Patricia A. Chin School of Nursing

Bachelor of Science in Nursing
(TRADITIONAL BSN, ACCELERATED BSN, ADN-BSN)

Student Handbook

CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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TABLE OF CONTENTS

Page

Introduction 7
Purpose 7

PACSON Mission Statement, Philosophy, and Vision 7
Mission Statement 7
Philosophy 7
Vision 7
Values 7
Strategic Priorities 8

School Programs and Organization 8
Organization of the PACSON 9

Goals of the Baccalaureate Program 9
Baccalaureate Program Learning Outcomes 9
Baccalaureate Student Learning Outcomes 10
PACSON Program Outcomes 11
Competency-Based Education 11
PACSON Accreditation 12
Undergraduate Programs offered by PACSON 12
Required BSN Coursework 12
Upper Division General Education Courses 13

University Publications 13
University Catalog 13
PACSON Undergraduate Student Handbook 14
Schedule of Classes Online 14
Golden Eagle Handbook 14

General Academic Information 14
Registration 14
Adding/Dropping Courses 14

Required General Education Courses and University Examinations 14
CSU Chancellor's Executive Order (EO) 1084 15
Graduation Writing Assessment Requirement (GWAR) 15
Assessment of Academic Preparation and Placement Measures for First-Year GE Written Communication and Mathematics/Quantitative Reasoning Courses 16
Introduction to Higher Education Course Requirement 16

Academic Advisement 16

Academic Advisement for Undergraduate Pre-Nursing and Nursing Students 17
Academic Mentoring for Nursing Majors 17
Role of Faculty Mentors 17
Expectations of Students 17
Expected Student Learning Outcomes 18
Key Considerations for Academic Success 18

Progression through the Nursing Major 18
Nursing Course Sequences 18

Grading Practices 19
Grading and Student Evaluation Policy for Undergraduate and Graduate Students 21
Grading Scale 21
Minimum Passing Grades in Courses 21
Graduation Application Procedure 22

Specific Requirements for Nursing Courses 23
Use of APA Guidelines 23
Clinical Nursing Classes 23
PACSON Clinical Attendance Policy 23
First Class Meeting 24
Admission to Clinical Labs/Practicums/Field Study 24
Clinical Clearance Complio Policy 24
- Respirator Mask Fitting 25
- Personal Health Insurance 25
- Student Liability Insurance 25
- American Heart Association CPR Card 26
- Background Check 26
- Driver's License 26
- Drug Screening Policy 26
- Medical Clearance 26
- Waiver Policy 26
- Live Scan 27
- Other Clinical Course Requirements 27

Nursing Simulation Laboratory 27
Guidelines for Professional Image 27
- Dress 27
- Footwear 28
- Hair 28
- Makeup 28
- Nails 28
- Perfume 28
- Sunglasses 28
- Jewelry 28

Hygiene 28
Medical Exception 29
Body Piercing 29
Tattoos 29

Other Policies 29
Electronics 29
Classroom Visitors 29
Email Addresses 29
Add/Drop or Leave of Absence 29
Student Audio or Video Tape Recording Agreement 29
Testing Accommodations for Students with Disabilities 30

Petitions 30
General Academic Petition for Undergraduate Requirements 30
Petition to Exceed Usual Study Load: "Excess Unit Petition" 30
Petition for Nursing School Requirements 30
Petition to Repeat a Nursing Course 30
Other Petitions 31

Credit by Examination 31

Social Media Policy for Student Nurses 32

Application for State Board Licensing Exam (NCLEX) 33

Public Health Nursing Certificate 34

Dealing with Academic Difficulty 34
Probation 34
Disqualification 34

Support Services 35
Mentor Program 35
University Tutorial Assistance 35
Child Care 35
Career Development Center 35

Financial Aid, Scholarships, and Grants 35
University Scholarships and Financial Aid 35
Community, Organization, and Other Non-University Based Nursing Scholarships 36

Information Resources 36

MyCalStateLA ID Account 36
Campus Computer Labs 36
University Golden Eagle Territory (GET) System 36
Student Activities 37
Student Government 37
Alpha Tau Delta (ATD) 37
California Nursing Students' Association (CNSA) 37
Sigma Theta Tau 37
American Assembly for Men in Nursing 37
Class Representation 37
Faculty Mentor 38
Class Officer Information 38

Ethical Practices: Department of Consumer Affairs, Board of Registered Nursing: Guide for Schools of Professional Nursing on Registered Nursing 39

Cal State LA Policy for Students Suspected of Substance Abuse while in a Clinical Agency 40
Additional Student Conduct Policies at Cal State LA 40

Policies and Procedures for Student Grievance 41
PACSON Student Grievance Procedure 41

Academic Honesty 42

Student Conduct 42

Student Retention and Remediation Plan 42
Goal 1 42
Goal 2 43
Goal 3 43
Goal 4 44
Goal 5 44

Appendix A: Useful Web Sites 45
Appendix B: Handbook Acknowledgement Form 46

Introduction

Purpose

This handbook's information supplements that in the University Catalog, Schedule of Classes, and Golden Eagle Handbook. It is provided to facilitate students' progress through the undergraduate nursing program.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
PATRICIA A. CHIN SCHOOL OF NURSING

Mission Statement

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

Philosophy

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

Vision

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

Values

- ***Students First***
  We are student-centered, and our work is driven by students' academic success, career readiness, and well-being.
- ***Pushing Boundaries***
  We promote innovation in healthcare through the Patricia A. Chin School of Nursing Simulation Center, which provides a state-of-the-art environment that nurtures excellence in practice, research, and interdisciplinary innovation.
- ***Engagement, Service, and the Public Good***
  We foster meaningful, collaborative relationships through the Chin Family Institute for Nursing, which serves as a center for nursing excellence, emphasizing caring for diverse and underserved populations.
- ***Diversity, Equity, and Inclusion***
  We promote a welcoming environment for our students, faculty, staff, and the communities we serve. We understand the dynamic influence of social determinants of health while recognizing associated implicit biases and rejecting stereotypes.
- ***Engaged Teaching and Learning***
  We encourage our students to be partners in their education, value lifelong learning, and embrace new knowledge as they navigate their nursing career and journey from novice to expert.
- ***Academic Distinction through a Community of Scholars***
  We are a community of scholars contributing to research and education through dissemination and global outreach. We incorporate evidence that supports nursing practice and improved well-being, focusing on health equity and justice in our surrounding communities.
- ***Transparent Collaborative Decision-Making***
  We include faculty, students, staff, and community advisors in a collaborative and transparent process using evidence to inform our decisions.
- ***Mutual Respect***
  We are committed to ensuring civility and mutual respect among faculty, staff, and students in all professional settings. We embrace diverse learners with varying backgrounds and respect different perspectives.
- ***Academic Freedom***
  We support academic freedom and promote professional ethics among students and faculty in accordance with university guidelines and our accrediting bodies.

Strategic Priorities

1. Student Success
2. Scholarship
3. Service
4. Health Equity

School Programs and Organization

The Patricia A. Chin School of Nursing (PACSON) is within the Rongxiang Xu College of Health and Human Services (CHHS). The PACSON Administrative Office is located in Salazar Hall, SH-90. The general phone number for the school is (323) 343-4700. Faculty offices are on the fourth

floor of Simpson Tower. Students may make academic advisement appointments in the Xu CHHS Advising Office located in Fine Arts 235 by accessing the online appointment schedule on the Xu CHHS Advising Office Website http://www.calstatela.edu/hhs/ac under "Students – Book an appointment."

Organization of the PACSON

Regularly scheduled school meetings are held on Mondays. Student representatives are encouraged to attend these meetings. The standing school committees include the Coordinating Council, Faculty (BSN and MSN Programs), Curriculum and Faculty, and Student Evaluation and Development (FSED). Committee meetings provide the structure for the governance of the PACSON. Faculty members review and revise school academic policies, develop and revise curriculum, and develop and approve policies related to grading and evaluation of student didactic and clinical performance. Student representatives who attend committee meetings are not voting members but are valued for their ability to articulate the student body's views and enhance two-way communication between faculty and students. Students attend committee meetings based on expressed interest and leadership abilities, including acting as liaison for their graduating class or student organization. Students are requested to serve on grievance and other ad hoc committees at the School, College, and University levels as needed.

Goals of the Baccalaureate Program

The primary goals of the baccalaureate nursing program are:

The preparation of professional nurse generalists who collaborate with other health care team members and take leadership roles in providing care to individuals, families, and groups in institutional and community settings.

Establishment of the foundation for graduate education in nursing. The curriculum stimulates self-directed study, creative expression, and understanding of self and others. Critical thinking, the synthesis and application of concepts drawn from the liberal arts, humanities, natural and social sciences, and personal and professional accountability are stressed in the nursing program.

Baccalaureate Program Learning Outcomes

The curriculum design includes theory and clinical practice suggested by the American Association of Colleges of Nursing (AACN), The Essentials: Core Competencies for Professional Nursing Education (2021), and *Essentials of Baccalaureate Education for Professional Nursing Practice (January 2008).* The 10 domains of nursing are listed as our program learning outcomes. Generic students are expected to meet the program and student learning outcomes after

completing the lower division and 400-level generic courses. The Baccalaureate student will complete course assignments and courses through various competency-based nursing educational (CBE) approaches.

Program Learning Outcomes (PLOs)

PLO 1: Knowledge for Nursing Practice
PLO 2: Person-Centered Care
PLO 3: Population Health
PLO 4: Scholarship for Nursing Discipline
PLO 5: Quality & Safety
PLO 6: Interprofessional Partnerships
PLO 7: Systems-based Practice
PLO 8: Informatics and Healthcare Technologies
PLO 9: Professionalism
PLO 10: Personal, Professional, and Leadership Development

Student Learning Outcomes (SLOs)

SLO 1:
Demonstrate nursing knowledge and clinical judgment by applying theory and research based on the science of nursing, liberal arts, and other sciences.

SLO 2:
Establish a person-centered caring relationship utilizing therapeutic communication by applying the nursing process across the care continuum.

SLO 3:
Assess and advocate for the health of populations by engaging in community partnerships that promote diversity, equity, and inclusion (DEI) and address social determinants of health (SDOH) for health policies.

SLO 4:
Apply the science of nursing by utilizing research and evidence-based practice while promoting ethical conduct and improving health outcomes.

SLO 5:
Demonstrate the culture of individual, family, community, and population safety, including the environment, by integrating quality improvement principles in care delivery.

SLO 6:
Incorporate nursing knowledge and therapeutic communication in interprofessional team activities with shared learning, respect, and value.

SLO 7:
Analyze the impact of innovation and evidence-based research on systems-based care for quality, equity, and cost-effectiveness across the continuum of care.

SLO 8:
Demonstrate the use of informatics and health care/communication technology in accordance with professional, ethical, and legal standards of practice to optimize and improve health in the care of individuals, families, communities, and populations.

SLO 9:
Develop nursing professionalism through accountability, engagement, reflective practice, and participatory approach for the equitable and inclusive care of individuals, families, communities, and populations.

SLO 10:
Develop personal and professional leadership practices that promote health, well-being, flexibility, and advancement through inquiry.

PACSON PROGRAM OUTCOMES

1. NCLEX-RN pass rates will be at or above the national mean.
2. Program completion rates within 8 semesters will be at least 80% or higher.
3. At least 85% of graduates will indicate satisfaction with the PACSON & Program.
4. At least 75% of graduates will be employed as an RN or enrolled in an advanced degree program within 12 months of graduation.

COMPETENCY-BASED EDUCATION (CBE)

Consider what the National Institute of Health (Accessed Oct. 23, 2024) considers competency:

Abilities
Behaviors
Knowledge
Skills

Donna Wright's Competency Assessment Model for 11 verification methods and Domains used in our CBE (Wright, 2011):

Case Studies
Group Discussions (Critical Thinking)
Examples (Critical thinking or interpersonal)
Evidence of Work (Clinical, Technical)
Exams (Clinical/Technical)
Mock Events with Debriefing (Virtual Reality, in-person simulation, online simulation)
Monitor Events with Quality Improvement Discussion
Peer Review (Clinical/Technical, Critical Thinking or Interpersonal)
Presentations
Return Demonstration
Self-Assessment (Clinical/Technical, critical thinking)
Self-reflection/Reflection Groups

PACSON ACCREDITATION

The Baccalaureate degree program, Master's degree program, and Post-Graduate APRN Certificate program in nursing at Cal State LA Patricia A. Chin School of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the California Board of Registered Nursing (BRN). The last accreditation visit and approval were on March 21, 2022. Approved until the year 2032.

Undergraduate BSN Programs offered by PACSON
BSN-Traditional
RN-BSN Program
ABSN-Accelerated

Our **traditional BSN full-time program has been around for** over three years. The Patricia A. Chin School of Nursing is an impacted, demanding, full-time program incompatible with a heavy outside workload. The program combines general education with theoretical and clinical nursing courses. Upon completing the program, you will be awarded a Bachelor of Science in Nursing and eligible for licensure as a Registered Nurse. Courses are offered on various days and times and will involve travel to clinical sites in Los Angeles County.

Our **ADN-BSN** full-time program is one year. The Patricia A. Chin School of Nursing is an impacted, demanding, full-time program incompatible with a heavy outside workload. You will be awarded a Bachelor of Science in Nursing upon completing the program. Courses are offered on various days and times and will involve travel to clinical sites in Los Angeles County.

The Accelerated Bachelor of Science in Nursing Program (**ABSN**) is designed for non-RN students who already hold a bachelor's degree in a field other than nursing. Prospective students must have graduated by the end of the preceding fall quarter or semester to apply for that summer's ABSN program. One cohort of students is admitted each year to begin their program in June. Students will complete approximately 53-semester units of study in didactic and clinical coursework over 15 months. Students will be awarded a Bachelor of Science in Nursing degree from Cal State LA upon completing the program. Completing the degree program enables individuals to sit for the NCLEX examination for RN licensure.

REQUIRED BSN COURSEWORK

Course	Units	Title
NURS 1100	3	Fundamentals of Nursing Theory
NURS 1150	3	Fundamentals of Nursing Lab
NURS 2720	2	Introduction to Health Assessment and Promotion Across Life Span Theory
NURS 2730	1	Introduction to Health Assessment and Promotion Across Life Span Simulation Laboratory
NURS 2300	3	Medical Surgical Nursing Theory
NURS 2310	3	Medical Surgical Nursing Clinical Laboratory
NURS 2500	3	Pathophysiology

NURS 3600	3	Pharmacology
NURS 2160	3	Nursing Care of Women, Childbearing Families and Infants Theory
NURS 2170	2	Nursing Care of Women, Childbearing Families and Infants Clinical Laboratory
NURS 3900	2	Nursing Informatics and Information Literacy and Competency
NURS 2200	3	Nursing Care of Children Theory
NURS 2210	2	Nursing Care of Children Clinical Laboratory
NURS 3100	3	Medical Surgical Nursing II Theory
NURS 3110	3	Medical Surgical Nursing II Clinical Laboratory
NURS 3180	3	Nursing Care of Psychiatric Patients Theory
NURS 3190	2	Nursing Care of Psychiatric Patients Clinical Laboratory
NURS 4700	3	Community/Public Health Nursing
NURS 4710	3	Community/Public Health Nursing Clinical Laboratory
NURS 4900	3	Introduction to Nursing Research
NURS 4600	2	Nursing Leadership and Care Management
NURS 4860	1	Transition to Nursing Professional Practice Theory
NURS 4870	3	Transition to Nursing Professional Practice Clinical Laboratory

UPPER DIVISION GENERAL EDUCATION COURSES

Students receive a list of accepted courses they may complete before graduation to fulfill upper division general education graduation requirements.

University Publications

Several university publications provide information about admission requirements, registration, courses of study, student activities, and government. All or part of these publications are available on the Cal State LA website, www.calstatela.edu.

University Catalog

The *University Catalog*, http://ecatalog.calstatela.edu/index.php, contains official policies and regulations about admission, fees, refund policies, student services, policies, and graduation procedures. It also includes the requirements for undergraduate, graduate, and certificate programs and descriptions of all university courses with their pre- and co-requisites. Familiarity with university rules and regulations published in the catalog is the student's responsibility.

PACSON Undergraduate Student Handbook

It is the responsibility of each student to have access to a hard or electronic copy of this current student handbook. Handbooks can be accessed on the PACSON website: https://www.calstatela.edu/hhs/nursing/student-handbooks

Schedule of Classes Online

The University Scheduling Office coordinates the publication of the Schedule of Classes. Course offerings and a calendar of important dates for the specific semester may be found on their website http://www.calstatela.edu/registrar/university-scheduling-office. Nursing students must check for the most recent changes before GET registration and before each semester begins.

Golden Eagle Handbook

The Golden Eagle Handbook is for all students at the university. It contains information about academic policies and procedures, basic survival needs, and opportunities for involvement in campus life. This publication is available in print and via the Cal State LA web site: http://www.calstatela.edu/studentservices/golden-eagle-handbook.

General Academic Information

Registration

Registration occurs in nursing courses per University policy. Enrollment in specific clinical classes is permitted only after students can indicate preferences. Attempts are made to accommodate students' desired clinical rotations, but there is, however, no guarantee that preferences can be met.

Adding/Dropping Courses

In courses where the student is directed to register for a given section, PACSON staff will issue a permit to the student. **However, it is the student's responsibility to register appropriately. It is important for the student to validate that this has been done because students are ultimately responsible if they are inappropriately registered. The University Scheduling Office website, http://www.calstatela.edu/registrar/university-scheduling-office, lists the dates and deadlines for adds/drops**.

Required General Education Courses and University Examinations

The Pre-Licensure Nursing major requires a total of 120 units, including 39 units of Lower Division General Education (which may include 18 units of prerequisites for the pre-licensure option) and 9 units of Upper Division General Education, 10 units of additional requirements, 17 units of Upper Division Common Core Nursing courses, 42 units in required courses in Nursing, and 9 units in related fields (6 units of which may double count with GE). A 3-unit upper division

Ethnic Studies course under the Social Sciences GE category D may be taken and double count to meet the lower division GE-F Ethnic Studies requirement.

The requirements for lower division general education are in the *University Catalog*.

CSU Chancellor's Executive Order (EO) 1084

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

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

5. As the California Board of Registered Nursing requires 36 units of the art and science of Nursing in pre-licensure programs in preparation for the standardized external National Council Licensure Examination (NCLEX), in accordance with the stipulations of this policy a CSU campus may award academic credits using the NCLEX examination to demonstrate prior learning of the pre-licensure art and science of Nursing required by the Board of Registered Nursing (Title 5 Section 40408).

    5.1 If a student has passed the NCLEX examination, a CSU campus may apply toward the baccalaureate nursing degree one unit of academic credit for every unit of the required pre-licensure community college nursing course credits that were not transferred to the CSU baccalaureate program, with a maximum of 30 semester units to be awarded through the NCLEX provision.

    5.2 Credit for passage of the NCLEX examination shall not be awarded when equivalent degree credit has been granted for pre-licensure coursework, credit by evaluation, or other instructional processes.

    5.3 Duplicate credit shall not be awarded because of overlapping tests, college-level courses, or both. Where there is partial overlap, the amount of examination credit shall be reduced accordingly.

    5.4 The awarding of NCLEX credit shall be accomplished without requiring students to enroll in FTES-generating courses and without charging students a fee for the units awarded.

Graduation Writing Assessment Requirement (GWAR)

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

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

Freshman skills assessment and placement for general education written communication and mathematics/quantitative reasoning shall be based on systemwide skills assessment standards, including the Early Assessment Program/Smarter Balanced Achievement Levels, ACT and/or SAT scores, high school coursework, high school GPA, and math GPA. Skills assessments are not a condition for admission to the CSU but a condition of enrollment. These skills assessments are designed to inform freshmen of placement in appropriate baccalaureate-level courses based on their skills and needs. First-time freshmen in need of support, as determined by the skills assessment, will be placed in supported instruction. Supported instruction is designed to assist students in credit-bearing courses. Students may also be required to participate in the Early Start Program. The Early Start Program allows students to earn college credit in written communication and mathematics/ quantitative reasoning the summer before their first term. Please visit the University Catalog website for more information: http://ecatalog.calstatela.edu/content.php?catoid=66&navoid=7573#assess_preparation_placement.

Introduction to Higher Education Course Requirement

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

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

Academic Advisement

The purposes of academic advisement are:

- to assist students to maximize the benefits of their educational experience by guiding the selection of curricular programs and courses
- to help students become familiar with career opportunities directly and indirectly related to their academic interests and professional ambitions
- to acquaint students with campus resources and services, including how these can help meet their educational and personal needs and aspirations
- to encourage students to develop the independence and personal skills necessary to make informed judgments about their educational objectives, careers, and choices
- to use campus support systems and other opportunities available on or through the campus.

Academic Advisement for Undergraduate Pre-Nursing and Nursing Students

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

Academic Mentoring for Nursing Majors

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

Role of Faculty Mentors

- Help the student develop strategies for academic success.
- Enforce all university rules and requirements when reviewing student requests.
- Assist students in planning appropriate steps to correct any academic difficulties.
- Provide students with career advisement and assist them in planning for graduate school and post-graduate careers as appropriate.

Expectations of Students

1. Meet with a faculty mentor whenever you have questions regarding your academic plans, academic progress, career objectives, or post-graduation plans.
2. Prepare for your advisement session with a Professional Advisor at the Xu HHS Advisement Center to make your time more productive.
    a. If you have questions about general education requirements or general education course selection, bring a list of questions or courses you are interested in taking.
    b. Take your Unofficial Transcript from your GET account when meeting with an advisor.
    c. c. If you are meeting with an advisor to discuss university policies, procedures, or requirements, do your homework first by reviewing the information provided in the catalog or on the web at www.calstatela.edu.
    d. Be prepared to clearly explain the reason for your appointment, e.g., course requirements, graduation checks, course substitutions, etc.
3. Be familiar with what is reflected in your Academic Report at the bottom of your Unofficial Transcripts available to you via your GET account.
4. Be aware of PACSON & University Deadlines.

5. Understand the graduation application process and requirements. Students use the graduation application to notify the University that they are ready to complete their degree program. You will need to make an appointment with the Xu CHHS Advising Center for a graduation check. Additional information may be found at http://www.calstatela.edu/graduation.
6. Keep copies of all documents you submit to different departments, i.e., graduation applications, course petitions, academic renewal forms, etc.

Expected Student Learning Outcomes

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

Key Considerations for Academic Success

1. Go to class every day and get to know your professors.
2. Understand the policies, procedures, and academic and financial impact of dropping classes within or beyond the no-records drop period.
3. Plan and devote enough study time for your classes.
4. Have good study habits and get academic assistance early if needed.
5. Always confirm information from fellow students with a professional advisor or faculty mentor before incorporating it into your academic plan.
6. Track courses using GET Academic Advisement Report and the PACSON Roadmap to Graduation.
7. If you have personal circumstances that make it challenging to ensure your academic success, please notify your faculty mentor and the PACSON Undergraduate Primary Academic Advisor for assistance. The earlier you seek help, the earlier adjustments will be considered for your academic plan to ensure completion of your degree objective.

Progression through the Nursing Major

Nursing Course Sequences

The nursing program is one of the most resource-intensive programs in the university because a low faculty-to-student ratio must be maintained for safe clinical supervision. Undergraduate clinical courses have a 1:8-10 faculty faculty-to-student ratio. Because the campus is a tax-supported institution with limited resources, the PACSON cannot guarantee any student the availability of needed/desired course/courses in any given semester. To minimize delay in students' progress through the program, the school carefully plans the course offerings for all

undergraduate nursing programs. The number of sections in clinical nursing courses will vary depending upon need and resources.

To avoid conflicts, recommended course sequences have been constructed and are given to students to assist in program planning. The course planning charts list the order and the semester in which courses should be taken based on the semester in which the student is admitted. There are separate roadmaps for the traditional (generic) program, RN to BSN program, ADN-BSN Collaborative program, and the Accelerated BSN program. Each student receives this program sequence guide during initial advisement or orientation. Suppose you need to take a semester off and break the planned sequence. In that case, you must schedule an appointment with the PACSON Undergraduate Programs coordinator, Primary Undergraduate Academic Advisor, to prepare a new course sequence. If a significant hardship occurs because one cannot get into a particular class, one can petition for a waiver of prerequisites to take a course out of sequence. Each petition is evaluated on the merits of the student's particular need and the educational soundness of the request. In general, courses should be taken in the order listed.

It is recommended that all new students meet with a professional advisor from the Rongxiang Xu College of Health & Human Services Advising Center during the second semester of their nursing program for transcript review, course substitutions, and academic planning related to general education requirements and other non-nursing course questions.

Roadmaps for academic progression in each of the undergraduate program options are linked on the Patricia A. Chin School of Nursing website https://www.calstatela.edu/hhs/nursing/bsn-traditional-program

Grading Practices

To standardize grading across courses, PACSON faculty adopted the following grading practices:

1. Definition of Terms:

    1.1 Critical Behaviors: Critical Behaviors are defined as student behaviors (cognitive, attitudinal, and psychomotor skills) that must be demonstrated to allow successful course completion.

    1.2 Higher-Order Behaviors: Higher-order behaviors demonstrate the presence of critical behaviors but go beyond this level of performance by reflecting more complex cognitive, attitudinal, and psychomotor skills. Compared to a behavior indicative only of knowledge input, the student manifesting higher-order behavior demonstrates the integration of various content elements within the course or level.

    Knowledge: Learning the information.

    Comprehension: Understanding the information.

    Application: Using previously learned information in a new situation to solve problems that have single or best answers.

Analysis: Examining specific parts of information to develop divergent conclusions by identifying motives or causes, making inferences, and/or finding evidence to support generalizations.

Synthesis: Creatively or divergently applying prior knowledge and skill to produce something new or original.

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

2. Evaluation of Nursing Theory Courses: In nursing theory courses, students are evaluated for comprehension of knowledge acquired, i.e., critical thinking and higher-order cognitive skills.

   1.1 The grading of theoretical comprehension may be accomplished using the percentage/letter grade system to arrive at a final grade.

   1.2 Credit by Examination for theory courses will, when feasible, utilize the same system(s) used for students taking the course.

   1.3 Item analysis is done on all examinations. The item analysis and examination results are available for student review upon individual or group request.

2. Evaluation of Nursing Laboratory Courses: The student is evaluated in two areas in nursing laboratory courses: Clinical Application and Theoretical-Clinical Synthesis**.**

   2.1 Clinical Application: Clinical Application involves only the evaluation of critical behaviors. Critical behaviors should be listed in all syllabi. This evaluation verifies that the student has displayed all critical behaviors identified in the course. A grade of pass/fail is given. Critical behaviors (those emphasizing safety, professional growth, and improvement specific to content in each course) are considered passing if the student can accomplish them competently.

   Evaluation is based upon observation of student performance, i.e., return demonstration in a clinical or comparable setting. Students may feel free to contact the instructor for clinical evaluation of critical behaviors whenever they feel competent enough to carry out these new skills. Evaluation may occur in simulated clinical surroundings, when appropriate, and in the clinical laboratory.

   Critical behaviors are evaluated by specific criteria made available to students at the beginning of the experience. Students are held accountable for all critical behaviors required in nursing courses, which are prerequisites to a successful course. Students should be aware of specific critical behaviors learned in previous nursing courses that apply to the present course. Failure to perform a vital behavior from a prior course necessary for a more advanced skill should be deemed unsatisfactory at that time. For example, a student who fails to observe the sterile technique (lower division level) while performing deep nasotracheal suctioning (upper division level) is performing unsatisfactorily.

   2.2 2 theoretical-Clinical Synthesis: The Theoretical-Clinical Synthesis involves integrating and applying theory in the assessment of patients and families and in the planning and execution of nursing care. Various methodologies can be employed to evaluate this

ability, such as assessment tools, teaching plans, independent projects, nursing care plans, audio recordings, tutorials, videotapes, case narratives, entries in agency records, role-playing, and examinations. Letter grades are assigned to this evaluation component.

Grading and Student Evaluation Policy for Undergraduate and Graduate Students

The faculty is responsible for student grading and evaluation for all courses, including clinical and preceptorship experiences. Grading and student feedback are to be done promptly. On the first day of class, the faculty is responsible for explaining the grading scale and evaluation methods in the course syllabus.

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

Grading Scale

The following letter grades are guaranteed for each corresponding percentage range. The grading system for this course does not round up or down percentages. A grade of C- is not passing.

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

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

Minimum Passing Grades in Courses

Students accepted into the BSN program must earn a minimum of a “C” grade in all required nursing courses. Students who earn less than a grade of "C" in any required nursing course must submit a Repetition of Nursing Course petition with a justification statement before

repeating the course. This petition is submitted to the Undergraduate Programs coordinator. Students are encouraged to meet with the course faculty, the Undergraduate Programs coordinator, and the Primary Undergraduate Academic Advisor to set up a remediation plan and identify any conditions placed upon the student. Repeating a course is always done on a space-available basis. If one only repeats a nursing theory course, the following clinical lab will be on a "space available basis." This ensures priority for students who are progressing as scheduled.

Students who fail a nursing course may repeat that course only once. Students with three nursing course failures may not continue in the nursing program. Students will be informed by the Chair of the Undergraduate Nursing Programs, or the Undergraduate Programs coordinator, on the outcome of the submitted petition.

Students may not enroll in 3000-level nursing courses until they complete all lower division nursing courses with a "C" or better grade. Students who receive a grade of "C-" or lower in a 3000-level nursing course may not proceed with the sequence of nursing courses until they have successfully repeated that nursing course with a grade of "C" or better. (See Dealing with Academic Difficulty).

Students may not enroll in 4000-level nursing courses until they have completed all lower division nursing and 3000-level nursing classes with a grade of "C" or better. (See Student Retention and Remediation Plan).

Graduation Application Procedure

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

1. Review your **Academic Requirements** report in the **GET Student Center** to ensure you have met the following requirements:
   - Earned at least 90 semester units
   - Earned a minimum grade point average (GPA) of at least 2.000 in each of the following:
     - All college work attempted (includes transfer work)
     - All courses attempted at Cal State LA
     - All general education courses
     - All courses required for major(s)
   - Must be matriculated for the application to be reviewed
   - On track to complete all graduation requirements by the end of the declared term
2. Complete the **Graduation Application** https://www.calstatela.edu/registrar/apply-your-degree
3. Pay the Application fee ($20), Diploma fee ($10), and, if required, the $25 late filing fee. *Online payments for fees may be made via* Cal State LA Cashnet, *the same online system used for payment of tuition and other fees:* https://commerce.cashnet.com/cashnetg/static/epayment/csulapay/login

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

Specific Requirements for Nursing Courses

Use of APA Guidelines

Formal papers in nursing classes should be written, unless otherwise instructed, following the guidelines in the most current edition of the Publication Manual of the American Psychological Association. The book should be purchased and kept for reference. Concise guidelines are available through links on the John F. Kennedy (JFK) Library web site.

Clinical Nursing Classes

Students must register for lecture and co-requisite labs. Students can register for nursing courses once a permit is provided to them by the PACSON scheduling office. If there is an unusual circumstance that requires a student to register for a lecture or laboratory without its co-requisite, contact the PACSON Undergraduate Programs coordinator for assistance.

PACSON Clinical Attendance Policy

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

- Students are required to attend all clinical hours during the semester.
- The maximum number of hours that a student can miss during the semester is one clinical day. This absence must be made up hour-for-hour by attending another clinical day during the semester or by completing an instructor-approved assignment. This assignment will be based on the clinical objectives for the course as outlined in the syllabus. Typically, written work alone is not an acceptable way to make up missed clinical time. Failure to make up clinical hours or completing the instructor-approved assignment will result in a failure for the course.
- Instructor-assigned work is considered pass/fail and only accounts for making up the missed clinical hours. It is not to be factored into the final grade. The student grade is based on the grade criteria outlined in the syllabus and instructor-assigned work cannot be considered part of the student's grade.
- All absences must be communicated directly with the clinical instructor and should be done at least 2 hours before the start of the clinical shift. Students may also be required to notify the unit to which they are assigned according to faculty preference.
- Reasons for excused absences include: the student's own illness, serious illness in the student's immediate family, death of a family member, automobile accidents, appearance in court, inclement weather with hazardous driving conditions, attendance at a professional conference, birth of a child, or an unforeseen catastrophic event. Unexcused absences will not be tolerated and will result in a failure for the course. Students must provide documentation from the physician or health care provider for

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

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

First Class Meeting

Many clinical courses meet on campus the first week of the semester. The clinical instructor may send the student times and places for the first-class meeting via the student's Cal State LA email account. Information about class meetings may also be obtained by calling the Patricia A. Chin School of Nursing Office at (323) 343-4700.

Admission to Clinical Labs/Practicums/Field Study

All new students are required to purchase a "Student Immunization Tracker" package from Complio where you will be submitting all your health data for collection and tracking purposes. Complio is an online service that collects clinical experience requirements on one platform. Information on setting up the account will be provided at the New Student Orientation prior to the start of your cohort.

Clinical Clearance Policy

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

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

Respirator Mask Fitting

Students will be required to undergo a Particulate Respirator Mask fitting procedure to determine proper size of the N95 respirator mask.

Personal Health Insurance

All students are required to have individual health insurance coverage. Students covered by Medicare or Medi-Cal will need to provide proof of coverage.

Student Liability Insurance

The University provides coverage (Medical Professional Liability and Educator's Errors and Omissions Liability Insurance) for each nursing student for up to $1 million – $6 million coverage. The cost of the annual coverage is $20.00. This policy only provides you with coverage while in a student role in a CSU nursing course or activity and is good for one year. It must be renewed annually on August 1st to be purchased three (3) times, once each year in the program It will not cover you as a student worker or nursing assistant. This insurance is mandatory and is purchased through the Cashier's Office on campus. If you are a graduate student, you should also carry your malpractice insurance and student liability insurance.

American Heart Association CPR Card

All students must have current certification in CPR, which is called BLS or CPR for Healthcare Professionals (this is not the "Heart Saver" class). You may obtain CPR training from any American Heart Association (AHA) approved provider. The Student Health Center on campus offers classes; call (323) 343- 3340 for the fee schedule and class dates. The certification is valid for two years from the date of completion.

Background Check

Potential applicants are strongly encouraged to carefully assess any personal criminal background before applying to the Patricia A. Chin School of Nursing (PACSON). Once admitted as a student to the PACSON, students must have a cleared background check that is satisfactory in meeting the standards of clinical agencies. The Board of Registered Nursing (BRN) in the State of California makes the final determination on eligibility for licensure. **An unacceptable background check may hinder licensure, certification, and employment. The student accepts this risk upon entering the program**. Background checks are confidential and only viewed by the Director of the PACSON. The cost of acquiring background checks is the student's responsibility.

Suppose a student's background check is not cleared. In that case, it will be the student's responsibility to meet with the Director of the PACSON and bring all appropriate relevant

documentation for clearance (e.g., rehabilitation, counseling, etc.) The Director of the PACSON will counsel the student regarding the authority of the BRN, hospital standards related to background checks, and discuss possible outcomes. Clinical facilities have the right to refuse placement based upon information from background checks. If clearance is not possible, a student may not be able to attend clinical rotations at that specific facility. Students are advised that if clinical placements are refused, completion of degree requirements may be delayed or may not be possible.

Driver's License

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

Drug Screening Policy

Yearly drug screening is a mandatory requirement for all nursing students at Cal State LA, using the services by Castle Branch. Each student will obtain a 12-Panel Drug Screen prior to their 1st clinical experience and yearly, or more often at the discretion of the hospital or clinical facility. Results from drug screening are highly confidential and are provided to the Patricia A. Chin School of Nursing Director or designee. A positive drug screen may prevent successful progression in the nursing program.

Medical Clearance

Students unable to attend clinical rotations because of illness, injury, or disease longer than one week and/or requiring follow-up treatment or management by a physician will be required to provide medical clearance from a primary health care provider prior to returning to class. Medical clearance will be in written form on official letterhead.

Waiver Policy

Students may choose to complete a waiver, stating that they do not wish to receive specific vaccinations. Upon request, a waiver form is available in the Patricia A. Chin Administration Office. Declining certain vaccinations may result in a student not being permitted to perform their clinical rotation at a specific facility. It is recommended that students receive all vaccinations as necessary and as indicated on the student health form (See Appendices B & C).

Live Scan

Some facilities, including all LA County facilities, require Live Scan clearance prior to patient care accessibility. If a student does not "clear" within a reasonable amount of time, they will need to perform their clinical at another facility. However, due to the various hospital entrance requirements, it is possible that the student may not find placement for that semester. If a student believes that there is some reason why they may not pass Live Scan, this information should be communicated to the Director and Associate Director of the PACSON as soon as possible.

Other Clinical Course Requirements

Name Badges: Official PACSON picture ID badges are obtained at the Golden Eagle One Card Office. Appropriate PACSON ID badges must be worn at all times in clinical agencies and other field assignments. The ID badge should be worn in an upright position to ensure readability. No pins, stickers, or other decorations may be worn on the ID badge.

Stethoscope: A Littmann Stethoscope with a bell and a diaphragm (Classic 3 recommended); as well as a watch with a second hand are required for all clinical nursing laboratory courses and Nursing 2730/3730: Health Assessment Laboratory.

Nursing Simulation Laboratory

All students are charged a mandatory laboratory fee for the first semester. This fee covers the basic costs of materials and equipment necessary for the nursing lab during the student's program. Lab fees are paid to the Cashier's Office.

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

Guidelines for Professional Image

Dress

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

Footwear

Shoes should be white or black, clean, closed-toe/heel, with non-skid soles and non-porous material. Shoelaces must be the same color as the shoes. Clogs or Crocs are not acceptable.

Hair

Hair must be clean and neatly combed. Any extreme look or color is not permitted. Hair at shoulder length or below should be combed away from the face so that it will not fall forward over the face while performing regular nursing duties. Long hair must be tied back. Plain

barrettes or combs are allowed. Neatly trimmed mustaches and beards are acceptable when the style is not extreme.

Makeup

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

Nails

Nails should be kept clean and smooth. If polish is used, it should be a colorless, natural finish. Nail polish should be unchipped and without adornment. Fingernail length should not exceed beyond the tip of the finger. Acrylic, gel, or other types of artificial nails are not permitted due to fungal and bacterial infection to patients.

Perfume

The use of perfume and after-shave lotion is not appropriate because of the close contact with staff, patients, and visitors.

Sunglasses

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

Jewelry

Only one small ring, class ring, or wedding band/set is acceptable. A small ring is defined as the same size or smaller than a class ring. Necklaces and neck chains may be worn inside uniforms. Very large or long dangling earrings are not appropriate. Watches and nursing school class pins may be worn.

Hygiene

Personal hygiene plays a significant role in professional appearance. All students should pay particular attention to bathing regularly, ensuring the absence of body and mouth odor, and a neat and clean appearance. Gum chewing is not allowed.

Medical Exception

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

Body Piercing

Facial piercings other than ears are not permitted in the clinical area. Students may have no more than two visible ear piercings, and those must conform to the clinical agency's dress code.

Tattoos

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

Other Policies

Electronics

Cell phones and pagers must be turned off while in lecture courses. Cell phones may not be turned on in clinical rotations except for community health and community-based activities, and then only with the instructor's consent.

Classroom Visitors

Children and other uninvited guests are prohibited in the classroom at any time.

Email Addresses

Students must use their Cal State LA email address for all university-related email communication.

Add/Drop or Leave of Absence

Any student dropping a course after the first week of the class or requesting leave of absence must sign the appropriate form available in the PACSON Administration Office before obtaining the signature from the PACSON Director or the Director's designee.

Student Audio or Video Tape Recording Agreement

Students who wish to audiotape or videotape record any component of an instructor's presentation or class activities must ask permission from the instructor. The instructor may require a verbal or written agreement. This agreement may include lectures, conferences, activities, seminars, and other verbal exchanges between instructors and the students.

Testing Accommodations for Students with Disabilities

It is the student's responsibility to be familiar with and follow the policies and procedures of the Office of Students with Disabilities (OSD) for informing faculty members of the need for accommodation and making accommodation arrangements.

Students must inform instructors of the need for testing accommodations before testing begins in a nursing course. Students must also take OSD-arranged examinations prior to or on the date the examinations are scheduled to be given in the classroom.

Petitions

General Academic Petition for Undergraduate Requirements

The General Academic Petition for Undergraduate Requirements is available at http://www.calstatela.edu/undergraduatestudies/undergraduate-studies-forms. This petition requests a waiver of requirements unrelated to the major, e.g., general education. Petitions are submitted to the PACSON Undergraduate Programs coordinator for review and signature. It is the student's responsibility to deliver to the appropriate school/department for consideration. A copy of the petition with the committee's decision is mailed or emailed to the student and to the PACSON. This process usually takes 4 to 6 weeks.

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

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

Petition for PACSON Requirements

A petition form is available for download on the PACSON website. Petitions should be submitted to schoolofnursing@calstatela.edu Once acted upon, the student will be notified, and a copy of the petition with the final action will be emailed to the student and placed in the student's file.

Petition to Repeat a Nursing Course

Following submission of grades, faculty teaching nursing undergraduates send the Undergraduate Programs coordinator a list of students who have not passed the course. The faculty will also immediately notify the student by phone or email of the failure and ask the student to contact the Undergraduate Programs coordinator to discuss student options and develop a plan for successful course repetition, including petitioning to re-take the course using the PACSON petition form.

Students who earn less than a C grade in any required nursing course for the first or second time must make an appointment with the Undergraduate Programs coordinator for remediation. If the Undergraduate Programs coordinator approves the petition to repeat the class, the student may repeat the class without action by the committee. It is recommended that the student meet with the faculty who taught the course for advisement and suggestions for future course success.

The Undergraduate Programs coordinator will act on the petition and make recommendations. The coordinator will then submit the application form to the faculty member(s) who taught the course(s) for their recommendations. The faculty member is required to make a short statement regarding their recommendations. The petition should then be returned to the Undergraduate Programs coordinator, who will then have it placed in the student's file.

Students repeating a course are advised that enrollment is based on space availability only. As such, there is no guarantee that the student will be able to continue in the nursing program.

Students who fail three courses or the same course twice will not continue in the nursing program. They will meet with the Undergraduate Programs coordinator to discuss other options. A sample form is in Appendix A of this handbook.

Other Petitions

For other petitions, refer to the *University Catalog*.

Credit by Examination

Students in good scholastic standing who have registered in at least one other course during the semester in which Credit by Examination is to be taken may request permission to receive such credit. If a student wishes to earn such credit for a nursing class, he/she must fill out the General Academic Petition for Nursing Department Requirements form and submit it to the Director of the PACSON.

Students may seek Credit by Examination for a nursing course after meeting the prerequisites for the course listed in the University Catalog. The Director will receive the request and direct the student to the appropriate faculty member. It is advisable to contact the Director before the semester to initiate the process. When a clinical lab is being challenged, one may need to challenge the semester the course is being offered, because a clinical practicum may be required.

When a student submits the form requesting Credit by Examination to the faculty member, written documentation that the student has had relevant clinical experience/theoretical knowledge that prepares for challenging the course shall be submitted.

Information to include in the documentation:

1. Rationale for challenging the course
2. Clinical/work experience background, including roles and responsibilities
3. Other pertinent previous learning experience

Students may request and obtain from the instructor who will administer the Credit by Examination, a copy of the following: course outline, the course objectives, bibliography and textbook list, and description of the style and format of the exam. The exam will evaluate knowledge and/or skills needed to meet the course objectives. Courses completed by Credit by Examination are graded according to the same criteria as other nursing courses, and the student receives a letter grade. Students who do not successfully complete the exam may petition to retake it or enroll in the course.

Social Media Policy for Student Nurses

Social Media is defined as web-based and mobile platforms for user-generated content that create interactive and highly accessible, and often public, dialogues [National Student Nurses Association (NSNA), 2012]. Facebook, Twitter, Blogging, and other social media sites are public forums. To maintain the privacy and confidentiality of patients and clinical sites as well as to

maintain the integrity of the Patricia A. Chin School of Nursing at California State University, Los Angeles, the following policy regarding social media will be adhered to:

1. Student nurses will not share, post, or otherwise disseminate any information, including photos, that can identify a patient or violate a patient's rights or privacy.
2. Student nurses will not disparage anyone, even if the person cannot be identified with the information stated.
3. Student nurses will not make or post threatening, harassing, sexually explicit, or derogatory statements regarding any person's (patient or student) race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
4. Student nurses will not disparage Cal State LA or any college, university, or school of nursing, including the students, faculty, and staff.
5. Student nurses will not post content or speak on behalf of Cal State LA or any college, university, school of nursing, or clinical site, unless authorized.
6. Student nurses must be cognizant of the potential impact of each post made, with the understanding that patients, classmates, instructors, employers, and other personal or professional contacts may view an individual's online activity as a reflection of the individual's career as well as Cal State LA PACSON and the nursing profession in general.
7. Student nurses must stay informed about the privacy settings of their social media sites, as privacy settings often change.
8. Student nurses who use social networking sites must be aware of how their professionalism may be affected by their friends' and peers' use of the same sites.
9. It is recommended that student nurses who are elected/appointed PACSON officers restrict their personal social media activity to family and friends and maintain a second option for their "public face" for colleagues, classmates, and peers while in office.

Any statement, description, or photo posted that is patient-related, unprofessional, or "in poor taste" may violate HIPAA laws, the ANA code of ethics, or Cal State LA PACSON policies and must therefore be avoided.

Examples of inappropriate use of social media include photos of Cal State LA PACSON name tags, syringes and/or needles, patients, actual patient care plans/case studies, and patient medical record information.

References:

American Nurses Association (ANA) Principles for Social Networking
www.NursingWorld.org
National Council of State Boards of Nursing (NCSBN; 2011). *White Paper: A Nurses Guide to the Use of Social Media*; https://www.ncsbn.org/social_media.pdf
National Student Nurse Association http://www.nsna.org

Application for State Board Licensing Exam (NCLEX)

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

If you cannot complete all of your required coursework for graduation by the end of the semester in which you will graduate, do not apply early. Wait until two months before the end of your expected semester of graduation. If you are applying online, applying no earlier than 3 weeks before graduation is recommended.

Your application is a legal document; prepare it carefully.

There are two parts to the application:

1. It is your responsibility to submit directly to the BRN in Sacramento, CA online:
    1.1 Application for NCLEX exam
    1.2 Fingerprint Card/Live Scan
    1.3 Required Fee(s)
2. PACSON Director's Responsibility: Forward the following to the BRN, Sacramento, CA
    2.1 Verify the applications online via the Director Portal

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

The Graduation Office must post your degree before the Cal State LA transcript request can be processed or unofficial transcripts can be sent to the BRN. This takes 2 to 3 weeks after grades from your final semester are posted. This cannot be sent in advance because your transcript must indicate your BSN degree. After the degrees have been posted, the transcript request will be forwarded to the Records Office so that the official transcript for each student can be sent to PACSON. Transcripts will be sent to the BRN cloud by PACSON once degrees are posted.

Public Health Nursing Certificate

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

1. Complete Public Health Nurse (PHN) Certification application https://rn.ca.gov/applicants/ad-pract.shtml#phn
2. Submit your Cal State LA transcripts directly to the BRN through the online transcript order form: https://www.credentials-inc.com/tplus/?ALUMTRO001140.

Please see PACSON's Public Health Coordinator for assistance.

Dealing with Academic Difficulty

Probation

If the cumulative Cal State LA GPA falls below a grade of "C" (2.0), a student is placed on academic probation, meaning there is a grade point deficiency. The Xu CHHS Advisement and Outreach Center will contact such students and offer guidance and support through workshops and individual counseling.

Students with a nursing major on probation may not register in nursing courses. Students on probation must withdraw from nursing courses the next semester and may not progress in nursing courses until the grade point deficiency is resolved.

Disqualification

Students who do not improve their grades after being placed on probation will ultimately be disqualified. Disqualification occurs when a specific number of deficiency points are accumulated, depending on the student's class level. Most students who are disqualified are eligible for immediate reinstatement. First-time reinstatements to the university are initiated in the Xu CHHS Advisement and Outreach Center. The College Principal Advisor will consult with PACSON as necessary. The Dean of the Xu College of Health and Human Services must approve petitions for reinstatement. Once approved, the form must be submitted to the Records Office, Adm. Bldg. 409, before the end of the third week of the semester following disqualification.

All students with a nursing major on academic probation and those disqualified must meet with the Undergraduate Programs coordinator. Reinstatement to the University does not necessarily include reinstatement in the nursing program.

Support Services

University Tutorial Assistance

The Center for Academic Success provides support in the form of study and test-taking skills workshops as well as tutoring in specific general education courses. Students using tutorial services pay no fee, as the tutors are paid by the university.
http://www.calstatela.edu/academic-success

Child Care

The Anna Bing Arnold Children's Center provides quality childcare for the children of Cal State LA students, faculty, and staff. The Center operates year-round except for holiday closures and seven teacher-in-service days per year. The Center observes all University holidays and closes for two weeks in December. A calendar of events and closures is provided for parents every quarter. Children are admitted to the program at the beginning of each semester. Space is limited, so early application is encouraged. The center is across the street from the northwest corner of the University. http://calstatela.edu/abacc

Career Development Center

Counselors are available to assist with resume preparation, job interview skills, and job search strategies. The Career Development Center is located just north of the Student Health Center. Please visit the center for more information or call (323) 343-3237.
http://www.calstatela.edu/univ/cdc

Financial Aid, Scholarships, and Grants

University Scholarships and Financial Aid

To be considered for nursing grants, loans, scholarships, and other financial aid programs distributed from university donors and implemented within the Cal State LA system, the following process must be followed:

1. Go to the Center for Student Financial Aid, located at Student Affairs Building, 124.
2. Apply for financial assistance, submitting a Free Application for Federal Student Aid (FAFSA) to the Department of Education processing center. The priority deadline is March 2nd of each calendar year. Students must re-apply for financial aid every academic year. Students may apply on-line at http://www.fafsa.ed.gov/index.htm or obtain a paper form at the Center for Student Financial Aid.
3. Once approved for financial assistance, apply/file a General Scholarship Application. This is necessary to complete if you wish to apply for university nursing scholarships. The deadline for continuing students is in April, and monies are awarded for the upcoming fall semester. You will need to include one letter of recommendation (there is a recommendation form to be completed with a written letter of recommendation to be attached). Most undergraduate university nursing scholarship opportunities require a 3.0 GPA.
4. Send the completed application, letter of recommendation, and form to the Center for Student Financial Aid.
5. Check criteria and up-to-date nursing scholarship listings at http://www.calstatela.edu/financialaid/scholarships
6. Scholarship awards may be based on academic achievement, specific nursing program, level, campus, and/or community participation, financial need, gender, or ethnic affiliation, or a variety of other purposes.

Community, Organization, and Other Non-University Based Nursing Scholarships

Students are encouraged to check on-line for nursing scholarship opportunities. There are many available scholarships for both undergraduate and graduate nursing students offered nationally by government and professional organizations, as well as locally by various hospitals.

Notification of scholarship opportunities is also given to student organizations, class presidents, and faculty, and is posted on the Nightingale Society Website.

Questions regarding scholarships or financial aid may be addressed to the PACSON Scholarship Chair.

Information Resources

Students are responsible for being aware of the latest policies, course changes, and related vital information communicated through the Student Handbook, the University website, Class Representatives, or announced in class by faculty.

MyCalStateLA ID Account

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

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

Campus Computer Labs

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

University Golden Eagle Territory (GET) System

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

Student Activities

Students are eligible to participate in the many student activities available on campus. There is an extensive array of clubs, interest group, councils, and committees for student life. Interested students should contact the University Student Union at https://www.calstatelausu.org/.

Student Government

By being enrolled at Cal State LA, all students belong to the Associated Students Inc. (ASI), and may wish to become involved in its activities. More information is available at https://asicalstatela.org/.

Alpha Tau Delta (ATD)

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

California Nursing Students' Association (CNSA)

The Cal State LA Chapter of the California Student Nurses' Association has membership open to all enrolled nursing majors. CNSA's goal is to promote nursing professionalism. Emphasis is placed on an awareness of issues and trends in nursing, development of leadership skills, and participation in the decision-making process that affects nursing students. Interested students should leave their name, address, email address, and telephone number in the CNSA mailbox in the PACSON Administration Office.

Sigma Theta Tau

Sigma Theta Tau is an international nursing honor society. Undergraduate students are eligible for membership in Sigma Theta Tau after completing NURS 3000-level courses. Eligibility requirements include a minimum 3.5 GPA. Eligible students will receive an invitation to be inducted from the school chapter, Nu Mu, during the spring semester before graduation.

Class Representation

Each cohort will elect class officers during their first semester in the nursing program. The officers should include Co-President (two students will be elected to share this role), Historian, Co-Treasurer (two students will be elected to share this role), Secretary, and four Class Advocates. To be eligible for election to any of the elected roles, students must maintain a 3.0 GPA, be in good standing within the PACSON and Cal State LA and be a cohort member throughout the nursing program.

- The class officer election will be held during the first semester of attendance in the PACSON.
- The officers elected during the first semester will remain in office until graduation unless the class or advisor feels it is necessary to replace them, or they choose to step down. In this case, an election for the vacated position(s) will be held using the standard election procedures outlined in this document.
- The class's assigned faculty mentor will facilitate the initial and subsequent elections. If the advisor is unavailable, another faculty member may voluntarily assume these duties until the advisor is available or until a new advisor is assigned.
- Nominations may be done on paper or verbally in the classroom, and nominees can accept or decline the nomination.
- Voting will take place using Qualtrics and will be computer tabulated.

Faculty Mentor

Each incoming cohort will be assigned to a faculty advisor/mentor. Student officers are expected to maintain frequent communication with their mentor regarding officer meetings, class activities, fundraisers, curricular concerns, class issues, and progress towards the pinning ceremony**.**

Class Officer Information

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

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

Class Officer Responsibilities:

- Co-Presidents
  - Share many duties and work best as a partnership
  - Organize and coordinate officer meetings
  - Delegate duties to other officers
  - Advocate for fellow classmates
  - Attend faculty meetings and share class concerns
  - Inform classmates of upcoming events and pertinent news
  - Organize the pinning ceremony
- Secretary
  - Document discussions at officer meetings; note taker
  - Initiate and updates the class roster each semester for the convenience of class communication (distributed to PACSON Administration Office, faculty, and students as needed)
  - Transcribe any necessary information requested by the class co-presidents
- Co-Treasurers
  - Responsible to collect money and maintain account for the pinning ceremony and other planned events by the class
  - Help plan financial aspects of pinning
  - Establish bank account to hold class ceremony funds
  - Essential to have math and bookkeeping skills
- Historian
  - Photographer at all class functions and events
  - Responsible for collecting photos from other classmates
- Class Advocates
  - Help with extra duties decided by the class officers
  - Help plan any extra activities and events
  - Help with pinning ceremony preparation and set-up
  - If you already have too many commitments and have trouble balancing your time, but still want to be involved, this position may be the one for you
- All Class Officers
  - Must be advocates for fellow classmates

- Help with pinning ceremony details
- Attend officer meetings (except for class advocates- they may attend as needed or requested by the Co-Presidents)
- Attend faculty meetings at the discretion of the Co-Presidents
- Be *committed* and *available* for any responsibilities that arise

Ideal Characteristics for Officers:

- Organizational skills
- Leadership skills
- Communication skills
- Time management skills
- Dedication to job with follow-through
- Example setter
- Professional attitude
- Available for meetings and events
- Committed to being an officer!

Remember, being a class officer takes time, dedication, and commitment. Although it is fun and rewarding, it does add an additional workload and requires time management to balance the demands of life and school. The nursing program is intense and often stressful; therefore, spending time on academic tasks is a priority for success.

Ethical Practices:
Department of Consumer Affairs, Board of Registered Nursing:
Guide for Schools of Professional Nursing on Registered Nursing

Schools of professional nursing use the following statements as a guide to establish and follow educationally ethical practices:

1. The goal of recruitment activities should be objectivity and accuracy of presentation. The PACSON is directly responsible for all individuals involved in the recruitment and admission process. These individuals should be careful to present unambiguous information concerning their own institution. They shall avoid giving questionable or derogatory information about competing schools or other nursing education programs.
2. The *University Catalog* shall provide accurate information about admission requirements, program costs, and curriculum.
3. The *University Catalog* shall contain information regarding its refund policies and shall provide for a substantial portion of tuition payments to students who withdraw within a reasonable period of time following admission to the program.
4. The provisions of the Civil Rights Act shall be adhered to.
5. All instructional and administrative clerical personnel who have access to confidential information shall respect the confidentiality of such information.

6. The *University Catalog* shall contain policies regarding promotion and graduation, which shall be in writing, and policies regarding grounds for student dismissal from the PACSON or the University. All students facing dismissal, and the parents or guardians of students who are minors, shall be allowed to discuss reasons for this action with faculty representatives and the PACSON or University administrative officers, according to the PACSON/University's due process procedure for student grievances.
7. No student shall be prohibited from graduation and applying for the licensing examination, provided that the student has met all school requirements and all qualifications specified in Section 2736, Nursing Practice Act for the State of California.
8. The PACSON faculty shall endorse and teach ethical practices by the American Nurses Association Code for Nurses.
9. If research is undertaken on human subjects by faculty and/or students enrolled in the nursing program, appropriate measures shall be used to protect the rights and safety of individuals involved as subjects.

   Whenever tests are administered, written consent or, when appropriate, the written consent of parents or guardians shall be secured.
10. The counseling program shall incorporate provisions for tutorial/remedial services for students who will benefit from these services to achieve career goals.
11. Foreign or out-of-state graduates of registered nursing programs who lack certain educational courses to meet California Licensure requirements should be provided with opportunities to obtain credit for other acquired knowledge through challenge examinations or other methods of evaluation.

Cal State LA Policy for Students Suspected of Substance Abuse while in a Clinical Agency

In accord with the Drug-Free Schools and Communities section of the Higher Education Act of 1965, as amended, California State University, Los Angeles, provides the notification to students regarding standards of conduct, legal sanctions regarding illegal drugs and alcohol, health risks, and counseling and medical assistance.

State law (Section 41301, of Title 5, California Code of Regulations) allows the University to take disciplinary action up to and including suspension or expulsion, against any student who sells or knowingly possesses any illegal drug while on campus property. University action may be taken whether or not independent action is taken by civil authorities. Conviction in a criminal court does not necessarily preclude University disciplinary action. University Administrative Procedure 19.

Use of Alcoholic Beverages on Campus, explains the restrictions beyond City and State laws that govern the possession and use of alcohol on campus. Alcoholic beverages may only be sold at the approved catered events. Also, when a recognized student club sponsors an on-campus event, attendance is limited to members of that club and their guests. Organizations violating this policy may be subject to administrative action ranging from probation to removal of official

recognition. Individuals who violate Procedure 19 are subject to disciplinary action up to and including suspension or expulsion.

Students found to be functioning in a clinical agency under the influence of drugs, alcohol, or other chemicals may be dismissed from the course, the PACSON, and the University. Furthermore, the abuse of drugs, alcohol, or other chemicals can prevent one from receiving licensure as a registered nurse or loss of licensure.

Faculty is to remove from the clinical area any student who appears to be functioning inappropriately due to suspected substance abuse. Dependent upon the degree and type of inappropriate behavior, the faculty member or designee will accompany the student to: 1) the University Health Center, or 2) the Emergency Room or Employee Health Center. The faculty member will then notify the PACSON Associate Director verbally or in writing citing the University Policy. The PACSON will request from the Student Health Center a written recommendation for action. The clinical agency may report the student to civil authorities and if licensed, the student may be considered for the State BRN diversion program.

Additional Student Conduct Policies at Cal State LA

The PACSON adheres to the campus-wide academic and non-academic grievance policies noted on the Student Conduct website http://www.calstatela.edu/studentconduct

Policies and Procedures for Student Grievance

PACSON Student Grievance Procedure

Before filing a grievance, the student must consult informally with the concerned party and attempt to resolve the problem through open communication and discussion. If informal communication does not resolve the issue, both parties must consult the PACSON Director informally. The student will be given a copy of the grievance procedure during this consultation. The student can initiate the grievance procedure if all informal attempts have failed to resolve the problem.

Academic Honesty

The Patricia A. Chin School of Nursing adheres to the Cal State LA Campus Academic Honesty policy: http://www.calstatela.edu/academicsenate/handbook/ch5a.

Student Conduct

The Patricia A. Chin School of Nursing adheres to all campus policies in the Golden Eagle Handbook for Student Conduct: http://www.calstatela.edu/studentservices/golden-eagle-handbook.

Student Retention and Remediation Plan

The PACSON at California State University, Los Angeles (Cal State LA), in an effort to effectively address the full range of issues that affect students' academic success in college, has developed a retention and remediation plan. Five proactive goals have been identified and actions to facilitate student success, retention, and matriculation are provided. These goals and actions will result in cumulative gains in learning and development during existing and subsequent years of the college experience.

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

Actions:

1. A mandatory orientation to the Nursing program is conducted semi-annually for new incoming basic nursing students before classes begin. Students are provided with basic information about course readings, dress codes, information about University academic support programs, policies and procedures, etc. This program is held on a day before classes begin.
2. The University provides an orientation program before each academic semester that includes assistance with online registration, financial aid, and academic advisement.
3. The PACSON provides academic and personal support with the use of faculty mentors**.**
4. Faculty teaching courses that have at risk students collaborate with the Undergraduate Programs Coordinator to discuss and identify student needs for learning assistance.
5. Assistance to students is available in the Student Nursing Learning Center/Computer Lab throughout the semester by a faculty member or mentor during scheduled hours.
6. The University Tutorial Center provides, on request, a complete student self-assessment inventory on learning styles or habits that may be used for improving students' academic performance.
7. Collaboration is maintained with the University Tutorial Center to provide tutorial sessions and inform students of available study skills workshops for time management, textbook reading, note taking, and test taking.
8. Other University support available to students includes: the Writing and Testing Centers, student organizations, computing resources, student computer training, Cross Cultural Centers, and Associated Students, Inc.
9. Counseling for Personal Concerns: Students can self-refer or be referred by faculty to certified mental health counselors in the Student Health Center as well as for physical health problems provided by a physician and nurse practitioners.
10. Scholarship Programs: The University offers many scholarships and the application process is fairly simple. The PACSON also offers scholarships provided by nursing organizations or by health care institutions.
11. Disability-related testing accommodations for nursing students are referred to the Office for Students with Disabilities (OSD) on campus. Students with verified permanent disabilities are provided appropriate disability-related services, including test accommodations.

Goal 2: To facilitate collaboration and role modeling among students

Actions:

1. Cooperative learning, in the form of group projects and presentations, is a valuable learning activity and is used in all nursing courses.
2. Peer mentoring is routinely provided individually or in groups in the Student Learning Center/Computer Lab.
3. Student Peer Mentors provide workshops several times during each semester based on student feedback and interest.
4. An Annual Research Day, along with The Honor Society of Nursing Sigma Theta Tau and the Chin Family Institute for Nursing, recognizes student accomplishments and research. Students have an opportunity to showcase their work with poster presentations.
5. Alpha Tau Delta (nursing fraternity), the Student Nurses Association (SNA), Men in Nursing, and the Nightingale Nursing Society are mechanisms for students to stay engaged with peers and faculty. These entities are a means of collaboration between students as well as a means of support by peers. A faculty member serves as an advisor for all student groups.
6. The Cal State LA Nursing Alumni Network and the Nu Mu Chapter of Sigma Theta Tau International offer programs often attended by faculty and nursing students and scholarships.

Goal 3: To develop, implement, and maintain a peer/mentor support system

Actions:

1. Peer/mentor support is provided for nursing students as requested.
2. Student nursing organizations, class officers, and peer mentors participate in the orientation for Traditional BSN nursing students. Incoming students can meet the peer mentors and interact with them in a group session. Students are encouraged to interact with these student leaders and peer mentors and seek assistance while in the nursing program.
3. Ethnically diverse peers/mentors are actively recruited to meet the needs of PACSON's diverse student body.
4. Active ongoing recruitment of peer support groups will be initiated to provide students emotional support and social engagement.

Goal 4: Facilitate collaboration among Secondary Schools, Community Colleges, PACSON, and the University

Actions:

1. Students are recruited through "Eagle Fest" and other outreach programs either on campus or at the Community Colleges. The University Office of Student Recruitment and Outreach organizes many such programs.
2. Academic alliances through articulation and matriculation for all nursing students.

3. Faculty and staff at Cal State LA, the Xu College of Health and Human Services, and the PACSON collaborate each academic year in the fall and spring to welcome, recognize, and celebrate new nursing students.
4. The University Office of Student Recruitment and Outreach provides a general University orientation to interested students.

Goal 5: Facilitate remediation and support for students who are unsuccessful or at risk in specific courses or on the NCLEX exam

Actions:

1. A student is considered to have failed a course if they receive a C- or lower grade. If there is a midterm failure risk, the faculty should email the PACSON Associate Director. The faculty can initiate remediation or work with the Undergraduate Program Director for remediation.
2. Faculty notifies the student and Undergraduate Advisor of course failure before grades are posted for the semester. The faculty and Undergraduate Advisor then provide the PACSON Director with recommendations for course remediation.
3. Students are required to make an appointment with the Undergraduate Advisor.
4. Students can remain in the nursing program with two failures in two different courses. The third failure, however, requires the student to withdraw from the nursing program and obtain career counseling from the University Career Center. If the student fails the same course twice, they must withdraw from the nursing program. They are not given a third chance to repeat the same course.
5. All students who leave the PACSON, whether in good standing or unsuccessful academically, will make an appointment with the Undergraduate Programs Coordinator for an exit interview.
6. Upon obtaining NCLEX pass/fail notification, the PACSON Undergraduate Programs Coordinator will send a letter to the unsuccessful applicant offering PACSON resources and remediation.

Appendix A: Useful Web Sites

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

Appendix B: Handbook Acknowledgement Form

CALIFORNIA STATE UNIVERSITY LOS ANGELES
SCHOOL OF NURSING
STUDENT HANDBOOK ACKNOWLEDGE FORM

I acknowledge that I am responsible for familiarizing myself with the CSULA School of Nursing Student Handbook and checking periodically for any updates. The Handbook can be found on a link that is on the School of Nursing Homepage: https://www.calstatela.edu/hhs/nursing

I understand that the School of Nursing is continually updating the handbook and has the right to do so without notice. It is understood that future changes in the handbook supersede or eliminate those outlined in this current handbook, and that students will be notified as soon as possible. I further acknowledge that any questions can be directed to the School of Nursing.

Signature: _____
Printed Name: _____
Date: _____