



Department of Nursing
Policy and Procedures Handbook

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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 (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 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.)

STANDARDS FOR STUDENT CONDUCT

CSUN Nursing program reinforces the California Code of Regulations; Title 5, Article 2 [<http://www.csun.edu/a&r/soc/studentconduct.html>], which stipulates:

(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.

Academic Dishonesty Policy

Policy:

The Nursing Department follows published University policies published in the CSUN Catalog on:

1. Academic Dishonesty
2. Penalties for Academic Dishonesty

The Catalog “Academic Dishonesty” policy reads in part:

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.

Source: CSUN Catalog, *Policies* (<http://catalog.csun.edu/policies/policies-alphabetical/>)

Absences & Tardiness Policy

Punctual attendance is required. There are no automatic excused absences. Notifying faculty does not constitute automatic approval of the absence. Medical or official documentation of absences may be required.

In case of illness or emergency, the student must contact the instructor and if appropriate, the preceptor. Habitual tardiness is not acceptable and faculty may impose penalties.

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. Texting, studying, checking email, surfing the web, or other unrelated activities during class time constitutes absence from class.

Excessive absences or tardiness will result in:

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

Active participation expected in clinical & conferences. Unexcused absences, lack of preparation for class, engaging in activities unrelated to class, and incomplete or late assignments will negatively affect a student's ability to complete class objectives, and points may be deducted from the assignment and potentially your final grade.

Clinical absences

- Illness is the only acceptable reason for clinical absence.
- Absences for other reasons may result in failure and should be communicated in writing to the faculty and Department Chair immediately.
- Students must bring a note from their provider documenting illness..
- The note must be on letterhead or a prescription pad.
- Students must make up the missed clinical hours.
- It is the student's responsibility to make the arrangements with the clinical faculty for completing missed clinical hours.
- The make-up arrangements must be discussed with and approved by the clinical instructor before being completed.
- Make-up time is required prior to completion of the clinical practicum.
- If the clinical is a prerequisite to another course it must be completed before progressing to that next course.

Academic Dismissal Policy

Policy:

Students may be dismissed from the Department secondary to unprofessional behavior as well as for academic failure. The faculty makes decisions regarding dismissal. Factors influencing consideration of review for dismissal include overall performance in nursing courses; clinical competence as demonstrated in laboratory courses and/or mechanisms used to determine clinical competency; and professional attitude/behavior as compared to relevant academic and professional codes/standards of conduct.

Procedure:

The Nursing Department is consistent with CSUN policy governing the repeating of courses in the current CSUN Catalog.

- Only one repeat per course is allowed.
- Any grades 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 Department Director will inform the student in writing of the dismissal from the program.
- The BSN Department will respond to all grievances and grade appeals filed per *CSUN Catalog*.

Professional and ethical behavior is expected at all times in class and clinical. Definitions of terms are in the CSUN Catalog.

- 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. 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.
- Faculty must follow required CSUN forms & procedures in reporting incidents of academic dishonesty.

Academic Evaluation Policy

Academic Performance is exclusively a province of faculty involved. The faculty member may assign a failing grade to an assignment, paper, test or a final course grade for academic dishonesty.

Faculty members may file a detailed report of any instance of academic dishonesty to their department chair and to the Dean or Associate Dean of their school, indicating action taken to date.

The department chair and Dean or Associate Dean shall review the report to advise as to the appropriate disposition of the incident.

Academic Grievances and Grade Appeals Policy

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 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 first attempt to resolve matters informally with the faculty member prior to filing an academic grievance or grade appeal. If no resolution, students should then seek the review of the 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.

See CSUN Catalog for further information.

Admission Procedures (A-BSN)

(See website for current forms.) All applicants to the A-BSN must first be admitted to the University as "post-baccalaureate classified" students as described in the CSUN Catalog.

For admission to CSUN, applicants must meet all A-BSN admission requirements specified in the Catalog. They will apply to the University and be classified as "pre-nursing" students until admitted to an A-BSN cohort at which time faculty will sign an approval form to change their majors to "nursing."

Students will need to apply to CSUN no later than December 1 using CSUN Admissions & Records forms and procedures. They must also apply to the A-BSN program no *later* than December 1 of each year. The nursing Department will notify applicants in writing as to whether their BSN application is complete or incomplete upon submission via a voluntarily submitted, self-addressed envelope or phone inquiry by the applicant. Applicants with incomplete files will be given the opportunity to complete the file if they can do so by first Monday of each January

All applications will be stamped with receipt date.

After first Monday of each January the selection process will begin for both Summer & Fall classes, and incomplete applications will be considered only if space remains in the class and if missing documents are completed prior to class start date. Priority will be given to students who have met all CSUN requirements for graduation [i.e., Upper division writing requirement, Title V courses (6 units), HSCI488 Epidemiology or equivalent (3 units), and 9 units of upper division general education in residence for those whose baccalaureate is not from a CSU]. After the selection process all applicants will be notified of their selection, class entry date (i.e., Summer or Fall), alternate status, or disqualification with the reason(s) listed. All are invited to contact the Nursing Chairperson if they believe their status is improper (818-677-7533; absn@csun.edu).

Any application materials received after first Monday of each January will be stamped with the date of receipt and will be considered only on a space available basis after consideration of those who met the first Monday of each January deadline. Otherwise the admission criteria will be identical for these late applications. If substantial numbers of applications have been received, the Nursing Program Director may elect to receive no further applications once the deadline has passed and will so inform late applicants.

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. Applications of alternates will be shredded or will be returned to applicants if applicants so request immediately when notified that they will not be admitted.

Requirements for admission include:

- An earned baccalaureate from an accredited institution;
- Good academic standing at the last college/university attended
- A minimum grade of C on prerequisites with sciences completed in the preceding 7 years
 - A minimum GPA of 3.0 in BA/BS or the last 60 units of academic work.

A Pre-licensure Selection Committee will be composed of faculty and community representatives to screen application materials for completeness and to select applicants and alternates based on above criteria. Alternates not gaining admission may reapply for the next admission year, and no "waiting list" will be created. Only a single alternate list will be developed each year that applies to fall and Spring Admissions. A list of Alternates will be maintained only through the first week of each fall semester since by that time opportunities for entering in either summer or fall will be over. No waiting list will be maintained, but applicants may retrieve their applications immediately after denial of entry and may reapply for the following year.

Admission Procedures (LVN 30-unit option)

CSUN offers two options for the LVN: The BRN 30-unit, non-degree option and-if the LVN has a baccalaureate degree-the A-BSN 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. Prospective students wanting this option need to apply directly to the nursing program for consideration and will be advised by the Nursing Program Director or designee.

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. The 30-unit plan includes 8 units of microbiology and physiology and 22 units of nursing. Required course work includes theory and clinical that meets the BRN requirements in advanced medical-surgical, psychiatric-mental health, leadership/management, and geriatric nursing. Leadership objectives required are integrated into the medical-surgical clinical course. Courses in physiology and microbiology may be transferred in or taken at CSUN; the following table illustrates 30-unit option course work.

30-Unit LVN to RN Option

COURSE		UNITS
Bio 215 & 215L	Introductory Microbiology & Lab*	4
Bio 281	Human Physiology & Lab	3
TOTAL PREREQUISITE UNITS		7
NURS 321	Adult/Aged Medical-Surgical Nursing	4
<i>NURS 321AL</i>	<i>Adult Medical-Surgical Nursing: Laboratory</i>	<i>8 (clinical)</i>
<i>NURS 321A L</i>	<i>Care of Older Adults: Laboratory</i>	<i>1</i>
NURS 430	Psychiatric/Mental Health Nursing	2
<i>NURS 430L</i>	<i>Psychiatric/Mental Health Nursing: Laboratory</i>	<i>1 (clinical)</i>
NURS 443	Nursing Care Children	2
<i>NURS 443L</i>	<i>Nursing Care of Children: Laboratory</i>	<i>1.5 (clinical)</i>
NURS 444	Nursing Care of the Childbearing Family	2
<i>NURS 444L</i>	<i>Nursing Care of the Childbearing Family: Laboratory</i>	<i>1.5 (clinical)</i>
TOTAL NURSING UNITS		23
TOTAL UNITS		30

Any courses or their equivalencies that are *completed* do *not* need to be repeated, Equivalence of many required courses taken somewhere other than CSUN can be checked with advisor.

LVNs who wish to pursue the BSN are subject to all the same academic requirements, policies and procedures of all other A-BSN students. Such LVNs pursuing the 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-B SN will be subject to the same CSUN requirements for graduation that all other CSUN graduates must meet.

Transcripts submitted to the BRN will reflect eligibility to sit for the licensure examination in California.

The Nursing Program Director/designee initially advises all LVN potential students and then continues to advise prospective LVN 30-unit option students. Once identified LVNs wishing to enter the A-BSN track will receive continuing advisement from an assigned advisors just as do all other A-BSN students. The CSUN catalog will direct prospective applicants to the Program Director for advising and to the Department for information

No time limit requirement will be applied to courses taken that may apply toward the 30-unit option. Credit is given for all LVN nursing courses and general education courses by the CSUN Admissions & Records office when official transcripts are submitted to the University. The College of Health & Human Development in which the Nursing Program is housed has a Student Services office staff of advisors who work closely with the Program Director and all nursing advisors.

LVN 30-unit option students will be required to enroll in these through Open University rather than regular matriculation which would require additional foundation academic course work identified in the A-BSN degree option

California State University, Northridge
Bachelor of Science in Nursing

LVN 30-unit option
Admission Information & Application

Licensed Vocational Nurses seeking the 30-unit may apply to the Nursing Program directly.

How do I apply to the university?

Students seeking admission to the Nursing LVN 30-unit option submit an application for admission to the Nursing Program and attend classes through CSUN Open University.

How do I apply to the nursing program?

On a space available basis only, the LVN 30-unit option starts after students have completed the required prerequisites. Interested LVNs should submit an application to the Nursing Department. If an opening occurs instructions will be sent. LVN 30-unit option applications are submitted directly to the Department of Nursing. Official transcripts for prerequisite and/or general education courses taken at colleges or universities including CSUN must accompany the application. Only completed application packets will be accepted. Direct questions/advising regarding the nursing application to the nursing program director.

LVNs applying will be considered on a space available basis only.

Program prerequisites or equivalent:

CSUN Course number	Course title	Units
Bio 215/ 215L	Introductory Microbiology & Lab	2/2
Bio 281/ 282	Human Physiology	3

Program Required Courses:

CSUN Course number	Course title	Units
NURS 321	Adult/Aged Medical-Surgical Nursing	4
NURS 321AL	Adult Medical-Surgical Nursing: Laboratory	8
NURS 321BL	Care of Older Adults: Laboratory	1
NURS 430	Psychiatric/Mental Health Nursing	2
NURS 430L	Psychiatric/Mental Health Nursing: Laboratory	1
NURS 443	Nursing Care Children	2
NURS 443L	Nursing Care of Children: Laboratory	1.5
NURS 444	Nursing Care of the Childbearing family	2
NURS 444L	Nursing Care of the Childbearing family: Laboratory	1.5

Other information:

- Prerequisite courses must be completed at the time of application to the program. No more than two prerequisite science courses may be repeated one time.
- LVN applicants must have a grade of C or better in each prerequisite courses. A minimum overall GPA of 3.0 is required.
- ***Students should be aware that this is a non-degree program. Those who complete are qualified to take the California license exam, but may not be able to gain license reciprocity in other states. Students should be aware that this program is unlikely to qualify them for graduate school or other options including some employment options requiring a nursing degree.***

Challenge 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 challenge 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

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

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

1. Students who plan to challenge a course must register and pay all fees for that course as required by the University.
2. Challenge examinations will be administered by assigned course faculty only during the semesters in which the relevant course is taught.
3. Faculty conducting the challenge examination will notify students within 1 week of the exam outcome, so that students may continue or not in the challenged course, of nursing or non-nursing courses.
4. Challenge attempts may not be repeated. No more than one opportunity will be given to challenge any course.

A-BSN Challenge:

1. 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.
2. 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.
3. The petition to challenge must be approved by the Nursing Department Chairperson.
4. In lecture-only courses the challenge examination will be a comprehensive examination or equivalent. A score of 90% will constitute passing; 90-93% will result in A- in the course and 94-100% will result in A letter grade in the course.

5. In concurrent lecture and clinical courses, the 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. As in all courses faculty retain full responsibility for assigning grades.

RN-BSN Challenge:

1. Students must register & pay for course as usual.
2. Challenge examination applications for selected RN-BSN courses are available in the Nursing Department. RN-BSN students may challenge only Nurs302 at present).
3. RN-BSN petitioners may submit challenge application & required documentation on the **first class day** and should attend class until successful challenge is completed.
4. The petition to challenge must be approved by faculty and the Nursing Department Chairperson.
5. Approved petition will be filed in student folder.
6. RN-BSN students must pass the challenge exam with a C grade or higher.
7. Challenge exam grade will be assigned as the course grade at the end of the semester. A student may decide to complete all course requirements rather than accept the challenge exam grade.
8. Challenge exam shall be administered in the first 2-3 weeks or during whatever period of time the student may drop the course without additional approvals.

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.

1. 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.
2. 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.
3. 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.
4. 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.
5. Advancement to clinical courses is at the discretion of faculty and is based on course performance in prerequisites and documentation of clinical competence.
6. The University Policy on Health Screening/Measles Requirement can be found in the CSUN Catalog.
7. *Students may use the Student Health Center for assistance in meeting health requirements. Drug screens may be available at the SHC at much lower cost.*
8. Students are responsible for obtaining at their own cost any necessary health insurance, health examinations, immunizations, TB testing, titers, 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.
9. Students in nursing clinical courses are responsible for obtaining at their own cost any necessary criminal background checks.
10. 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.

11. Students must submit to CSUN 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.
12. 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.
13. 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.
14. 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.
15. Student access to transportation is required for clinical and other required activities off campus.
16. 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 agencies initiated background checks for all enrolled students.)
17. 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 is not in control placement-related costs.

CLINICAL REQUIREMENTS & [Certifiedbackground.com](https://certifiedbackground.com)

Clinical agencies require proof of selected requirements. *See clinical coordinator for questions about packages.*

We use certifiedbackground.com to track your immunizations and other requirements, and offer you affordable criminal background checks & drug screens done.

4 possible packages:

- **Cj02im---Immunization tracker** **\$20**
 - **All students must purchase this package.**

- **Cj02---background check, drug screen, and immunization tracker** **\$97**
 - This package is required for all BSNs who **do not have access to the results** of their previously completed drug screen & Background check.

- **Cj02bg---background check only** **\$42**
 - This package is for **RNs who have the results of a previously completed drug screen but need a background check**. You must purchase the immunization tracker with this package.

- **Cj02dt---drug screen only** **\$35**
 - This package is for **RNs who have the results of a previously completed background check but need a drug screen**. You must purchase the immunization tracker with this package.

After purchase, upload your documents per instructions. If a particular section does not apply to you, please mark that section as “not applicable”. For example, if your 2-step TB was negative, put “not applicable” next to the chest x-ray. If there are any problems with downloading documents, please contact the Student Service Desk at certifiedbackground.com. They can help you with any problems on the website.

If you are an RN who only bought the immunization tracker and one other package, please upload the drug screen and/or background check results into your tracker.

REQUIREMENT CHECKLIST

The due dates for the submission of ALL of the above requirements are as follows:

- Fall Semester clinical courses - DEADLINE July 1
- Spring Semester clinical courses- DEADLINE December 1
- Summer Semester clinical courses- DEADLINE April 20

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

Klotz Student Health Center offers TB tests, vaccines, and titers at a low cost.

REQUIREMENT	DATE	DONE
1. Respond to certifiedbackground.com e-vite and purchase packages.		
2. Background check and urine drug screen completed		
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		
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		
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 <u>numeric</u> hepatitis B titer <u>or</u> • 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) <u>or</u> • 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. 		
9. Negative TB Tests (PPD) <ul style="list-style-type: none"> • Two-step TB Test-If you have never had a TB skin test or yours has expired, you must have two TB tests, one to three 		

<p>weeks apart and they both must be negative <u>or</u></p> <ul style="list-style-type: none"> • One-step TB Test-If you have been receiving TB tests annually and yours has not expired <u>or</u> • Chest x-ray-If you have ever had a positive TB test, you should not ever repeat the TB skin test. Instead, 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 <u>numeric</u> titers for all three diseases <u>or</u> • Show proof of having the series of two vaccines and have a titer drawn one month after the last vaccine <u>or</u> • 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 <u>numeric</u> titer. • 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</p>		
<p>14. Current American Heart Association BLS (CPR) Card</p>		
<p>15. HIPPA and Blood Borne Pathogen Certification</p> <ul style="list-style-type: none"> • To complete your Blood Borne Pathogen testing please contact kristin.morris@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. • Follow the link below, which contains the information about the Blood Borne Pathogen program. 		
<p>16. LA County Fire Card</p> <ul style="list-style-type: none"> • All of the area hospitals require that you take the Fire & Safety Training offered by the LAFD. Valley Presbyterian Hospital and St. Francis Hospital offer the 5-hour class. They are scheduled through the education coordinators. • The cost is +/- \$35. The card expires in four years. 		
<p>17. RN License - If you are in the RN-BSN program.</p>		

***RN-BSN STUDENTS ONLY:** The **renewable** clinical requirements (TB, Flu Shot, BLS, Malpractice insurance, Health and Auto Insurance) are not required until the semester before you start clinical laboratories (Fall). It is recommended that you do these tests and renewals in the May or June prior to your clinical so that you do not need to repeat them before you complete the program the following spring.

Confidentiality and Ethical Concerns Policy

Policy:

1. Students are expected to meet professional standards of confidentiality & ethical behavior
2. All academic work must be the student's own work.

Procedures:

In regard to Protected Health Information students must

1. Complete HIPPA education and submit as part of clinical background check
2. Maintain confidentiality in line with HIPPA
3. Sign a confidentiality statement prior to clinical experiences.
4. No data shall be shared outside the immediate class without consultation beginning with instructor.

In regard to written & oral class work:

1. All written and oral presentations must reflect the student's work in content, grammar, and style.
2. 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.
3. 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.
4. Upper division students at CSUN are expected to be proficient in speaking and writing English.
5. 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.
6. 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 DISHONESTY POLICY**.

Clinical Site Evaluation Policy

Policy:

1. Evaluation of the strength of clinical site placements will be conducted every semester as part of master evaluation plan.
2. The Clinical Coordinator submitting a written report to the Chair at least annually at the end of the academic year.

Procedure:

1. Lead faculty in co-requisite lecture & lab courses will collaborate with the Clinical Coordinator to promote accurate records of preceptor names & information.
2. During the last month of each semester the Clinical coordinator will send the following out either in hard copy or via email in WORD or other format that can be marked on & returned.
 - Preceptor survey – for preceptor feedback
 - Manager survey – for manager feedback
3. Nursing Department staff will likewise send during the last month of each semester:
 - Student survey to all ABSN cohorts currently reenrolled
 - Faculty survey to all faculty teaching clinical “L” courses in that semester.
4. Nursing Department will set up files or notebooks by Clinical agency for all surveys evaluating that agency.
5. Clinical coordinator is responsible for analyzing reporting results of Clinical Site Evaluations at least annually or in the beginning of each semester.
6. Clinical Coordinator will submit WRITTEN report to the Chair & faculty will include
 - Issues identified & resolution (or pending resolution)
 - Best placements
 - Difficulties with an agency precluding its current use until issues resolved.
7. The Chair/designee, Clinical Coordinator & Faculty will collaborate to identify & resolve issues to promote student learning and completion of Program Learning Objectives.

Collaborative BSN Pathway for COC/CSUN Cohorts

Nursing Policy:

Based on AB1295 and collaborative review of College of Canyons (COC) and California State University Northridge (CSUN) curricula, CSUN will provide a pathway to the BSN for special cohorts from the College of Canyons nursing associate degree program. This pathway seeks to increase the number of BSN graduates & improving seamless articulation of courses between the two schools. AB1295 requires that course content not be repeated and that students be able to complete the BSN within one year of completing the associate degree.

This pathway is unique in that selected cohorts will be dually enrolled in AD & BSN course sequence negotiated in advance by COC/CSUN nursing faculty in 2008-2010. This pathway & policy does not prevent nursing students from any other associate degree program from also cross-enrolling in foundation level CSUN nursing courses on a space available basis and as approved by CSUN course faculty per existing CSUN policies/procedures.

An Associate Degree in Nursing will be awarded by COC when students successfully complete COC requirements for that degree. Graduates will be eligible to take NCLEX exam at that time.

No special sections will be established only for the COC/CSUN cohort groups unless such sections meet minimum enrollment standards and approval of Department Chairperson per existing CSUN policies/procedures. Sections may be taught on either campus upon agreement by both schools. No special fee structure is planned. No new degree is created.

Collaborative pathway students will be required to meet all regular CSUN admission, matriculation, and graduation requirements.

All BSN students, including COC/CSUN cohort, will attain the same learning outcomes and all curriculum will be subject to the same CCNE and CSUN standards.

Students, who voluntarily “opt out” of the cohort plan during or after completing their associate degree in nursing from COC, will no longer be considered part of a COC/CSUN cohort, but they are eligible for admissions to nursing on the same basis as every other student.

Because the RN-BSN at CSUN includes diverse students with varying pre-licensure preparation from across the U.S. and the world, the COC/CSUN pathway is specifically negotiated only for those students who obtain the associate degree from COC. This is not intended to prohibit CSUN from giving credit for prior learning via challenge exams or other CSUN approved methods. Nor does it prohibit agreements with other community college programs.

Nothing in this policy will preempt any official CSU or CSUN policy/procedure nor does this policy independently set up new curricula, degree plan, or graduation requirements outside full CSUN approval processes and state regulation.

Procedure:

1. COC will do all marketing, select students, and do all lower division advising for students per their own procedures and according to the pathway outline.
2. Prior to entry into cross-enrolled CSUN courses, the COC nursing director will send a list of COC/CSUN Cohort admitted students to the CSUN nursing director, designating which may have already attained a BA/BS in another field.
3. The Nursing Dept. staff/advisor will immediately send any required application to the COC/CSUN pathway students. (See Nursing Dept. files for application.)
4. Upon receipt of that list, the CSUN nursing director will assign a specific nursing faculty advisor to each cohort. (Any faculty member may be assigned to more than one cohort, but ideally each cohort will have only one CSUN nursing advisor.)
5. CSUN faculty and staff advisors will provide CSUN degree path orientation to students.
6. In order to assure adequate sections are planned to include cohort, the assigned faculty & staff advisor will notify the CSUN nursing director/designee how many COC/CSUN cohort spots are needed in upcoming semesters in each course.
7. Those students accepted by COC into the special COC/CSUN collaborative pathway cohort will apply within the CSUN specified deadlines to both:
 - a. CSUN via <http://www.csumentor.edu> in time to begin CSUN nursing courses no later than the 1st fall in the COC nursing courses.
 - b. Collaborative COC/CSUN RN-BSN pathway using attached application. Hard copy. No additional fees are required for this application. The application must be submitted within one month of the closing of CSUN application to transfers.
8. Once accepted into both the University & CSUN Nursing Program, the nursing/staff advisor will facilitate changing listing of all members of the cohort from pre-nursing to a nursing major. Students are responsible for turning in signed paperwork to Admissions.
9. CSUN nursing director & advisors will maintain a separate set of files for COC/CSUN cohort admissions.
10. While CSUN will make every effort to notify COC of closing deadlines for transfer, the responsibility for advising cohort students to apply to CSUN rests with COC advisors.
11. Should a COC/CSUN cohort student miss the application deadline, they may apply to attend nursing courses on a space available basis through College of Extended Learning. The nursing program director will make every effort to reserve spaces for those students in appropriate courses. Students enrolling this way through open university must pay those different fees,

will be admitted space available, may not receive financial aid for those costs, and will not be classified as matriculated students. All credit earned up to 24 units will apply to the BSN degree.

12. All faculty teaching courses in the COC/CSUN cohort pathway are expected to comply with the negotiated pathway including designated opportunities for COC students to demonstrate existing knowledge/skills in Nurs303 & Nurs427 with the option of not completing repeated content. All students will enroll and pay for the full courses per official CSUN requirements for all courses in the pathway. Any COC cohort student may choose to “opt in” to all content of any course in which they have enrolled.
13. Once COC students complete their associate degree, they will be required to provide a copy of a current and unrestricted RN license to the CSUN nursing advisor (or CSUN nursing director) before they may continue with their last full year of BSN course work. The RN license shall be required before any student can continue with RN-BSN coursework.
14. Students have responsibility to complete all courses successfully and remain in sequence with their cohort. Students who need temporarily to withdraw from the cohort plan may consult with their CSUN nursing advisor on how to move back into courses on a space available basis. Every effort will be made to accommodate their completing the BSN, although space may prohibit their reentry into the collaborative pathway.
15. The COC/CSUN Advisory Committee of at least two (2) nursing faculty from each institution will meet at least once annually at a mutually agreeable time.
16. CSUN will monitor CSUN learning outcomes and meet CCNE accreditation standards independently of any collaboration.
17. COC/CSUN cohort students who fail a course and must repeat it may not be able to remain in the cohort. Decisions are at the discretion of CSUN nursing director or advisor. (NOTE: Failure in a course suggests that a student will not be successful taking a heavier load while trying to “catch up.”)

Discipline Policy

[See also Academic Dishonesty and Penalties for Academic Dishonesty policies in this manual & Catalog]

Policy:

Faculty are expected to uphold the University standards of academic integrity and to report violations as required by University policies published in the Catalog. Student discipline (not including the assignment of grades) is exclusively the province of the Office of the Dean of Students.

Procedure:

1. Nursing faculty are responsible for monitoring academic work to prevent violations of academic integrity as much as possible.
2. If despite best efforts, the faculty is aware of violations of academic integrity, the faculty is responsible for reporting those per University policy and procedures *whether or not the faculty is imposing or requesting any penalty*.
3. Faculty must immediately notify the Chairperson and any lead course faculty of any violations of academic integrity.
4. If faculty are aware of violations of the ANA Code of Ethics they should consult immediately with the Chair as these may constitute reasons for discipline, remediation, or grade penalties.
5. Faculty should meet with student as soon as possible to discuss the circumstances surrounding any violation of academic integrity or ANA Code of Ethics.
6. Any faculty member with questions about required reporting or discipline should consult with the Chairperson of the Nursing Department.
7. Faculty are responsible to be knowledgeable of the University definitions of academic integrity, violations of academic integrity, and the ANA Codes of Ethics
8. Faculty should publish expectations of academic integrity in their syllabi.
9. Faculty must consult & comply with relevant University policies.

Faculty:Student Ratio in Clinical Settings

Policy:

The Nursing Department maintains full compliance with all Board of Registered Nursing regulations on faculty:student ratios in clinical settings, as well as requirements of the Commission on Collegiate Nursing Education (CCNE) accreditation.

Procedure:

1. The Clinical Coordinator will assign students to clinical sections based on BRN & CCNE specifications and limitations of the clinical facility.
2. Assignments will be established collaborative with each agency either through a computerized system or regular communications.
3. No CSUN faculty or staff will seek to replace nursing students from other California nursing schools with our own student placements.
4. Currently faculty:student clinical ratios are
 - a. 1:9 in all clinical specialty healthcare agency settings
 - b. 1:10 in health assessment (Nurs307L)
 - c. 1:12 in leadership (Nurs427L) & community health (Nurs428L)
5. An exception to above ratio may be when an additional student is placed for an observation only experience as part of a rotation in a clinical specialty course.

General Grading Policy

Policy:

Faculty are responsible for assigning grades. Preceptors or others involved in observation and instruction of students may provide their assessments of students to faculty for use in determining student performance and grade.

Procedure:

1. Faculty must publish in their syllabi the grading scale and the point/percent contribution of various assignments to the final grade.
2. Final grades for all BSN courses will be based on the overall percentage achieved from the following grading scale.
 - A = 94-
 - A- = 90-93%
 - B+ = 86-89%
 - B = 83-85%
 - B- = 80-82%
 - C+ = 76-79%
 - C = 73-75%
 - C- = 70-72%
 - D = 60-69%
 - F = <60%
3. A grade of "C" or better is required in ALL BSN prerequisite and program courses in order for students to progress and graduate.
4. A grade of lower than a "C" will result in the student having to repeat the course on a space available basis. See policy on repeating courses.
5. Faculty are responsible to communicate to students their academic standing in a course at the request of a student and other appropriate times.

Graduation Policy

Policy:

The Nursing Program will adhere to the requirements and procedures written 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.

Current requirements are those stated in the Catalog year under which you are admitted and/or continuing as a BSN student Reference: CSUN Undergraduate/Graduate Catalog.

Procedure:

1. When admitted the Department sends a planned sequence of courses to RN-BSN students. RN-BSN students notify the Department of their preferred plan in their acceptance of admission. Students may enroll in their preferred plan on space available basis.
2. Students should meet with their advisor prior to or immediately after admission to develop a specific degree plan.
3. The Department will place an academic hold on student registration every fall, and students must seek advising each fall before the hold will be removed.
4. Students with 60 units are more will have a hold placed on their registration until they complete the Upper Division Writing Proficiency Exam (UDWPE) required for graduation for all BSN students. That hold may be removed only by the University after the student registers for or applies for an extension for the UDWPE. (Other holds may be placed on student registration & the student should consult SOLAR for the reason for the hold & how to remove it.)
- 5.
6. Once students achieve 90 units they must file their degree plan on SOLAR under My Academic Planner (MAP) and complete a graduation application.
7. Students are responsible to file an *Application for Graduation and Diploma* with the Office of Admissions and Records **12 months before** anticipated graduation. (See Student forms at the Admissions/Records website for the Application. The form must be signed by the advisor.)
8. All students must also complete a Graduation Checklist form available through the Nursing Department and must submit that form with their *Application for Graduation & Diploma*. The Graduation Checklist must also be signed by advisor.
9. BSN students who have an already earned baccalaureate (BA/BS) are exempt from all courses beyond required nursing course. UDWPE is still required.

10. Students without a prior earned BA/BS must earn a total of 120 units to be eligible for graduation.
11. Participation in Commencement is based on the term the degree is awarded. When students complete the degree application form they indicate the planned term of degree completion. Students completing a degree at the end of Fall 2009, Spring 2010 or Summer 2010 will be eligible to participate in the May 2010 Commencement. The same pattern repeats for the May 2011 ceremonies (i.e., a Fall 2010 graduate would participate in the 2012 Commencement).
12. Some students may qualify for graduating with honors & Honors Convocation invitations:
 - a. Second degree BSNs qualify for University Honors, if they have earned a minimum GPA of 3.50 or above in all undergraduate *and* post baccalaureate coursework, including transfer work (cumulative).
 - b. Other BSNs must Complete a minimum of 45 units of coursework in letter-graded courses at CSUN with a 3.5 in CSUN work and a 3.5 in all undergraduate courses, including those transferred (cumulative).

New Faculty & Preceptor Orientation Procedures

Policy:

All new faculty members will be expected to participate in orientation to CSUN and to the Nursing Department

Procedure:

1. **DEPARTMENT ORIENTATION:** The Nursing Department Orientation will occur annually or as needed. It will be the responsibility of the Chairperson of the Nursing Program to organize and facilitate the orientation for the faculty.
 - a. New faculty may be assigned a mentor
 - b. A Faculty Orientation Handbook may be made available electronically or in hard copy
 - c. The Nursing Chairperson & Nursing Personnel Committee should conduct classroom visits during the first year of faculty appointment to be submitted during 2nd year regular RTP evaluation process.
 - d. Past practice is to assign only 9 WTU during the first & second semesters of faculty appointment. Reduced load is subject to Dean approval.
 - e. New faculty should take responsibility for orienting themselves to information technology (IT) resources and skills on campus by self-scheduling assistance individually or through the regularly schedule educational offerings.
 - f. New faculty are invited to attend the orientation of new students to the library that occurs regularly as part of ABSN orientation, Nurs303 or Nurs310. Marcia Henry, Nursing Librarian, is also available by appointment.
 - g. The Department Chairperson or designee should facilitate each new faculty's receiving an electronic copy of 1) this P&P manual, 2) preceptor handbook, 3) BSN student handbook, 4) any Faculty Orientation Handbook, 5) Faculty Affairs policies & procedures website, especially Section 600 (or 700), and other similar documents. Posting of these documents on the webpage constitutes availability.
 - h. New faculty should be assigned no or reduced student advising load during their first semester after appointment.

2. **CLINICAL ORIENTATION:** In addition, all clinical faculty will be provided orientation to any clinical facilities where they will be working.. This orientation is provided by the clinical agency as per the contract agreement. Lead instructors & clinical coordinator may facilitate.

3. **PRECEPTOR* ORIENTATION:** Preceptors are invited to attend the preceptor workshop or to complete an online or individualized orientation with the assigned CSUN clinical faculty. A preceptor workshop will be offered annually and as needed by the Chairperson of Nursing or designee. At this workshop the roles and responsibilities of the faculty and the preceptor are discussed. Preceptors will receive
 - a. Preceptor Handbook
 - b. Course syllabus requirements

c. Name & contact information of student, faculty, clinical coordinator & Nursing Department Chairperson

*NOTE: CSUN preceptorships are in NURS 427L & NURS 428L. CSUN Nursing does not offer a preceptorship that is equivalent to a new graduate orientation that is governed by BRN rules & regulations on preceptor qualifications & preparation. CSUN Nursing also may refer to staff nurses working with prelicensure students on a given day as preceptors. These individuals also are not equivalent to the BRN understanding of preceptorship that is subject to regulation.

Progression (Promotion), Course Repeat, and Retention Policy

Policy:

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

Procedures:

1. A minimum grade of C is required to pass all prerequisite & nursing courses.
2. 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.
3. 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.
4. RN-BSN students who wish to take additional courses beyond those in their degree plan may do so on a space available basis and must take courses in sequence.
5. 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.
6. 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." Students may repeat courses only on a space available basis and must take courses in sequence.
7. 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.
8. 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. When students delay completing courses beyond 5 years, then requirements for the degree are governed by CSUN Catalog requirement at time of entry, unless curriculum changes make this impossible (e.g., a course is no longer offered or new professional content is included). In those cases all BSN students may be required to meet current program requirements, including repeating courses.

9. 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.
10. Enrollment of A-BSN students not proceeding with their cohort is subject to space availability in classes regardless of the reason for not proceeding with entering cohort.
11. As with other progression issues students may proceed with appeals using policies and procedures specified in *CSUN Catalog*.
12. Faculty or advisors should consult immediately with the Chair on any threats to A-BSN or COC/CSUN pathway student progression with their cohort for any reason.

Repeating Course Policy

Policy:

The Nursing Department complies with all University Course Repeat policies as published in the CSUN Catalog.

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.

Procedures:

1. 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.
2. Students should seek academic advisement prior to deciding to repeat any course.
3. Faculty should refer to the CSUN Catalog for more information and consult with the Chairperson on questions.

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>)

Assessment Procedures

Policy:

The Nursing Department values continuous program assessment plan.

Procedure:

The Evaluation and Continuous Quality Improvement plan is framed by the four Standards of CCNE including:

Standard I: Mission & Governance

Standard II: Institutional Commitment & Resources

Standard III: Curriculum & Teaching Learning Practices

Standard IV: Student Performance & Faculty Accomplishments

Following the compilation and review of annual data, action plans are designed to improve courses, curriculum, and the nursing program as warranted. As shown in the Evaluation Plan, each nursing course is reviewed on an annual basis. Additionally, senior students have the opportunity to evaluate and comment on the helpfulness of each course in their professional development. Also included in the Evaluation Plan are student and faculty evaluations of the clinical sites and preceptors.

Written student input is solicited at the end of the first semester in the BSN and in the final semester of their senior year. In addition alumni are surveyed one year after graduation, and an employer survey form is sent to alumni-identified employers in order for them to evaluate the A-BSN program graduates after they have completed one year of employment.

Student achievement is evaluated by individual and aggregate student performance. Students are expected to complete individual course objectives and pass each course with a minimum grade of C or better; Course objectives are designed to contribute to the achievement of the program terminal outcomes. Student performance is evaluated by student achievement in critical thinking, communication, use of technology, and therapeutic interventions at two points (i.e., the end of students' first and last semesters) while they are in the program and one-year post graduation and for the pre-licensure students, the percentage of students passing NCLEX from each cohort.

At the end of the first semester of the program student input will include feedback on student satisfaction with program resources and progress toward achieving terminal outcomes, as well as qualitative data that we anticipate will provide substantive assistance in maintaining or improving program strength. At the end of the last semester student input will include feedback on satisfaction with program and resources, satisfaction with achievement of outcomes, any graduate school plans, and course by course feedback, as well as qualitative data. One year post graduation the alumni survey will collect data on employment, certifications, graduate school plans, evaluation of program goals and resources, number of times for taking the NCLEX, NCLEX pass date, and qualitative feedback on strengths and weaknesses. Employers will be surveyed to determine satisfaction with graduates of the program.

(Note: Forms are used for evaluation of A-BSN and existing post-licensure RN to BSN.)

All program assessment forms are kept in a program evaluation binder located in the Director of Nursing Office.

(See Appendix B for Program Assessment Materials)

Substitution & Waiver of Courses

Policy:

"Seniors who have applied for graduation and are requesting substitution or waiver of requirements in their major or minor should discuss the possible Substitution or Waiver with their department chair. The chair will send the form to the student's Graduation evaluator in Admissions and Records. Many regulations are not subject to appeal or amendment because of provisions of Title V of the California Code of Regulations. Examples of Regulations that are not subject to modification by the University include limitations on extension and community college credit and the C average required for graduation.

Additionally faculty advisors or Chair should consult www.assist.org for official equivalencies with which CSUN has affiliation agreements.

Procedure:

1. Ordinarily the responsibility of the Chairperson of Nursing to determine approval of waivers & substitutions is delegated to faculty advisors.
2. Students requesting a substitution or waiver of a major degree requirement should print a DPR and bring it to a meeting with their faculty advisor. Faculty should pull student folder with transcripts & other materials for the meeting.
3. Faculty advisor reviews DPR with student. The advisor then either
 - a. Makes judgment that course can be waived or substituted OR
 - b. Requests additional material before making a decision (e.g., catalog description & syllabus of course taken)
4. If waiving the (usually prerequisite) course, faculty should be aware that the course will no longer be counted in credits toward degree, including any GE that the course is fulfilling. Therefore, substitutions, which are a Chair/advisor judgment, may be preferable.
5. Faculty may waive major requirements, but not GE.
6. If & when granted, faculty complete attached form, save to computer, & send to:
 - a. graduation.evaluation@csun.edu
 - b. joanne.moreno@csun.edu (or appropriate staff)
7. Staff will scan & upload to Marlin & place a hard copy in student's advising folder.
8. Admissions & records will record waiver/substitution and notify student. Delays are common during certain times of the semester, so students should apply for waivers/substitutions at their earliest opportunity.

Sexual Harassment 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. The clinical site, as per their policy, handles sexual harassment including employee/student harassment occurring while at a clinical site. 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.

Student Complaint Tracking Procedure

Policy:

All faculty and staff will make every effort to resolve student complaints at the lowest level possible. The Chairperson in collaboration with faculty will seek to resolve all complaints and will track resolution.

Procedure:

1. All faculty and staff are required to refer any student complaint first directly to the faculty member involved.
2. Whether or not the complaint is resolved at the student-faculty level, that faculty member initiates a student complaint tracking form and files that form in a confidential notebook/file in the Nursing Department office.
3. If the complaint is not resolved the involved faculty member refers the student to the Chairperson and to relevant sections in the Catalog & BSN Handbook, including those assuring protection of students.
4. The Chairperson and faculty record any dates of meeting with the student and is responsible to maintain the files in the Department office.
5. The Chairperson refers the student with unresolved complaints to the Dean's office.
6. Faculty, staff, and students are expected to follow all official University complaint processes specified in the Catalog as related to grievances and grade appeals.
7. A copy of the student's complaint and resolution may be placed in the student's file.
8. It will be the responsibility of the Program Director to monitor the student complaints for all part-time faculty.

SEE APPENDIX C- FOR TRACKING FORM

Student Participation Policy

Policy:

Nursing faculty will encourage our adult learner student input from the initial orientation of the program through their graduation.

Procedure:

1. Each entering class/cohort will have the opportunity to elect a student representative to provide participation with faculty in policies and procedures related to philosophy and objectives, resources and clinical facilities, learning experiences, and curriculum, instruction, and evaluation. Input via conversations, phone calls, and emails will be welcomed.
2. Additionally students will have formal input through annual written Department-level faculty and course evaluations required by Department procedure as well as opportunity for verbal or written feedback related to faculty undergoing the tenure-track process as required by CSUN procedure.
3. At the beginning of the semester faculty may request evaluation of clinical sites completed by students in previous semesters.
4. The Director/designee will meet upon request with any nursing student. These mechanisms allow student input into program policies and procedures.
5. Students may provide input through CSUN RN to BSN Association, student representation on the Curriculum Committee, ad hoc committees, and classroom & faculty evaluations.
6. Program assessment online surveys are part of this process and the Assessment Coordinator will facilitate these as follows:
 - End of 1st semester: End of NURS 318 & NURS 303
 - End of last semester: End of NURS 427 & NURS 495AA
 - Alumni: one year after graduation
 - Employers: as employers are identified.
7. The Assessment Coordinator will be responsible for sending the online assessment link to students at the appropriate level.

Transfer & Advanced Placement Policy

Policy:

The Nursing Department honors academic credit for prior learning.

Procedure:

1. Prerequisite course equivalencies are determined either via articulation agreements between CSUN and other campuses (assist.org) or based on judgment of the student's advisor in terms of equivalency (waivers/substitutions).
2. Credit earned in other colleges/universities through challenge exams and credited to the student at that institution will be accepted as allowed by University policies published in Catalog.
3. Nursing courses from other programs may be considered non-equivalent and may not be transferred into this program.
4. Unit discrepancies in accepted courses will be resolved through waiver or student appeal. Faculty may contact HHD College Student Advising for assistance as needed.
5. 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.
6. Syllabi, catalog descriptions or other documents necessary to determine equivalency may be requested by the Program Director or advisor in order to accurately determine equivalency of nursing or non-nursing courses. (See Substitutions & Waivers Policy in this manual.)
7. Challenge exams are offered for some courses. (See Challenge policy in this manual & CSUN Catalog.)

APPENDICES

Appendix A: LVN 30-Unit Option Application Materials

Appendix B: Program Assessment Materials

Appendix C: Student Complaint Tracking Form

(I recommend that we have these available in nursing office & website only. Otherwise we will find ourselves need to annually update.

Appendix A

**1. LVN 30-Unit Application &
2. Admission Information Sheet**

APPLICATION FOR ADMISSION TO THE LVN 30-UNIT OPTION
CALLIFORNIA STATE UNIVERSITY, NORTHRIDGE

These items must be submitted to the Health Sciences Office at any time during the year.

Application Checklist for _____
(Please print) Last Name First Name Middle Initial

- _____ Resume (including documentation of computer programs/software used)
- _____ Personal Information form (attached)
- _____ Official copy of your transcripts showing completion of LVN.
- _____ Copy of your current California LVN License.
- _____ Personal Essay (a 1-2 page typed essay describing background and professional goals)
- _____ Three letters of recommendation
- _____ Verification of evaluation of foreign transcripts, if applicable
- _____ Self-addressed, stamped postcard to notify you of whether your application is complete or not

Directions:

1. Complete application to LVN 30-unit option at any time during the year.
2. Submit all documents together with this checklist face sheet.
3. Send completed application packet to:

*Nursing Program Director
ATTN: LVN 30-unit Option
Department of Health Sciences
California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-8285*

Contact 818-677-3101 for questions
Revised 11/08

Appendix B

PROGRAM ASSESSMENT MATERIALS

1. Evaluation plan
2. Computer competencies (RN-BSN NURS 303 then again in NURS 495AA)
3. Portfolio evaluation (RN-BSN 495AA)
4. Survey instruments

MASTER PLAN FOR SYSTEMATIC PROGRAM EVALUATION

PHASE I: EVALUATION STANDARDS	PHASE II: DATA COLLECTION AND SUMMARIZATION				PHASE III: DECISION MAKING	
CRITERIA	WHO	TOOLS/TECHNIQUES POPULATION SURVEYED	FREQUENCY	DOCUMEN- TATION	WHO: DECISION	WHO: IMPLEMENT- ATION
<p>Program Quality: Mission, Philosophy, Goals/Objectives: Are program mission, philosophy, and goals/objectives consistent with those of parent institution? Do program mission, philosophy, goals/objectives reflect current professional standards and guidelines? Do program mission, philosophy, goals/objectives reflect expectations of the community of interest? Are documents and publications current and accurately reflect program mission, philosophy, and goals/objectives?</p>	Combined faculty, administration & community representatives, Curriculum Committee	Review of Strategic Plans Review and selection of professional standards and guidelines. Analysis of Congruence Alumni, Advisory Board, Consumer Community Discussions	Every 4 years and as needed	Reports, Minutes, Recommendations, Program modifications, Course modifications, Catalog, Brochures, Student handbook	Program faculty, Department & College Curriculum Committees	Program faculty
<p>Governance: Are the Roles of faculty and students in governance of the program clearly defined and enable meaningful participation?</p>	Combined faculty, administration, students	Analysis of congruence	Annually	Reports, Minutes, Student Handbook	Program faculty, Administration	Department Chair, Program Director
<p>Resources: Are support facilities and services adequate to enable the program to achieve its mission, philosophy, and goals/objectives?</p>	Program Director and Faculty	Faculty & Student surveys	Annually	Minutes Requisitions	Administration	Department Chair Dean

PHASE I: EVALUATION STANDARDS	PHASE II: DATA COLLECTION AND SUMMARIZATION				PHASE III: DECISION MAKING	
CRITERIA	WHO	TOOLS/TECHNIQUES POPULATION SURVEYED	FREQUENCY	DOCUMENTATION	WHO: DECISION	WHO: IMPLEMENTATION
Instructional facilities and equipment? Office, workspace, equipment & supplies? Secretary & technological assistance? Library holdings? Educational technology & computing facilities? Information management?						
Program Quality: Curriculum and Teaching-Learning Practices The curriculum is based upon clear statements of expected results derived from the mission, philosophy, and goals/objectives of the program. The curriculum builds on the foundation of the arts, sciences, and humanities. The curriculum, teaching learning practices and teaching environments foster behaviors consistent with professional guidelines and standards. Curriculum and teaching learning practices consider the needs and expectations of the community of	Program Curriculum Committee Community and student representatives	Analysis of course overviews; objectives, methods, evaluation. Analysis of program prerequisites. Review and selection of professional standards and guidelines. Analysis of Congruence Alumni, Advisory Board, Consumer Community Discussions, Student Surveys	Annually	Minutes Brochures Student Handbook	Program Faculty	Program Faculty

PHASE I: EVALUATION STANDARDS	PHASE II: DATA COLLECTION AND SUMMARIZATION				PHASE III: DECISION MAKING	
CRITERIA	WHO	TOOLS/TECHNIQUES POPULATION SURVEYED	FREQUENCY	DOCUMENTATION	WHO: DECISION	WHO: IMPLEMENTATION
<p>interest.</p> <p>Curriculum and teaching learning practices are reviewed on regularly scheduled intervals to foster ongoing improvement.</p> <p>The curriculum is sequentially and logically organized to facilitate student achievement of expected results.</p> <p>Does the curriculum provide opportunities for learning activities that facilitate attainment of the course and program objectives?</p> <p>Does the curriculum emphasize the development of critical thinking, therapeutic interventions and communication?</p> <p>Does the curriculum prepare students to perform successfully on measures that document student achievement?</p> <p>Are the agencies used for students' clinical experiences sufficient to provide the clinical learning?</p>	Program Faculty	<p>Review and analyze student data: CCST, Portfolio, Senior Project, Clinical Projects, Graduation rates</p> <p>Clinical agency and preceptor evaluation forms: Student, Faculty</p>				
<p>Program Effectiveness: Student performance and faculty accomplishments:</p> <p>Surveys and other data sources to collect information about student,</p>	Program Director	<p>Alumni Survey</p> <p>Employer Survey</p> <p>End of program outcome measurements</p>	<p>1-2 years after graduation and as needed annually.</p> <p>Every 5 years</p>	<p>Data analysis reports, Minutes, Program and course modifications</p>	<p>Program Faculty, Department and College Curriculum</p>	<p>Program Faculty</p>

Nursing Department
California State University, Northridge
Communication Outcomes: Core Computing Skills*

Nurs303 Portfolio: Rate your skill level for each of the following computer tools upon entering the Nursing Program by placing an X in the appropriate column. Detach the rated form and place in Learning Outcomes section of portfolio with sample work.

Semester of Entry: Fall 2013 (complete ***ONLY THIS SECTION in 303***)

	<i>Beginning skills:</i> Unable to use program at all <i>OR</i> Require significant assistance & instruction to use.	<i>Proficient skills:</i> Able to use program to complete required course assignments, but no skills beyond this	<i>Advanced skills:</i> Able to use the program for activities beyond those specifically required for course work &.to instruct others in basics
• Word processing			
• Email			
• Spreadsheets (e.g., EXCEL)			
• Databases			
• Bibliographic retrieval (e.g., library references)			
• Internet & Web use			
• Presentation software (e.g., PowerPoint)			

NURS495 Portfolio: Wait & complete this section ***during your last semester for graduating portfolio*** of the Nursing Program by placing an X in the appropriate column.

Semester of Graduation: Spring

	<i>Beginning Skills</i>	<i>Proficient Skills</i>	<i>Advanced Skills</i>
• Word processing			
• Email			
• Spreadsheets (e.g., EXCEL)			
• Databases			
• Bibliographic retrieval (e.g., library references)			
• Internet & Web use			
• Presentation software (e.g., PowerPoint)			

*Core computing skills recommended by the National Advisory Council on Nurse Education & Practice (NACNEP).

**OUTCOME ASSESSMENT
PORTFOLIO**

OUTCOME CRITERIA RATING SCALE

- 1 = Not met**
- 2 = Met with limitations**
- 3 = Fully met**
- 4 = Satisfactory and at time exceeds standard**
- 5 = Consistently exceeds standard**

Student name: _____

Faculty signature & date _____

* Student name must be included since 2 faculty are rating each student and reviews must be paired.

INSTRUCTIONS: Rating of HSci495AA projects to be done independently by at least 2 faculty using the scale above to rank how well each project meets outcome criteria of critical thinking, therapeutic intervention, or communication. Faculty should comment on any rating that is less than 3, "fully met".

OUTCOME	1	2	3	4	5	COMMENTS
<u>CRITICAL THINKING:</u> The use of reflective reasoning to form goal-directed decisions; a purposeful & systematic process which involves analyses and interpretation, inductive and deductive reasoning, drawing logical inferences and evaluating & justifying those inferences.						
<u>THERAPEUTIC INVERVENTION:</u> The direct or indirect application of the nursing process to diagnose and treat human responses to actual or potential health problems; the caring & inquiry processes to diagnose, treat, teach, lead, manage, communicate, coordinate, collaborate, and consult with individuals, families, groups communities, and populations the context of promoting well-being; theory-based.						
<u>COMMUNICATION:</u> The dynamic developmental process of receiving, integrating, synthesizing, and						

transmitting perceptions, thoughts, and ideas in verbal, non-verbal, and written interaction. Within an intentional caring process, messages are effectively conveyed by persons or technology. Outcomes of communication are reflected in the student's ability in areas such as written, oral, and nonverbal communication, group process, and information technology and/or media production.						
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Outcome Assessment Tools

Survey Tools

1. Entering students (end of 1st semester; i.e., August & Dec to ABSN entry cohorts; Dec to RN-BSN entry cohort)
2. Exiting students (end of last semester; includes course-by-course evaluation; i.e., August & Dec to graduating ABSNs; May to graduating RN-BSNs)
3. Alumni (1 year after graduation; i.e., August & Dec to alumni of ABSNs; May to alumni of RN-BSNs)
4. Employer (as identified by alumni or faculty, including all employers identified on alumni survey)

Appendix C

Student Complaint Tracking
Department of Nursing
College of Health & Human Development-CSUN

Student name	Student ID	Complaint	Date faculty notified	Date Prog. Dir. notified	Date Chair notified	Date Dean notified	Other comments:	Resolution

* See student folder for advisement or related communications