

**School of Nursing**

**Undergraduate Student Handbook**

**College of Health & Human Services**

**California State University, Sacramento**



**SACRAMENTO  
STATE**

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## I. INTRODUCTION

Educational preparation for the role as a Registered Nurse is a shared responsibility. Faculty of the School of Nursing (SoN) are committed to guiding students as they learn the accurate and current theoretical knowledge as well as the necessary technical skills needed in this challenging professional role. As a student you have the responsibility to be equally invested in your education. You can assume this responsibility by attending class, being prepared, paying attention, involving yourself in the class, and letting go of any preconceived notions. By doing so, you will be open to truly exploring and learning both the science and art of nursing.

The coming semesters will prepare students for their roles as a professional who will meet the ever-changing health care needs of society - both a challenging and awesome responsibility. To make this experience both productive and positive, the Student Handbook has been designed to provide answers many of the most frequently asked questions.

It is the students' responsibility to review the handbook at the beginning of each semester for changes. Changes and additions will appear highlighted for one semester.

## II. SCHOOL OF NURSING MISSION, PURPOSES, AND VISION

### A. Mission Statement

The School of Nursing prepares nurses to lead diverse individuals, families, and communities in achieving optimal health through nursing science, collaborative practice, advocacy, and service.

### B. Undergraduate Program Purposes

The purposes of the undergraduate program are to provide a program of study that leads to a Bachelor of Science Degree with a major in nursing and to provide the student with a base for graduate study.

The objectives of the baccalaureate program in nursing are to provide opportunities for the student to acquire:

1. Nursing practice knowledge that emanates from the physical, behavioral, and social sciences, and the humanities.
2. Knowledge of nursing theories and synthesis into the practice of nursing.
3. The ability to synthesize knowledge and skills while executing the role of professional nurse in a healthcare setting.
4. The ability to utilize the nursing process with individuals and groups in a variety of settings to facilitate optimal health care delivery.
5. Communication and collaboration skills to function in a leadership role with consumers, colleagues, and members of other disciplines.
6. Knowledge of current research and the ability to apply research findings to nursing practice.
7. A foundation for continuing personal and professional growth, including a foundation for graduate study.

### C. Vision

The School of Nursing transforms health care through innovative nursing education, community partnerships, and policy engagement. We believe that the SON serves its students and the society at large by creating an environment in which faculty and students pursue the knowledge of nursing practice guided by the following core values:

- Caring
- Integrity
- Advocacy
- Collaboration
- Inclusion
- Equity
- Leadership

### III. BACCALAUREATE NURSING STUDENT LEARNING OUTCOMES

- BSLO I:** Synthesizes theories and concepts from the sciences, the arts, and nursing in nursing practice.
- BSLO II:** Interprets personal values and beliefs while respecting the values and beliefs of others.
- BSLO III:** Synthesizes principles of leadership in the delivery of safe and efficient health care.
- BSLO IV:** Employs effective communication strategies to improve health outcomes.
- BSLO V:** Exemplifies the values and beliefs of professional nursing consistent with the American Nurses Association code of ethics.
- BSLO VI:** Utilizes patient care technologies and information management systems to promote quality care delivery.
- BSLO VII:** Translates current evidence into nursing practice to improve health outcomes.
- BSLO VIII:** Translates current healthcare policy, finance, and regulation to improve health outcomes.
- BSLO IX:** Utilizes principles of health promotion and disease prevention to improve population health.

## IV. CURRICULUM PATTERNS

### A. Generic BSN Student Curriculum

This 4-semester curriculum pattern is intended to be used in consultation with your faculty advisor. It assumes a student has completed proper preparatory work and a schedule that allows a full-time load averaging 12-16 units in the nursing program per semester. Students with outside constraints on their schedule should see their faculty advisor for information on how this schedule may affect their ability to meet program requirements. Note that students are not able to request a reduced course load during the first semester due to the lack of space availability in the introductory lab and clinical courses. Note also that altering the curriculum pattern may lengthen the time required for completion of the degree due to lack of space availability in postponed classes (see related policies in handbook). (This curriculum pattern does not apply to the RN to BSN or LVN to RN 30-unit option student. Please see separate pattern.)

<b>Semester 1 (Level I)</b>	<b>Semester 2 (Level II)</b>
<ul style="list-style-type: none"> <li>• NURS 111 – Professional Nursing (3)</li> <li>• NURS 112 – Nursing Care of Adults (5)</li> <li>• NURS 113 – Communication Assessment and Skills Lab (4)</li> </ul> <p style="text-align: right;"><b>Total Units: 12</b></p>	<ul style="list-style-type: none"> <li>• NURS 120 – Application of Research (3) <i>(Meets writing intensive and upper division requirement for G.E.)</i></li> <li>• NURS 123 – Nursing the Family in Complex Illness (6)</li> <li>• NURS 129 – Mental Health Nursing (5)</li> </ul> <p style="text-align: right;"><b>Total Units: 14</b></p>
<b>Semester 3 (Level II)</b>	<b>Semester 4 (Level III)</b>
<ul style="list-style-type: none"> <li>• NURS 136 – Nursing Laboratory for the Childbearing Family (1)</li> <li>• NURS 137 – Nursing Care of the Childbearing Family (5)</li> <li>• NURS 138 – Nursing Care of the Childrearing Family (5)</li> <li>• NURS 139 – Nursing Laboratory for the Childrearing Family (1)</li> </ul> <p style="text-align: right;"><b>Total Units: 12</b></p>	<ul style="list-style-type: none"> <li>• NURS 143 – Leadership &amp; Management in Nursing Practice (3)</li> <li>• NURS 144 – Community Health Nursing (5)</li> <li>• NURS 145 – Clinical Leadership and Professional Role Development (6)</li> </ul> <p style="text-align: right;"><b>Total Units: 14</b></p>

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## B. LVN to RN 30-Unit Option Curriculum

This two-semester curriculum pattern is intended to be used in consultation with your faculty advisor. The LVN to RN Program is a non-degree program that prepares the LVN for the RN licensure exam in a maximum of 30 semester units (8 units of prerequisite microbiology and physiology plus 22 units of additional nursing coursework). It assumes a student with proper preparatory work and a schedule that allows a full-time load of 10 units in the first semester and 12 in the second semester. Students should see their faculty advisor for information on tailoring the curriculum pattern to meet their needs. Note that students are not able to request a reduced course load during the first semester due to the lack of space availability in the introductory lab and clinical courses. Note also that altering the curriculum pattern may lengthen the time required for completion due to lack of space available in postponed classes. (This curriculum pattern does not apply to the Generic BSN student. Please see separate pattern.)

Semester 1	Semester 2
<ul style="list-style-type: none"><li>• NURS 119 – Mental Health for the LVN to RN (4)</li><li>• NURS 123 – Nursing Families in Complex Illness (6)</li></ul>	<ul style="list-style-type: none"><li>• NURS 133 – Leadership and Management for the LVN to RN (2)</li><li>• NURS 137 – Nursing the Childbearing Family (5)</li><li>• ** NURS 138 – Nursing the Childrearing Family (5)</li></ul>
<b>Total Units: 10</b>	<b>Total Units: 12</b>

\*\*May be challenged by exam according to educational prep/acute care work experience

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## V. ENROLLMENT

### Enrollment and Admission

Admission criteria are clearly delineated in the Sacramento State catalog and in the program guide for Nursing. Space in the generic nursing program is reserved for the number allotted each semester. Students retain their spaces in nursing courses throughout the program if they follow regular curricular progression.

Clinical placements are assigned for all clinical courses. When there are placements available for all students in a cohort, students are expected to accept the offered clinical placement. If any student declines their assigned clinical placement, that student would need to petition for a change in progression. That student would not retain their space and would not be guaranteed placement in that clinical course.

Space becomes available when students fail to progress (e.g. fail a course, take a leave of absence). Spaces vacated may be filled with students returning from approved LOAs, LVN to RN 30-Unit Option students (in appropriate courses), and/or students repeating classes as determined by the Student Affairs Committee. Students who take a leave of absence of two semesters must reapply to the university prior to returning to nursing if they have not been enrolled in non-nursing classes during their leave. In addition, a hiatus of more than one semester from courses with a clinical component may result in a clinical refreshment semester instead of clinical progression, upon return to the program.

SON approval is required for enrollment in all nursing courses required for the Pre-Licensure nursing degree program, except NURS 10, 14, 160, 165, 168.

## VI. ADVISING

### A. Academic Advising

Academic Advising is performed by faculty who teach in the major (for required nursing classes) and by the HHS Student Success Center and advisors in the campus Academic Advising Center (for non-nursing classes).

In the SON, each Pre-Licensure BSN student is assigned a specific faculty member as an academic advisor for the entirety of the nursing program. The advisors' names are provided during new student orientation and can be found in the Student Sourcepage in Canvas. Responsibility for the initial planning of each student's program rests with the student, rather than the designated advisor. All nursing students are also expected to assume responsibility: 1) for scheduling advising appointments with their advisor; 2) to maintain their own advising files; 3) to retain transcripts of courses taken at other colleges/universities that include semester grade reports (grade reports are not kept on file at the SON; students may obtain copies from the internet); and 4) to maintain copies of forms and petitions, General Education evaluations, reports of placement test scores, copies of anecdotal notes of advising sessions with advisors, **nursing clinical evaluations**, and any other petitions/forms pertinent to their academic careers.

**Students are encouraged to communicate with their nursing faculty advisor at least once each semester. Students must communicate with their faculty advisor any time the student is in jeopardy of failing a nursing course or has failed a course. When submitting a Change in Progression Petition, students must indicate that they have communicated with their nursing advisor. Communication with their advisor is taken into consideration during discussions as to whether the petition is approved.**

The **nursing** faculty advisor is available to assist students in planning an academic program appropriate for each student. Students are encouraged to visit the **HHS Student Success Center** or Academic Advising Center for complex issues concerning general education requirements for graduation and electives as policies vary widely depending on each student's catalog rights and previous coursework or degree(s).

The LVN to RN 30-Unit Option Academic Advising is performed by the LVN to RN Advisor and by advisors in the campus Academic Advising Center

### B. Clinical Advising

In each clinical nursing course, the student is assigned a clinical faculty. This clinical faculty member is responsible for clinical supervision, consultation, and guidance throughout the entire semester.

The clinical faculty member is also responsible for clinical evaluations. These are given at midterm to indicate the student's achievement to that point and again at the end of the semester for final grades. The student is generally asked to submit a self-evaluation to the faculty prior to both of these evaluations.

### C. Financial Aid

Information about scholarships and loans can be obtained from the Financial Aid office on campus in Lassen Hall, Room 1006, or by calling (916) 278-6554. <https://www.csus.edu/apply/financial-aid-scholarships/>

#### Federal Funds

The Federal Application for Student Aid (FAFSA) form must be completed for either Federal financial aid or for supplemental information purposes for all scholarships. Monies are offered either by the federal government based on financial need, or by the entity offering the scholarship. These monies are normally

disbursed by the Financial Aid or Scholarship offices. Scholarships are not always based on financial need or grade point average. Do not be discouraged. We suggest students apply!

## **D. Scholarships**

### **Private Scholarships**

There are various scholarships available to Sacramento State students as well as Nursing students specifically. Scholarships vary widely as to the grade point average required, if financial need must be demonstrated, what the student's circumstances or goals are and what the deadlines are to apply. The SoN office has scholarships available. Other scholarships are posted on the bulletin board in Lassen Hall near the Financial Aid Office and the Scholarship Office. It is recommended that students check every two to three weeks to see if new scholarships have arrived. Sacramento State Scholarship Office: (916) 278-6179

Websites students can check are:

[www.csus.edu/faid/](http://www.csus.edu/faid/)

[www.fastweb.com](http://www.fastweb.com)

### **Nursing Scholarships**

The SoN has several nursing scholarships available through the Financial Aid Office and The University Foundation at Sacramento State. Students may apply for some of these while other scholarships are awarded based on the student being selected by the faculty. Scholarships that students may apply for will be posted on the SoN homepage and posted on the scholarship discussion board in the Nursing Student Sourcepage in Canvas.

There also are scholarships available from CNSA (California Nursing Students' Association; [www.cnsa.org](http://www.cnsa.org)) and NSNA (National Student Nurses' Association; [www.nsna.org](http://www.nsna.org)) Visit their websites for more information.

## **E. Emergency Funds**

Students needing emergency financial assistance should contact the SoN Chairperson. Students with a short term emergency and need funds may also seek help from the university <https://catalog.csus.edu/academic-support-services/#text>

## **F. University Basic Needs Support**

If you are experiencing challenges in the area of food and/or stable housing, help is just a click, email or phone call away! Sacramento State offers basic needs support for students who are experiencing challenges in these areas. Please visit our Basic Needs website to learn more about your options and resources available. <https://www.csus.edu/basicneeds/> .

## VII. PROGRAM REQUIREMENTS

To ensure the safety of patients, students, and faculty, and to meet contractual obligations with outside agencies, students are required to have evidence of completion of the Program Requirements listed in this section on file before participating in clinical courses. Students will be required to pay the cost of any agency-mandated subscriptions/systems (such as My Clinical Exchange) for clinical placement/tracking and maintain all requirements in this additional system. These systems are monitored by the clinical agency. Any student requirement information submitted to the School may be shared with clinical agencies, if necessary, to meet contractual obligations with outside agencies.

Nursing students must satisfactorily complete all clinical, community and laboratory requirements for course and program progression and in order to receive their degree. In order to make an initial determination as to whether there are any current barriers to admitted students qualifying for and / or participating in clinical programs, all admitted students must submit to a background check and drug screen under the direction of the nursing program prior to enrollment. Questions about clearances should be directed to the Placement Administrative Support staff.

Admission into programs leading to licensure, credentialing, or certification eligibility does not guarantee that students will obtain a license, credential, or certification. Licensure, credentialing, or certification requirements are set by agencies that are not controlled by or affiliated with the CSU and requirements can change at any time. For example, licensure, credentialing, or certification requirements can include evidence of the right to work in the United States (e.g., social security number or tax payer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure, credentialing, or certification requirements. The CSU will not refund tuition, fees, or any associated costs, to students who determine subsequent to admission that they cannot meet licensure, credentialing, or certification requirements. Information concerning licensure, credentialing, or certification requirements are available from [Teri Lyn Fretz, School of Nursing, 6000 J Street, Sacramento, CA 95819-6096; 916-278-6714].

All students are required to complete the following requirements and upload the documents supporting compliance to Castlebranch at least three (3) weeks prior to starting the program. Student must maintain compliance throughout the program (which includes 4<sup>th</sup> semester preceptorships).

### A. Clearance Deadlines

- a. Evidence of completion of all program requirements must be turned in to CastleBranch two weeks before the first day of instruction for the semester. All CastleBranch related documents can be found on the Nursing Sourcepage. CastleBranch is the company that houses our clinical clearance documentation. Failure to meet this deadline will result in student(s) being dropped from their courses, which could affect Financial Aid and course communications and incur a late fee. If the student(s) remains non-compliant by 10 AM the Friday before the first week of instruction, the student will be administratively dropped. In the event a student is admitted to the Nursing Program after the clearance submission deadline, the student must provide proof of clearances by Friday week two of the semester.
- b. If a student is assigned to a clinical agency requiring the use of any agency-mandated subscriptions/systems for clinical placement/tracking, the student must purchase access and complete/attach all required documents in this system and complete any additional requirements as mandated by the agency at least three (3) weeks before the first day of instruction for the semester. If a clinical clearance item will expire during the semester, it is the student's responsibility to submit updated information at least one week prior to the expiration.
- c. Students who do not maintain evidence of completion of all program requirements within 24 hours of expiration will be suspended from course activities and placed in jeopardy of course failure for all enrolled nursing courses.

- d. Students must submit all immunizations, CPR, health insurance, medical exam, and Healthstream modules directly to CastleBranch for it to be considered. SoN staff or faculty will not accept any hard-copy or e-copy for these requirements, except for immunization declinations.
- e. There may be random background checks during the nursing program. Additional background checks are stipulated by clinical agency policy. Thus, students must maintain a clear background check throughout the program.

## **B. Immunization Requirements**

Students entering the Clinical Nursing Program are required to submit proof of immunization status. This can be done by a private physician, clinic, or other health care facility accepting the students' insurance or at the Student Health Center (for continuing students).

### **a. Tuberculosis (TB/PPD)**

- i. Students must provide documentation of the absence of tuberculosis at entrance to or within three months prior to entrance into the program and on a yearly basis thereafter. Absence of TB may be documented in one of the following ways: 1) the two-step PPD process demonstrating a negative TB skin test performed within the past twelve months; 2) for students with a positive reaction to the PPD (or a history of a positive test) a screening chest x-ray and completion of a TB symptom form evidencing lack of active TB.
- ii. Students should not receive any immunization until they have had a PPD (Tuberculosis Screening). Immunizations and PPD may be given together, but immunizations cannot be given before the PPD. Recently administered live virus vaccines can cause false negative PPD results.

### **b. Measles/Mumps/Rubella/Varicella (MMR and Varicella or MMRV)**

Students are required to demonstrate immunity to rubella (German measles), rubella (measles), mumps, and varicella zoster (chickenpox). This demonstration may take three forms: 1) serologic testing that establishes immunity through a positive antibody titer, 2) proof of previous adequate vaccination (two doses, four weeks apart).

### **c. Hepatitis B (Hep B)**

Verification of immunization is required prior to entry into the program.

### **d. Influenza**

The influenza vaccine verification or written declination must be received, annually between approximately September and April. Notification of due date will be sent via CastleBranch. Students receiving nasal inoculations are advised that masks are required for two weeks after administration. Influenza vaccination may be required by clinical agencies to continue in clinical placement.

### **e. Tdap**

Students are required to obtain immunizations and booster shots for diphtheria, Pertussis (whooping cough), and tetanus (lockjaw).

### **f. COVID**

The COVID vaccine or written declination is required by the university for on campus activities. The COVID vaccination series may be required by some clinical agencies for clinical placement.

Students who have declined the immunization may be required to wear specifically required Personal Protective Equipment in the clinical facility, participate in regular COVID screening and testing, and/or other requirements.

### **C. Drug and Alcohol Screen**

- a. A drug screen is not required to apply to the nursing program; however, a drug screen is required as part of the intent to enroll process. All admitted students must submit a drug screen under the direction of the nursing program prior to enrollment. Requirement for drug screening is consistent with the California Board of Registered Nursing guidelines for safe nursing practice. Admitted students must also agree that the results of drug screens will be made available to the nursing program's affiliated clinical agencies (partner agencies) for course and degree advancement. Students will be advised of any identified issues impacting their eligibility for placement with partner agencies prior to making their decision to enroll.
- b. All clinical placements for nursing students require a clear drug test prior to placement. This means that regardless of why, if a student tests positive for marijuana, the student will not be allowed to participate in a clinical. Although marijuana may be legal in California, clinical agencies receive federal funding and must abide by federal law, which classifies marijuana as an illegal narcotic. Note: According to the National Institute on Drug Abuse, "Marijuana has negative effects on attention, motivation, memory, and learning that can persist after the drug's immediate effects wear off—especially in regular users" and further, even though some states have approved the use of marijuana for prescription, "the FDA, which assesses the safety and effectiveness of medications, has not approved marijuana as a medicine" (US Department of Health and Human Services, March 2014).  
Website: [http://www.drugabuse.gov/sites/default/files/parents\\_marijuana\\_brochure\\_0.pdf](http://www.drugabuse.gov/sites/default/files/parents_marijuana_brochure_0.pdf)
- c. Partner agencies have full discretion to determine whether to accept a particular student into the clinical placement they offer based on the drug screen. Partner agencies may also require additional drug screens at the time of the clinical placement.
- d. Students who test positive on the drug screen due to health reasons should meet with the Chair of the SoN regarding admission status.
- e. If a student is denied a clinical placement by a partner agency as a result of a drug screen and cannot, therefore, satisfy the clinical and community placement requirements, they will not satisfy requirements for graduation.
- f. Students who take a leave of absence for more than one consecutive semester may be required to submit to a new drug screen prior to re-enrollment.

### **D. Criminal Background Check**

- a. A background check is not required to apply to the nursing program; however, a background check is required as part of the enrollment process in order to determine whether there are any current barriers to students participating in required clinical placements.
- b. Admitted students must also agree that the results of their background check will be made available to the nursing program's affiliated clinical agencies (partner agencies) which provide the required clinical and community placements necessary for course and degree advancement. In addition when stipulated by the clinical agency, there may be random background checks during the course of the nursing program. Thus, students must maintain a clear background check throughout the program. Students will be advised of any identified issues impacting their eligibility for placement with partner agencies prior to making their decision to enroll.

- c. Partner agencies have full discretion to determine whether to accept a particular student into the clinical placement they offer based on the background. Partner agencies may also require additional background checks at the time of the clinical placement.
- d. Partner agencies may deny access to a clinical or community experiences based on offenses appearing on students' criminal record which may have occurred as long as 10 or more years ago.
- e. Partner agencies will approve students for participation in clinical placements for a variety of convictions including, but not limited to:
  - i. Murder
  - ii. Sexual offenses/sexual assault
  - iii. Felony possession and furnishing
  - iv. Class B and Class A misdemeanor theft
  - v. Fraud
  - vi. Felony assault
  - vii. Abuse
  - viii. Felony theft
  - ix. Other felonies involving weapons and / or violent crimes
  - x. DUI
- f. If a student is denied a clinical placement by a partner agency as a result of a background check and cannot, therefore, satisfy the clinical and community placement requirements, they will not satisfy requirements for graduation.
- g. Students who take a leave of absence for more than one consecutive semester may be required to submit to a new background check prior to re-enrollment.
- h. In addition to qualifying for and participating in required clinical and community placements, students will ultimately need to secure licensing. Students are advised that initial registered nurse licensure is the responsibility of the California Board of Registered Nursing and **not** Sacramento State SON. Completion of a program of nursing at Sacramento State does not guarantee permission will be granted by the Board for licensure. The Board requires full disclosure of criminal infractions and considers background checks in making its licensing determinations. Students who do not have a clear background check should review the BRN website for information related to initial licensure before determining whether to apply and / or enroll in the School of Nursing. Information can be found at the following website address;  
<http://www.rn.ca.gov/enforcement/convictions.shtml>

## **E. CPR Certification**

All nursing students are required to have current BLS CPR certification. Students are to submit a photocopy of the CPR certificate (front and back) to CastleBranch according to the timelines established for health clearances. CPR must be level C (American Heart Association). Student should



ascertain that the CPR course they are taking is for medical personnel and includes “hands-on” practice.

#### **F. Professional Liability Insurance**

Nursing students’ professional liability insurance is maintained by the CSU Chancellor’s Office through with their tuition.

#### **G. Personal Health Insurance**

All nursing students must carry personal health insurance from an insurance provider of their choosing. Students looking to get more information on purchasing health insurance may reach out to <https://www.coveredca.com> for further assistance.

#### **H. Personal Transportation**

California State University, Sacramento nursing students are expected to be able to travel to assigned clinical agencies, to community placements, and to multiple locations on the same day as designated for community-based health activities. All nursing students must carry personal automobile insurance to protect themselves and to comply with state law. Students are responsible for arranging their own transportation to and from clinical placements. If a student operates a vehicle, the student must carry personal automobile insurance. The SON may not be able to accommodate clinical placements based on transportation issues.

#### **I. Uniform**

- a. The Nursing Uniform represents the nursing profession as well as Sac State. Proper attire in the hospital area for Sacramento State nursing students in clinical courses consists of green scrubs (top and pants) embroidered with the Sacramento State Nursing logo. The top is to be worn outside the pants. Students should take care to select a uniform size so as to maintain function along with a professional appearance while bending and moving. A solid white, gray or black short or long sleeve shirt is allowed under the top if desired. Students are also required to possess a white laboratory coat embroidered with the Sacramento State Nursing logo. Scrubs which are provided by the agency may be allowed while in the agency and must not be removed from the agency. Examples include: operating room and maternity experiences. Name pins and photo ID badges are to be worn for all learning experiences when students are presenting themselves as a student from Sacramento State. (Also see Uniform Policy for Community Experiences.) Uniforms should not be worn outside of clinical experiences except during travel to and from clinical.
- b. Embroidered scrubs, lab coat, name badges (with 18-point font size text indicating student is a Sacramento State Nursing Student) and badge holders must be ordered through CNSA before the first week of the semester. Bandage scissors, stethoscopes, goggles, portable blood pressure cuff, penlights (all required), and hemostats (highly recommended) will be available for purchase through CNSA. A watch with a second hand also is required for your clinical experiences. Cell phones are not an approved substitution for a watch due to infection control issues.
- c. Students must wear specific shoes for the clinical experience. Nursing shoes are not to be worn for other activities. Standards are basic white or black, nonconductive work shoes with a closed toe and closed heel or a secure heel strap.
- d. Nails, jewelry, makeup, and undergarments should be discreet, and name tags are to be worn above the waist at all times. Hair should be neat, clean, secured, and not falling into the work space. Hair nets and hairbands are acceptable. Scrub caps are permitted within unit/department limitations. If worn, scrub caps must be hunter green to match the scrubs or black without logos other than the SON or University logos. If the clinical agency requires fit-testing and N95 masks,

a student may be required by the agency to shave facial hair in order to continue in the clinical placement unless allowed an exemption.

- i. Nails are to be kept clean and short and should not extend past the fingertips. Due to the potential risk of infection to patients, artificial nails or nails bonded with cosmetic acrylic or plastic material are not permitted in the clinical setting
- e. Clinical instructors will advise students of any additional dress requirements or recommendations pertinent to each course. If the instructor or clinical agency staff deems the student's attire or personal appearance to be inappropriate, the student may be asked to leave the clinical setting.

#### **J. Non-uniform Professional Attire in Clinical and Community Settings**

- a. Students in clinical or community areas may or may not be required to wear the uniform for various placements (e.g., NURS 129: Mental Health Nursing, acute care clinical prep, and NURS 144: Community Health Nursing). When the uniform is not required, attire should be neat, clean, conservative, non-revealing street clothing which reflects the high standards of the SON. (An example of this would be trousers or pants that cover the entire leg, and a non-form-fitting shirt or blouse with sleeves. Another example would be a skirt or dress with sleeves, with a hem extending to within an inch of the top of the knee.) Provocative, casual, or revealing clothing is inappropriate in client areas; students will be sent home if in violation of the dress code.
- b. In most hospital areas, a laboratory coat is also worn. The lab coat is worn as a permanent garment over the clothing in the hospital. The lab coat is not removed indoors like an overcoat. The lab coat buttons down the front and as such, it gaps when the student walks or sits; therefore, clothing underneath the lab coat should be conservative.
- c. Use of Safety Glasses: Students will be required to wear safety glasses when appropriate in the clinical setting.

#### **K. FutureFocus Questionnaires**

The Board of Registered Nursing and our accrediting agency (Commission on Collegiate Nursing Education) require that programs collect and report certain aggregate data. FutureFocus, which is part of CastleBranch, will be sending questionnaires each semester while students are in the program and twice after graduation (annually for two years). Students are required to complete these questionnaires while in the program and are strongly encouraged to complete them after graduation. They can be quickly completed on a phone or laptop.

FutureFocus also supports students' professional ambitions. The questionnaire provides students with valuable employment information for students' chosen field and geographic location.

#### **L. Travel**

Students are required to provide their own transportation to and from various clinical agencies and community experiences. Almost invariably this will mean access to a private vehicle; carpooling, however, is feasible in many situations. Distance traveled varies. Per university policy, clinical sites can be within a 50-mile radius of the university.

#### **M. Latex Allergies**

The increase in the occurrence of latex allergy is related to increased exposure of the population to latex products, as well as increased recognition of allergy to latex. Health care professionals are among the high-risk populations because of their repeated exposure to latex. If a student is aware of a latex allergy, it is the student's responsibility to inform the lab or clinical course faculty each semester. This must be done at the beginning of the semester in order to ensure the goal of

minimizing the student's exposure to latex to avoid current reaction (short-term) and increased sensitization (long-term).

#### **N. Community-Wide Clinical Orientation**

The local acute care agencies require annual mandatory community-wide clinical orientation. The orientation is completed online via the Health Stream system, for a small fee. Information will be provided to students regarding completion of this requirement just before the first clinical semester and again for the third clinical semester. Failure to complete this requirement will delay entry into the clinical course until a subsequent semester.

#### **O. HESI**

Each student must purchase HESI study materials online by the semester's designated deadline. The order information and due dates for purchase of HESI materials will be published each semester according to the needs of each class cohort. Advance purchase will ensure availability of materials before the semester begins. These materials include case studies, practice exams, proctored exams, and remediation content. The price includes access two times to each proctored HESI end-course exam.

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## VIII. POLICY FOR THE CONTROL OF INFECTIOUS DISEASES

### A. Care of Patients/Clients with Infectious Disease by Students

Nurses have traditionally cared for patients with communicable diseases, despite some personal risk secondary to exposure to these illnesses. Professional concern for patients has been a factor in placing the clients' needs as primary in the nurse's priorities. Therefore, students must be cognizant of general infectious disease control techniques, for both their safety and the safety of the patients/clients with whom they work. Students must be knowledgeable of practice standard blood and body fluid precautions, as well as the Standard Operating Procedures (SOPs) for control of infectious diseases as developed and defined by the agencies in which they are assigned for their clinical practice.

### B. Clinical Practice Issues for Students

Students must develop work practices that are based on the assumption that all body fluids and tissues are infectious. Additionally, air in low ventilated spaces may also be considered potentially hazardous. Students will be required to properly utilize personal protective equipment in all clinical and lab settings. Students are required to comply with the California State University, Sacramento Student Safety Policy.

All students are cautioned verbally, and in the Student Handbook, about risk factors associated with providing care for patients with communicable/infectious diseases. Students will be trained on the proper use of personal protective equipment (PPE), as applicable to working with patients who may have infectious diseases. When caring for any patient, nursing students will follow prescribed agency and school policies to protect themselves from occupational exposure to an infectious disease. Nursing students will be assigned to care for patients regardless of the patients' diagnoses, and so may be assigned to care for any patient, regardless of infectious condition.

### C. Occupational Exposure

1. There are two types of blood-borne pathogen exposure. In the first type, the natural barrier of intact human skin is breached by a sharp blood-contaminated object such as a needle, staple, or medical instrument. In general, large-bore needles that have been in direct contact with blood are considered more hazardous than small-bore needles used to administer subcutaneous injections. In the second type, non-intact skin, eyes or mucous membrane become soiled or splashed with blood or blood-containing secretions such as peritoneal fluids, pericardial fluids, synovial fluids and amniotic fluids. Other secretions (i.e., feces, urine, sweat, vomit) are considered infectious only if they contain blood.
2. The risk of exposure is low, even when a nurse cares for an infectious client. The risk of contracting illness following exposure varies from organism to organism and must be assessed at time of exposure by a member of the blood-borne surveillance team at the institution at which the exposure

occurred. This assessment will be made by a member of the team, based on the information submitted on the official exposure form.

- 3.** After sustaining any exposure, however small, the following steps should be taken:
  - a.** Cleanse. Skin should be washed immediately with antibacterial soap, and blood should be squeezed from the site, if possible. Eyes should be rinsed with clear water for at least 5 minutes.
  - b.** Notify. Notify your clinical faculty immediately
  - c.** Document. Fill out the exposure form required by the hospital, the School of Nursing, and by the university, either on-line or hard copy.
  - d.** Identify. If directed to do so, draw labs on the client and send with the appropriate blood-borne pathogen paperwork.

The student should seek care and further testing and immunization through the primary care provider after an exposure.

Students may be at risk of exposure to droplet and airborne infectious disease organisms. Students may be fit-tested for respirator equipment (e.g., N95), instructed on proper use, and expected to utilize in clinical and lab settings as appropriate, following all agency guidelines, policies, and protocols.

Exposure to a droplet or airborne organism, either in clinical or outside school activities, must be reported to the School of Nursing as soon as the exposure is identified. If a potential exposure has been identified in the clinical or lab setting, students will be notified and follow up instructions will be provided.

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## IX. FEES

Nursing school is a fairly expensive endeavor. In addition to registration fees, transportation costs, and health insurance, a student enrolled full time in the undergraduate program can estimate the following additional expenses. (All prices are approximate and are subject to change.) Clinical nursing majors are charged a Skills Lab Fee to provide funding for necessary laboratory supplies. The Skills Lab Fee must be paid by semester clearance [deadlines](#). Additionally, students assigned to a clinical agency requiring the use of any agency-mandated subscriptions/systems for clinical placement/tracking, will be required to pay the cost of that system. The following are estimated fees according to the four semester curricular pattern and are subject to change at any time.

### G. Pre-Entry One-Time Expenses:

#### **Castlebranch (Background Check, Drug Screen, Immunization Tracker, Future Focus) – \$130.75**

##### **Semester 1 (NURS 111, NURS 112, NURS 113):**

Lab Fees – \$90

Textbooks – \$400 - \$800

Copy/Printing Costs – varies

HESI Testing Fee – Approx. \$97, external proctor fee may apply

Mandatory Hospital Training online via Health Stream – Approx. \$3.50 per module; 5 modules

Criminal Background Check – varies – completed for admission

Uniform, Lab Coat, Name Badge & ID Holder - \$125+

Equipment – \$50 - \$125

Agency-Mandated clinical tracking (such as My Clinical Exchange) -- ≥\$36.50 for 1 year of access if required by assigned clinical agency

##### **Semester 2 (NURS 120, NURS 123, NURS 129):**

Lab Fees – \$90

Textbooks & Course Materials – \$250 - \$375

Copy/Printing Costs – varies

HESI Testing Fee – Approx. \$120, external proctor fee may apply

##### **Semester 3 (NURS 136, NURS 137, NURS 138, NURS 139):**

Lab fees – \$90

Textbooks & Course Materials – \$150 - \$300

Copy/Printing Costs – varies

HESI Testing Fee – Approx. \$155, external proctor fee may apply

Mandatory Hospital Training online via Health Stream – Approx. \$3.50 per module; 5 modules

Agency-Mandated clinical tracking (such as My Clinical Exchange) -- ≥\$36.50 for 1 year of access if required by assigned clinical agency

##### **Semester 4 (NURS 143, NURS 144, NURS 145):**

Lab Fees – \$90

Textbooks – \$100 - \$250

Copy/Printing Costs – varies

Background Check – varies

HESI Testing Fee – Approx. \$155, external proctor fee may apply

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## X. GRADING/REPEAT COURSE POLICIES

Please review the University Grading Policy and the Grade Appeal Process Student Guide for specific information and procedures. <https://catalog.csus.edu/academic-policies/>

### A. Examination Policies

Instructors in each nursing course will provide students with the dates and times for examinations at least two weeks in advance. The number of examinations given in each course will vary. Please see the University policy regarding the Last Week of Instruction. Remote examination proctoring may be utilized as needed (e.g., Respondus Monitor, Proctor U, Examity, etc.).

Weekly quizzes are given in some of the courses. These consist of items representative of content to be covered in class or weekly readings and reflect class preparation. Copies of examinations are usually not returned on a permanent basis in nursing courses to protect test security. Students have the right to review their tests and be informed of the correct answers after course exams are scored. Faculty in each course will instruct students on the process to be followed for reviewing exams in that course. Students are encouraged to make an appointment with course faculty to discuss questions, concerns, or suggestions regarding tests or testing procedures.

#### Testing Policy:

- a. Students cannot bring anything to the test room. Disallowed items include calculators, electronics, food/beverages/gum/candy, and scratch paper. Electronics are only allowed for the purposes of two-factor authentication; students must follow faculty guidance regarding storage following use. If a student brings personal items, the student must also bring a lock and secure the items in the lockers or leave them in a private vehicle. If a student arrives at the testing room with personal items, the student will not be permitted to enter, testing will continue on schedule, and testing time may be lost.
  - i. Students cannot wear hoodies, hats, sunglasses, nor head covers unless for religious reasons.
  - ii. All testing materials will be provided by faculty, including ear plugs/headphones, calculator, scratch paper.
- b. At the discretion of the proctoring faculty, seating may be assigned.
- c. No questions will be answered during tests, except for those related to technical assistance.
- d. Students who need to use the restroom will be escorted by faculty (does not apply to HESI exam testing).
- e. Students arriving over 10 minutes late will not be allowed to take the test and will have to schedule a make-up. At the discretion of the faculty, in extreme circumstances with the appropriate and timely notification to faculty, students arriving late may be permitted to test. Students are encouraged to arrive 15 minutes prior to the test start to log in.
- f. After test completion, students are to leave the vicinity of the testing area to avoid disturbing the other students still testing.
- g. In keeping with ethical standards, students are expected to refrain from discussing the contents of the test in any manner (e.g., in-person, online, social media) until faculty have opened the test for review.
- h. Exceptions to this policy are allowed in accordance with documented accommodations from SSWD or remote proctoring company policy.
- i. Students with accommodation needs may be required to test at the Testing Center on Main Campus at the discretion of the faculty, depending on the curricular needs of the course.

Violation of this policy will result in failure of the test (score of zero), referral to the University Student Conduct Officer, and the student(s) will be subject to disciplinary action including, but not limited to, course failure or program dismissal.

Any questions regarding this policy should be directed to the Faculty of Record or the School of Nursing Chairperson.

## **B. Grading – Theory, Clinical, and Laboratory**

### **1. Course Grading**

Theory courses in nursing receive a letter grade. In courses with both a clinical and theory component, the theory grade determines the course grade.

A student must obtain a grade of 73% on exams in the theory component and a “pass/credit” in the clinical component to complete any nursing course and progress through the program. The 73% exam standard must be met without rounding up in all nursing courses. A grade of 72.9% and below is considered not passing. If a student receives a grade of 73% or higher and a “no pass/no credit” in clinical, and if the Student Affairs Committee approves the student to repeat the course, the total course, both lecture and clinical, must be repeated.

Grades of C-, D+, D, and D- are NOT awarded in nursing program courses. Course failure receives a grade of F.

Some laboratory courses in nursing are graded Credit (C)/No Credit (NC), while others utilize letter grades. Please see individual course syllabi for grading policies.

### **2. Incomplete Grades**

Incomplete grades are awarded when a “portion of required course work has not been completed and evaluated in the prescribed period of time...it is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the incomplete ([University Catalog](#)). An Incomplete (I) grade for any nursing course must be removed before students can progress to the next clinical course. The required assignment(s) must be turned in to the appropriate faculty for grading in sufficient time for the grade to be removed prior to the beginning of the next semester. Incompletes are not given for inferior work or performance. According to University policy, an incomplete that is entered will convert to an F one year from the date of entry unless the faculty receives the completed work and changes the grade in MySacState.

## **C. Jeopardy**

Students who are not progressing in the course according to expectations delineated in the established syllabi and are not meeting the Baccalaureate Student Learning Outcomes may receive a letter of jeopardy. Generally students are notified at mid-semester; however, any point during the course a student may receive a letter of jeopardy if deemed necessary by the instructors. Students do not receive a letter of jeopardy until their academic or clinical performance is identified as inadequate. Consequently, students whose performance is significantly below standards at any point in the semester may fail a course without having received a letter of jeopardy. If students receive a Letter of Jeopardy, they are responsible for communicating with their nursing advisor (see section VI, “Advising”). A student who is in jeopardy of not passing a course may submit a Change in Progression Petition prior to the final exam in anticipation of possible course failure.

## **D. Repeating Required Nursing Courses**

Although the University has a general [Repeat Course Policy](#), nursing is a special major with the responsibility of protecting public safety. Therefore, a single course failure may result in the student not being permitted to continue in the nursing program. Repeats in first semester are granted under rare circumstances and for compelling reasons. In the event of a course failure, the student must petition the SON Student Affairs Committee, as described below, for permission to continue in the Nursing Program.



A student who does not pass a nursing course may request permission to repeat the course. Such a request is considered a petition to change progression in the nursing program, since the student will be altering the originally-planned progression of study. Specific instructions for the Change in Progression Petition are provided in the Sacramento State Nursing Sourcepage on Canvas.

The petition and any supporting documents are due to the SON Student Affairs Committee within the timeframe as stated on the petition instructions. Note: The Student Affairs Committee and SON Assembly do not conduct meetings after the Thursday of finals week. If a student submits a petition after the committee has their final semester meeting, the student petition may not be heard until faculty reconvenes for the next semester. Permission to repeat a course and/or continue in the nursing program will be granted at the discretion of the Student Affairs Committee and, ultimately the SON Assembly. The Student Affairs Committee may consider factors such as overall professional and academic performance throughout the nursing program, circumstance(s) of course failure, date of petition, student's plans to be successful, and other variables when determining an outcome of the petition and making a ranking list to fill available spaces in courses. The student will be informed of the School of Nursing's decision as soon as possible by Sacramento State email. Students are also encouraged to discuss options with their nursing faculty advisor and with the SON Chairperson.

Students who are granted a petition to repeat a clinical course are placed in a clinical rotation based on availability. If no clinical placement is available in the upcoming semester, the student may have to wait an additional semester to repeat the course.

In the event that the student's petition to repeat a course is denied, the student is dismissed from the nursing program. Students who are dismissed are considered to be "not in good standing" at the time of their exit from the program and per SoN policy are not eligible to apply to any program in the SoN at Sacramento State for a period of nine (9) semesters, with potential for admission after a period of five (5) years. If readmitted, students would restart the program at the beginning.

Note: The Student Affairs Committee will review petitions and give equal consideration for clinical placement depending on space availability for petitions to take a full or partial leave of absence ("split a semester") and students who petition to repeat a course. For more information on leave of absence, see section XIV. D.

## **E. HESI Assessment and Remediation Policy**

*(Language adapted from <https://evolve.elsevier.com/studentlife/faq.html#hesi>)*

### **a. What is HESI?**

Health Education Systems Incorporated (HESI) is a series of exams, case scenarios, and remediation tools designed to enhance NCLEX-RN success. The SoN integrates HESI throughout the program as a comprehensive assessment and review program for all nursing students. Data from student testing and review is used for the SoN quality improvement and outcome evaluation.

HESI information and resources are available by visiting the website at <https://evolve.elsevier.com/studentlife>.

### **b. How are HESI materials obtained and purchased:**

Students will be provided each semester with an order code and custom payment link to purchase their HESI products and exams. In order for students to use the custom payment links, they need to first register for HESI Student Access in their Evolve accounts. All materials will be online resources. Resources cannot be shared.

### **c. HESI materials will be used across the four semester terms as follows:**

#### **Semester 1**

RN Practice Test and Case Studies  
RN Specialty Fundamentals of Nursing  
**Semester 2**  
RN Specialty Medical-Surgical Nursing  
RN Specialty Psychiatric/Mental Health Nursing  
**Semester 3**  
RN Specialty Pediatric Nursing  
RN Specialty Maternal Nursing  
RN Specialty Nutrition  
**Semester 4**  
RN Specialty Management/Community Health  
RN Specialty Pharmacology  
RN Exit

**d. What is HESI “remediation” and why is it important?**

Every exam comes with an online program through Evolve to help students review – and then improve – weaknesses. It’s called “online remediation,” and it’s personalized to individual student needs, based on exam scores.

After each exam, students will receive an email guiding them to Evolve. Next, they will see a breakdown of the areas that need additional study. Finally, students will be taken to small excerpts of content from Elsevier that specifically relate to the topics for improvement. Review questions are also often included with the readings, to help students feel secure that they fully understand the topic.

Note that when completing remediation activities for proctored exams, the instructor has access to detailed information about individual student remediation activities.

**e. When does HESI Proctored testing occur?**

Students are required to take the proctored, closed-book HESI exam on the date assigned in the course calendar. The exams will be given at dates/times established by course faculty, usually near the end of the semester (weeks 9 – 15) course to allow time for remediation. Each exam may be scheduled outside of regular class time with attendance required.

Students are allowed up to two attempts on the exam to earn a minimum score of 850. The first opportunity is the in-class HESI exam. If a student misses the in-class HESI exam, this will count as a failure. In the event the student does not achieve the minimum score on the first exam, there will be only one retake. The retake date will be scheduled by the Faculty of Record.

**f. How can HESI materials from each semester and from various courses be used outside of the scheduled exams to maximize academic and NCLEX-RN success and to help students be successful on the HESI proctored exam?**

The corresponding HESI materials are a resource as content is covered over the four semesters. Faculty will guide use of specific materials needed for their classes.

Practice exams will be available for specific content areas. The faculty will unlock access to these assessments as noted in the course syllabus. The practice exams will provide students with a snapshot of their current understanding. Prior to the proctored exam, students are encouraged to use their results from the practice exams to review.

**g. How can I prepare for the HESI Proctored Assessment?**

HESI Nursing Case Studies and HESI Nursing & Health Professions Practice Tests will help prepare students for the HESI exams. The questions are written like the questions on the HESI exams.

**h. HESI scores for the Specialty exams (excluding Nutrition and Pharmacology)**

Students must earn a minimum score of 850 on each HESI exam in order to receive credit for meeting the HESI requirement in the course. The HESI exam accounts for up to 5% of the total course grade, per the course syllabus.

Students who are unsuccessful at achieving a score of 850 in two attempts will be required to complete the remediation packet assigned by course faculty by the date set by faculty in order to receive course credit for the HESI.

**i. HESI scores for the Nutrition and Pharmacology, exams**

These exams are advisory only. Students must take these exams once in order to receive credit in the course. A minimum score is not required.

**j. HESI scores for the RN Exit exam:**

The RN Exit exam is an NCLEX-RN predictor exam. Research shows that the HESI exit exam is up to 99% predictive of NCLEX-RN success. Thus, students must achieve a minimum score of 900 in order to pass NURS 145. Students are permitted two opportunities to earn a 900 score.

Students who do not attain a score of 900 in two attempts must complete the remediation packet assigned by faculty in order to receive credit in the course.

**k. Testing accommodations for HESI**

Students with documented disability status may receive accommodation. Accommodations for the HESI follow the accommodation policy in the handbook.

Alerting faculty to accommodation needs must occur promptly on or before the first day of classes each semester.

**l. HESI Retake Policy**

Students will have up to two opportunities to pass each HESI exam. If a student misses any in-class HESI exam, this will count as a failure. In the event the student does not pass the first exam, there will be only one retake.

HESI exams and retakes will be scheduled by the course Faculty of Record. Consult the course syllabus for information.

Students are not permitted to take more than one HESI exam per makeup date. Retakes start promptly at the designated time. Arriving late to an exam forfeits your opportunity to take the exam on that day.

Exceptions to the HESI Retake Policy will only be granted under extenuating circumstances and require written proof supporting the reason for the absence. Course faculty must approve any exceptions to this policy before a new test date can be made.

## **F. Submitting and Retrieving Paperwork**

Because of the need to protect student privacy, all student paperwork in a course must be submitted to the instructor or teaching assistant responsible for that course. Paperwork in online courses must be submitted online or hand-delivered by the student to the instructor or teaching assistant. Corrected student paperwork must be picked up from the instructor or teaching assistant. Papers will no longer be left for students or instructors in a file cabinet in an area with open access. Except in unusual circumstances, and designated only by the instructor with the consent on staff, paperwork will not be collected or distributed by staff.

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## XI. ADD/DROP/WITHDRAWAL POLICIES

Please review the University [Add](#), [Drop](#), and [Withdrawal](#) Policies. Add/Drop/Withdrawal forms may be found on the University website in OnBase. Note that the decision to drop a nursing course or to withdraw from the University has serious implications for students and may impact a student's ability to continue in the nursing program. Students must meet with their faculty advisor if contemplating a change in their progression in the nursing program.

### A. Adding

ADDING after the fourth week of instruction is allowed only when a University error has been made. Evidence of the error must be submitted with the add form.

NOTE: Instructor's signature, signature of the SON Chairperson, and Associate Dean of the College of Health and Human Services must be on the add form and submitted to the Registrar's by the "census date" (see Academic calendar online).

### B. Dropping and Withdrawal

Definition of drops and withdrawals are defined in the University Catalog and are subject to University restrictions and petitions. Requests to drop or withdraw from courses within the SON after the second week of the semester will be considered only for serious and compelling reasons and at the discretion of the instructor(s) and the SON Chairperson. Inferior performance alone does not constitute a compelling reason to drop a nursing course.

Withdrawals are not permitted during the last two weeks of the semester except for situations clearly beyond the student's control. A nursing student who drops or withdrawals from one or more courses in the semester must petition to the Student Affairs Committee for readmission or repeat. See the section on "Repeating Required Nursing Courses."

### C. Reapplication After Drop or Withdrawal from All Nursing Courses

A nursing student who drops or withdraws from all nursing courses while in good standing (e.g. passing all courses at the time of the withdrawal and not in jeopardy) is required to petition the Student Affairs Committee for reapplication eligibility. If approved, this would keep a student out of the nursing program the semester of withdrawal and the next two full semesters – three total -- assuming the student's application is successful. A subsequent drop or withdrawal while in good standing will automatically make the student ineligible to reapply to the nursing program for a period of five (5) years.

A student who drops or withdraws while not in good standing (e.g. in jeopardy of failing a course or having already failed a course) is not eligible to apply to any SON program for a period of five (5) years.

### D. Enrollment in more than 21 units

Please review the University Policy on [Maximum Course Load](#) if you intend to enroll in more than 21 Units in a given semester. Enrolling in extra units is highly discouraged and may not be permitted by the SoN. The Excess of 21 Units Petition is available at the Admissions & Records Office.

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## **XII. TECHNOLOGY**

### **A. Use of Technology in the Classroom**

Students may utilize recording devices for the purpose of recording lectures only with the specific permission of each individual faculty member in a course and the individual being recorded. Faculty reserve the right to refuse permission to record. Students who are permitted to record lectures may only do so for personal use in study and preparation related to the class and must destroy any audio/videotapes when no longer needed for academic work, or at the end of the academic semester, whichever comes first. The audio/videotapes are recognized as sources, the use of which in any academic work is governed by rules of academic conduct for the SON, the College of Health and Human Services, and the University. Audio/videotapes of lectures are to be treated as (HIPAA protected) confidential material and may only be played in a secure and private environment. Students who require audio/videotaping accommodations as a result of an educational plan set forth by the SSWD (Services to Students with Disabilities) office must provide faculty with written documentation at the start of the semester per University policy.

Students may utilize computers in the classroom for note-taking purposes, only with the specific permission of each individual faculty member in a course. Faculty members also reserve the right to refuse permission to utilize computers in the classroom if such use becomes disruptive to other students or the faculty.

### **B. Policy Statement regarding the use of Social Media**

Social Media includes but is not limited to blogs, podcasts, discussion forums, online collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis, RSS feeds, video sharing and social networks such as Facebook, etc.). Students are expected to adhere to all principles of patient confidentiality when participating in social media forums. Failure to comply with HIPAA requirements will result in immediate dismissal from the nursing program and the student may be subject to civil and/or criminal penalties. HIPAA includes protected health Information such as individually identifiable information (oral, written or electronic) about a client's/patient's physical or mental health, the receipt of health care, or payment for that care. This includes name, date of birth, social security number, images, date of service, place of service, diagnosis, physical features, ethnicity, and any other personal information.

### **C. Disciplinary Action:**

1. Students who violate this policy will be referred to the Student Affairs Committee.
2. Disciplinary action can include, but is not limited to, remediation on the importance of compliance with the policy and documentation in the student's file, suspension from the program, or expulsion from the program.

### XIII. ORGANIZATIONS

#### **A. California Nursing Students' Association (CNSA) and National Student Nurses' Association (NSNA)**

CNSA and NSNA are professional organizations established by and for nursing students. Membership in NSNA constitutes membership in CNSA. Its purpose is to promote leadership in students and keep its members apprised of changes in the field of nursing. Much effort is also spent in attempting to affect change in the profession.

CNSA is part of the tri-level organization comprised of local and state chapters, and the. Members of the Sacramento State Chapter of CNSA participate in numerous enrichment activities such as providing student representation on faculty committees, offering a program orientation for new students, enlisting student mentors for fellow classmates and pre-nursing students, publishing the nationally award-winning student newsletter (*The Monthly Shot*), as well as coordinating guest speakers and free-time activities. Students from Sacramento State have the opportunity to serve as a Chapter officer and/or as a member of the statewide CNSA Board of Directors. Other highlights of CNSA are the annual state and national conventions. Dynamic speakers, meeting people from schools all over the state, and taking part in the policy-making process all contribute to making the conventions a memorable experience. For more information, please attend a meeting or visit the CNSA discussion board in the nursing student Sourcepage in Canvas.

#### **B. American Assembly for Men in Nursing (AAMN), Sacramento Valley Chapter**

The Sacramento State Men in Nursing is a chapter affiliated with the American Assembly for Men in Nursing (AAMN). The purpose of this chapter is to explore issues for men in the field of nursing and to have a forum where these issues can be discussed. This chapter is open to all nurses and nursing students and pre nursing students here at Sacramento State. This chapter has committed itself to community outreach to local schools (elementary, junior high and high school) to promote to this population that nursing is a profession for both genders. This is in line with the AAMN's mission to have 20 percent of the work-force in nursing be men by the year 2020 (20 by 2020).

The chapter strives to bring guest speakers to each monthly meeting to present a variety of nurses working in the profession. The chapter consists of elected board members with the only qualification is that they be members of AAMN.

#### **C. Sacramento State Alumni Association, Nursing Chapter**

The SoN encourages all program graduates to join the Nursing Chapter of the Alumni Association. The Nursing Chapter organizes a variety of continuing education, social, and fund-raising activities to benefit SoN students, academic programs, and alumni. Membership information can be obtained from the Sacramento State Alumni Association office or website: [www.csus.edu/alum](http://www.csus.edu/alum).

#### **D. Sigma Theta Tau International Nursing Honor Society**

The Sacramento State SoN is a member of the only international honor society in nursing, [Sigma Theta Tau International](#). The purpose of the Zeta Eta-at-Large Chapter of Sigma Theta Tau is to recognize the achievement of superior scholarship, to recognize the development of leadership qualities, to foster high professional standards, to encourage and support research and other creative work in nursing, and to strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing. Student membership is open to baccalaureate students who have an overall GPA of 3.0 or higher, and are in the top third of their SoN class. Membership nominations are conducted bi-annually for nursing students graduating each semester. Additional information is available from the Chapter President or Faculty Counselor or by visiting the Chapter website.

### **C. Associated Students, Inc. (ASI)**

Students in the SoN are eligible to run for ASI Senator representing the College of Health and Human Services. If the College's Senator is not from Nursing, the CNSA elects a representative to function as a liaison with the ASI Senator.

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## **XIV. REGISTRATION, ATTENDANCE, AND LEAVES OF ABSENCE**

### **A. Registration for the Generic BSN Student and LVN to RN Student**

Prior to the registration deadline, students will be assigned by the faculty to a specific section for each nursing course with a clinical component (NURS 112, NURS 123, NURS 129, NURS 137, NURS 138, NURS 144, NURS 145) based on mandated cohorting. Students will be registered in all nursing courses by SoN administrative staff. Students are only responsible to register themselves in non-nursing classes. A student is dropped from courses for any reason after the SoN staff has registered him/her, it is the students' responsibility to notify administrative staff immediately. Students are responsible for maintaining their *My Sac State* online profile for accuracy. Students are also responsible for adhering to any fee payment schedule in order to avoid being administratively dropped from classes during the semester.

### **B. Attendance**

There are an average of three hours/week/unit of mandatory attendance required in clinical and laboratory courses. This includes time spent in clinical agencies, conferences, and related community experiences. Required clinical experience shifts may be rotated. A schedule of clinical hours is available from the professor at the beginning of the semester. As a general rule, any non-nursing course should be scheduled after checking the clinical hours.

Students should take care to schedule vacations or travel so as to avoid conflict with University instructional days and HESI retake dates. For planning purposes, students are asked to review the spring and winter recess dates found in the University calendar.

### **C. Make Up Policies**

Attendance at all clinical and laboratory experiences is mandatory. Many lecture courses also have mandatory attendance policies. Should circumstances arise when a student is unable to attend (e.g., illness), the instructor (and clinical agency, if appropriate) must be notified in advance. Make up experiences, if they are allowed, are at the discretion of the faculty.

Clinical make up policies are at the discretion of clinical faculty; however, students are responsible for all clinical hours missed due to illness or emergency. Students are advised that due to limitations in clinical agency and faculty availability, clinical schedules are not flexible. If there is insufficient opportunity to make up missed clinical time during the term, the student may not be successful in completing the clinical requirements in the time allotted and may not receive a passing grade in clinical.

### **D. Leave of Absence (LOA) Requests**

The Sacramento State University catalog addresses leaves of absence, sub-headed under Registration Procedures. Specific types addressed are Medical, Military, and Planned Educational leaves. Planned educational leaves must be requested the semester prior to the desired leave. Students must be cognizant of University policy regarding LOA, and follow University guidelines. Failure to do so may necessitate re-registration in the University (refer to University Catalog).

If a student plans to take a complete leave of absence, the student must first obtain and submit a Sacramento State petition form through Academic Advising in the Student Service Center.

If a student plans to take either a partial (e.g., to "split" the semester by taking half of the required courses for the term) or complete leave of absence, the student must also petition the SoN Student Affairs Committee for a change in curricular progression. The student is encouraged to meet with the assigned nursing faculty advisor to discuss the student's academic standing. The student must fill out the forms, available to download from the Nursing Sourcepage, and prepare a written statement to accompany the petition, according to petition guidelines. The entire petition packet is due to the SoN Student Affairs Committee no later than 4:30 pm on the Monday of finals week in the semester prior to the requested

leave. In the event a student determines the need for a leave after the Monday deadline, a late request for leave of absence must be submitted via petition by January 15<sup>th</sup> for the spring semester and August 15<sup>th</sup> for the fall semester. Note: The Student Affairs Committee and SoN Assembly do not conduct meetings after the Thursday of finals week. If a student submits a petition after the committee have their final semester meeting, the student petition may not be heard until faculty reconvenes for the next semester.

The Student will be informed of the decision as soon as possible by email communication to their Sac State email address. For students requesting a complete leave of absence, the approved petition is then taken to the Admissions and Records Office for submission to the University.

Students on a planned or emergency LOA must notify, in writing, the Chairperson of the SoN of their intention to return to the program. Deadlines for notification are: November 15 for the spring Semester and April 15 for the fall Semester. Clinical placement for students returning from a LOA is on a space available basis.

For Generic BSN students, placement in the appropriate course(s) after a LOA is contingent on available space in the course(s). Failure to notify the SoN of intent to return to the program, in accordance with the above deadlines, may negate opportunity for placement. Students who wish to return to the Nursing Program after an absence of two or more semesters may be required to repeat Nursing courses or to reapply for admission to the Nursing Program.

Note: First semester students may not take partial or full leaves of absence due to the lack of space availability in first semester clinical and laboratory courses. Illness, injury, family emergency or military deployment will require the student to withdraw from the program and reapply. Those students who withdraw in good standing will be required to follow the policy for withdrawal in good standing ([link](#)). Students who withdraw in poor standing will have to wait five (5) years to reapply to the Sacramento State SON.

Note: Students who repeat a course, take a full or partial leave of absence (“split a semester”) are given equal consideration for space availability. The Student Affairs Committee may consider factors such as merit/academic performance, date of petition, and other variables when making a ranking list to fill available spaces in courses.

### **Emergency Leave of Absence**

In the event a student must take an emergency LOA, after the first semester, the student should immediately contact his/her academic advisor to notify the advisor of the situation and to obtain and submit a petition for LOA. The student is held to the same procedures described above in the section on LOA. The Student Affairs Committee will respond to emergency petitions as soon as possible. ) See also University policies regarding emergency LOA.

## **XV. SCHOOL OF NURSING COMMITTEES WITH STUDENT REPRESENTATION**

### **A. Undergraduate Curriculum Committee**

The Undergraduate Curriculum Committee of the SoN includes student representatives from all levels of the undergraduate program. Undergraduate representatives are elected through annual CNSA elections and include Level I (first clinical semester), Level II (second or third clinical semesters), and Level III (remaining clinical semesters) nursing students. The Level II and Level III student representatives (and elected alternates) have full voting privileges on the Undergraduate Curriculum Committee with one vote each; the Level I student representative is an observer.

Participation on SoN committees and in various campus organizations is encouraged for its potential for learning and expanding collegial relationships. Such participation may also be considered in the distribution of scholarships and special awards.

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## XVI. STUDENTS RIGHTS AND RESPONSIBILITIES/ UNIVERSITY AND SCHOOL OF NURSING POLICIES

Please select the links below to learn more about student rights and responsibilities and University policies.

### A. Student Rights Appeal Process/Complaint Policy and Procedures [Student Complaint Hearing Policy](#)

1. Students are encouraged to follow the chain of command for filing complaints. In the SON, students are encouraged to first discuss their concerns with the faculty member(s) in the course. Should this informal communication fail to resolve the student's concerns, the student is encouraged to next address the faculty of record for the course, and finally the SoN Chairperson if the matter remains unresolved after meeting with responsible faculty. Students who are dissatisfied with the outcome of their complaint at the School level are encouraged to pursue the matter further as outlined below.
2. University policy grants all students an informal hearing at the School level if the student believes his or her academic rights have been violated. University policy also grants these students the right to a hearing at the College level, if not satisfied with the action at the School level.
3. In the College of Health and Human Services, the hearing will be conducted by the Dean or the Dean's delegate. The student will be entitled to present evidence and documentation to substantiate the complaint. The complaint must specify the specific academic right violated. The Hearing Officer may request additional relevant information or documentation from the student, faculty, staff, or other persons, and shall render a decision in writing. The decision may find that the violation was not proven, that the issue be returned to the School for resolution, or that a specific remedy be granted.

Allegations of discrimination based on race, ethnicity, national origin, gender, sexual orientation, marital status, pregnancy, age, disability, or veteran status shall not be heard but shall be referred directly to the University Affirmative Action/Equal Opportunity Officer.

Student complaints of misconduct, inappropriate action or unfair process which do not qualify as violations of the specified academic rights will be reviewed by the Dean or the Dean's designee as appropriate, but are not subject to this process.

4. As noted in the University Policy Manual, "At their request, all students shall have the right to counsel during any questioning by any University official that may reasonably lead to initiation of any disciplinary action. The right to counsel may be exercised at any time during questioning in which the student feels that he/she is in need of counsel." Note that "Counsel" shall be interpreted to mean any other person the student chooses, attorney or lay. The student should be aware that the use of an attorney will mean the possible forfeiture of an informal hearing."
5. Additional information regarding University Policy on complaints and appeals may be found by consulting the University Policy Manual. The following website may be used:  
<https://www.csus.edu/umannual/>

B. Link to [Student Grievance Procedures](#) (University Policy)

C. Link to University [Sexual Harassment Policy](#)

D. Link to University [Grade Appeal Process](#)

E. Link to [State Information Practices Act / Information Security Program](#)

F. Link to [Repeat Grade Replacement Petitions](#)

G. Link to [Petition to Add/Drop/Withdraw from Courses](#)

H. **Policy Statement of Students Impaired by Chemical Dependency or Mental Illness** (*under development*)

### I. **Academic Dishonesty**

The SoN expects nursing students to adhere to the highest ethical standards in both clinical and academic settings. Any student suspected of gaining an unfair advantage in a course (e.g. cheating on an exam, plagiarism, handing in work that is not one's own) will be reported, per University policy, to the Vice President of Student Affairs. School of Nursing disciplinary action can include, but is not limited to, remediation related to the importance of compliance with the policy and documentation in the student's file, failure on the assignment or in the course, suspension from the program, or expulsion from the program.

It is the student's responsibility to review the University policy and procedures on academic dishonesty. Please visit the web link below to learn how academic dishonesty is defined and the procedure related to violation of this policy. Please also review the applicable sections of the student codes of conduct presented next in the handbook.

<https://www.csus.edu/umannual/student/stu-0100.htm>

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## **XVII. STUDENT CODE OF CONDUCT**

### **A. Introductory Statement**

Nursing is a profession dedicated to the promotion of health and wellbeing for all. The nurse is a trusted care provider who has studied science, philosophy, and ethics, and is trained in a broad array of clinical skills. As future nurses, we must maintain the core principles of integrity first and excellence in all we do, both in the process of learning and performance of our nursing duties. Therefore, to uphold and promote the core values of our chosen profession, we acknowledge and adapt the following codes of conduct:

### **B. National Student Nurses' Association, Inc. Code of Academic and Clinical Conduct**

#### **Preamble**

Students of nursing have a responsibility, both to themselves and to society, to learn the academic theory and clinical skills essential to provide nursing care. The clinical setting presents unique challenges and responsibilities, while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that our role as a nursing student is both an agreement and implied contract to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation, and need not be limited strictly to the academic or clinical environment, but can assist in the holistic development of the person.

#### **Code for Nursing Students**

As students who are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that recognizes human rights, values, and personal choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care and student development.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students in an open and compassionate manner.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure, and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that may impair judgment or performance.

16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse, and mental, or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.
19. Support the nursing student in the progression of their educational goal, ensuring that objectives are understood, concerns are addressed, and any remedial training is given, as needed, to achieve successful completion of program.

*Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.*

### **C. California State University, Sacramento Student Conduct Code**

To uphold the highest academic standards and further maintain integrity in all we do, we also acknowledge and adapt the following standards of conduct adapted from California State University.

#### **Standards for Student Conduct**

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. 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.

#### **(a) Student Responsibilities**

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) Unacceptable Student Behaviors**

The following behaviors are subject to disciplinary sanctions:

- (1) Dishonesty, including:
  - Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
  - Furnishing false information to a University official, faculty member, or campus office.
  - Forgery, alteration, or misuse of a University document, key, or identification instrument.
  - Misrepresenting oneself 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" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions. A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

*Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051*

- (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:
- Unauthorized entry into a file, for any purpose.
  - Unauthorized transfer of a file.
  - Use of another's identification or password.
  - Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community.
  - Use of computing facilities and resources to send obscene or intimidating and abusive messages.
  - Use of computing facilities and resources to interfere with normal University operations.
  - Use of computing facilities and resources in violation of copyright laws.
  - 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 of, 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:

- Falsification, distortion, or misrepresentation of information related to a student discipline matter.
- Disruption or interference with the orderly progress of a student discipline proceeding.
- Initiation of a student discipline proceeding in bad faith.
- Attempting to discourage another from participating in the student discipline matter.
- Attempting to influence the impartiality of any participant in a student discipline matter.
- Verbal or physical harassment or intimidation of any participant in a student discipline matter.
- 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. (c) 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. (d) The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

*The standards of conduct (referred to as the "Student Conduct Code") for all students enrolled in the California State University are contained in Article 2, Section 41301, of Title 5 of the California Code of Regulations. Violations of the Student Conduct Code can result in sanctions, including disciplinary probation, suspension, or expulsion.*

#### **D. Hornet Honor Code**

As proud members and representatives of the Sacramento State Hornet community, we commit ourselves to actively promoting honesty, integrity, respect and care for every person, ensuring a welcoming campus environment, and striving to help every member of our Hornet family feel a strong sense of belonging.

As Hornets, we will:

1. Promote an inclusive campus and community.
2. Listen and respect each other's thoughts, interests, and views.
3. Value diversity and learn from one another.
4. Engage daily with mutual trust, care, and integrity.
5. Support a culture of honor and adhere to campus policies for honesty, ethics, and conduct.
6. Be proud to be Sac State Hornets.

<https://www.csus.edu/student-affairs/internal/documents/hornet-honor-code.pdf>

#### **E. Semester Conduct Requirements**

Maintaining Standards of Conduct is an expectation throughout the student's time in Sacramento State's Nursing Program. Each semester students must participate in a review of the Standards and demonstrate understanding of this requirement. This will be achieved by reviewing the Standards of Conduct module as initially provided in NURS 111 and the Student Handbook on the Nursing Sourcepage. Students will

then be given a quiz that must be passed with 100% in order to demonstrate full understanding and accountability to uphold the Standards of Conduct while enrolled in any School of Nursing course.

## **F. Closing**

Our intent through the adoption of this code of conduct is to uphold the highest standards of learning and integrity which we will take with us as we now enter the profession of nursing. Students are expected to adhere to all principles of patient confidentiality and the student code of conduct. Failure to comply with HIPAA requirements will result in immediate dismissal from the nursing program and the student may be subject to civil and/or criminal penalties. Failure to comply with the code of conduct may result in expulsion from the program.

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## **XVIII. STUDENT RESPONSIBILITIES IN FACULTY EVALUATIONS**

At the end of each semester, students may be asked to complete faculty evaluations. These evaluations may be collected in either theory or clinical courses, as students are asked to rate the teaching effectiveness of faculty. The student should assume responsibility for providing honest evaluative data. Professional constructive feedback is used to make improvements within the School of Nursing. The evaluation tool consists of a computer-scored rating scale with a section for written comments. Student confidentiality is protected in this process. According to University policy, results of evaluations are shared with the faculty after semester grades are posted.

## **XIX. STUDENTS REQUIRING SPECIAL ACCOMMODATION**

Students who believe that they could benefit from evaluation by the Office of Services to Students with Disabilities for Testing Accommodation should visit the following website to determine services that may be available to them: <http://www.csus.edu/sswd/>

At the beginning of the semester, a student who has been determined (by the [Office of Services to Students with Disabilities](#)) to have a learning disability or another need for special accommodation should report it to the Faculty of Record for each enrolled course. This will allow the faculty to make arrangements for any special considerations (i.e., test taking, etc.) for the student. Informing the faculty in a timely manner will enable the faculty to assist the student as the student progresses through the course.

Faculty will acknowledge and provide reasonable testing accommodations to students who present a certification from the SSWD office stating the specific testing accommodations that are needed for an individual student.

Testing accommodations may be restricted by certain security issues related to testing in the SON.

Students requiring a service animal should notify faculty related to the need for the animal in the clinical setting and adhere to university policy. The School of Nursing is required to obtain agency approval for a student with a service animal to be in each facility prior to a clinical experience. See [Procedures for Animals and Service Animals on Campus Policy](#)

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## XX. GRADUATION – GENERIC BSN STUDENTS

At the beginning of third semester, it is important to complete the Graduation application for the University which are available at <http://www.csus.edu/registrar/graduation/index.html#locationapplying>. It is important to complete the applications on time as requirements are reviewed before your last semester. This allows for any necessary adjustments in course scheduling and priority registration is guaranteed. Second B.A. students must apply with a paper application.

### A. Graduation Requirements for Generic BSN Students

All baccalaureate degrees at Sacramento State require completion of six basic requirements:

1. *Total Units (120);*
2. *General Education (44-52 units depending on Catalog rights) (some prerequisite courses can be used for G.E.);*
3. *Graduation Requirement*
4. *Writing Proficiency (See University Catalog);*
5. *Major (completion of four semesters in clinical sequence);*
6. *GPA (what is required for the SoN and completion of course in nursing courses).*

All requirements must be met. Students must pay particular attention to the total number of units. Meeting G.E. and Nursing major requirements may not meet the required 120 units.

### B. Link to [University Deadlines](#)

### C. Catalog Rights

"[Catalog rights](#)" is a term used to define the specific set of requirements ordinarily as established in the catalog for a specific year, which the student must satisfy to qualify for a degree, certificate, etc. Although students may be required to meet updated major or minor requirements, general education and other non-major requirements may be secured through "catalog rights."

### D. General Education (G.E.) and Upper Division Requirements

As mentioned in the above information, the nursing major has 120 total units which include: G.E., prerequisite courses and nursing major courses. If prerequisite courses are used to meet G.E., the overlapping course(s) will count only once for total number of units.

Students with older catalog rights which require upper division related courses used for the major cannot use these courses to meet G.E. requirements. See Class Schedule for update on G.E. limitations.

The Academic Advising Center has a wealth of information for students regarding G.E. requirements.

Transfer students to Sacramento State will have G.E. courses taken at other institutions evaluated for equivalency and an admission evaluation should be received by the end of the first semester at Sacramento State. Retain a copy of this evaluation as it is useful for advising.

### E. Second Baccalaureate Degree Students

Students with a prior baccalaureate degree are considered post-baccalaureate students and automatically fulfill G.E. requirements. Additionally, these students are exempt from taking the WPJ writing assessment. Educational Code 66055.8 states that a student who has been admitted to a registered nursing program and who has already earned a baccalaureate or higher degree from a regionally accredited institution of higher education shall not be required to undertake any coursework

other than the coursework that is unique and exclusively required to earn a nursing degree from that institution.

#### **F. Pinning Ceremony**

The pinning ceremony is a time when students reflect on the completion of the Nursing Program, the support received from family and friends, and the prospects for the future in a professional nursing role. Faculty, students, and staff plan and conduct the ceremony, which is usually scheduled within two days of commencement ceremonies. The pinning ceremony is generally not attended by the RN to BSN student. Students will need to obtain special permission from their faculty of record to participate in pinning if the student still has clinical hours to complete at the time of pinning.

#### **G. Commencement Attendance**

The University Commencement exercises are held at the end of the Spring semester for graduates completing the Program in Summer, Fall or Spring. Attendance is not mandatory, but it is strongly encouraged. The commencement is the official time for the University to honor its graduates. It also is a time for students to express their support for the University.

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## XXI. WRITING PLACEMENT FOR JUNIORS (WPJ)

*Note: The WPJ replaces the WPE (Writing Proficiency Exam) as a component of the Sacramento State Graduate Writing Assessment Requirement beginning Fall 2009.*

Per University policy, Sacramento State juniors (students with 60 units) are required to take English 109W, 109M or achieve a passing score on the WPJ as a prerequisite for enrollment in a Writing Intensive course. Students who do not meet this policy requirement may have holds placed on their registrations when they complete 74 units. See "Graduation Requirements in Writing" in the [online class schedule](#) or contact the English Department located in Calaveras Hall room 103, (916) 278-6409.

Second Bachelor students are exempt from this requirement.

Students who do not meet this requirement prior to beginning second semester will not be allowed to enroll in NURS 120 (which is designated as a writing intensive course). They must complete the university writing requirement and submit a petition to enroll in NURS 120 concurrently with third semester by the end of second semester (per the petition policy). Failure to petition, and the petition being approved by Student Affairs, will result in the student not being able to enroll in third until completion of NURS 120.

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## XXII. LEARNING RESOURCES

### A. Library

#### 1. University Library

The [University Library](#) is an important support for the nursing program. Learning to use its extensive resources is essential to achieving the program objectives. Students who are not familiar with the Sacramento State Library are highly recommended to attend a library orientation. These orientations scheduled at varying times at the beginning of the semester.

The third floor in the Library houses the Science and Technology Reference Department. Nursing students will probably use this section more than others. There are reference librarians in this section who can help students use the various literature review references and who can initiate a computer reference search. One useful reference database is the Cumulative Index of Nursing and Allied Health Literature (CINAHL). Another is PubMed. Students should consult with a librarian on how to use CINAHL and PubMed effectively on the web while at home and at school.

#### 2. The Gail Kirn Media Library

The Gail Kirn Media Library is located at the southeast corner of Folsom Hall. This nursing student library contains a number of articles, journals, books, and other media and videotapes from a variety of content areas. Students who need assistance may contact the Instruction Support Assistant, Roberta Fleet, who is more than willing to help you. Because the library items are few, students cannot checkout journals, books, articles, or videotapes. Most materials need to be used in the library. The library may also be used as a quiet study area; students are asked to respect others' need for quiet in the library. Food and drink are not permitted.

### B. Computer Labs

In addition to the computer labs available on the main campus, Folsom Hall has one computer lab available for student use. The lab is located just left of the main entrance to Folsom Hall and is available during business hours, unless otherwise reserved by the SoN for instruction.

### C. Study Spaces

Folsom Hall has numerous study spaces within the hallways and corridors. These workspaces contain seating areas, tables, electrical outlets, whiteboards, and televisions for student use. Students are asked to keep these study areas clean (please wipe down white boards when finished with use).

### D. Instructional Areas

The SoN requests that students avoid the consumption of food and drink in the classrooms and labs in Folsom Hall. Water is permitted in containers with secure lids. The instructional areas in Folsom Hall are reserved through the Front Office Receptionist; students who wish to reserve any classrooms or labs in Folsom Hall must submit a written request.

### E. Textbooks

#### Recommended Texts

In addition to the required textbooks for each course, faculty make available to students, through the campus bookstore, a variety of resource books and supplemental texts. Purchase of recommended texts



is optional, but students find the addition of these books valuable throughout the program and later in practice. A medical dictionary and a laboratory data interpretation book are essential resources.

### **Used Books**

Although the majority of nursing students opt to keep their textbooks for future reference, books can be resold to the University Bookstore, and if scheduled for use the subsequent semester, are available for purchase by nursing students in following semesters.

### **F. Nursing Skills Laboratory/Learning Resource Center (LRC)**

The SoN staffs a Skills Lab/Learning Resource Center (LRC) for students in the clinical nursing program. The Lab/LRC offers media viewing, simulation of clinical skills, auto-tutorial learning such as modules and instructional support to all nursing courses are available. The LRC may be located in Folsom Hall by walking through the SoN reception area and heading right. Information for use of the Skills Lab/LRC follows:

1. Hours: Monday through Friday 7:30 a.m. to 4:30 p.m. The LRC office will be closed for a one hour lunch period during which time assistance will not be available.
2. Telephone: (916) 278-7227. Students may not use phones for off campus calls except in cases of emergency and then by permission.
3. Daily Room Schedule: The location of classes, seminars, or meetings scheduled for the day is posted on the wall to the right of the front reception counter. Students who wish to reserve rooms or lab space within Folsom Hall must make a written request to the front office receptionist.
4. On-Campus Lab: Each student is accountable for a minimum of three hours a week for each class with a clinical component.

### **Skills Labs**

The skills labs provide equipment for practicing many levels of nursing skills. It is recommended that students utilize these labs to master the basic skills (such as injections, medicine administration, catheter insertion, etc.) before entering the clinical setting. An IV simulation system is available to practice IV's for adult and pediatric patients. Faculty for each semester will establish practice sessions at the beginning of the semester. Students wishing to reserve additional practice time in the skills labs should fill out a request in writing to Helen Hamlett ([helen.hamlett@csus.edu](mailto:helen.hamlett@csus.edu)).

1. Do not use any lubricant or adhesive tape on any of the patient simulators, parts, beds or counters.
2. Patient simulators should be placed one-in-a-bed.
3. Beds: PLEASE KEEP EVERYTHING OFF CLASSROOM BEDS! Linens can only be changed once a semester. Please do not use the beds as a repository for books, coats, etc.
4. Clean up lab after use:
  - a. Beds should be straightened and equipment used put back in its original position.
  - b. Place used linen in hampers (except for linen used for positioning).
  - c. Empty cups and clutter should be disposed of in wastebasket.
  - d. Keep shoes off of beds and linens.
5. Set-ups for held-over labs should be labeled "DO NOT DISTURB".
6. No equipment should be discarded from labs without checking with the semester using it (old IV's, dressing kits, etc. are given to students to practice with at home).
7. All used needles and syringes are to be placed in the marked impermeable containers located in the Skills Lab. Failure to safeguard these materials is unsafe practice and may result in lab privileges being revoked
8. Mid and High-Fidelity Simulation labs are scheduled by faculty only. Students are assigned to high and mid-fidelity simulation labs within the context of a specific nursing course.

- a. Simulation labs are to be regarded just as the clinical setting
- b. Uniforms are required with stethoscopes and identification badges.
- c. Cell phones must be placed in "Airplane Mode". Smart Phones may be used to access data bases for purposes of participating in the simulated learning activities. No calls or texts may be sent or received while in the simulation lab.
- d. No food or drink is allowed in the simulation labs
- e. Books and materials should be placed in the locker rooms adjacent to the simulation labs. No books or backpacks should be left unattended in the hallway outside the simulation lab.
- f. Confidentiality applies in the simulation just as it does in the clinical setting. No discussion of simulation scenarios should be conducted outside the simulation lab, unless in the classroom setting by the faculty
- g. No photography may occur in the simulation labs without the express consent of the faculty and students working in the simulation lab at the time.
- h. Equipment in the simulation lab is to be treated in a professional manner and used for its appropriate purpose.
- i. All learning in the simulation lab is to be conducted in a positive manner. Students will maintain professional communication skills.

### **Learning Resource Center (LRC)**

The SoN has a student learning resource center. The LRC includes the following resources:

1. **Self-instruction Lab:** Computers and VCRs with TVs are available to review self-instructional products, DVDs, and videotapes. There are a few CBT media and videotapes available; therefore, they can only be used in the lab.
2. **Intravenous Training Lab:** This lab has two CATHSIM Intravenous Training Systems. It is a PC based program used for practicing and training in intravenous catheterization procedures.

### **Student use of SoN Equipment**

Nursing students may checkout the following for a short period of time:

- Audio Player/Recorder
- Baby Mannequins
- Breast/Testicle models
- Doppler
- BP Cuffs
- Stethoscopes

Students may use the following equipment outside of Folsom Hall if accompanied by Faculty/Staff (1 day): Laptop computer, LCD Projector.

Checkout Policy: All equipment and material will be signed out through the Instructional Support Office by Roberta Fleet.

### **G. Locker Rooms**

The SoN has a men's and a women's locker room adjacent to the simulation labs. Lockers are for daily use only when a student is in the skills lab; students must bring their own lock and remove it at the end of the day. The locker rooms are for daily use and should be kept clean and orderly.

## **H. Student Lounge**

The student lounge is located on the second floor of Folsom Hall. The “Café” may be found by exiting the elevators and heading north; the lounge is midway down the hall on the left side. The lounge has seating areas, vending machines, and two microwaves. The lounge is open to students during business hours. Students may utilize the lounge for storing, preparing, and consuming food. Students are asked to keep the lounge clean by properly disposing of trash.

## **I. Student Kitchen**

The kitchen on the first floor is only for the nursing students in Folsom Hall. The kitchen has seating, microwaves, and a refrigerator. It is the responsibility of the students to keep the area clean. Students may utilize the kitchen for storing, preparing and consuming food. Students are asked to keep the kitchen clean by properly disposing of trash and periodically removing old food from the refrigerator and freezer.

## **J. Lost or Missing Property**

Selected University and/or College property signed out for authorized educational purposes lost or stolen while in the possession of the student; it is the student's responsibility to replace it. Failure to replace the property may result in the withholding of grades. Please see your instructor for information about replacement.

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### **XXIII. LICENSURE PROCEDURES FOR THE REGISTERED NURSE (NCLEX-RN)**

Admission into programs leading to licensure, credentialing, or certification eligibility does not guarantee that students will obtain a license, credential, or certification. Licensure, credentialing, or certification requirements are set by agencies that are not controlled by or affiliated with the CSU and requirements can change at any time. For example, licensure, credentialing, or certification requirements can include evidence of the right to work in the United States (e.g., social security number or tax payer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure, credentialing, or certification requirements. The CSU will not refund tuition, fees, or any associated costs, to students who determine subsequent to admission that they cannot meet licensure, credentialing, or certification requirements. Information concerning licensure, credentialing, or certification requirements are available from Teri Lyn Fretz, School of Nursing, 6000 J Street, Sacramento, CA 95819-6096; 916-278-6714].

Please visit the link below for information regarding licensure for Registered Nurse.

<https://www.rn.ca.gov/>

Further Information and forms regarding the NCLEX-RN will be provided by the SoN to students nearing the completion of pre-licensure nursing courses.

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## XXIV. SCHOOL OF NURSING PERSONNEL

### A. Faculty

The SoN is comprised of full-time faculty and part-time faculty teaching in the undergraduate and graduate nursing programs, the School Nurse Credential Program, and General Education courses. All full-time faculty have at least a master's degree in nursing and the majority have or are working toward doctoral degrees. Release time may be granted to faculty members to participate in special projects, such as research, grant writing, or doctoral coursework. Part-time faculty are used in place of faculty who have been granted release time or who are on leaves or approved reduced workloads.

More than one faculty member may be assigned to a course and be responsible for course development, arrangement of clinical experiences, and supervision of students in the clinical areas.

The Chairperson of the SoN holds ultimate responsibility for all educational offerings within the School. The Chairperson is available for student appointments and to assist students and faculty to achieve program goals and resolve any concerns not resolved by the course faculty or faculty advisor. Students are encouraged to follow the proper chain of command when resolving conflicts.

### B. Staff

See the Administrative Support Coordinator II (Teri Lyn Fretz; [fretz@csus.edu](mailto:fretz@csus.edu) ) to schedule an appointment with the Chairperson. Students who wish to reserve rooms or lab space within Folsom Hall must make a written request to the front office receptionist. The administrative support staff and student assistants are responsible for instructional materials and faculty support. SoN staff assist with faculty appointment scheduling and manage student clearance information. The Instructional Support Assistant (Helen Hamlett; [helen.hamlett@csus.edu](mailto:helen.hamlett@csus.edu) ) manages the Skills Lab/Nursing Resource Center.

### C. Faculty Appointments

Each faculty member is required to conduct three hours a week designated as office hours for student conferences. Please stop in and speak to the receptionist or call the SoN at (916) 278-6525 to see what hours your faculty advisor has available. If the designated hours are incompatible with the student's schedule, the student may make individual arrangements with the instructor.

### D. School of Nursing Office

Telephone: 278-4106

The workrooms, second floor open area, and faculty/staff lounge are for staff and faculty use only. Students are not permitted in these areas unless attending meetings or awaiting a scheduled faculty appointment.

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## XXV. ADDITIONAL EDUCATIONAL OPPORTUNITIES

One of the specific purposes of the Baccalaureate Nursing program is to prepare a generalist in nursing practice who is able to use the nursing process with individuals and groups in a variety of settings. Students are encouraged to select a variety of Electives and General Education courses to provide them with a broad-based liberal arts and professional education. Minors in a variety of related areas (20 units) are available on campus.

### A. NURS 194 Cooperative Education - Nursing Student Internship

The NURS 194 Internship Program is an optional experience coordinated by the Cooperative Education Office in the Career Center at Sacramento State. Students gain experience in local health care agencies while receiving academic credit (the number of academic units vary) and are paid by local health care agencies. Students become eligible for the NURS 194 experience after successful completion of NURS 123. To qualify, students need recommendations from clinical faculty and cannot have been in clinical or academic jeopardy or have failed a course the semester prior to the NURS 194 experience. This experience requires a high degree of maturity and competence; therefore, the coordinator screens applicants carefully.

The application process for the NURS 194 Internship is rapid. Students are notified of the application period via flyers posted in the SoN and via messages posted on the Nursing Student Sourcepage in Canvas. These messages are posted at the end of each semester and identify the coordinator's contact information as well as the mandatory orientation date and location. Students must attend the orientation to be considered for the Internship. For more information, please contact the [Career Center at Sacramento State](#) or the Nursing Faculty Coordinator for NURS 194.

### B. NURS 195 and NURS 199 Independent Studies

NURS 195 and NURS 199 courses (Independent Studies), are available to meet individual student needs. These courses must have faculty advisor approval. Contracts and specific learning objectives must be negotiated between the student and faculty member sponsoring the individualized study.

### C. Credit by Examination (Challenge)

California State University, Sacramento Policy complies with California Board of Registered Nursing regulation SB 466 for Awarding of Credit for Previous Education or Other Acquired Knowledge, Including Military Education and Experience as follows:

1. All students, including those who have served or are serving in the United States Armed Forces, are eligible to seek awarding course credit for previous education or other acquired knowledge, including military education and experience. This is in compliance with CSU Executive Order 1036 policy on Admission Eligibility and/or Baccalaureate Credit Awarded for External Examinations, Experiential Learning, and Instruction in Non-Collegiate. (<https://www2.calstate.edu/attend/student-services/troops-to-college/applying-to-the-csu/Pages/credit-for-prior-learning.aspx> )
2. Matriculated students obtain the request form from either the SoN website (<http://www.csus.edu/hhs/nrs/index.html>) or the Sacramento State Nursing Sourcepage and follow the six (6) steps as outlined.
3. The form outlining the procedures will be kept as a record in the student's file. The student must adhere to this timeline for consideration in order that necessary clearance may be granted.
4. The student's individual program planner will reflect adjustments made with the awarding of credit by external examination or the process through which evaluation of learning, knowledge, or skills acquired through experience was granted.

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## **XXVI. LICENSED VOCATIONAL NURSE TO REGISTERED NURSE (LVN TO RN) 30-UNIT OPTION PROGRAM**

Refer to the special LVN to RN 30-Unit Option website (<https://www.csus.edu/college/health-human-services/nursing/lvn-rn-30-unit-option.html>) for information about this curricular option for the Licensed Vocational Nurse. The 30-Unit Option is a non-degree program.



## **XXVII. Canvas**

### **A. Appropriate Use of the Nursing Student Sourcepage**

The Nursing Student Sourcepage in Canvas is designed to allow a convenient forum for less formal class discussion and a means to contact fellow students and Nursing faculty. Class-oriented topics are appropriate uses of the Canvas discussion forums. Inappropriate uses include a passing on e-mail jokes (which sometimes contain viruses), sharing your religious beliefs, political beliefs, or your opinions about faculty, other students, or staff.

The discussion forums are like electronic bulletin boards that can be viewed by fellow Nursing students. The Faculty and staff frequently utilize the Nursing Student Sourcepage to post time-sensitive and important messages, so please check the site on a weekly basis. Students are encouraged to use the private mail function to exchange messages not meant for the larger group.

### **B. Basic Use Policy for Canvas**

The University is a place that welcomes diversity and mutual respect. When we share ideas and have discussions, ask questions, state concerns, or post any type of message we must always respect that others do not necessarily share our personal viewpoint. The only users of Canvas should be nursing students enrolled in the class. It is not for use by other persons who have access to student computers. Failure to abide by the policy may result in disciplinary action.

## XXXIII. THREATS TO THE CAMPUS COMMUNITY

### A. Guidelines for Providing "Timely Warnings"

A threat is defined as any act or potential act that places the campus community, at large, in continuing risk or peril, as a result of a crime(s) against persons or serious felony. (Example: Weapons of mass destruction, threats with a firearm or a bomb threat with specific information, sexual assault by stranger, or other egregious acts). Please see the [Campus Guidelines for Providing Timely Warnings](#).

ALL SUSPICIOUS OR CRIMINAL ACTIVITY SHOULD BE REPORTED AS SOON AS POSSIBLE TO THE UNIVERSITY POLICE DEPARTMENT AT 9-1-1 OR BY CELL PHONE AT 278-6851.

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