325 Pennsylvania Avenue SE, Washington, DC 20003-1100, (202) 675-6350.
- **National Association of School Nurses, Inc.** – P. O. Box 1300, Scarborough, ME 04074-1300, (207) 883-2117.



- *National League for Nursing* – 350 Hudson Street, New York, NY 10014, (212) 989-9393.
- *National Student Nurses' Association* – 555 West 57<sup>th</sup> Street, Suite 1327, New York, NY 10019, (212) 581-2211, Fax (212) 581-2368.
- *Oncology Nursing Society*: <http://ons.org/>
- *Society of Pediatric Nurses* – 7250 Parkway Drive, Suite 510, Hanover, MD 21076, (800) 723-2902.
- *Transcultural Nursing Society* – College of Nursing and Health, Madonna University, 36600 Schoolcraft Road, Livonia, MI 48150, (313) 591-8320.

## Helpful Web Sites



- ★ Librarian Page • <http://library.csun.edu/mhenry/nursing.ht>
- ★ Study Guides & Strategies (such as test-taking & presentations & other) • <http://www.studygs.net/>
- ★ Information competence • <http://lib.calpoly.edu/infocomp/>  
• <http://www.csun.edu/~meh20426/helpfulcomputer.htm>
- ★ APA & writing help • <http://www.csun.edu/~meh20426/helpfulwriting.htm>
- ★ Professional organizations, theorists, other • <http://www.csun.edu/~meh20426/helpfulprof.htm>

## Information Technology

**See the link to IT Center on CSUN webpage for LOTS of information!!** <http://www.csun.edu/it/>



## Computer Labs & Help

You are not required to own a computer.

Staffed computer labs are available on campus. For a map of these labs go to <http://www.csun.edu/it/computerlabs.html>. For help with setting up your computer or technical problems with software/hardware or email contact Information Technology via

1. In Oviatt Library basement room #29
2. Helpdesk at (818) 677-1400
3. Via email [helpdesk@csun.edu](mailto:helpdesk@csun.edu).
4. <http://www.csun.edu/it/students.html>

## **Activate your CSUN Computer Account**

### **YOU MUST ACTIVATE YOUR CSUN COMPUTER ACCOUNT!**

Through it you may receive syllabi, class handouts, grades, access to library, CSUN email account, etc..

#### **Instructions on activating CSUN account**

1. Locate your Admissions Application Acknowledgement letter sent to you from Admissions and Records. The Admissions Application Acknowledgement letter contains your CSUN Username and Initial Password.
2. Visit the "[CSUN Login](#)" page, and enter your CSUN Username and Initial Password.
3. Follow the subsequent instructions to activate your CSUN Username and Password.

## **Your CSUN Email Address**

You have been assigned a personal @mycsun.edu webmail address that you can access worldwide from any computer. CSUN official communications will come to this address, so you are required to check the address. You must regularly empty trash & junk/spam folders from this account or you may be blocked from receiving official emails. CSUN will NOT send official mail to any other email account. You must use the @mycsun.edu account.

## **Mail groups (Listserv)**

- ✓ **You will receive key information through email groups!**
- ✓ Every RN-BSN track student should sign up for the mail group [rntobsn-g@csun.edu](mailto:rntobsn-g@csun.edu) following instructions found at <http://www.csun.edu/it/training/guides/majordomouse.html#subscribe> . If you fail to do this you may miss key communications about advisement, scholarships & other.
- ✓ Every A-BSN track student will be automatically added to a group by staff.
- ✓ Every course section has a mailgroup in which you will be automatically enrolled when you register for that class.
- ✓ You may use these groups to send messages to your classmates, but remember that faculty & staff are members of the groups and will read all your messages to these groups.

## **SOLAR**

You must activate your CSUN account to access SOLAR. SOLAR is an online system of school records, includes your academic degree plan, how you register, and other valuable information. You will need your user ID and password activated to log in through the CSUN website.

Through SOLAR sign in &....

1. Complete your academic plan online
2. Track how many units/courses you lack to graduate
3. See final course grades as soon as faculty post them.

# California State University Northridge

## History of Nursing @ CSUN

### California State University, Northridge

California State University, Northridge (CSUN) is one of 23 campuses of the California State University system and is one of the largest institutions of higher learning in California. Beginning as the San Fernando Valley State College in 1958, and renamed California State University, Northridge in 1972, CSUN now has over 20,000 full- and part-time students.

The present campus site consists of approximately 350 acres, in the western section of the San Fernando Valley in Northridge. Housing for 3,200 students is available in the new University Park apartment complex on the north campus. Renovation and construction of classroom and office buildings is in progress as part of the earthquake recovery following the Northridge earthquake on January 17, 1994. The Department of Health Sciences, of which nursing is a program, is located in Jacaranda Hall.

### RN to BSN Program

The RN to BSN Program evolved from the commitment and dedication of nurses from the community who identified the need for a baccalaureate program for registered nurses in the San Fernando Valley. Through the hard work of individual nurses, including Mary Parker and Mary Tedrow, and the founding donors, the RN to BSN Program became a reality in Fall 1993.

The first class graduated on May 30, 1996. Beginning in Fall 1996, upper division RN to BSN courses became available to the Ventura CSUN campus via interactive video. The first class from the Ventura campus graduated in June, 1999.

The RN to BSN Program is designed for registered nurses that hold an Associate Degree in Nursing (ADN) or equivalent and return to pursue a Bachelor of Science in Nursing (BSN). Most students work full-time. Therefore, efforts are made to offer courses on one full day for part-time students and two full days for full-time students.

Theory courses have a ration of one unit equal to one hour per week of class. Laboratory courses (designated as "L") have a ratio of one unit equal to three hours of instruction per week. Clinical laboratory courses (HSCI 427L and HSCI 428L) require a minimum of 90 hours per semester in an assigned clinical placement. Thus, students enrolling in lab courses need to anticipate a heavy load.

### The Accelerated-BSN Program

The A-BSN Program developed from a request from the nurses in the community who identified the need for a pre-licensure baccalaureate program in the San Fernando Valley. This program has been generously supported by our community partners.

The A-BSN Program is designed for students that hold a Baccalaureate Degree in another field and wish to return to pursue a Bachelor of Science in Nursing (BSN). This is a 15-month, full time program. At the completion of this program students will be eligible to sit for the NCLEX licensure examination.

Theory courses have a ration of one unit equal to one hour per week of class. Laboratory courses (designated as “L”) have a ratio of one unit equal to three hours of instruction per week.

### **Nursing Program Overview**

The faculty of the California State University, Northridge Nursing Program supports the philosophy and mission of California State University, Northridge (CSUN), the College of Health and Human Development and the Department of Health Sciences.

#### **Mission**

The **mission** of the CSUN BSN degree program is to develop professional nursing leaders in all areas of practice who can apply nursing knowledge and build upon existing competencies.

#### **Values:**

We value integrity, advocacy, excellence, life-long learning, respect for others, and competence. To facilitate this mission we promote academic excellence in the teaching and scholarly activities of the faculty, encourage personalized student learning, and foster interactions and partnership with our affiliating healthcare agencies.

#### **Philosophy & Framework**

#### **Philosophy:**

The Nursing Program philosophy below is consistent with the University, College, and Department mission, values, and philosophy. It reflects faculty beliefs regarding clients, the health-illness continuum, environment, nursing practice, and importance of the contributions of related disciplines to nursing practice and knowledge. Content related to these areas and to all aspects of the philosophy are woven into the curriculum from the first to last semesters. Courses reflect an understanding of all persons, whether students, faculty, or patients, as diverse, psychosocial, physical, and spiritual beings. The ideas and language of the faculty are largely grounded in Dorothea Orem’s (2001) self-care deficit nursing theory and complemented by other theories and models such as health promotion model (Pender et al., 2006) and transcultural nursing theory (Leininger, 2006).

The faculty believes that **persons** are unique physical, psychosocial, spiritual beings with the responsibility for self-care and dependent-care agency. As physical beings, humans act upon and are subject to the material world; as psycho-social beings, they interact with society; and as spiritual beings, they seek meaning in and interact symbolically with the universe. The responsibility for self-care and dependent care-agency assumes a human capacity for self-knowledge, learning, ethical behavior, and deliberate action.

Persons demonstrate varying abilities to practice self-care agency and to give and receive appropriate dependent-care agency. Self-care agency is determined by the ability of persons a) to perform activities that maintain their own physical, psychosocial, and spiritual health and b) to receive appropriate dependent-care when for therapeutic reasons they must refrain from self-care activities. Dependent-care agency is determined by the ability of persons to practice activities that maintain the physical, psychosocial, and spiritual health of vulnerable individuals. Agency is the ability and decision to take action.

Adult persons have primary responsibility for self-care and for the care of their dependents within the context of families, groups, community and populations. Dependent and vulnerable persons, including but not limited to the elderly, the challenged, and children, are those who are unable independently to exercise either effective self-care or dependent-care activities.

The **external environment** or society influences both the development of persons throughout the life span and their ability to seek and maintain health. Society includes other

individuals, families, groups, communities, and populations who in varying degrees are both similar and diverse in many attributes, such as culture, religion, age, education, socioeconomic status, health beliefs, and health resources. In the United States, persons must exercise self-care and dependent-care within an increasingly community-based and community focused external environment of integrated health care systems. The faculty believes that health care in the United States is a patient-driven wellness system. The dynamic interaction of person and environment affects health and well-being.

The **health** of persons is a dynamic state of wholeness and well-being along interconnected physical, psychosocial, and spiritual continuums. Health is supported by the person's ongoing ability to practice self-care and to give or receive appropriate dependent-care within the context of family, groups, communities, and populations. Any interference with the ability to perform self-care and dependent-care, or to receive appropriate dependent-care, indicates a potential need for professional nursing intervention.

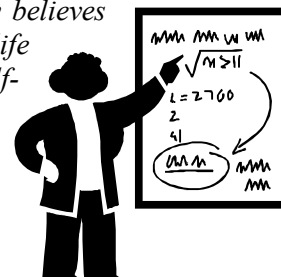
The art and science of professional **nursing** consists of assessment, diagnosis, planning, delivery and evaluation of care that assists individuals, families, groups, communities, and populations to meet potential and actual deficits in self-care and dependent-care needs. Nurses diagnose, plan, intervene, and evaluate outcomes. They serve as leaders and coordinators of care in providing direct and indirect care. Nursing practice takes place within a context of caring relationships with a goal of assisting individuals, families, groups, communities, and populations to achieve optimal health and well-being and make informed decisions about self care and dependent care.

Nursing professional practice is grounded in distinct nursing knowledge and also draws on and applies relevant knowledge from other disciplines. Professional practice requires critical thinking, communication and interpersonal skills, leadership, management, teaching, and the use of current research, technology and information systems. Nursing practice involves a process of action and evaluation in order to reach outcome-based goals of patients. Nurses act, guide, direct, provide holistic support, enhance a supportive patient environment, teach, and advocate for patients as individuals or multiperson units.

**Nursing education** is a caring, collaborative, and dynamic process shared by students, faculty, administration, and the community of nursing. The process of professional nursing education is personalized and takes into consideration students' diverse backgrounds, including their education, existing competencies, cultural milieus, ethnicities, communication skills, learning styles, goals, motivations, and support systems. The faculty believes that the education of nurses is achieved through the joint efforts of students, faculty, university administration and the nursing community. Faculty believe that nursing students are or can learn to become self-directed, adult learners who are able to accept responsibility for their own learning. Course objectives, content, and learning activities reflect both the diversity of BSN students and the diversity of the individuals, families, groups, and communities whom they serve.

### Academic Information

*The BSN Nursing Program is an upper division curriculum. The faculty believes that an adult learner brings to the program strengths and diversity in life experiences, clinical experiences, and motivation for independent, self-directed, collaborative learning.*



The curriculum consists of courses that build upon each other to foster the critical thinking, therapeutic intervention, and communication skills of the student. There are three levels of course work to achieve these outcomes and meet the terminal objectives of the nursing program: Level One – Foundation; Level Two – Application/Integration; and Level Three – Synthesis.

### **Terminal Objectives:**

#### **Upon completion of the CSUN BSN Program, graduates will use critical thinking, therapeutic interventions, and communication in order to:**

1. *Use the nursing process to design nursing systems to care for individuals, families, groups, communities, and populations.*
2. Use professional communication and information technology appropriately to acquire, develop, critique, and convey ideas and information.
3. Demonstrate critical thinking in the application of principles of nursing systems in a variety of community health settings.
4. Evaluate the health of recipients of nursing care in a variety of health care settings, both structured and unstructured.
5. Utilize empirical, ethical, personal, and aesthetic perspectives and critical thinking strategies to guide decision-making.
6. Function as a collaborating member and leader of the Health Care Team.
7. Assume accountability for care provided by self or delegated to others.
8. Apply nursing research findings to nursing practice.
9. Demonstrate leadership skills in providing care to individuals, families, groups, communities, and populations in a variety of settings.
10. Within the context of client diversity, implement nursing systems that meet client self-care and dependent-care demands at all levels of health and in diverse settings.
11. Demonstrate ability to manage, organize, implement, and evaluate the delivery of nursing services in a variety of settings.
12. Serve as an advocate for clients with therapeutic self-care demands at all levels of health and in diverse settings.
13. Provide care within legal and ethical standards in structured and unstructured health-care settings.
14. Monitor and evaluate nursing practice.
15. Promote nursing as a profession.
16. Demonstrate characteristics of a life-long learner.
17. Demonstrate an awareness of the need for active participation in the political and regulatory practices.
18. Demonstrate a foundation for preparation for graduate study in nursing.

### **Flow Sheet for Application to BSN**

- ABSN applicants should attend an information session before applying AND before contacting any advisor. See <http://www.csun.edu/~nursing> for schedule.

- Check UNIVERSITY CSUN admission deadlines AND Nursing Program admission deadlines. No exceptions for late applications.
- Submit CSUN Application to Admissions Office with official transcripts as a **Pre-Nursing Major** by the University posted deadline.
- When notified of acceptance by the University, you are eligible to apply to the RN to BSN or A-BSN program.
- You must have a current and valid RN license before admission to RN to BSN Program. New graduates can apply while waiting to take NCLEX.
- Obtain RN to BSN or A-BSN Program application from the Health Science Department online at <http://www.csun.edu/~nursing>. Submit completed application to the Nursing Program. Faculty recommend that students submit all materials together via registered mail or in person at the Health Sciences Dept office.
- Once accepted to the program, submit to Admission and Records a change of major form to change your major from PRE-nursing to NURSING.
- Meet with Health Sciences/BSN faculty advisor the semester prior to entrance into the program. It is also the student's responsibility to meet with their advisor on an ongoing basis throughout the program.
- *IT IS HIGHLY RECOMMENDED THAT STUDENTS IN THE RN TO BSN PROGRAM OBTAIN LOWER DIVISION G.E. CERTIFICATION AT THE COMMUNITY COLLEGE LEVEL BEFORE ENTERING THIS PROGRAM.*

#### **Important Notes:**

- ◆ It is the student's responsibility to submit all required documents in a timely manner.
- ◆ It is the student's responsibility to obtain and follow policies stated in the university catalog and BSN student handbook.
- ◆ Prior to receiving a bachelor's degree from any CSU campus, all students must show proficiency in math and English. All undergraduate students must take the entry level mathematics (ELM) exam or be exempted from it. You will also be required to complete the upper division writing proficiency essay (WPE).
- ◆ It is the student's responsibility to obtain pertinent information as to the procedures to follow and test dates. The university catalog gives specific information about the WPE.
- ◆ Computer Competency is a basic expectation for the professional nurse. The university provides a computer lab available for those students who do not have personal computers. Prior to entering a BSN program, students should have basic skills in computer usage.
- ◆ ABNS students admitted on alternate status to the program will be notified immediately if vacancies occur in the relevant incoming cohort. After the start of Fall classes all alternates will be notified that they must resubmit their application by above deadlines for the following year. All applications of students not accepted into the ABSN track will be shredded unless the applicant retrieves the material within the first two weeks. Rejected applicants may

updated and resubmit the application for the next cycle.

- ◆ Graduation requirements include 120 total units for undergraduates, WPE, general education courses & application for graduation 12 months before planned graduation. For students who have already earned a BA/BS, upper division general education is waived.

## DEGREE REQUIREMENTS

### Proficiency Exams

#### Upper Division Writing Requirement



The California State University System mandates that students demonstrate writing competence. This is a graduation requirement for any baccalaureate degree from CSUN. The Writing Proficiency Exam may be taken after a student completes 56 units or more. Refer to the CSUN Catalog for further instructions. ALL ABSN students, except those with their BA/BS from a CSU, must complete the exam.

#### Second Degree Students

**All undergraduate students must file an Application for Graduation and Diploma with the Office of Admissions and Records 12 months before they can be considered for graduation. If you file after this time you will be charged a late fee.** If you are earning a SECOND BACCALAUREATE DEGREE, you must set up an appointment with your advisor for similar advising. However, you will need to request a copy of DEGREE EVALUATION PLAN FORM from your advisor or the Health Sciences office. This must be completed by you but given to your advisor for submissions.

*Students seeking a second baccalaureate degree, please refer to the appropriate CSUN policy in the catalog for all graduation requirements. Some are summarized in this Handbook, but official, current requirements are those stated in the Catalog that reflects the catalog year under which you are admitted and/or continuing as a BSN student. Reference: CSUN Undergraduate/Graduate Catalog.*

#### Application for Graduation

Application for Graduation, Graduation Evaluation, and Diploma: **Undergraduate students must file an Application for Graduation and Diploma with the Office of Admissions and Records 12 months before they can be considered for graduation. If you file after this time you will be charged a late fee.** Refer to How to Apply for your Bachelor's Degree in the current CSUN Undergraduate/Graduate Catalog, for further instructions. Refer to specific departments in the Courses of Study section for detailed requirements of each program.

If you are earning your first bachelor's degree, then you must set up an appointment with your advisor in order to 1) review your DPR to make sure you are meeting all degree requirements, and 2) sign your application for diploma graduation. The form is available

ONLINE through ADMISSIONS & RECORDS. Click on the STUDENT FORMS link and you'll find it.

### **Graduation Policy**

The Nursing Program will adhere to the requirements and procedures state in the current CSUN Catalog regarding graduation qualification and application procedures. Students completing the course work as laid out in the catalog with satisfactory performance will be eligible to apply for graduation at CSUN.

**Undergraduates may “walk” in Spring graduation ceremonies, if they lack only 1 course yet to meet graduation requirements OR if they are completing degree requirements in August.**

### **STANDARDS FOR STUDENT CONDUCT**

California Code of Regulations; Title 5, Article 2

[Retrieved July 8, 2008 from <http://www.csun.edu/a&r/soc/studentconduct.html>]

#### ***(a) Campus Community Values***

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

#### ***(b) Grounds for Student Discipline***

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

The following are the grounds upon which student discipline can be based:

- (1) Dishonesty, including:
  - A. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
  - B. Furnishing false information to a University official, faculty member, or campus office.
  - C. Forgery, alteration, or misuse of a University document, key, or identification instrument.
  - D. Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.
- (2) Unauthorized entry into, presence in, use of, or misuse of University property.
- (3) Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.

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

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

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

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

(8) Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctions events.

Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

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

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

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

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

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

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

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

...

### ***Application of This Code***

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

### ***Classroom Misconduct***

Instructors are responsible for setting both the academic and behavioral standards for their courses. Students are expected to comply with established class standards as well as the Student Conduct

Code. Students who display disruptive, threatening or abusive behavior in class are subject to student discipline. Faculty may eject a student from a single class session when necessary to end seriously disruptive or threatening behavior. Such actions will be reported to the appropriate campus officials.

### ***Reporting Misconduct***

Behavior believed to be in violation of the Student Conduct Code should be reported, in writing, to the Associate Vice President for Student Affairs. For assistance, call (818) 677-2391.

**NOTE: In Spring 2011 all HSci nursing courses will change prefix to NURS; exceptions HSci 495AA & HSci 488**

## **RN to BSN Track**

The nursing RN to BSN program is planned specifically for the Registered Nurse, offering the nurse with an Associate Degree in Nursing (ADN), or its equivalent, an opportunity to continue the educational process and obtain a Bachelor of Science in Nursing.

### **Requirements for admission to the RN to BSN Track are:**

- Associate Degree in Nursing, or its equivalent, from a regionally accredited program.
- Current license as a Registered Nurse in California.
- Completion of applications to the University and to the Nursing Program.
- Completion of one lower division course in each of the following: Anatomy, Physiology, Chemistry, and Microbiology, each with a lab. A minimum grade of C must be attained in each course.
- 56-70 transferable units; a maximum of 32 units of nursing courses will be transferable.
- Verification of clinical competency (see Department Nursing Advisor).
- COMP 100 or equivalent or demonstrated computer competency.
- Personal interview.

### **Lower Division Requirements:**

BIO 211 & 212	Human Anatomy	(2)	+ (1) = (3)
BIO 215	Introductory Microbiology	(4)	
BIO 281 & 282	Human Physiology	(3)	+ (1) = (4)
CHEM 103 & 103L	Introductory Chemistry I	(4)	
PSY 150	Principles of Human Behavior	(3)	
SOC 150	Introductory Sociology	(3)	
MATH 140	Introductory Statistics	(4)	

### **Upper Division Professional Nursing Course List**

HSCI 302A Pathophysiology (3)\*

HSCI	303	Professional Nursing (3)
HSCI	304	Parent/Child Self-Care Agency (3)*
HSCI	305	Adult/Aged Self-Care Agency (3)*
HSCI	306	Supportive/Education Nursing Systems (3)
HSCI	307	Health Assessment in Self-Care Agency (2)
HSCI	307L	Laboratory: Health Assessment in Self-Care Agency (1)
HSCI	310	Principles of Nursing Research (3)
HSCI	488	Epidemiology (3)
HSCI	426	Nursing Systems Issues and Ethics (3)
HSCI	427	Dynamics of Nursing Leadership (2)
HSCI	427L	Laboratory: Dynamics of Nursing Leadership (2)
HSCI	428	Community Health Nursing (3)
HSCI	428L	Laboratory: Community Health Nursing (2)
HSCI	495AA	Clinical Advances in Health Science SENIOR PROJECT (2)

**Subtotal units: 38**

HSCI	498	Field Assignment & Reports (1-3 units elective if additional units needed to meet 120 graduation requirement)
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**TOTAL UNITS: 40-41**

9 units of upper division general education that are courses NOT labeled HSCI are required. *See CSUN Catalog, Upper Division General Education required for all programs.*

Total number for graduation is 120 units. Additional coursework may be required to meet this total. See Catalog for Bachelor's Degree requirements.

## Summary of Undergraduate Degree Requirements

*Degree requirements are published by the university and faculty in the CSUN Catalog. It is the responsibility of the student to be aware of and successfully meet all degree requirements for graduation. A summary follows:*



1. Completion of all nursing class requirements; electives; general education (GE) which includes 9 units of upper division courses, to a total of 120 units; upper division writing requirements (essay exam to be completed at least one year prior to anticipated graduation date). All policies and procedures are in the CSUN Catalog. Regardless of advisement received, decisions made by the student are the student's responsibility. Second baccalaureate students do not need to complete the 9 units of upper division GE; all others must.
2. A total of 120 units of course work are required for graduation. All upper division nursing courses must be completed within 5 years of taking the first nursing course.
3. **A minimum grade of C is considered passing in upper division nursing courses. C- or below is considered a failing grade, and the course must be repeated.** Faculty defines the grading criteria for all courses including the use of the plus/minus system, which is

written in the syllabus. It is the faculty's discretion to assign numerical conversions of letter grades. Final grades are reported as letter grades and appear as a letter on the student's transcript. All lab courses must be taken concurrently with the related class (e.g., 307+307L) and a grade of C must be earned in both courses. If a C is not earned in either or both courses then the student must repeat both courses concurrently. A course may be repeated only once with a maximum of 15 repeated units.

4. The student must submit a graduation evaluation checklist to the assigned advisor in Admissions and Records one year prior to the anticipated graduation date.



## RN-BSN Curriculum

### LEVEL ONE: FOUNDATION

*The Foundation Level consists of knowledge acquired in the Associate Degree Program: General Education requirements, the biological sciences, social sciences, arts and humanities. The following are registered nurse to baccalaureate (RN to BSN) courses that expand the foundation into the professional nursing curriculum:*

Course Number	Title	Units
HSCI 302	Basic Pathophysiology	3
HSCI 303	Professional Nursing	3
HSCI 306	Supportive Educative Nursing System	3
HSCI 307	Health Assessment in Self-Care Agency	2
HSCI 307L	Health Assessment in Self-Care Agency Lab	1

### LEVEL TWO: APPLICATION/INTEGRATION

*The second building level consists of courses that encourage the student to apply and integrate foundation courses by demonstration, analyses, and examination of knowledge in application to various self-care client situations.*

Course Number	Title	Units
HSCI 304	Parent/Child Self-Care Agency	3
HSCI 305	Adult/Aged Self-Care Agency	3
HSCI 310	Principles of Nursing Research	3
HSCI 426	Nursing Systems Issues and Ethics	3
HSCI 488	Epidemiology	3

### LEVEL THREE: SYNTHESIS

*The third building level consists of capstone courses where students synthesize together knowledge derived from previous course work. The student will demonstrate independent, self-directed*

learning with a clinical emphasis and leadership and management focus in nursing systems for individuals, families, groups, communities, and populations.

Course Number	Title	Units
HSCI 427	Dynamics of Nursing Leadership	3
HSCI 427L	Leadership in Nursing Laboratory	2
HSCI 428	Community Health Nursing	3
HSCI 428L	Community Health Nursing Laboratory	2
HSCI 495AA	Clinical Advances in Health Sciences: RN to BSN Senior Project	2

**IMPORTANT NOTE:** Clinical “L” courses require a minimum of 90 hours. Clinical seminars are included in this total. Be advised that completing the remaining hours is contingent on your preceptor’s schedule. They may require more than one day a week to complete, and additional flexibility in scheduling.

### RN-BSN Sample Plans of Study

#### Sample Two-Year Option for Nursing Courses --

*The full-time option class schedule is two days per week for nursing courses. (A full time student takes 15 units/semester. This consists of the nursing courses and any uncompleted GE requirements.) Nursing classes are held between 0900-2200. Required upper division general education coursework and HSCI 488 Epidemiology (required) may be on an additional day. All lower division coursework should be completed prior to beginning nursing courses. 120 units are required to graduate. Students may need to take an upper division electives (see advisor).*

#### *First Year*

#### **Level One: Foundation**

The foundation level consists of knowledge acquired in the Associate Degree Progress Program, general education requirements, biological sciences, social sciences, and humanities. The following are registered nurse—to—baccalaureate (RN-to-BSN) courses that expand the foundation into the professional nursing curriculum:

	<u>Course Number</u>	<u>Title</u>	<u>Units</u>
<b>FALL</b>	HSCI 302A*	Pathophysiology	3 units
	HSCI 303	Professional Nursing	3 units
	HSCI 310	Principles of Nursing Research	3 units
	HSCI 304*	Parent/Child Self-Care Agency Lab	3 units
		Upper Division General Education	3 units
<b>SPRING</b>	HSCI 306	Supportive/Educative Systems	3 units
	HSCI 307	Health Assessment in Self-Care Agency	2 units
	HSCI 307L**	Health Assessment in Self-Care Agency Lab	1 unit

#### **Level Two: Application/Integration**

The second building level consists of courses that encourage the student to apply and integrate foundation courses by demonstration, analysis, and examination of knowledge in application to various self-care client situations. Application/ integration level courses are:

<b>SPRING</b>	HSCI 305*	Adult/Aged Self-Care Agency	3 units
	HSCI 426	Nursing Systems Issues and Ethics	3 units
<b>SUMMER</b>		Upper Division General Education	3 units

*Second Year***2****Level Three: Synthesis**

The third building level consists of capstone courses where students synthesize to gather knowledge derived from previous course work. The student will demonstrate independent, self-directed learning with a clinical emphasis on leadership and a management focus in nursing systems for individuals, families, groups, communities, and populations. Synthesis level courses are:

	<u>Course Number</u>	<u>Title</u>	<u>Units</u>
<b>FALL</b>	HSCI 427	Dynamics of Nursing Leadership	3 units
	HSCI 427L**	Leadership in Nursing Lab	2 units
	HSCI 495AA	Clinical Advances in Health Science: Senior Project	1 unit
	HSCI 488	Epidemiology	3 units
<b>SPRING</b>	HSCI 428	Community Health Nursing	3 units
	HSCI 428L**	Community Health Nursing Lab	2 units
	HSCI 495AA	RN-to-BSN Senior Project	1 unit
		Upper Division General Education	3 units

\* Courses that may be challenged through credit-by-examination. A total of six units may be challenged in the RN-BSN program according to criteria for eligibility.

\*\* Lab courses require a 3-hour in clinical time per one unit

Note:

- Students who meet criteria may apply for credit by challenge examination for ONE of these courses. Students who meet criteria may apply for HSCI 302. Only one challenge examination may be taken each semester.
- Students are reminded that there are 3 hours per week of HSCI 427 classroom, and a minimum of 90 hours of clinical per semester required for HSCI 427L.
- Students are reminded that there are 3 hours per week of HSCI 428 classroom, and a minimum of 90 hours of clinical per semester required for HSCI 428L.
- Students may take upper division GE requirements and/or upper division electives concurrently. HSCI 488 Epidemiology should be completed prior to HSCI 428/428L.

**Sample Three-Year Option for Nursing Courses --**

*The part-time option class schedule is generally one day per week for nursing courses. Classes are held between 0900-2200. Required upper division general education coursework and HSCI 488 Epidemiology may be on an additional day. All lower division coursework should be completed prior to enrolling in nursing classes. 120 units are required to graduate. Students may need to take upper division electives (see advisor).*

***First Year***

1

**Level One: Foundation**

The foundation level consists of knowledge acquired in the Associate Degree Progress Program, general education requirements, biological sciences, social sciences, and humanities. The following are registered nurse—to—baccalaureate (RN-to-BSN) courses that expand the foundation into the professional nursing curriculum:

	<u>Course Number</u>	<u>Title</u>	<u>Units</u>
<b>FALL</b>	HSCI 302A*	Pathophysiology	3 units
	HSCI 303	Professional Nursing	3 units
<b>SPRING</b>	HSCI 306	Supportive/Educative Systems	3 units
	HSCI 307	Health Assessment in Self-Care Agency	2 units
	HSCI 307L**	Health Assessment in Self-Care Agency Lab	1 unit

***Second Year***

2

**Level Two:  
Application/Integration**

The second building level consists of courses that encourage the student to apply and integrate foundation courses by demonstration, analysis, and examination of knowledge in application to various self-care client situations. Application/ integration level courses are:

	<u>Course Number</u>	<u>Title</u>	<u>Units</u>
<b>FALL</b>	HSCI 310	Principles of Nursing Research	3 units
	HSCI 304*	Parent/Child Self-Care Agency	3 units
<b>SPRING</b>	HSCI 305*	Adult/Aged Self-Care Agency	3 units
	HSCI 426	Nursing Systems Issues and Ethics	3 units
	HSCI 488	Epidemiology	3 units

***Third Year***

3

**Level Three: Synthesis**

The third building level consists of capstone courses where students synthesize to gather knowledge derived from previous course work. The student will demonstrate independent, self-directed learning with a clinical emphasis on leadership and a management focus in nursing systems for individuals, families, groups, communities, and populations. Synthesis level courses are:

	<u>Course Number</u>	<u>Title</u>	<u>Units</u>
<b>FALL</b>	HSCI 427	Dynamics of Nursing Leadership	3 units
	HSCI 427L**	Leadership in Nursing Lab	2 units
	HSCI 495AA	Clinical Advances in Health Science: Senior Project	1 unit
<b>SPRING</b>	HSCI 428	Community Health Nursing	3 units
	HSCI 428L**	Community Health Nursing Lab	2 units
	HSCI 495AA	RN-to-BSN Senior Project	1 unit

\* Courses that may be challenged through credit-by-examination. In the RN to BSN track a total of six units may be challenged according to criteria for eligibility. In the A-BSN track additional courses may be challenged.

\*\* Lab courses require a 3-hour per one unit ratio of clinical time.



Note:

- Summer course availability is contingent upon enrollment & funding. It is the student's responsibility to schedule prerequisite coursework accordingly.
- Students who meet criteria may apply for credit by challenge examination for ONE of these courses. Students who meet criteria may apply for HSCI 302. Only one challenge examination may be taken each semester.
- Students are reminded that there are 3 hours per week of HSCI 427 classroom, and a minimum of 90 hours of clinical per semester required for HSCI 427L.
- Students are reminded that there are 3 hours per week of HSCI 428 classroom, and a minimum of 90 hours of clinical per semester required for HSCI 428L.
- Students may take upper division GE requirements and/or upper division electives concurrently. HSCI 488 Epidemiology should be completed prior to HSCI 428/428L.

## ACCELERATED-BSN TRACK

The nursing A-BSN program allows the student who has already obtained a BA or BS in another field the opportunity to obtain a Bachelor of Science in Nursing in a 15-month, intensive, immersion, 4-semester program.

**For Frequently Asked Questions about A-BSN see the CSUN Catalog or website:**

<http://www.csun.edu/~nursing/>

### Accelerated BSN Required Courses

Dept/Course	Title	Units
HSci 302	Basic Pathophysiology	3
HSci 307/L	Health Assessment & Clinical lab	2/1
HSci 315	Pharmacology & Self Care Agency	2
HSci 318/L	Introduction to Professional Nursing & Clinical lab	3/4
HSci 310	Nursing Research	3
HSci 319	Effective Communications in Professional Nursing	2
HSci 321/L	Adult/Aged Medical Surgical Nursing & Clinical lab	4/8
HSci 321A L	Nursing Care of Older Adults Lab	1
HSci 430/L	Psychiatric/Mental Health Nursing & Clinical lab	2/1
HSci 434/L	Nursing Care of the Childbearing Family & Clinical lab	2/1.5
HSci 443/L	Nursing Care of Children & Clinical lab	2/1.5
HSci 426	Nursing Systems Issues & Ethics	3
HSci 427/L	Dynamics of Nursing Leadership & Clinical lab	3/2
HSci 428/L	Community Health Nursing & Clinical lab	3/2

**Total Units Required for Major: 56**

**General Education:** Fulfilled as part of original BA/BS

**Title V:** 6 units

**Upper Division Writing Requirement:** All except those with BA/BS from a CSU must take

### Summary of Undergraduate Degree Requirements

*Degree requirements are published by the university and faculty in the CSUN Catalog. It is the responsibility of the student to be aware of and successfully meet all degree requirements for graduation. A summary follows:*

1. Completion of all nursing class requirements and upper division writing requirements (essay exam to be completed at least one year prior to anticipated graduation date). All policies and procedures are in the CSUN Catalog. Regardless of advisement received, decisions made by the student are the student's responsibility.
2. A total of 56 units of course work are required for graduation. All upper division nursing courses must be completed within 5 years of taking the first nursing course.
3. **A minimum grade of C is considered passing in upper division nursing courses. C- or below is considered a failing grade, and the course must be repeated.** Faculty defines the grading criteria for all courses including the use of the plus/minus system, which is written in the syllabus. It is the faculty's discretion to assign numerical conversions of letter

grades. Final grades are reported as letter grades and appear as a letter on the student's transcript. All lab courses must be taken concurrently with the related class (e.g., 307+307L) and a grade of C must be earned in both courses. If a C is not earned in either or both courses then the student must repeat both courses concurrently. A course may be repeated only once with a maximum of 15 repeated units.

4. The student must submit a graduation evaluation checklist to the assigned advisor in Admissions and Records during the first semester of enrollment in order to submit it one year prior to the anticipated graduation date.

### **Accelerated-BSN (ABSBN) Curriculum**

#### **Level One: Foundation**

The foundation level consists of knowledge acquired in the general education requirements, biological sciences, social sciences, and humanities. A-BSN professional courses that build on that foundation are: HSci 302, 315, 307/L, & 318/L.

#### **Level Two: Application**

The second building level consists of courses that encourage the student to apply and integrate foundation courses by demonstration, analysis, and examination of knowledge in application to various self-care client situations. These include HSci 310, 319, 321, 321A/L, 321B/L, 443/L, 444/L, 430/L, & 426.

#### **Level Three: Synthesis**

The third building level includes capstone courses where students synthesize to gather knowledge derived from previous course work. The student will demonstrate independent, self-directed learning with a clinical emphasis on leadership and a management focus in nursing systems for individuals, families, groups, communities, and populations. Synthesis level courses are HSci 427/L, 428/L:

**Accelerated-BSN (ABSN) Plan of Study****FIRST SEMESTER**

HSci 302 Basic Pathophysiology	3
HSci 315 Pharmacology & Self Care Agency	2
HSci 318 Intro to Prof Nursing	3
HSci 318L Intro to Prof Nursing: Laboratory	4
HSci 319 Effective Communications in Prof Nursing	2
Total units	15

**SECOND SEMESTER**

HSci 307 Health Assessment in Self Care Agency	2
HSci 307L Health Assessment in Self Care Agency: Laboratory	1
HSci 321 Adult/Aged Medical-Surgical Nursing	4
HSci 321A L Adult Medical-Surgical Nursing: Laboratory	8
HSci 321B L Care of Older Adults: Laboratory	1
Total units	15

**THIRD SEMESTER**

HSci 310 Principles of Nursing Research	3
HSci 443 Nursing Care Children	2
HSci 443L Nursing Care of Children: Laboratory	1.5
HSci 444 Nursing Care of the Childbearing family	2
HSci 444L Nursing Care of the Childbearing family: Laboratory	1.5
HSci 430 Psychiatric/Mental Health Nursing	2
HSci 430L Psychiatric/Mental Health Nursing: Laboratory	1
Total units	16

**FOURTH SEMESTER**

HSci 426 Nursing Systems Issues & Ethics	3
HSci 428 Community Health Nursing	3
HSci 428L Community Health Nursing: Laboratory	2
HSci 427 Dynamics of Nursing Leadership	3
HSci 427L Dynamics of Nursing Leadership: Laboratory	2
Total units	10

### LVN 30-Unit Option

CSUN offers two options for the LVN: 1) a 30-unit, **non-degree** option and 2) a BSN **degree** option *if the LVN has a BA or BS degree already* and applies through the regular ABSN track

The 30-unit option is designed for the LVN who wants only to be prepared for RN licensure. Such students do not need to apply to or enroll in the BSN program, but will be admitted on space available basis. Prospective students wanting this option need to set up an appointment with the Nursing Program Director. After they are admitted, LVNs taking the 30-unit option must enroll through Open University and pay Open University fees for the specific nursing courses that constitute the curriculum for licensure. Transcripts submitted to the BRN will reflect eligibility to sit for the licensure examination in California.

#### 30-Unit LVN to RN NON-degree Option

COURSE	UNITS																						
Bio 215 & 215L Introductory Microbiology & Lab*	4																						
Bio 281 Human Physiology & Lab	3																						
TOTAL PREREQUISITE UNITS	7																						
<table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 70%;">HSci 321 Adult/Aged Medical-Surgical Nursing</td> <td style="text-align: right; border: 1px solid black;">4</td> </tr> <tr> <td style="padding-left: 20px;"><i>HSci 321A L Adult Medical-Surgical Nursing: Laboratory</i></td> <td style="text-align: right; border: 1px solid black;"><i>8 (clinical)</i></td> </tr> <tr> <td style="padding-left: 20px;"><i>HSci 321B L Care of Older Adults: Laboratory</i></td> <td style="text-align: right; border: 1px solid black;"><i>1</i></td> </tr> <tr> <td>HSci 430 Psychiatric/Mental Health Nursing</td> <td style="text-align: right; border: 1px solid black;">2</td> </tr> <tr> <td style="padding-left: 20px;"><i>HSci 430L Psychiatric/Mental Health Nursing: Laboratory</i></td> <td style="text-align: right; border: 1px solid black;"><i>1 (clinical)</i></td> </tr> <tr> <td>HSci 443 Nursing Care Children</td> <td style="text-align: right; border: 1px solid black;">2</td> </tr> <tr> <td style="padding-left: 20px;"><i>HSci 443L Nursing Care of Children: Laboratory</i></td> <td style="text-align: right; border: 1px solid black;"><i>1.5 (clinical)</i></td> </tr> <tr> <td>HSci 444 Nursing Care of the Childbearing family</td> <td style="text-align: right; border: 1px solid black;">2</td> </tr> <tr> <td style="padding-left: 20px;"><i>HSci 444L Nursing Care of the Childbearing family: Laboratory</i></td> <td style="text-align: right; border: 1px solid black;"><i>1.5 (clinical)</i></td> </tr> <tr> <td style="text-align: right;">TOTAL NURSING UNITS</td> <td style="text-align: right;">23</td> </tr> <tr> <td style="text-align: right;">TOTAL UNITS</td> <td style="text-align: right;">30</td> </tr> </tbody> </table>		HSci 321 Adult/Aged Medical-Surgical Nursing	4	<i>HSci 321A L Adult Medical-Surgical Nursing: Laboratory</i>	<i>8 (clinical)</i>	<i>HSci 321B L Care of Older Adults: Laboratory</i>	<i>1</i>	HSci 430 Psychiatric/Mental Health Nursing	2	<i>HSci 430L Psychiatric/Mental Health Nursing: Laboratory</i>	<i>1 (clinical)</i>	HSci 443 Nursing Care Children	2	<i>HSci 443L Nursing Care of Children: Laboratory</i>	<i>1.5 (clinical)</i>	HSci 444 Nursing Care of the Childbearing family	2	<i>HSci 444L Nursing Care of the Childbearing family: Laboratory</i>	<i>1.5 (clinical)</i>	TOTAL NURSING UNITS	23	TOTAL UNITS	30
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LVNs who wish to pursue the A-BSN track are subject to all the same academic requirements, policies and procedures of all other prelicensure ABSN students. Such LVNs pursuing the A-BSN must meet all prerequisites for the A-BSN track, including additional basic and social sciences and an earned baccalaureate degree. LVN students in the A-BSN will be subject to the same CSUN requirements for graduation that all other CSUN graduates must meet.

Note also that whether an LVN pursues the 30-unit option, this will be a full-time school schedule that will make it impossible or difficult to work at the same time.

While the 30-unit option prepares the LVN for licensure it does not include a degree that some employers like the VA do require.

## CLASS EXPECTATIONS

### Confidentiality and Ethical Concerns

Students must maintain confidentiality in line with HIPPA and sign a confidentiality statement prior to clinical experiences. No data shall be shared outside the immediate class without consultation beginning with instructor.

All written and oral presentations must reflect the student's work in content, grammar, and style. Faculty may ask students to submit all reference articles used in preparing any presentation or paper. Students should expect also to provide full information on any editorial assistance received in formulating a presentation or writing a paper, including earlier drafts of the paper and drafts reflecting editorial input. Failure to supply any of these materials when asked may result in significant grade penalties and/or disciplinary action. Ideally, students should consult with faculty in advance before seeking outside editorial assistance.

Students may be asked to submit papers through turnitin.com. Turnitin.com may be used to grade papers and screens all papers against existing literature and other student papers. Please keep in mind APA requires that quotations longer than 3 words from a source be appropriately marked and cited. Consult your faculty if you have concerns.

Upper division students at CSUN are expected to be proficient in speaking and writing English. Any student, who is concerned about their proficiency in these areas, should seek prompt and thorough assistance from the writing center or other sources on campus. Some students may wish to enroll in additional courses in writing and oral communication. Individual faculty may be willing to review early drafts of papers and make suggestions regarding content, grammar, and style.

See also section in this handbook and CSUN Catalog on **Academic Misconduct**.

### **Oviatt Library, CSUN**

You must activate your CSUN username and password (found in your admission letter) before you can use library resources. Many full-text articles are available to you online, and the library can often send interlibrary loan requests directly to your email.

Marcia Henry is the librarian assigned to Health Sciences students, and she is willing to work one on one or with a group to help obtain articles or other information for assignments. To reach her or for specific help go to her page for nursing students at <http://library.csun.edu/mhenry/nursing.html>.

(Don't forget that your own medical center may also have significant library resources that you are easy for you to access!)

### **Information Competence**

You will need to learn to access, read, and use information competently as a professional. To understand the difference between pop and professional publications, go to <http://library.humboldt.edu/infoservices/scholorpop.htm>. For a full set of interactive tutorials on information competence see <http://www.lib.calpoly.edu/infocomp/modules/index.html>. Information competence is NOT the same thing as computer competence.

### **Written Work**

Many resources exist on campus to help you with challenges you may experience such as writing scholarly papers.



Use the Learning Resource Center (<http://www.csun.edu/lrc/>) as needed. Always ***spell check*** and ***grammar check*** features before submitting the final draft of your work. (See section on checklists for papers).

Penalties as described in each syllabus or a penalty of 10% of the total score will be deducted per school day for late papers, if other arrangements have not been made with your instructor.

Written work is expected to conform to APA style including clean copy (no white-out or handwritten parts to paper). The text is required for your courses, and you can find online help at <http://www.csun.edu/~meh20426/apasites.htm>. For formatting your paper in APA, you may want to consider a program like that at <http://www.styleease.info/moodle/>, but remember that you personally—not a program—are responsible for proper formatting. The Oviatt Library also now has a program called “End Notes” that can help. Information on this will be included in library orientation or you may consult directly with Marcia Henry.

Use this checklist to help with papers. Items are in no particular order.

1. Follow EXACTLY any paper criteria guidelines in your syllabus.
2. Use grammar and spell checkers in word processing program.
3. Compare manuscript with sample in APA Manual, Pages 258-272.
4. Introduction, Body, Conclusion (or Summary) are apparent.
5. Typewritten.
6. Double-spaced throughout (includes references and any footnotes per APA style).
7. 10-12 pages (or whatever limit there is in the syllabus).
8. Correct grammar (see #1 above).
9. Clarity, comprehensive, well delineated.
10. Creative (critical approach, unusual approach, own ideas).
11. Flow of ideas is logical.
12. Organization and structure are obvious.
13. Materials incorporated or cited are appropriate.
14. Reference to, and citation of, significant literature to support analytical statements of conclusion.
15. References follow text; & appendices after that.
16. Parsimony (simply, concisely, yet completely).
17. Have three people review your next-to-last draft:
  18. 1 for grammar and spelling (this person would have writing talent)
  19. 1 for content (this person is an expert in your topic), and
  20. 1 for “does it make sense?” “Does it flow?” (this can be anyone with an interest)
21. Be sure to have used only primary sources. If quoting something found in a secondary source, be sure to have used the proper APA style. Check to be sure it accurately reflects whether the original source was actually seen or just quoted it as found in a text, which quotes the original.
22. Articles are current or classics. Articles are from scholarly, peer-reviewed journals. (A few may be from popular literature, if appropriate).
23. **Peer Review:** An appraisal by professional coworkers of equal status of the way an individual nurse or other health professional conducts practice, education, or research. The appraisal uses accepted standards as measures against which performance is weighed. (Page 892)



24. **Refereed Journal:** [L *referre* to bring back; *diunalis* daily record], a professional or literary journal in which articles or papers are selected for publication by a panel of referees who are experts in the field. They read and evaluate each of the articles submitted for publication. The important national professional journals in medicine and nursing are refereed. (Page 1013)<sup>1</sup>
25. Student Conduct Code observed (see University Catalog and this Handbook).
26. Reader can “see” the theory or model included/used.
27. Reader can identify the professional nursing role(s) discussed.
28. Nursing literature shown as it applies to remarks; reliance on medical sources is minimized to defer to nursing science.
29. Write a strong conclusion.

### Online Discussions Groups

For any class using online discussions the instructor will provide you with the URL (address) for how to get to the discussion. These may use Moodle, turnitin, or other software, and/or be passworded.

#### **Student question about online discussions**

*QUESTION: Do you just go by if one is done for each topic or do you get more credit for lengthy answers or do you get more credit for answering 2 or 3 questions?*

*FACULTY GUIDELINES: (remember that different faculty may grade differently)*

*Reading and evaluating discussion groups is a lot like grading papers. Some of the things that are looked for are the writer’s understanding of what they are talking about and how thorough the answer is. Length is important only when it is necessary to thoroughly answer the question. On the other hand, sometimes answers are so brief and incomplete that it gives the appearance that a student does not care what is posted, but is simply concerned with checking off the discussion on their list of things to do. Also, if many questions remain unanswered and all students have written something online, the person who goes in and tries to answer an additional question or two to help complete the discussion is certainly showing initiative and interest. Of course, those answers should be well written, too. Just like an in-class participation grade, such initiative can make a difference if your grade is sitting on the cusp of the next highest grade up.*

*When deciding how to best write the discussion, think about this for a minute. If I explained something to you in class, you would probably not want me to just read a few paragraphs from the textbook without explanation, particularly if there were lots of complicated concepts and vocabulary. I think that you would want me to explain the idea in straightforward terms, in my own words to you. You might want me to list the 1-3 key ideas. You might want me to tell you what complex concepts or terms mean. You would most certainly want me to cover the topic thoroughly and not leave out important ideas. You would probably also enjoy it if I told you some additional, relevant things from y practice to help you grasp the ideas that I would be trying to communicate. And, if I gave you a handout in written form, you might*




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<sup>1</sup> Both from: Glanz, W.D. (Managing Editor). (1990). Mosby’s Medical, Nursing, and Allied Health Dictionary, 3<sup>rd</sup> Ed. St. Louis: The C.V. Mosby Company.  
18 August 2010

appreciate bulleted items so you could easily pull out and digest the main points. You probably would not want a paragraph that was a page long. Now, apply these ideas to your written answers on the discussion. (Believe me, it will help with term papers, too!) Read the text or other sources. Put the answer to the question basically in your own words (although you should still cite the reference(s) that you are using). It is sometimes okay to quote when the explanation is clear. Just be sure that you give credit. Explain any complicated concepts. Refer the reader to relevant diagrams or illustrations in the text. Write in an interesting way that you think others would want to read.

I am sure that you have observed that some student comments are much more helpful than others are. Use those to give you an idea of how to do an even better job.

### **Study Buddy**



Identify a “study buddy” among your classmates. This person will keep you informed of any information or handouts you may miss for some reason. Professors will not save copies of materials handed out in class for you.

The standard expectations related to study time are the following: **For each 1 hour of class time, a minimum of 3 hours of outside time will be devoted to studying for the course.** Thus, for a 3-unit course, it is expected that the student will devote 9 hours of study time per week in addition to the 3 hours in class. For laboratory courses, the amount of time outside of lab varies but can be expected to be equal to this formula.

### **Religious Holiday Policy**

#### ***Accommodation of Religious Creed***

California State University, Northridge, complies with the California Education Code, Chapter 3, Students, Article 3, Accommodation of Religious Creed, Section 89320, which states, in part: "in administering any test or examination, permit any student who is eligible to undergo the test or examination to do so, without penalty, at a time when that activity would not violate the student's religious creed. This requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship which could not reasonably have been avoided. In any court proceeding in which the existence of an undue hardship which could not reasonably have been avoided is an issue, the burden of proof shall be upon the institution". Inquiries and complaints are referred to the Office of Equity and Diversity (OED), in UN 285, (818) 677-2077.

(Source: CSUN Catalog. Retrieved August 20, 2008 from <http://www.csun.edu/catalog/appendices.html#D6>)

## BSN Clinical Expectations

*Prior to the clinical laboratory placements, each student must provide documentation of items on the pre-clinical checklist. In addition, evidence of clinical competencies will be requested. Students must provide their own transportation, meals and housing accommodations during all clinical experiences. Parking may or may not be provided at all clinical facilities, and students may have to pay for parking.*

Students are required to meet the clinical agency requirements as well as CSUN requirements for clinical. Some agencies charge a fee for ID badges.

All students are expected to comply with OSHA requirements for Blood Borne Pathogens through the program. Compliance for policies specified at clinical agencies is expected when assigned to clinical placements.

Students will be required to obtain, at their own cost, a criminal background check and/or drug screen or similar testing as required by the clinical agencies where students are placed. Students must meet background check standards required by clinical agencies. Failure to meet such standards may result in the inability to complete clinical course objectives and thus inability to complete the BSN.

Students will also sign an agreement for confidentiality, which must be observed at all times in clinical matters.

Advancement to clinical courses is at the discretion of faculty and is based on course performance in prerequisites and documentation of clinical competence.



The University Policy on Health Screening/Measles Requirement can be found in the CSUN Catalog.

*Students may use the Student Health Center for assistance in meeting health requirements.*

## PROFESSIONAL BEHAVIORS

### Expectations in the Clinical Setting:

In addition to the expectations listed elsewhere in this material, you are expected to comply with the ANA *Code of Ethics*, CSUN student codes of conduct, and the following:

1. Arrive promptly at the appointed time.
2. Dress in accordance with agency policy. Lab coats may be required. Jeans are prohibited. Comfortable closed shoes are advised. No high heels; no tennis shoes.
3. Wear a nametag that identifies you as an RN and a CSUN student. (You can use your student ID in a plastic name tag holder.)
4. Avoid excessive or extra jewelry.
5. If ill, notify instructor, preceptor (and family if an independent home visit was scheduled for that day).

6. Must receive a satisfactory (or better) clinical evaluation to pass the course.
7. Provide preceptor(s) with a copy of course objectives and personal objectives for this clinical experience.
8. Preparing for and participating in class meetings and scheduled conferences.
9. Following safety procedures.
10. Protecting clients from physical and emotional jeopardy.
11. Demonstrating professional comportment, including personal appearance, conduct, communication, and interpersonal relationships, legal and ethical behavior, and accountability that are consistent with the program expectations.
12. Participating in orientation to the agency, its policies, procedures, and philosophy, functioning in the agency in light of that orientation.
13. Using initiative and good judgment, seeking direct and indirect supervision from the instructor and/or preceptor when necessary.
14. Informing the preceptor of significant changes in clients, their conditions or caseload in a timely manner.
15. Consulting with the instructor and/or preceptor should problems occur.
16. Preparation of professional clinical logs which reflect the student's increasing self-awareness, synthesis and application of concepts discovered in lectures, readings, clinical experiences, etc.

### **Professional Behavior**



*The CSUN BSN student represents CSUN, the nursing program, and the nursing profession both at on-campus and off-campus learning environments. Students are expected to conform to a professional dress code and display appropriate identification.*

Student conduct is expected to be that of a professional. Part of professional behavior is accountability and personal responsibility. Therefore, the student is responsible for all actions and for compliance with CSUN and BSN requirements and any requirements of assigned clinical agencies. In particular, adherence to legal and ethical professional standards are minimal expectations.

#### Guidelines for Professional Image

*Dress:* Clothing must be acceptable according to specific clinical facility guidelines, and should be clean and appropriately wrinkle-free at all times. They should fit well (not too tight or too short),

be non-clinging, non- see-through, and reflect a professional appearance. Sport and play clothes are not acceptable. This includes jeans, Bermuda shorts, sleeveless dresses or tops, sweat shirts, leg warmers and T-shirts. Accelerated-BSN students must wear prescribed uniforms, patches, lab coats and other appropriate attire as prescribed by course faculty.

*Footwear:* Shoes should be clean, closed-toe, with non-skid soles and of non-porous material.

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

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

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

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

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

*Jewelry:* 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. Very large or long dangling earrings or necklaces 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.

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

*Body Piercing:* Students may have no more than two visible piercings and those must confirm to the clinical agency's dress code. (Source: Adapted from CSU/LA dress code)

#### *Examples of Unprofessional Behavior*

The following examples, although not all-inclusive, are examples of unprofessional behavior: (Refer also to CSUN Undergraduate/ Graduate Catalog.) Violations of the *ANA Code* are also considered unprofessional behavior.

1. Behavior which jeopardizes the safety or rights of clients, peers, fellow members of the university community and/or which interferes with the orderly function of the university's academic, extracurricular or business activities. (Clinical agencies are part of the university community.)

2. Theft, malicious destruction or damage belonging to the university or its community.
3. Threat of or inflicting physical harm to clients, peers or other members of the university community.
4. Abusive, obscene, violent, willfully disturbing or irresponsible behavior on university property or clinical agencies.
5. Violation of published university regulations or policies.
6. Failure to accept personal responsibility for actions.
7. Violation of confidentiality.

### **SIMULATION LAB (JD2202): RULES**

1. Food and Drinks are not allowed in the SIM Lab. There are lockers for the students to store their items. All food and drinks must be stored in these lockers. Food that can easily spill is not allowed.
2. There will be no eating or drinking in the lab. If a person is thirsty, they must take their water into the hall, drink it out in the hall, close it and then come back inside.
3. Students are not allowed in the Staff area (near the door). There are two desks for the Staff use only. Professors and Staff cannot print out documents for students, such as papers or homework. It is a student's responsibility to come prepared for class.
4. Students cannot be in the SIM Lab without their Instructor. The Instructor must open the door for the students to come in. Staff will not open the labs for students. During class breaks, please make sure to take everything you need since you will not be able to get into the classroom after the door is closed.
5. There are books on a bookshelf for students to use. These books must be checked out. There is a logout sheet on top of the bookshelf and students must fill out the information. These books are **NOT** to leave the SIM Lab.
6. Students are not allowed to get supplies from the cabinets. Professors must check out any supplies that are used for their class. Students are not allowed to use the simulators (Meti-Man and Clinical Chloe) without proper consent and supervision.
7. Students must be respectful of the other students who use the classroom. Please remove all trash from desks and lockers before leaving.

## Clinical Requirements Policy

**Prior to the clinical laboratory placements each student must provide documentation of items on the pre-clinical checklist.** RN-BSN students may be required to provide evidence of clinical competencies. Students must provide their own transportation, meals and housing during all clinical experiences. Parking may or may not be provided at clinical facilities, and students may have to pay for parking.

**IF STUDENT DO NOT COMPLETE THE CLINICAL CHECKLIST ITEMS BY THE SPECIFIED DEADLINE—usually August 1 before semester start--THEY MAY BE DENIED A CLINICAL SPACE.** This is so that CSUN can meet the requirements of clinical agencies and avoid penalizing other students.

**All clinically related costs are the responsibility of the student.** Students are required to meet the clinical agency requirements, as well as CSUN requirements, for clinical. Some agencies charge a fee for ID badges.

All students are expected to comply with OSHA requirements for Blood Borne Pathogens through the program. Compliance with policies specified at clinical agencies is expected when assigned to clinical placements.

Students will be required to obtain, at their own cost, a criminal background check and/or drug screen or similar testing as required by the clinical agencies where students are placed. Students must meet background check standards required by clinical agencies. Failure to meet such standards may result in the inability to complete clinical course objectives and thus inability to complete the BSN.

Students will also sign an agreement for confidentiality, which must be observed at all times in clinical matters. Students must comply with all HIPPA requirements.

Advancement to clinical courses is at the discretion of faculty and is based on course performance in prerequisites and documentation of clinical competence.

The University Policy on Health Screening/Measles Requirement can be found in the CSUN Catalog.

*Students may use the Student Health Center for assistance in meeting health requirements*

Students are responsible for obtaining at their own cost any necessary health insurance, health examinations, immunizations, TB testing, titres, malpractice insurance, or other requirements needed to maintain compliance with University and affiliating clinical agency requirements. Documentation is to be submitted to the program upon request and before the first patient care experience.

Students in nursing clinical courses are responsible for obtaining at their own cost any necessary criminal background checks. Students must submit *results* of the background check to the agency-designated person in the requiring affiliating clinical agency upon request and before the first patient care experience at that location. Students must submit to clinical faculty *only*

documentation that they have completed background check. Faculty may require only proof that students have requested the required check (e.g., receipt of payment) per CSUN procedures. A background check is a requirement of health care agencies *and not* a requirement for CSUN admission.

If an affiliating clinical agency notifies faculty that the agency is refusing clinical placement to a student based on background check the student will be unable to complete required clinical laboratory course work, unable to progress in the program, and thus unable to meet degree requirements.

Faculty will not make an alternative clinical placement for a student refused by a clinical agency on the basis of background check. As with other progression issues students may proceed with appeals using policies and procedures specified in CSUN Catalog. Students who are concerned about any items that may appear on background check are advised to seek outside counsel to remedy the situation prior to considering clinical activities. Students are fully responsible for this.

Students in nursing courses are responsible to obtain and maintain at their own cost CPR certification, and if needed a Los Angeles City Fire Safety Card or evidence of other indicators of particular competencies as required by professional standards or affiliating clinical agencies.

Student access to transportation is required for clinical and other required activities off campus.

The faculty reserves the right to make program modifications as necessary to meet current professional standards, Board of Registered Nursing requirements, and Commission on Collegiate Nursing Education (CONE) accreditation criteria. Students and applicants will be informed via written program materials and announcements, and only in rare, unavoidable cases would such changes be retroactive. (e.g., Such a rare circumstance occurred when healthcare agencies initiated background checks for all enrolled students.)

Cost to individual students may vary based on external agency requirements. For example, students placed in Los Angeles city agencies will have to pay for and complete fire card certification and those for whom placement is available elsewhere will not need this card. The Nursing Program cannot control placement-related costs.

HSci427L, 428L & 307L: Special considerations.

Permission #'s for these classes will be issued by the clinical coordinator rather than your faculty advisor.

The semester before you plan to take 428L you must notify the clinical coordinator whether you prefer a Ventura County or a Los Angeles County placement. You must have your own transportation to either.

**\*CSUN Pre-Clinical Checklist for \_\_\_\_\_**

(Please Print NAME)

Your information is protected by privacy laws and may be shared only with “need to know” individuals in Health Sciences & in clinical agencies where the student is placed. Some changes to this process may be necessary & will be communicated in a timely manner.

**TO STUDENTS:**

1. GO TO: <http://www.csun.edu/~meh20426/ClinicalChecklist.xls>
2. Fill in your name & expiration dates where appropriate
3. Email the completed online form to the Clinical Coordinator
4. **DEADLINE:** Print a copy of completed excel file & submit with ALL documents IN ORDER the semester before you plan to take 427L in an envelope to Clinical Coordinator

**Clinical Coordinator with staff support**

1. Copy & paste data from each emailed excel file into consolidated file of all students.
2. Verify submission of copies of required clinical documents
3. Email verified & consolidated file to all clinical faculty or place on shared CSUN drive.
4. File all checklist materials in student folder in HSCI office within 1 week of verification.
5. Send letters to each agency where students are placed verifying receipt of documents and that students are cleared for clinical.

**Clinical Faculty:**

1. Review excel files for materials that have expiration dates to verify those dates.
2. Track & make sure new copies are submitted on or before expiration date. Exclude students from clinical who have not updated materials.

\* Faculty may need to amend this checklist based on particular agency requirements.

<b>Required Item</b>
1. Current Health Insurance
2. Statement of Health Clearance by MD/NP (within 18 mo)
3. Current CPR Card
4. Tuberculosis Skin Test or Chest X-ray (circle which)
5. Hepatitis B Vaccine/Titre (circle which)
6. Rubella Vaccine/Titre (circle which)
7. Varicella Vaccine/Titre (circle which)
8. HIPAA training documentation (May be documented by a letter from your employer; Los Robles assigned students see faculty for requirements)
9. Blood-Borne Pathogen Training (May be documented by a letter from your employer)
10. Confidentiality statement signed (attached)
11. Fire Safety Card (for anyone assigned to a hospital within L.A. County Fire District)
12. RECEIPT ONLY for any required background check. (Submit ONLY receipt to faculty; do NOT submit results to faculty.)
13. Malpractice Coverage: Not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate
14. Verification of Valid California Drivers' License (or proof of transportation)
15. Verification of Auto Insurance (or proof of transportation)
16. Drug screen (only when required by particular agencies)
<b>RN to BSN Students ONLY</b>
17. Current California Registered Nursing License

\_\_\_\_\_  
Signature of Faculty Verifying Checklist

\_\_\_\_\_  
Date

**STUDENT CONFIDENTIALITY STATEMENT**

I understand that medical records, patient care information, personnel information, reports to regulatory agencies, conversations between or among any healthcare professionals are considered privileged and should be treated with utmost confidentiality.

If it is determined that a breach of confidentiality has occurred as a result of my actions, I can be personally liable for damages that may result from such a breach.

If a breach occurs I will notify my Faculty Supervisor immediately.

I have reviewed, understand and agree to abide by the above stated Student Confidentiality Statement.

Signed: \_\_\_\_\_

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

### **Background Check & Other Clinical-related Policies**

Students are responsible for obtaining at their own cost any necessary health insurance, health examinations, immunizations, TB testing, titres, malpractice insurance, or other requirements needed to maintain compliance with University and affiliating clinical agency requirements. Documentation is to be submitted to the program upon request and before the first patient care experience.

Students in nursing clinical courses are also responsible for obtaining at their own cost any necessary criminal background checks. Students must submit documentation to the agency-designated person in the requiring affiliating clinical agency upon request and before the first patient care experience at that location. Faculty may require only proof that students have requested the required check (e.g., receipt of payment) per CSUN procedures. If an affiliating clinical agency notifies faculty that they are refusing clinical placement to a student based on background check the student will be unable to complete required clinical laboratory course work, unable to progress in the program, and thus unable to meet degree requirements. A background check is not a requirement for CSUN admission. Faculty will not make an alternative clinical placement for a student refused by a clinical agency on the basis of background check. As with other progression issues students may proceed with appeals using policies and procedures specified in CSUN Catalog.

Students in nursing courses are responsible to obtain and maintain at their own cost CPR certification, and if needed a Los Angeles City Fire Safety Card or evidence of other indicators of particular competencies as required by professional standards or affiliating clinical agencies.

Student access to transportation is required for clinical and other required activities off campus.

*The faculty reserves the right to make program modifications as necessary to meet current professional standards, Board of Registered Nursing requirements, and Commission on Collegiate Nursing Education (CCNE) accreditation criteria. Students and applicants will be informed via written program materials and announcements, and only in rare, unavoidable cases would such changes be retroactive. (e.g., Such a rare circumstance occurred when healthcare agency initiation of background checks required current post-licensure students to begin background checks and face the possibility of being unable to complete degree requirements without prior notification.)*

### **ABSENCES**

#### **Class Absences, Tardies**

*If you must be tardy or absent, please let the professor know as soon as you know. You can do this by e-mail or voice mail.*

Punctual attendance is required. There are no unexcused absences. In case of illness, the student is expected to contact the instructor. Habitual tardiness is not acceptable. Weekly reading assignments are required preparation for each class session or lecture and should be done prior to class. Participation is expected during all activities.

**Excessive absences or tardiness will result in:**

- 1. A reduction in the student's grade**
- 2. Additional (make-up) assignments**

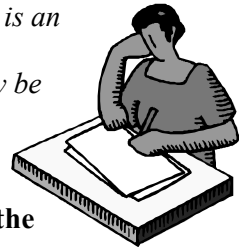
#### **Clinical absence policy for Accelerated BSN (A-BSN students)**

- Absence from clinical is only acceptable in the event of illness.
- Students must bring a note from their physician.

- The note must be on letterhead or a prescription pad. Students must make up the missed clinical hours. This will be negotiated with the clinical instructor.
- It is the student's responsibility to make the arrangements for making up missed clinical hours.
- The make-up arrangements must be approved by the clinical instructor.
- Make-up time needs to be done prior to completion of the clinical practicum.
- No other missed clinical is acceptable and will result in failure in the class
- Extreme circumstances require permission from faculty and the program director

### **Challenge Policy, Transfer & Advanced Placement Policy**

*Currently enrolled undergraduate students not on probation who are especially qualified through experience or private instruction may petition to earn credit by challenge examination in selected courses designated by each department. A challenged examination provides for the awarding of academic credit through successful completion of an examination of a specific catalog-listed course. Selected laboratory and activity courses in which student participation is an integral part of the learning experience shall not be subject to challenge. Each department shall have the sole responsibility for designating which courses may be challenged by examination*



#### **RN TO BSN CHALLENGE**

**Please to refer to the RN to BSN guidelines for challenge exams and the CSUN University Undergraduate/Graduate Catalog for further instructions**

Prerequisite course equivalencies are determined either via articulation agreements between CSUN and other campuses or based on judgment of the student's advisor in terms of equivalency. Credit earned in other colleges/universities through challenge exams and credited to the student at that institution will be accepted.

Nursing courses from other programs may be considered equivalent and may be transferred into this program, but not necessarily so. Unit discrepancies will be resolved through waiver or student appeal. The Nursing Program Director/designee may approve as equivalent to the CSUN A-BSN courses any additional nursing courses from BRN-approved and professionally accredited colleges/universities.

Syllabi, catalog descriptions, or other documents necessary to determining equivalency may be requested by the Program Director or advisor in order to accurately determine equivalency of nursing or non-nursing courses.

#### **CHALLENGE**

All BSN students may petition to challenge nursing courses in the Health Sciences Department via the following these procedures:

1. Students must register and pay all fees as required by the University.

2. A-BSN petitioners must submit a letter to the Nursing Program Director at least one month prior to the semester of the course that they wish to challenge. RN-BSN may submit on the first day of class.
3. The signed letter should list sources of acquired learning and provide relevant, verifiable documentation of acquired learning as attachments. For concurrent theory/clinical courses such documentation must include certificate of education or similar document of didactic instruction in the relevant area as well as the equivalent of 2 years of work experience in a nursing role (e.g., LVN) within the previous 3 years in the relevant area. Challenge examination applications for selected RN-BSN courses are available in the Health Sciences Department.
4. The petition to challenge must be approved by the Nursing Program Director/designee and the Department Chairperson.
5. Challenge examinations will be administered only during the semesters when the relevant course is taught and administered by the course faculty.
6. In lecture only courses the challenge examination will be a comprehensive final examination or equivalent. For ABSN track students a score of 90% will constitute passing; 90-93% will result in A- and 94-100% will result in "A" letter grade.
7. In concurrent lecture and theory courses, the ABSN petitioner must petition to challenge both courses. The lecture challenge examination will be conducted as above. If the student achieves 90% or higher on the comprehensive written examination, the student will be allowed to challenge the clinical component of the course. The clinical challenge examination will be completion of all behavioral objectives on the behavioral clinical checklist in the relevant course within the first 2 weeks of the clinical course.
8. Faculty conducting the challenge examination will notify students immediately of the outcome so that students may continue or not in the challenged course.
9. RN-BSN students may challenge up to 6 units including HSci302, HSci304, & HSci305.

## **OTHER KEY POLIES/PROCEDURES**

### **Progression (Promotion), Course Repeat, and Retention Policy**

The Nursing Program will adhere to the disqualification and readmission University policies.

A minimum grade of C is required to pass all prerequisite & nursing courses.

Nursing students must enroll and pass concurrently both theory and clinical laboratory components of each area of study that contains a theory-clinical course pair. A grade of C- (72%) or less in either concurrent course will require that the student repeat both concurrent theory/lab courses.

Students progressing on schedule through the nursing program will be given priority space in classes, and students repeating courses will be considered only on a space available basis. Therefore, the need to repeat any course may interfere with the repeating student's ability to complete the degree.

Students will not be allowed to enroll for a course until the prerequisites for that course are successfully completed. A student may progress in the program only by successfully completing courses in sequence.

Students may repeat any failed course only one (1) time with a maximum of two (2) different repeated courses. After two repeated courses if the student fails a third course, the student will not be eligible to continue or eligible for readmission. This rule applies to academic failures. Failures resulting from ethical violations may result in dismissal from the program and repeating courses may not be permitted. Any grades that are assigned as part of disciplinary action may not be "forgiven."

If a student is refused clinical placement by a clinical agency based on background check information, the student will not be reassigned or allowed to continue in the program until the background check is clear.

All RN-BSN nursing courses must be completed within 5 years after taking the first nursing course or students may be required to meet current program requirements.

All A-BSN nursing courses must be completed within 3 years after taking the first nursing course. If a failing A-BSN student will be out of the program for more than one semester, s/he must apply for readmission.

As with other progression issues students may proceed with appeals using policies and procedures specified in *CSUN Catalog*.

*Progression and Repeat policy for Accelerated-BSN students is more restrictive than the policy for RN-BSN because of the cohort nature of the program.*

### **Repeating Course Policy**

The University recognizes that undergraduate students may need to repeat one or more courses in order to fulfill degree requirements and/or enhance previously acquired skills. Students should seek academic advisement before deciding to repeat any course. Only one repeat per course is permitted for the purpose of improving the grade.

Students may not improve grades of courses taken at other institutions by repeating them at CSU Northridge, nor may students improve grades of courses taken at CSU Northridge by repeating them elsewhere.

Students should seek academic advisement prior to deciding to repeat any course. Please refer to the CSUN Catalog for more information

### **Dismissal from the Program Policy**

Students may be dismissed from the program secondary to unprofessional behavior as well as for academic failure. Decisions regarding dismissal are made by the faculty. Factors influencing consideration of review for dismissal include overall performance in division nursing courses; clinical competence as demonstrated in laboratory courses and/or mechanisms used to determine clinical competency; and professional attitude/behavior.

The Nursing Program is consistent with CSUN policy governing the *repeating courses* in the current CSUN Catalog (<http://www.csun.edu/catalog/>). Only one repeat per course is

allowed, and any grades that are assigned as part of disciplinary action may not be “forgiven.” A student may progress in the program only by successfully completing courses in sequence. If a minimum of C (73%) is not attained in a nursing major course or in both courses in a pair of concurrent lecture/clinical courses when taken for the second time, the student will not be eligible to remain in or graduate from the nursing major. Evaluation criteria for each course are specified in syllabi. The Nursing Program Director will inform the student in writing of the dismissal from the program. The BSN program will respond to all grievances and grade appeals filed per *CSUN Catalog*.

Professional and ethical behavior is expected at all times and violations will result in grade penalties, including possible failure of course or assignment. Student may be referred to the University ethics committee if the student violates codes of conduct specified in CSUN catalog. Definitions of terms are in the CSUN Catalog.

Additionally in clinical courses a repeated pattern of either unsafe behavior or unprofessional conduct as evaluated by the instructor will constitute a failure of the course. Competency is expected for all experiences. One act of unprofessional, unethical, or illegal conduct as reflected in ANA Code of Ethics, clinical requirements, BSN student handbook or *CSUN catalog*, may result in removal from the clinical setting based on the judgment of faculty and/or agency staff.

*Progression & repeat policy for Accelerated-BSN students is more restrictive than the policy for RN-BSN because of the cohort nature of the program.*

## **CSUN Academic Grievances and Grade Appeals**

*The university provides procedures for the orderly processing of grievances by students against members of the faculty, and for the appeal of assigned grades. Established by the Faculty Senate, these procedures are contained in the Academic Grievance and Grade Appeals Board Bylaws. The Board is empowered to act upon grievances and appeals, which are properly filed.*

Academic **grievances** may be filed when a student feels aggrieved in (non-grade) matters concerning an academic decision, action or judgment by a faculty member. A **grade appeal** may be filed when a student believes a grade is based on error, violation of university rule or policy, refusal by the instructor to report a grade, discrimination or other improper conduct towards the student. Grade appeals based wholly or in part on a subjective or qualitative judgment of an instructor will not be considered by the Board.

Students should attempt to resolve matters informally with the faculty member prior to filing an academic grievance or grade appeal. Students should also seek the review of the appropriate department chair and then the school dean or designee. If the matter cannot be resolved in this manner, the student may file a formal grievance or grade appeal. **The grievance or appeal must be presented in writing before the end of the semester following the semester in which the matter occurred or the grade was assigned.**

Information and forms for filing an academic grievance or grade appeal may be obtained from the Office of the Vice President for Student Affairs or by calling (818) 677-2391.



### **Process =**

- 1. Discuss with the involved faculty & try to resolve at this level**
- 2. If not resolved with faculty, then meet with Nursing Program Director, Dr. Hattar-Pollara**
- 3. If not resolved via program director, then meet with Health Sciences Chairperson, Dr. Malec**

4. If not resolved via Chairperson, then meet with College Dean, Dr. Sylvia Alva.

★ **BEWARE POSTING ON SOCIAL NETWORKING SITES:**

★ **Under no circumstances should any patient or clinical information be shared on twitter, facebook, or any other social networking media or site. To do so is a probable violation of federal HIPPA law and unethical. (Optional reference: McBride, D., & Cohen, E. (2009, July). A closer look: Misuse of social networking may have ethical implications for nurses. ONS Connect, p. 17)**

## Academic Dishonesty Policy

The maintenance of academic integrity and quality education is the responsibility of each student within this university and the California State University system, for this reason, academic dishonesty is considered an especially serious offense. Cheating or plagiarism in connection with an academic program at a campus is listed in Section 41301, Title 5, California Administrative Code, as an offense for which a student may be expelled, suspended, or given. Less severe disciplinary sanction. Academic dishonesty diminishes the quality of scholarship on the campus and defrauds those who may eventually depend upon our knowledge and integrity. Such dishonesty includes:



### A. CHEATING

Intentionally using or attempting to use unauthorized materials, formation, or study aids in any academic exercise.

### B. FABRICATION

Intentionally, without authorization, falsifying or inventing any information or citation in an academic exercise.

### C. PLAGIARISM

Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

### D. FACILITATING ACADEMIC DISHONESTY

Intentionally or knowingly helping or attempting to help another commit Academic Dishonesty.

## Student Conduct Code

### *Standards of Ethical Behavior*

*The personal behavior and ethical conduct of each student at California State University, Northridge impacts, positively or negatively, on the climate and reputation of the entire institution. Thus, it is imperative that each student act at all times with integrity and with respect toward all members of the campus community. The University assumes that all students will conduct themselves as mature, responsible, and law-abiding citizens who will comply with University policies and regulations.*

### **Discipline Policy**

Student Discipline (not including the assignment of grades) is exclusively the province of the Office of the Dean of Students. Final campus authority is vested in the Dean of Students the President's Designee in student disciplinary matters.

The Student Conduct Code is contained in Article 1.1, Title 5, California Administrative Code, and is published in the University catalog, schedule of classes, and the student handbook. The document governing the student disciplinary procedures of the California State University is Executive Order 148, issued by the Chancellor's Office on March 18, 1972.

Formal written reports of incidents involving violations of the student conduct code (including instances of academic dishonesty) may be referred by a faculty member, school Dean or Associate Dean to the Office of the Dean of Students either for information purposes or with a request for disciplinary action. When disciplinary action is requested, a Student Conduct Code Violation Report form (see attached) and all other substantiating evidence shall be provided.

The Assistant Dean of Students/Coordinator of Student Discipline is empowered to investigate all instances of academic dishonesty and other alleged violations of the Student Conduct Code.

The Coordinator of Student Discipline shall contact persons having knowledge of the incident and shall conduct an investigation of the charges.

Cases of academic dishonesty are resolved either through an appropriate sanction accepted by the student or by a disciplinary hearing conducted in accordance with Section 7 or Executive Order 148.

Notice of the resolution of a case shall be sent by the Dean of Students to the Dean or Associate Dean, department chair, and other appropriate faculty members in the school involved.

#### **Penalties**

Section 41301, Title 5, California Administrative Code, as published in the University catalog, Appendix I, provides that a student may be expelled, suspended, placed on probation or given a lesser sanction for a proven violation of the Student Conduct Code. Among the violations listed in Section 41301 cheating or plagiarism in connection with an academic program is specifically included.

Disciplinary records of any action of academic dishonesty are retained in the Office of the Dean of Students for at least five years from the date of final adjudication. These records may be available to prospective employers and other educational institutions, in accordance with federal and state regulations.

#### **Coordinator: Student Discipline**

Persons wishing to report an act of academic dishonesty would call 8852391 or visit Administration Building Room 205 and ask for the Coordinator of Student Discipline. The Coordinator will investigate such reports. Information may be provided anonymously; disciplinary action, however, cannot be taken on the basis of anonymous reports alone. The Coordinator is also available to assist faculty members in the development and presentation of academic dishonesty cases.

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**41301. Expulsion, Suspension and Probation of Students.**

*Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes, which must be campus, related.*

*Please refer to the current CSUN Catalog online at <http://www.csun.edu/catalog/>*

*Sexual Harrassment Nondiscrimination Policy*

Students are protected from sexual harassment from others both in the University setting and in clinical agencies. Any harassment should be reported immediately. (See CSUN Catalog, as well as this manual under "Campus Community and Cultural Diversity Policy.")

*Sexual Harassment Policy*

Definition of Sexual Harassment (California Education Code, Section 212.5):

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work of educational setting, under any of the following conditions:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- (b) Submission to or rejection of, the conduct by the individual is used as the basis of employment or academic decision affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment,
- (d) Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the educational institution.

The BSN Program, in accordance with California State University, Northridge policies, will not tolerate sexual harassment in any form, including student/student, student/faculty, or faculty/student harassment, and could ultimately result in strong disciplinary action, such as the possibility of suspension and or dismissal from the program and/or university. Sexual harassment including employee/student harassment occurring while at a clinical site is handled by the clinical site, as per their policy. If sexual harassment occurs on the clinical site, the student is to immediately inform the Clinical Instructor of the behavior, who will ensure that appropriate action is taken. If the clinical instructor is in violation of these codes of conduct, the student should instead immediately inform the Nursing Program Director at 818-677-4108. Manipulation of the clinical schedule may be considered in the event that a grievance procedure is activated, in order to protect the quality of student's clinical education environment.

Every allegation of sexual harassment will be taken seriously and pursued as outlined in the California State University, Northridge catalog.