

CSUN | NURSING

BSN Student Handbook



Welcome!

Purpose

The California State University, Northridge (CSUN) BSN Department Student Handbook is to be used in conjunction with the current CSUN Catalog. The knowledge and application of the CSUN and the 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.

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.

About the University

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 38,000 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 University Park apartment complex on the north campus. Bachelor's Degrees are given in 68 subject areas and Master's Degrees in 58 specialties and now two professional doctorates will be granted.

The University is made up of nine academic colleges:

- Mike Curb College of Arts, Media, and Communication
- David Nazarian College of Business and Economics
- Michael D. Eisner College of Education
- Engineering and Computer Science
- Health & Human Development
- Humanities
- Science & Mathematics
- Social & Behavioral Sciences
- Tseng College: Graduate, International and Midcareer Education

The Department of Nursing is one of eight Departments in the College of Health and Human Development (CHHD). The Department of Nursing office is located in Jacaranda Hall room 2210.

Programs and Organizations

Accreditation

CSUN's Nursing Program is accountable to the California State University system, the Western Association of Schools and Colleges (WASC), Commission on Collegiate Nursing Education (CCNE), the California Board of Registered Nurses (BRN) in the State of California's Department of Consumer Affairs, the profession, the consumer, and the student.

The program must ensure that its graduates are academically, clinically and professionally prepared to enter the profession as a competent Nurse. In order to do so, specific policies have been established for conducting the Bachelors of Science in Nursing (BSN).

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.

Mission Statement, Vision and Values

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.

Vision and Values

We value integrity, advocacy, excellence, life-long learning, respect for others, and competence. To facilitate this vision, 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.

Programs Offered

Currently, CSUN DON offers three undergraduate degree programs:

1. RN-BSN
2. Accelerated BSN
3. ADN-BSN Collaborative Nursing Program

History of the Department of Nursing

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 no more than two full days for full-time students.

Theory courses have a ratio 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 (NURS 427L, NURS 428L) require 45 hours a semester per unit 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 a self-support program through Tseng College 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.

Collaborative: ADN- BSN

The ADN-BSN Pathway Program is a collaborative model for academic progression in Nursing that links CSUN with designated California Community College (CC) partners. This program enables the ADN student to earn a BSN degree in just over 2 1/2 years from starting the ADN program. This enables a significant increase to access a BSN degree and the capacity to advance more BSN-prepared RNs into the nursing workforce. Students will start courses at their respective CC and take BSN courses at CSUN in the summer. After completing ADN courses, students will continue for two more semesters at CSUN for the remaining coursework. Students are required to pass their NCLEX exam before graduating from CSUN.

Goals of the Baccalaureate Program

Baccalaureate Program Learning Outcomes

Upon completion of the BSN, graduates will use critical thinking, therapeutic interventions and communication across a wide variety of settings in order to:

1. Evaluate nursing care for patients across the lifespan from diverse backgrounds in a variety of settings to ensure that it is compassionate, age and culturally appropriate, and based on a patient’s preferences, values and needs.
2. Collaborate with members of the interprofessional healthcare team to manage, coordinate and advocate for the provision of safe, quality care, disease prevention and injury prevention for patients, families and groups.
3. Demonstrate use of best current evidence and clinical expertise when making clinical decisions in the provision of patient-centered care that meets legal, ethical and professional standards.
4. Evaluate evidence-based information to determine the appropriate use of strategies to effectively utilize patient care technology, harm reduction strategies and quality improvement processes in the provision of safe, quality patient-centered care in a variety of healthcare settings.
5. Demonstrate leadership skills in providing safe, quality, patient-centered care to individuals,

families, groups, communities and populations.

Baccalaureate Student Learning Outcomes:

The curriculum design includes theory and clinical practice that operates in five specific nursing roles suggested by the American Association of Colleges of Nursing (AACN): Essentials of Baccalaureate Education for Professional Nursing Practice (2008) and Quality and Safety Education for Nurses (QSEN). Traditional BSN and ABSN students are expected to meet the Level I terminal outcomes after successful completion of the lower division and 300-level generic courses. Since the Level I terminal objectives represent a basic minimum level of competencies, ADN-BSN Collaborative Track and RN to BSN students are admitted to the program with the expectation that they are already able to meet these outcomes.

The AACN Essentials of Baccalaureate Education for Professional Nursing Practice:

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

CSUN also incorporates Quality and Safety Education for Nurses (QSEN) in our curriculum to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes necessary to continuously improve the quality and safety of the healthcare systems within which they work. These include:

1. Patient-Centered Care
2. Teamwork and Collaboration
3. Evidence-based Practice (EBP)
4. Quality Improvement (QI)
5. Safety
6. Informatics

GENERAL INFORMATION & POLICIES

Under no circumstances should the contents of this document be considered complete knowledge of university requirements. Students are responsible to review the catalog in its entirety for full disclosure of the university's policies and practices: <http://catalog.csun.edu/>

Department of Nursing—Faculty and Administration

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University Publications

Information about admission requirements, registration, courses of study, student activities, and government is available in several university publications. All or part of these publications are available via the CSUN website www.csun.edu.

General Academic Information

MYNORTHRIDGE PORTAL

To activate your portal account, locate the "Activate CSUN User ID and Password" letter sent to you by Admissions and Records. It contains your CSUN User ID and Initial Password. Visit the CSUN Login page, enter your User ID and Initial Password, and follow the subsequent instructions to activate your User ID and Password. If you experience any difficulties, contact the CSUN IT Help Desk at helpdesk@csun.edu or 818-677-1400.

Registration

For RN-BSN and Collaborative students: Registration is done online through myNorthridge Portal and SOLAR Student Center, so you must obtain your CSUN User ID and establish a password before your priority registration appointment. Each student needs a CSUN User ID and password to log into the Campus Web Portal and access SOLAR Services for students to enroll in classes, make payments and access other student information. Use the student IT website <https://www.csun.edu/it/students> to obtain a personal campus account or manage your account.

For ABSN Students:

You will be registered automatically for your courses as outlined in your program schedule if student account is in good standing. You may confirm your registration by login into the CSUN portal. You will not be registered for future courses if you have an outstanding tuition balance or any holds.

Communication via Email

All programmatic email correspondence will be sent through the secure and official CSUN domain. Please use your **@my.csun.edu** account to receive and send emails. It is each student's responsibility to monitor her/his University email. This is the official means of communication between the faculty/Department and you. There is an option to forward an email from your CSUN account to your personal account. Please check the Information Technology website for help with forwarding CSUN emails to your personal account: <https://www.csun.edu/it/students>.

Academic Grievances and Grade Appeals

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 toward 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 also should seek the review of the appropriate department chair and college 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 on the Student Affairs–Forms website or by calling Office of the Vice President for Student Affairs at (818) 677-2391.

[Academic Grievances and Grade Appeals \(csun.edu\)](https://www.csun.edu/academic_grievances_and_grade_appeals)

Credit Hour

[Credit Hour \(csun.edu\)](https://www.csun.edu/credit_hour)

Grading Policy

Faculty is responsible for student grading and evaluation for all courses, including clinical and preceptorship experiences. Grading and student feedback is to be done in a timely manner. Faculty, on the first day of class, is responsible for explaining the grading scale and evaluation methods contained in the course syllabus. Evaluation methods may include, but are not limited to quizzes, exams, presentations, group projects, case studies or care plans, simulation activities, and clinical performance or assessment. Grading Scale The following letter grades are guaranteed for each corresponding percentage range. A grade of C- is not passing.

A = 93-100%

A- = 90-92.99%

B+ = 87-89.99%

B = 83-86.99%

B- = 80-82.99%

C+ = 77-79.99%

C = 73-76.99%

C- = 70-72.99%

D = 60-69.99%

F = <60%

Grade Correction Procedures

[Grade Correction Procedure \(csun.edu\)](https://www.csun.edu/grade_correction_procedure)

Nondiscrimination Policy and Complaint Procedures

[Nondiscrimination Policy and Complaint Procedures \(csun.edu\)](https://www.csun.edu/nondiscrimination_policy_and_complaint_procedures)

Privacy Rights of Students in Education Records

[Privacy Rights of Students in Education Records \(csun.edu\)](https://www.csun.edu/privacy_rights_of_students_in_education_records)

Title IX Notice of Nondiscrimination

[Title IX Notice of Nondiscrimination \(csun.edu\)](https://www.csun.edu/titleix)

Veterans & Sponsored Students

US Military Veterans and Military Dependents that are approved for VA Educational Benefits should contact the [CSUN Veterans Affairs Office](https://www.csun.edu/veterans) at (818) 677-5928 or email veteransmail@csun.edu. Your cost of tuition at The Tseng College may be significantly reduced or covered completely if you are a “sponsored student” one whose tuition is paid by a third party. This may be an employer, a military organization, a vocational rehabilitation department, a municipality, or any other agency, body, board, business, etc., willing to pay tuition for a student.

Academic Paths to the BSN

RN to BSN:

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.

Prior to Admissions:

Requirements for admission to the RN to BSN are:

- Associate Degree in Nursing, or its equivalent, from a regionally accredited program.
- Minimum cumulative GPA of a 2.5.
- Minimum of 60 transferable units.
- All students must have completed the Basic Subjects courses (Written Communication/Math/Quantitative Reasoning, and Oral Communication) before applying to CSUN.
- Completion of one lower division course in each of the following: anatomy, physiology, chemistry, and microbiology, each with a concurrent laboratory, and introductory statistics. A minimum grade of “C” must be attained in each.
- Licensure as a Registered Nurse in California before starting nursing courses at CSUN.
- Completion of separate applications to the University and the nursing program.

Lower Division Requirements

CSUN Course	Course Title	Units
BIO 211 & 212	Human Anatomy	2/1
BIO 215 & 215L	Introductory Microbiology	2/2
BIO 281 & 282	Human Physiology	3/1
CHEM 103/L	Introductory Chemistry I	3/1
MATH 140	Introductory Statistics	4
Total Units of Lower Division		19

Upper Division Professional Nursing Courses

CSUN Course	Course Title	Units
NURS 302	Basic Pathophysiology	3
NURS 303	Professional Nursing	3
NURS 306	Supportive/Education Nursing Systems	3
NURS 307	Health Assessment	2

NURS 307L	Laboratory: Health Assessment	1
NURS 308	Family Systems Nursing	3
NURS 310	Principles of Nursing Research	3
HSCI 488	Epidemiology	3
NURS 426	Nursing Systems Issues and Ethics	3
NURS 427	Dynamics of Nursing Leadership	3
NURS 427L	Laboratory: Dynamics of Nursing Leadership	1
NURS 428	Community Health Nursing	3
NURS 428L	Laboratory: Community Health Nursing	2
NURS 495AA	Clinical Advances in Nursing, SENIOR PROJECT	2
	Total Units of Nursing/ HSCI courses	35

Breakdown for Graduation

Maximum units can transfer	70
CSUN Major Nursing	35
Upper Division GE	9
NCLEX Elective Units	0-15
Upper Division Writing Proficiency Exam (UDWPE)	Pass
Total Units to Graduate	120

Important Note:

RN-BSN Students are eligible for up to 15 elective units that count towards graduation for passing the NCLEX exam.

All students need Upper Division Writing Proficiency Exam (UDWPE).

ABS N

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

Prior to Admission

Requirements for admission to the ABSN are:

- Must hold a BA/BS in another field
- Must have a cumulative GPA of a 3.21 from first BA/BS
- Must complete the five required prerequisites (statistics, chemistry, microbiology, anatomy, and physiology) with a minimum grade of C or above
- All science prerequisites must be completed with concurrent labs
- All science prerequisites must be completed within the past seven years when applying.

ABS N – Plan of Study

First Semester

NURS 302	Pathophysiology	3
NURS 307	Health Assessment and Lab	2/1
NURS 318	Introduction to Professional Nursing and Lab	3/4

Total 13

Second Semester

NURS 310	Nursing Research	3
NURS 315	Pharmacology	3
NURS 320	Intermediate Medical Surgical Nursing and Lab	4/3
NURS 430	Psychiatric/Mental Health Nursing and Lab	2/1
Total		16

Third Semester

NURS 422	Advanced Medical Surgical Nursing and Lab	4/4
NURS 443/L	Nursing Care of Children and Lab	2/1.5
NURS 444/L	Nursing Care of Childbearing Family Lab	2/1.5
Total		15

Fourth Semester

NURS 426	Nursing Systems Issues and Ethics	3
NURS 427	Dynamics of Nursing Leadership and Lab	3/1
NURS 428	Community Health Nursing and Lab	3/2
NURS 498L	Clinical Intensive	2
Total		14

Collaborative Program Details: Collaborative (ADN- BSN)**Prior to Admissions**

Requirements for admission to the Collaborative ADN-BSN are:

- Must be admitted into a Nursing program at one of our partner community colleges
- Must have a cumulative GPA of a 2.5
- Must complete the five required prerequisites (statistics, chemistry, microbiology, anatomy, and physiology) with a minimum grade of C.

First Summer Semester

NURS 302	Basic Pathophysiology	3
NURS 307/L	Health Assessment and Lab	2/1
HSCI 488	Epidemiology	3
Total		9

Second Summer Semester

NURS 303	Professional Nursing	3
NURS 308	Family Systems Nursing	3
NURS 310	Principles of Nursing Research	3
Total		9

Spring Semester

NURS 306	Supportive/Educative Nursing Systems	3
NURS 426	Nursing Systems Issues and Ethics	3

NURS 428/L	Community Health Nursing and Lab	3/2
Total		11

Third Summer Semester

NURS 427/L	Dynamics of Nursing Leadership and Lab	3/1
NURS 495AA	Clinical Advances in Nursing, SENIOR PROJECT	2
Total		6

CSUN Department of Nursing GENERAL INFORMATION & POLICIES

Academic Advisement

The Nursing Program is demanding in both content and time. The department highly recommends that every nursing student seeks out advisement from the Nursing Academic Advisor. The Nursing Advisor will reach out to every student once a year to schedule an advisement appointment to check students' progress towards graduation. All students are encouraged to seek advisement in addition to the yearly scheduled advisement appointments for any academic or personal issues. The advisor can be contacted via the email listed in "Contact Information."

Academic Mentoring

Nursing faculty provide ongoing academic and career mentoring to students accepted into the Nursing major. Faculty members for the course of record and the assigned Academic Lead can help students develop strategies for current and future academic success.

--Expectations of Students

1. Meet with a faculty mentor or Academic Advisor for nursing whenever you have a question regarding your academic plans, academic progress, career objectives, or post-graduation plans (as appropriate).
2. Prepare for your advisement session in order to make your time more productive.
3. Be aware of CSUN Department of Nursing & University Deadlines.
4. Understand the graduation application process and requirements. The graduation application is used by the students to notify the University that they are ready to complete their degree program.

Expected Student Learning Outcomes

1. Students will be responsible for their own academic, personal and professional success. If academic guidance is needed, schedule an appointment with your faculty mentor.
2. Students will utilize appropriate learning resources to complete the requirements for their undergraduate degree.
3. Students will demonstrate awareness of how to utilize the necessary information, resources, and available options to make sound educational and lifelong decisions.

--Considerations for Academic Success

1. Go to class every day and get to know your professors; utilize office hours.
2. Plan and devote enough study time to do as well as you can in your classes—work on Study Skills! Skills must be practiced to influence desired outcomes.
3. Get academic or other assistance early if needed. The earlier you seek assistance, the earlier adjustments will be considered for your academic plan to assure completion of your degree objective.

ACADEMIC HONESTY & INTEGRITY REQUIREMENT

Each program participant is expected to complete all assignments in keeping with the CSUN, the College of Health and Human Development, and the Tseng College standards for academic and professional honesty and integrity. Any student found to be in violation of these standards of academic honesty and integrity may receive a failing grade in the course in question and/or may be disqualified from the program. **The Student Code of Conduct may be found at <https://catalog.csun.edu/policies/student-conduct-code/>.**

[Academic Dishonesty \(csun.edu\)](https://catalog.csun.edu/policies/student-conduct-code/)

[Penalties for Academic Dishonesty \(csun.edu\)](https://catalog.csun.edu/policies/student-conduct-code/)

Inappropriate conduct by students or by applicants seeking admission is subject to discipline as provided in Sections 41301 through 41304 of Title 5, California Code of Regulations. Please refer to the CSUN catalog for the full statement of policies and procedures. [Nursing, B.S. - Accelerated \(csun.edu\)](https://catalog.csun.edu/policies/student-conduct-code/)

Students in the Nursing Program who engage in acts of academic dishonesty will be subject to a serious grade penalty up to and including “F” for the course in which cheating or plagiarism occurred, as well as possible dismissal from the Nursing Program.

Department of Nursing Grievance Procedure

Nursing students are encouraged to discuss the issue/grievance directly with the faculty or student first. If this does not resolve the issue or if the student feels that a third party would assist in mediation, the Academic Lead or Program Director will facilitate. Every reasonable accommodation will be made to ensure that each party feels heard and respected while reaching a mutually acceptable resolution. If such resolution is not available at this level, the student is encouraged to follow the University Academic Grievance and/or Grade Appeal as described previously.

Dosage/IV Calculation and Medication Administration Policy

The purpose of this policy is to ensure that students in the prelicensure program can accurately calculate medication dosages and electronic intravenous pump settings and safely administer medications in the clinical setting by adhering to national and local guidelines. Principles of safe medication administration and the Nursing Process will be used as frameworks for assessing student competency. This policy applies to all nursing courses with a clinical (not lab) component, with the exception of: NURS 427 Leadership and Management and NURS 428 Public Health.

1. Nursing instructors who teach the theory portion of the course will incorporate a dosage calculation and medication administration exam in their course. The exam should preferably be given within the first 3 weeks of the semester. The syllabus will contain language that reflects the current Dosage/IV Pump Calculation and Medication Administration policy, emphasizing the consequences of not passing the exam.
2. Students must pass the first, and any subsequent exams, with a minimum score of 90%.
3. Students may only have a simple calculator (no Smart Phone or tablet devices) and one sheet of blank paper and pencil during the exam. After the exam, students must turn in the sheet of paper used during the exam.
4. Students may not pass medications in the current semester until they successfully pass the exam. Clinical instructors will be informed by the theory instructor which students may pass medications and which students may not.
5. Students will have **two (2)** attempts to pass the exam. If the student fails the first exam they must go through the remediation process outlined as follows:
 - 5a. Remediation process: The theory instructor will fill out the requisite remediation form and forward that to the Simulation-Lab Coordinator.
 - 5b. The Simulation-Lab Coordinator will review the previous dosage calculation exam with the student(s) and identify the problem areas and work with the student(s) to improve their medication administration and dosage and IV pump calculation skills. Once the remediation process is complete, the Simulation-Lab Coordinator will schedule a time with the student to take the FINAL dosage calculation and medication administration exam.
6. If the student does not pass the final dosage/IV calculation and medication administration exam, the student will be informed by the Department Chair that they are unable to continue with their cohort in the ABSN program.
7. The possibility of admission into a subsequent cohort will be determined with consultation of Faculty and the Department Chair.

PROFESSIONAL EXPECTATIONS

The CSUN BSN student represents CSUN, the Department of Nursing, and the nursing profession both at on-campus and off-campus learning environments. Students are expected to conform to professional behaviors, appearance and standards.

Student and faculty conduct are 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, adherences to legal and ethical professional standards are minimal expectations.

Guidelines for Professional Image

Dress: If students are in the Simulation Lab or the Hospital setting, appropriate uniform must be worn at all times. 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, 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. Shirts worn under the scrub top should be white or black. The only acceptable jacket that can be worn over the uniform is that provided by the department.

Identification: The CSUN name badge should be worn at all times while in the actual or simulated clinical setting. The name badge must be worn above the level of the waist at all times. A CSUN provided name badge reel is the only acceptable badge holder. Neck lanyards pose a safety hazard and are not permitted.

Footwear: Shoes should be clean, closed-toe, with non-skid soles and of non-porous. Shoes can be black or white.

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 (including eyelashes) 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 or other strong-smelling lotion/oil 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 and pose a safety hazard. 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 Piercings and Tattoos: Students may have no more than two visible piercings and those must conform to the clinical agency's dress code. Tattoos on the neck, arms, wrists or where visible to patients should be covered with long sleeves or flesh colored bandages.

Attendance Policy (Clinical and Theory)

Attending and participating in coursework, including theory lecture and clinical experiences, is necessary for successful completion of all nursing programs at CSUN. Think of your courses as your academic "employment." If you are going to be late or absent, you must notify your "employer" (in this case your supervising faculty) of this.

For lecture or non-clinical experiences: Please email the course faculty that you will be tardy or absent for a class.

For clinical experiences:

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

- Students are required to attend *all* clinical hours during the semester.
- All absences must be communicated directly with the clinical instructor and should be done *at least* 2 hours before the start of the clinical shift. Students may also be required to notify the unit to which they are assigned according to faculty preference.
- The maximum number of hours that a student can miss during the semester is one clinical day. If the absence is *excused* (see below), the student may make up the clinical hours either on a separate day, in the Simulation Lab, or as assigned by the clinical instructor and the final grade may not be affected. If any absence is *unexcused*, the time must still be made up in order to pass the course but the final grade will be affected. Failure to make up clinical hours as assigned (whether the absence is excused or unexcused) will result in a failure for the course.
- Reasons for excused absences include: the student's own illness, serious illness in the student's immediate family, death of a family member, automobile accidents, appearance in court, inclement weather with hazardous driving conditions, attendance at a professional conference, birth of a child, or an unforeseen catastrophic event.
- Unexcused absences (no call/no show) will not be tolerated and will result in a failure for the course.
- Students must provide documentation from the physician or health care provider for any major

illnesses. Absences for reasons that are non-health related will also require documentation from the student (i.e. jury duty notice).

- If the student has a major illness, a release statement from a physician or health care provider is required in order to return to the clinical setting.
- Students with communicable illnesses should not attend clinical. Make up hours should be rescheduled with the clinical instructor as soon as possible after danger of transmitting the illness is over.
- If a student is unable to fulfill the required clinical hours due to a documented major illness, an incomplete grade may be given. Students will not be able to progress to the next clinical course in the nursing sequence until the incomplete grade is removed.
- If the student becomes ill or has an emergency during clinical hours, the instructor will determine if the student should be excused. Any hours missed must be made up.
- If a student has not completed required documentation for health clearance items through CastleBranch, the student will not be able to start clinical hours. Any hours missed will be considered an unexcused absence and will affect your final grade or standing in the program.
- Tardiness to a clinical shift and/or laboratory course in the skills lab is unacceptable. Students who are habitually late will be counseled by the clinical instructor and may receive a failed or marginal day.

Email, call or text your instructor as soon as you know you will not be able to make it to clinical. The possibility of making up hours or experiences is at the discretion of the faculty and must subsequently be communicated with the Simulation Lab Coordinator. Failure to attend/participate in theory or clinical experiences will have a negative effect on your grade or standing in your respective nursing program.

Student Retention and Remediation Plan

A minimum grade of “C” is required in all prerequisite and nursing courses. A grade of “C-” will require the student to repeat the course or concurrent theory/lab courses. All nursing courses may be repeated only once with a maximum of 15 repeated units. Students progressing on schedule through the program will be given priority space in classes, and students repeating courses will be considered only on a space-available basis. The need to repeat some courses may interfere with the repeating student’s ability to complete the degree. Students must enroll and pass concurrently both theory and clinical laboratory components of each area of study that contains these components.

Remediation is at the discretion of the faculty and aims to help students identify areas that may impede the ability to graduate from the program successfully. Remediation/counseling forms can be given for any of the following reasons: Clinical Competency Issues, Absenteeism, Violation of College or Program Policies, Violation of Safety Rules, Academic, or Unprofessional Conduct. Failure to effectively remediate or requiring remediation in the same area multiple times may result in a non-passing grade for the course.

The Department of Nursing has proactively identified three goals and subsequent actions to facilitate student success, retention, and matriculation.

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

Actions:

1. A mandatory orientation to the Nursing program is conducted prior to the beginning of each new cohort where students are provided with basic information about the department, course readings, dress codes, information about University academic support programs, policies and procedures, etc.
2. Faculty teaching courses that have at risk students collaborate with the Academic Lead or Program Director to discuss and identify student needs for learning assistance.
3. Counseling for Personal Concerns: Students can self-refer* or be referred by faculty to certified mental health counselors in the Student Health Center as well as for physical health problems provided by a physician and nurse practitioners.
4. Scholarship Programs: The University offers many scholarships and the application process is fairly simple. The Department of Nursing also is privileged to offer numerous scholarships including: The Sipma Family Scholarship, The Jeanne Mayer Scholarship and the Edward Feldman Endowment.
5. Disability-related testing accommodations for nursing students are referred to the DRES on campus. Students with verified permanent disabilities are provided appropriate disability-related services, including test accommodations.
6. Prelicensure students are provided an NCLEX review course in their last semester of nursing.
7. Model, support and encourage self-care for nursing students (USU, Oasis Student Center, Book/Journal Clubs, Student Outreach, etc.)

*State-side students can self-refer. Self-support need prior approval.

Goal 2: To facilitate collaboration, leadership and embrace the tenets of life-long learning among students, peers and faculty.

Actions:

1. Peer mentoring is provided through the NSNA and is supported by faculty.

2. An Annual Nursing Research Day, in conjunction with The Honor Society of Nursing Sigma Theta Tau and Community Partners, recognizes student accomplishments and research. Students have an opportunity to showcase their work with poster presentations.
3. The NSNA and RN-BSNSNA are mechanisms for students to stay engaged with peers and faculty. These entities are a means of collaboration between students and peers. The NSNA is dedicated to fostering the professional development of nursing students. With 60,000 members nationwide, NSNA is the voice of the future of the nursing profession. CSUN has its own chapter which was started in 2014 by student nurses. A faculty member serves as an advisor for all student groups.
4. The CSUN Nursing Alumni Network and the Gamma Tau Chapter of Sigma Theta Tau International provides programs that are often attended by faculty and nursing students, as well as provides scholarships.
5. Student involvement in faculty meetings is a cornerstone to our success. One student from each cohort, nominated by their peers, will attend faculty meetings 1-2 times per month at the designated time slot. The role of the student liaison is to provide feedback regarding student concerns, report back to students the information provided in the meeting and to be available to consult for curricular or programmatic needs.
6. Student are expected to provide constructive feedback to the department via course evaluations, program evaluations and other means as initiated by the department and stewards.

Goal 3: Facilitate remediation and support for students who are unsuccessful or at risk in specific courses or on the NCLEX exam

Actions:

1. A student is considered to have failed a course if they receive a C- or lower grade. If there is a risk of failure at midterm, the faculty should email the Academic Lead or Program Director. The faculty can initiate remediation.
 2. Faculty notifies the student and Academic Lead/Program Director of course failure before grades are posted for the semester. Faculty provides the Academic Lead/Program Director with recommendations for course remediation.
 3. Upon obtaining NCLEX pass/fail notification, Academic Lead/Program Director will send a letter to the unsuccessful applicant to offer resources and remediation.
 4. Remediation can be initiated for failure to meet minimum standards in any of the following categories: Clinical Competency Issues, Absenteeism, Violation of College or Program Policies, Violation of Safety Rules, Academic or Unprofessional Conduct.
 5. Notice of remediation will be given to the student in a *timely manner allowing for behavior modification*. Remediation for the same or similar issues will result in a more robust action plan developed by Faculty, Academic Lead, Program Director and other constituents as needed.
- Feedback provided to students should be:
- Timely (address any issue as quickly as possible)
 - Specific (focused on the primary issue at hand)
 - Objective (feedback is free from outside influence when possible)
 - Constructive (feedback is presented positively and offers a solution)
 - Attainable (feedback should provide objectives that are clear and within the possibility of achievement).

Student Injury Reporting

All injuries on campus or off campus while in the clinical setting must be reported to the faculty immediately and further reported to the Program Director/Department Chair. Depending on the circumstances, faculty, student or designee should call 911 or seek Emergency Care. If an injury (such as a needlestick) occurs at the clinical/hospital site, please report to the instructor and follow the clinical/hospital protocols. Fill out the following form [accident-report-non-motor-vehicle_1.pdf \(csun.edu\)](#) and follow instructions provided by Klotz Student Health Center and the Department of Nursing.

Social Media Policy

In online social networks, the lines between personal and professional environments can be blurred. As a student of CSUN's Department of Nursing, you are a representative of our program and of the nursing profession. We ask that you keep this in mind when engaging in online activities. Please refer to the following document from the National Council of State Boards of Nursing (NCSBN).

[Social Media.pdf \(ncsbn.org\)](#)

Graduation and Licensure

Congratulations! You have made it to graduation! Contact the Nursing Academic Advisor for steps in completing the CSUN graduation process. For submitting for licensure (NCLEX exam), you will be contacted around mid-semester of your last semester regarding the steps needed to prepare for sitting for the exam. More information can be found here: [NCLEX FAQs | NCSBN](#) and here: [Applicants](#) (California Board of Registered Nursing). Current NCLEX pass rates for CSUN can be found online at: [NCLEX Pass Rates \(ca.gov\)](#)

Electronic Devices and Smart Phones

Smart/cell phones and electronic devices shall be used at the discretion of faculty. In the clinical/hospital setting, electronic devices should ONLY be used to enhance the clinical experience (look up information, etc.) Electronic devices should not be used in the treatment area for non-academic related activities (social media, texting, personal phone calls). Faculty may have different policies for their particular course. Please refer to the course syllabus.

Electronic Devices During Exams

Some exams are administered via CANVAS in the classroom which requires the use of a department issued or personal device. If you need one provided, please notify the faculty at the beginning of the semester and we will assist in locating a suitable device to borrow from campus. When an exam or quiz is administered online via CANVAS, you may be asked to engage anti-cheating software such as Respondus Lockdown. You may also be asked during the exam, at any time, by the faculty to demonstrate that the integrity of the exam is intact.

CLINICAL CLEARANCE AND EDUCATION REQUIREMENTS

Due to the clinical requirements imposed by external partners, students must be prepared to attend clinical rotations in the community settings **ON any day of the week**, including weekends, and at various times of the day, including evenings and nights. **No special accommodation to clinical scheduling can be made given the cohort nature of the program and the external limitations placed on the department by hospitals and other clinical settings. Religious accommodations must be requested to the department upon admission.** Clinical rotations can change each academic semester or year given external assignments of times and days. **Access to reliable transportation is required for clinical courses off campus.**

The due dates for the submission of ALL of the below Clinical Clearance requirements are as follows:

- Fall Semester clinical courses - DEADLINE Second Monday of July
- Spring Semester clinical courses- DEADLINE Second Monday of December
- Summer Semester clinical courses- DEADLINE Second Monday of April

Once you complete these requirements you need only to update any expiring items. You will receive an email from CastleBranch.com notifying you of the expiring items.

IMPORTANT: You will not receive your clinical placements until you have all clinical health requirements completed and uploaded into your Castlebranch account by the deadline as defined above and as communicated by the Clinical Coordinator and Program Director. Required clinical clearance and documents cannot expire during a clinical rotation. NO EXCEPTIONS.

Klotz Student Health Center offers TB tests, vaccines, and titers at a low cost. Appointments can be made on line at <http://www.csun.edu/shc/appointments> or by calling (818) 677-3666/ TTY (818) 677-3692.

Students must complete a preclinical checklist and provide proof that requirements are met by the deadline.

If an affiliating clinical agency notifies faculty that they are refusing clinical placement to a student based on a background check or drug screen, the student will be unable to complete the required clinical laboratory coursework, be unable to progress in the program and as such will be unable to meet degree requirements. (THIS CHECKLIST WILL BE PROVIDED BY THE DEPARTMENT PRIOR TO THE START OF THE PROGRAM)

Prior to and during clinical placements, students are required to demonstrate professional maturity and physical, emotional, ethical and moral fitness for clinical practice.

For questions regarding clinical education requirements and placements, please contact: **The Department of Nursing 818-677-7533 or email csunnursing@csun.edu**

REQUIREMENTS	DATE	DONE
1. Log in to castlebranch.com and purchase package provided by The Nursing Department. Code will be issued once student is eligible to take the course.		
2. Background check and urine drug screen completed with the code printed from individual CB login.		
3. Student Malpractice Insurance--You may purchase from any vendor of your choice. One example: Go to nso.com (Nursing Service Organization) and purchase either the student package (+/--\$35) or the RN package (+/--\$80). This insurance must be renewed annually.		
4. Automobile Insurance Required for any student driving to clinical. Please upload name, policy #, and expiration date. Student to provide documented proof of insurance clearly identifying that the student is covered. If carpooling or using public transportation, you must sign and upload the appropriate waiver.		
5. Health Insurance You must have a comprehensive health insurance policy. CSUN offers low-cost health insurance policies to their students. On the main CSUN webpage, put your cursor over "students" in the red bar on top of the page, and click on "student health insurance".		
6. Driver's License - Number and expiration date must be valid		
7. Physical Examination This can be either a letter or form stating that you can perform clinical responsibilities without limitations—or it must specify those limitations. Should be signed by your healthcare provider.		
8. Positive Hepatitis B Titer <ul style="list-style-type: none"> You must either upload a positive numeric hepatitis B titer or Proof of the hepatitis B vaccines you have received to date if you are getting the series for the 1st time (titer drawn 3 months after #3) or If you have received the series of 3 and still have a negative titer, proof of the three vaccines and a booster. You will then have to have your titer redrawn 3 months after the booster. 		

<p>9. Negative TB Tests (PPD)</p> <ul style="list-style-type: none"> • Two-step TB Test-<u>If you have never had a TB skin test</u> or yours has expired, you must have two TB tests, one to three weeks apart and they both must be negative or • One-step TB Test-If you have been receiving TB tests annually and yours has not expired or • Chest x-ray-If you have ever had a positive TB test, you are required to have a chest x-ray and submit a report every two years indicating that you do not have the disease. You must submit a completed "TB Questionnaire" every year signed by your physician stating that you do not have symptoms of the disease. • The TB skin test must be repeated annually. 		
<p>10. Positive Measles, Mumps, Rubella (MMR) Titers</p> <ul style="list-style-type: none"> • You must submit positive numeric titers for all three diseases or • Show proof of having the series of two vaccines and have a titer drawn one month after the last vaccine or • If you have had the series and your titer is negative, you must show proof of the booster and have the titer drawn one month after the booster. 		
<p>11. Positive Varicella Titer (Chicken Pox)</p> <ul style="list-style-type: none"> • Proof of a positive numeric titer with the range indicated. • If you have received the vaccine and the titer is negative, you must show proof of a booster and follow-up titer 		
<p>12. Tdap (Tetanus, Diphtheria, Adacel, Pertussis) Vaccine</p> <ul style="list-style-type: none"> • Within last 10 years 		
<p>13. Flu Shot within last 12 months & annually during Flu season Student may be asked by agency to show documentation.</p>		
<p>14. Complete COVID Vaccination and Booster where applicable.</p>		
<p>15. Current American Heart Association or Red Cross BLS (CPR) Card. These are the only cards accepted.</p>		
<p>16. HIPPA and Blood Borne Pathogen Certification</p> <ul style="list-style-type: none"> -- To complete your Blood Borne Pathogen testing please contact lynne.landeta@csun.edu x 2401 for instructions on how to obtain your password to the BBP and HIPPA tests. You will need to provide her with an email address and your CSUN ID# in your email. -- Even though this test is available online, you will not be able to take it at home. You will need to come to campus to take this test. 		

17. LA Fire Card <ul style="list-style-type: none">• Most of the area hospitals require an updated Fire & Safety Training Card. All students are required to take the fire card training through CSUN even if they have taken the fire card training prior. (Exceptions are made for students who have taken fire card training through Olive View Medical Center.)		
18. RN License - If you are in the RN-BSN program.		

Clinical requirements can be changed per the clinical /hospital facilities discretion. Changes to recommendations for adult vaccinations may also be changed prior to the revision of this handbook. The DON follows hospital guidelines and those provided by the CDC.

[Recommended Vaccines for Adults | CDC](#)

California State University, Northridge Nursing Program



