

School of Nursing

RN to BSN Student Handbook

College of Health & Human Services

California State University, Sacramento



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I. INTRODUCTION

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

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

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II. SCHOOL OF NURSING MISSION, PURPOSES, AND PHILOSOPHY

A. Mission Statement

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

B. Vision

The School of Nursing (SON) transforms health care through innovative nursing education, community partnerships, and policy engagement.

C. Values

We believe that the SON serves its students and the society at large by creating an environment in which faculty and students pursue the knowledge of nursing practice guided by the following core values:

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

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III. BACCALAUREATE NURSING STUDENT LEARNING OUTCOMES

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

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IV. CURRICULUM PATTERNS

A. CURRICULUM PATTERN: RN TO BSN (STATESIDE AND ADN to BSN COLLABORATIVE [ABC]) STUDENTS

These curriculum patterns are intended to be used in consultation with your faculty advisor or the RN to BSN coordinator. For the stateside RN to BSN students, the full-time program assumes a student with proper preparatory work and a schedule that allows a full-time load averaging 18 units in the first semester and 15 in the second semester. Students should see their faculty advisor for information on tailoring the curriculum pattern to meet their needs. ABC students are not permitted to alter their curriculum pattern except for extenuating circumstances and with permission from the RN to BSN coordinator and/or department Chair.

Note that altering the sample curriculum patterns may lengthen the time required for completion. All courses are on space available basis. Course availability may impact both clinical placement and progression to graduation.

General education requirements must also be met including six units of upper division general education courses. Students are encouraged to complete the GE requirements on the Sacramento State campus. If the courses are taken elsewhere, prior approval must be obtained from your RN to BSN advisor and the degree evaluation office. Students may take the required upper division GE courses during any semester while enrolled in the university, including summer and winter sessions. Second Bachelors students are exempt from the two upper division GE classes.

The graduation requirement for foreign language is waived for all RN to BSN students.

Students in both the ABC and stateside RN to BSN programs must maintain an active California Registered Nursing license.

Recommended Stateside RN to BSN Full Time Pattern:

Semester 1	Semester 2
<ul style="list-style-type: none">• NURS 170 – Foundations for Evidence-Based Nursing Practice (3). This is a required first course in the program. May be taken concurrently with other courses except for NURS 178.• NURS 171 – Transitional Concepts: The Baccalaureate Nurse (6)• NURS 174 – Community Health Nursing: Concepts and Practice (4)• NURS 174C – Community Health Nursing: Clinical (2) *• GE course (3)	<ul style="list-style-type: none">• NURS 173 – Theoretical Foundations for Leadership and Management (6)• NURS 178 – Culminating Project (3). This course must be taken last in the program. May be taken concurrently with other courses but cannot be taken before other courses.• NURS 179 – Professional Communication and Reasoning Development (3) **• GE course (3)
Total Units (including GE): 18	Total Units (including GE): 15

Recommended Stateside RN to BSN Part Time Pattern:

Semester 1	Semester 2
<ul style="list-style-type: none"> NURS 170 – Foundations for Evidence-Based Nursing Practice (3). This is a required first course in the program. May be taken concurrently other courses except for NURS 178. NURS 171 – Transitional Concepts: The Baccalaureate Nurse (6) <p style="text-align: right;">Total Units: 9</p>	<ul style="list-style-type: none"> NURS 174 – Community Health Nursing: Concepts and Practice (4) NURS 174C – Community Health Nursing: Clinical (2) * NURS 179 – Professional Communication and Reasoning Development (3) ** <p style="text-align: right;">Total Units: 9</p>
Semester 3	Semester 4
<ul style="list-style-type: none"> NURS 173 – Theoretical Foundations for Leadership and Management (6) NURS 178 – Culminating Project (3) <p style="text-align: right;">Total Units: 9</p>	<ul style="list-style-type: none"> Two GE courses (6) (<i>may be taken earlier if blended with required BSN courses during 1st - 3rd semesters</i>) <p style="text-align: right;">Total Units: 6</p>

ABC Pattern:

Semester 1 (Summer after 1st Year of ADN Program)	Semester 2 (Spring - 4th Semester of ADN Program)
<ul style="list-style-type: none"> Two GE courses (6) <p style="text-align: right;">Total Units: 6</p>	<ul style="list-style-type: none"> ADN Coursework as prescribed by the student's respective program NURS 170 – Foundations for Evidence-Based Nursing Practice (3) <p style="text-align: right;">Total Units: 3+ADN</p>
Semester 3 (Summer after finishing ADN Program)	Semester 4 (Fall)
<ul style="list-style-type: none"> NURS 171 – Transitional Concepts: The Baccalaureate Nurse (6) NURS 174 – Community Health Nursing: Concepts and Practice (4) NURS 174C – Community Health Nursing: Clinical (2) * <p style="text-align: right;">Total Units: 12</p>	<ul style="list-style-type: none"> NURS 173 – Theoretical Foundations for Leadership and Management (6) NURS 179 – Professional Communication and Reasoning Development (3) ** NURS 178 – Culminating Project (3) <p style="text-align: right;">Total Units: 12</p>

** NURS 174C: In order to practice as a public health nurse in the state of California, registered nurses with an active license will need to obtain a public health certificate. Educational requirements for the public health certificate include supervised clinical experience. Clinical must be concurrent with or following acquisition of theoretical knowledge (NURS 174) (i.e., within one year). Completing these requirements does not guarantee certification. Certification and licensing requirements are set by other agencies such as the California Board of Registered Nursing and are not controlled by or affiliated with CSU and requirements can change at any time.*

If you have no intention of applying for a public health certificate now or in the future and would like to be

exempt from the community clinical course (NURS 174C) in the program, you must opt out according to the guidelines of the SON..

In NURS 174 clinical, students will be assigned to a community/public health agency and will complete a total of 90 clinical hours at the respective agency.

Students who choose to take NURS 174C will sign a clinical agreement with the School of Nursing prior to placement with an agency that confirms their understanding of the following expectations:

1. that students may need to commute to the agency. All clinical agencies are within 50 miles of Sacramento State University
2. that students must complete a minimum of 8 hours each week, which may require more than one day in clinical.
3. that students cannot choose the day /s of the week.
4. that after students are placed with an agency and have made a commitment to the agency. If they drop the course they will be responsible for fees and may receive a course failure. Late changes reflect poorly on Sacramento State University and its relationship with community agencies, jeopardizing future placements.

*** NURS 179: Writing Intensive: Completion of the Writing Placement for Juniors (WPJ) is a pre-requisite for enrollment. Meets GE Area C2.*

A total of 19 units of NCLEX-RN credit are posted during the final semester of the RN to BSN classes. There is no fee for the 19 units of credits.

Students who wish to re-enroll after an absence of two or more semesters are required to reapply to the RN to BSN program and may be required to repeat nursing courses.

V. ENROLLMENT

Enrollment and Admission

Admission criteria are clearly delineated in the Sacramento State catalog and in the program guide for Nursing. Space in the RN to BSN program is reserved for qualifying Registered Nurses. An RN license is required for admission to the program. For new Associate degree graduates, RN licenses must be received 45 days prior to the 1st day of classes.

The Community Colleges (American River College, Sacramento City College, and Sierra College) will identify Sacramento State eligible students who fit admissions criteria and have potential to successfully complete the ABC program. Selected students take GE courses at Sacramento State during the summer after their first year of the ADN program and will be co-enrolled in both the Community College and Sacramento State during their 4th semester of the ADN program. Once the ABC students complete their ADN degrees and pass the National Council Licensure Examination (NCLEX-RN), they will be declared nursing students and move forward with the program through exclusive enrollment at Sacramento State. If for any reason a student does not receive their ADN degree at the end of their 4th semester at their respective Community College and/or does not pass the NCLEX, the student will not be allowed to declare nursing as their major and otherwise will not be eligible to continue in the ABC program at Sacramento State.

Stateside registration questions should be directed to Melissa Timpson rantobsn@csus.edu. ABC students should direct their registration questions to Emily Mendoza mendozae@csus.edu.

VI. ADVISING

A. Academic Advising

Academic Advising is performed by faculty in the student's major department and by advisors in the campus Academic Advising Center.

In the School of Nursing (SON), RN to BSN students are assigned a specific faculty member as an academic advisor for the entirety of the nursing program. The responsibility for the planning for each student's program rests with the student, rather than the advisor. All nursing students are also expected to take responsibility: 1) for scheduling advising appointments with their advisor; 2) to maintain their own advising files; 3) to include transcripts of courses taken at other colleges/universities and include semester grade reports (grade reports are not kept on file at the SON; students may obtain copies from the internet); and to 4) maintain copies of forms and petitions, writing placement for juniors assessment, General Education evaluations, copies of anecdotal notes of advising sessions with advisors and any other petitions/forms pertinent to their academic career.

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

B. Clinical Advising

In courses with a clinical component, the student is assigned a clinical faculty. This clinical faculty member is responsible for clinical supervision, consultation, and guidance throughout the entire semester.

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

C. Financial Aid

Information about scholarships and loans can be obtained from the [Financial Aid Office](#) on campus in Lassen Hall, Room 1006, or by calling (916) 278-6554.

Federal Funds

The Federal Application for Student Aid (FAFSA) form must be completed for either Federal financial aid or for supplemental information purposes for most scholarships. Monies are offered either by the federal government based on financial need, or by the entity offering the scholarship. These monies are normally disbursed by the Financial Aid or Scholarship offices. Scholarships are not always based on financial need or grade point average.

D. Scholarships

Private Scholarships

There are various scholarships available to Sacramento State students as well as nursing students specifically. Scholarships vary widely as to the grade point average required, if financial need must be

demonstrated, what the student's circumstances or goals are and what the deadlines are to apply. The School of Nursing office has scholarships available.

Websites students can check are:

www.csus.edu/faid.html

www.fastweb.com

If private nursing scholarships become known, students will be e-mailed details on the RN to BSN program site.

Nursing Scholarships

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

VII. PROGRAM REQUIREMENTS

To ensure the safety of patients, students, and faculty, and to meet contractual obligations with outside agencies, students are required to follow program requirements and to have evidence of completion of the Program Requirements listed in this section on file when indicated in this section. Any student requirement information may be shared with clinical agencies, if necessary, to meet contractual obligations with outside agencies.

PROGRAM REQUIREMENTS (VII.I).

A. California RN License

Licensure must be achieved prior to beginning any practicum hours in the program or prior to enrollment in second semester classes. Students are expected to maintain an unencumbered RN licensure throughout the duration of the program.

B. CPR Certification

All nursing students are required to have current BLS CPR certification. Students are to submit a photocopy of the CPR certificate (front and back) to the school of nursing according to the timelines established by faculty or staff. CPR must be level C (American Heart Association). American Red Cross CPR is no longer acceptable.

C. Immunization Requirements

Students admitted to the university must submit proof of vaccination [per university guidelines and procedure](https://www.csus.edu/student-life/health-counseling/health/immunizations-and-vaccines.html). <https://www.csus.edu/student-life/health-counseling/health/immunizations-and-vaccines.html>

D. COVID-19 Vaccination

The CSU strongly recommends that all individuals who access any in-person program or activity (on- or off-campus) follow COVID-19 vaccine recommendations adopted by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications and comply with other safety measures established by each campus.

Clinical agencies may require COVID vaccination and up to date boosters. Exemptions may or may not be allowed depending on the rules of the clinical agency. Check with the NURS 174C faculty for specific requirements.

E. Professional Liability Insurance

General liability insurance is maintained by the CSU Chancellors office while acting in the capacity of a student as outlined in program requirements. It is strongly recommended that nurses also carry private professional liability insurance.

F. Personal Health Insurance

It is advisable for all RN to BSN students to carry personal health insurance from an insurance provider of their choosing.

G. Travel

Students are required to provide their own transportation to and from various clinical agencies and community experiences. Almost invariably this will mean access to a private vehicle; carpooling, however, is feasible in many situations. Distance traveled varies.

H. Professional attire in clinical and community areas

Students in clinical or community areas may or may not be required to wear the uniform for various placements. When the uniform is not required, attire should be neat, clean, conservative, non-revealing street clothing which reflects the high standards of the SON. (An example of this would be trousers or pants that cover the entire leg, and a non-form-fitting shirt or blouse with sleeves. Another example would be a skirt or dress with sleeves, with a hem extending to within an inch of the top of the knee.) Provocative, casual, or revealing clothing is inappropriate in client areas; students will be sent home if in violation of the dress code.

I. Latex Allergies

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

CLINICAL COURSE CLEARANCE REQUIREMENTS (VII.II)

All students taking clinical courses (NURS 174C) are required to complete the following requirements at least one month prior to starting the program. Students must maintain compliance throughout the program. They may be met through an official attestation from the students' employer, but supporting documents must be available within 7 days if requested by a clinical agency. Questions about clearances should be addressed to onboardingadvisement@csus.edu.

Admission into programs leading to licensure, credentialing, or certification eligibility does not guarantee that students will obtain a license, credential, or certification. Licensure, credentialing, or certification requirements are set by agencies that are not controlled by or affiliated with the CSU and requirements can change at any time. For example, licensure, credentialing, or certification requirements can include evidence of the right to work in the United States (e.g., social security number or tax payer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure, credentialing, or certification requirements. The CSU will not refund tuition, fees, or any associated costs, to students who determine subsequent to admission that they cannot meet licensure, credentialing, or certification requirements. For information concerning licensure, credentialing, or certification requirements please email RNtoBSN@csus.edu.

CLEARANCE DEADLINES

1. Evidence of completion of all program requirements must be turned in to CastleBranch two weeks before the first day of instruction for the semester. CastleBranch is the company that houses our clinical clearance documentation. Failure to meet this deadline will result in student(s) being dropped from the clinical courses, which could affect Financial Aid and course communications and incur a late fee. If the student(s) remains non-compliant by 10 AM the Friday before the first week of instruction, the student will be administratively dropped. In the event a student is admitted to the Nursing Program after the clearance submission deadline, the student must provide proof of clearances by Friday week two of the semester.
2. If a program requirement item will expire during the semester, it is the student's responsibility to submit updated information at least one week prior to the expiration.

3. Students who do not maintain evidence of completion of all program requirements within 24 hours of expiration will be suspended from course activities and placed in jeopardy of course failure for all enrolled nursing courses.
4. Students must submit all listed requirements directly to CastleBranch for it to be considered. SON staff or faculty will not accept any hard-copy or e-copy for these requirements, except for immunization declinations.

A. Drug and Alcohol Screen

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

B. Criminal Background Check

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

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

C. Additional Immunization Requirements

Students participating in the community health clinical are required to submit the following in addition to the University immunization and COVID-19 requirements listed in part Section VII. part I:

- COVID-19 vaccination/ approved exemption: See above
- Tuberculosis (TB/PPD): Absence of tuberculosis may be documented in one of the following ways: 1) a two-step PPD process demonstrating a negative TB skin test is required within the past three months of starting the practicum. Students must meet CDC guidelines:
 - A positive PPD result requires a clinical evaluation by a health care provider to include a chest x ray, Quantiferon blood test, and a TB symptom form
 - Students with inactive TB must submit documentation from health care provider verifying this determination
 - Students with active TB must submit documentation that the student has begun appropriate plan of treatment and is no longer infectious. No clinical assignments will be

rendered until student submits documentation indicating the student is safe to care for patients.

- Students should not receive any immunization until they have had a PPD screening. Immunizations and PPD may be given together, but immunizations cannot be given before the PPD. Recently administered live virus vaccines can cause false negative PPD results.
- Influenza: The influenza vaccine verification or written declination must be received, annually between approximately September through April. Notification of due date will be sent via CastleBranch. Students receiving nasal inoculations are advised that masks are required two weeks after administration. These are live viruses and put patients at risk for contracting the infection. Students who have declined the immunization will be required to wear masks in the clinical facility during flu season.

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VIII. POLICY FOR THE CONTROL OF INFECTIOUS DISEASES

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

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

B. Clinical Practice Issues for Students

Students need to develop work practices based on the assumption that all body fluids and tissues are infectious. All students will be cautioned verbally, and in the Student Handbook, of risk factors associated with providing care for patients with communicable/infectious diseases. When caring for any patient, nursing students will follow prescribed agency and school policies to protect themselves from occupational exposure to an infectious disease. Nursing students will be assigned to care for patients regardless of the patients' diagnoses, and so may be assigned to care patients.

C. Occupational Exposure

1. There are two types of blood-borne pathogen exposure. In the first type, the natural barrier of intact human skin is breached by a sharp blood-contaminated object such as a needle, staple, or medical instrument. In general, large-bore needles that have been in direct contact with blood are considered more hazardous than small-bore needles used to administer subcutaneous injections. In the second type, non-intact skin, eyes or mucous membrane become soiled or splashed with blood or blood-containing secretions such as peritoneal fluids, pericardial fluids, synovial fluids and amniotic fluids. Other secretions (i.e., feces, urine, sweat, vomit) are considered infectious only if they contain blood.
2. The risk of exposure is low, even when a nurse cares for an infectious client. The risk of contracting illness following exposure varies from organism to organism and must be assessed at time of exposure by a member of the blood-borne surveillance team at the institution at which the exposure occurred. This assessment will be made by a member of the team, based on the information submitted on the official exposure form.
3. After sustaining any exposure, however small, the following steps should be taken:
 - a. Cleanse. Skin should be washed immediately with antibacterial soap, and blood should be squeezed from the site, if possible. Eyes should be rinsed with clear water for at least 5 minutes.
 - b. Notify. Notify your clinical faculty immediately
 - c. Document. Fill out the exposure form required by the hospital, the School of Nursing, and by the university, either on-line or hard copy.
 - d. Identify. If directed to do so, draw labs on the client and send with the appropriate blood-borne pathogen paperwork.
4. The student should seek care and further testing and immunization through the primary care provider after an exposure.

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IX. FEES

In addition to registration fees, transportation costs, and health insurance, a student enrolled full time in the RN to BSN program can estimate the following additional expenses:

- Fingerprinting fee of approximately \$50.

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X. GRADING/REPEAT COURSE POLICIES

Please review the [University Grading Policy](#) and the [Grade Appeal Process Student Guide](#) for specific information and procedures.

A. Quiz Policies

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

B. Grading – Theory and Clinical

1. Course Grading

Students enrolled in RN to BSN courses will receive a letter grade. In courses with both a clinical and theory component, the theory grade determines the course grade.

A student must obtain a grade of 73% for every course in the RN to BSN program. Students not meeting the 73% requirement will not receive credit for the course and an F grade will be assigned. Grades of C-, D+, D, and D- are NOT awarded in nursing courses.

2. Incomplete Grades

Incomplete grades are awarded when a “portion of required course work has not been completed and evaluated during the course due to unforeseen but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the incomplete” ([University Catalog](#)). An Incomplete (I) grade for any nursing course must be reviewed by the RN to BSN coordinator before RN to BSN program progression is permitted. The required assignment(s) must be turned in to the appropriate faculty for grading in sufficient time for the grade to be removed prior to the beginning of the next semester. Incompletes are not given for inferior work or performance. According to University policy, an incomplete that is entered will convert to an F one year from the date of entry unless the faculty receives the completed work and changes the grade in the official roster: My Sac State.

C.1 Repeating Required Nursing Courses

Although the University has a general Repeat Course Policy, nursing is a special major with the responsibility of protecting public safety. Therefore, a single course failure may result in the student not being permitted to continue in the nursing program.

In the event of a course failure, the student must petition the SON Student Affairs Committee, as described below, for permission to continue in the Nursing Program.

A student who does not pass a nursing course or who is in jeopardy of not passing a course may request permission to repeat the course in the event of a course failure. Such a request is considered a petition to change progression in the nursing program, since the student will be altering the originally planned progression of study. Specific instructions for the Change in Progression Petition are provided within the RN to BSN Advisement site Canvas.

In brief, the student may obtain the form from the RN to BSN Advisement site on Canvas, complete the Change in Progression Petition form, notify the RN to BSN Program Coordinator that a petition is being submitted, and submit the completed petition to the School of Nursing Student Affairs Committee Chairperson through the process described in the Petition. The petition and any supporting documents are due to the SON Student Affairs Committee within the timeframe stated in the Change in Progression petition instructions on the RN to BSN Advisement site.

Note: The Student Affairs Committee and SON Assembly do not conduct meetings after the Friday of finals week. If a student submits a petition after the committee have their final semester meeting, the student petition may not be heard until faculty reconvenes for the next semester.

Permission to repeat a course and/or continue in the nursing program will be granted at the discretion of the Student Affairs Committee and ultimately the SON Assembly. The Student Affairs Committee may consider factors such as overall merit/academic performance throughout the nursing program, circumstance(s) of course failure, date of petition, student's plans to be successful, and other variables when determining an outcome of the petition and making a ranking list to fill available spaces in courses. If Student Affairs denies a petition, then the petition is automatically submitted to the School of Nursing Assembly (SONA) for review. The student will be informed of the School of Nursing's decision as soon as possible by Sacramento State email. Students who are not satisfied with the decision should consult the University policy manual regarding the possibility of further appeals. Students are also encouraged to discuss options with the RN to BSN Program Coordinator and with the SON Chairperson.

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

C.2 ABC Program Process to Petition to Repeat

1. Students who fail a course in the ABC program as a result of failing to meet the 73% minimum grade standard cannot continue in the program. Students may reapply to Sac State and apply to the stateside RN to BSN program and repeat the failed course(s), on a space available basis and upon approval by the RN to BSN coordinator. Students who fail a course due to reasons other than course grade, such as violation of academic honesty policies, must adhere to the policy and procedures noted in handbook section X.C.1
2. ABC students who do not pass the NCLEX may continue with the stateside RN to BSN program but must contact the RN to BSN program coordinator to communicate their desire to continue with the program to receive instructions about registering for the stateside RN to BSN classes. This may require reapplication to the university.
3. ABC students who do not continue with their cohort must reapply to the university and the stateside RN to BSN program pay any applicable fees to complete their degree. Students should contact the RN to BSN program coordinator for information on how to reapply to the university.
4. Students in the ABC program who fail the WPJ or do not pass the WPJ by the deadline must take the nursing writing intensive course at the next offering through CCE.

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XI. ADD/DROP/WITHDRAWAL POLICIES

B. Please review the University [Add](#), [Drop](#), and [Withdrawal](#) Policies. Add/Drop/Withdrawal Forms may be found on the University website. Withdrawal information may be obtained at Admissions & Records. Note that the decision to drop a nursing course or to withdraw from the University has serious implications for students and may impact a student's ability to continue in the nursing program. Students are strongly encouraged to meet with the RN-BSN Program Coordinator if contemplating a change in their progression in the nursing program.

A. Adding

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

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

B. Drop/ Withdrawal

Definition of drops and withdrawals are defined in the University Catalog and are subject to University restrictions and petitions. Requests to drop or withdraw courses within the School of Nursing **after** the second week of the semester will be considered only for serious and compelling reasons and at the discretion of the instructors, RN to BSN program coordinator, and SON Chairperson. Inferior performance alone does not constitute a compelling reason to drop a nursing course.

Withdrawals are NOT permitted during the last two weeks of the semester except for situations clearly beyond the student's control.

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XII. TECHNOLOGY

A. Use of Technology in the Classroom

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

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

B. Policy Statement Regarding the Use of Social Media

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

<http://www.csus.edu/irt/web/policiesandguidelines/guidelines/SocialMedia.html>

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XIII. ORGANIZATIONS

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

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

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

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

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

The chapter strives to bring guest speakers to each monthly meeting to present a variety of nurses working in the profession. The chapter consists of elected board members with the only qualification is that they be members of AAMN. For more information about AAMN, contact Dr. Richard Keegan, richard.keegan@csus.edu

C. Sacramento State Alumni Association, Nursing Chapter

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

D. Sigma Theta Tau International Nursing Honor Society

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

E. Associated Students, Inc. (ASI)

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

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XIV. REGISTRATION, ATTENDANCE, AND LEAVES OF ABSENCE

A. Registration for the RN to BSN Student

The School of Nursing staff will enroll students in the majority of their nursing classes. RN to BSN students are expected to self-register for NURS 179 and all General Education (GE) courses. ABC students will be notified by Emily Mendoza or the RN to BSN coordinator about how to register for Sacramento State courses. Students are responsible for maintaining their *MySacState* online profile for accuracy. Students are also responsible for adhering to any fee payment schedule to avoid being administratively dropped from classes during the semester. Registration questions for the stateside RN to BSN should be directed to Melissa Timpson mtobsn@csus.edu. Registration questions for the ABC Program should be directed to Emily Mendoza mendozae@csus.edu.

B. Attendance

We recognize that there may be conflicts with required school attendance and work schedules. It is the students' responsibility to avoid work schedule conflicts; attendance during class time is required. In addition, students should not schedule night shift work prior to clinical days or class meetings.

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

In addition to course work, stateside RN to BSN and ABC students who take NURS 174C are required to complete an average of 8 hours/week for approximately 12 weeks of clinical experience. Faculty for this course arranges for this community clinical placement.

C. Make Up Policies

Students must complete all work, including in-class activities, to receive credit for this course. Students will be able to make up work for a missed class without a penalty only if they have received permission from the instructor prior to the face to face class where possible, and submit evidence, and only for reasons according to the University excused absence policy. In addition to the university excused absence policy, students in the RN to BSN program may be excused for mandatory nursing employment orientation. Students will not be excused for a regular work day. Students with an unexcused absence must notify instructor for information on how to make up the in-class assignments. Students who miss class for a reason that is not excused, or who do not provide evidence that meets the excused absence policy, will receive a half letter grade deduction of their final course grade for every missed class meeting (e.g., A will be A-). Students who miss two or more face-to-face class meetings will receive a letter of jeopardy for possible course failure.

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

D. Leave of Absence (LOA) Requests

The Sacramento State catalog addresses leaves of absence, sub-headed under Registration Procedures. Specific types addressed are Medical, Military, and Planned Educational leaves. Planned educational leaves must be requested the semester prior to the desired leave. Students must be cognizant of University policy regarding LOA, and follow University guidelines. Failure to do so may necessitate re-registration in the University. (Refer to University Catalog). It is the student's responsibility to notify the RN to BSN coordinator in writing of plans to take an LOA, including emergency leaves, from the University.

Note that an absence of more than one semester requires an application for re-admission to the University and the RN to BSN program.

XV. SCHOOL OF NURSING COMMITTEES WITH STUDENT REPRESENTATION

Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee of the School of Nursing includes student representatives from all levels of the undergraduate program, including the RN to BSN program. At least one student representative is elected each school year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

I. Academic Dishonesty

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

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

<http://library.csus.edu/content2.asp?pageID=353>

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XVII. STUDENT CODE OF CONDUCT

A. Introductory Statement

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

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

Preamble

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

Code for Nursing Students

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

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

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

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

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

Standards for Student Conduct

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

(a) Student Responsibilities

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

(b) Unacceptable Student Behaviors

The following behaviors are subject to disciplinary sanctions:

- (1) Dishonesty, including:
 - Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
 - Furnishing false information to a University official, faculty member, or campus office.
 - Forgery, alteration, or misuse of a University document, key, or identification instrument.
 - Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.
- (2) Unauthorized entry into, presence in, use of, or misuse of University property.
- (3) Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
- (4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
- (5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
- (6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.

- (7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
- (8) "Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions. A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

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

- (9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
- (10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
- (11) Theft of property or services from the University community, or misappropriation of University resources.
- (12) Unauthorized destruction, or damage to University property or other property in the University community.
- (13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
- (14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
- (15) Misuse of computer facilities or resources, including:
- Unauthorized entry into a file, for any purpose.
 - Unauthorized transfer of a file.
 - Use of another's identification or password.
 - Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community.
 - Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - Use of computing facilities and resources to interfere with normal University operations.
 - Use of computing facilities and resources in violation of copyright laws.
 - Violation of a campus computer use policy.
- (16) Violation of any published University policy, rule, regulation or presidential order.
- (17) Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.

- (18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
- (19) Violation of the Student Conduct Procedures, including:
- Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - Disruption or interference with the orderly progress of a student discipline proceeding.
 - Initiation of a student discipline proceeding in bad faith.
 - Attempting to discourage another from participating in the student discipline matter.
 - Attempting to influence the impartiality of any participant in a student discipline matter.
 - Verbal or physical harassment or intimidation of any participant in a student discipline matter.
 - Failure to comply with the sanction(s) imposed under a student discipline proceeding.
- (20) Encouraging, permitting, or assisting another to do any act that could subject them to discipline. (c) Application of this Code Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment. (d) The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

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

C. Hornet Honor Code

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

As Hornets, we will:

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

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

D. CLOSING

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

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XVIII. STUDENT RESPONSIBILITIES IN FACULTY EVALUATIONS

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

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XIX. STUDENTS REQUIRING SPECIAL ACCOMMODATION

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

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

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

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

Students requiring a service animal should notify faculty related to the need for the animal in the clinical setting and adhere to university policy. See [Procedures for Animals and Service Animals on Campus Policy](#).

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XX. GRADUATION FOR RN TO BSN STUDENTS

Toward the end of the first semester of the major, after NCLEX credit is posted to *My Sac State*, it is important to complete a Graduation application for the University online. The dates are printed in the Class Schedule and applications are available online at <http://www.csus.edu/registrar/graduation/index.html#locationapplying>. It is important to complete the applications on time as requirements are reviewed before your last semester. This allows for any necessary adjustments in course scheduling and priority registration is guaranteed. Second B.A. students must apply with a paper application available on the RN to BSN site. Information is posted on the RN to BSN program site. Graduation questions should be directed to Melissa Timpson mtobsn@csus.edu.

A. School of Nursing Pins and Pinning Ceremony

RN to BSN may obtain the School of Nursing pin using the order form posted in the RN to BSN Canvas site. Dates and delivery of pins are noted for each semester. Pins are delivered to the School of Nursing office or to your address.

The pinning ceremony is exclusively for the undergraduate pre-licensure nursing students.

B. Commencement (graduation ceremony)

The University Commencement exercises are held at the end of the fall and spring semesters for graduates completing the Program in summer, fall or spring. Attendance is not mandatory, but it is strongly encouraged. The commencement is the official time for the University to honor its graduates. It also is a time for students to express their support for the University. Those students completing in a summer semester may participate in either fall or spring Commencement. Note that if you would like your name included in the commencement program, please be sure to follow the instructions and deadlines on the Sacramento State commencement web site.

C. Graduation Requirements for RN to BSN Students

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

1. **Total Units 120;**
2. *General Education (total required varies depending on number of transferrable units from AAS Program);*
3. *History and Government (can meet G.E.);*
4. *English Composition (a prerequisite and G.E. requirement);*
5. *Writing Proficiency (students are exempt only if they attended a community college or CSU system immediately prior to Fall 1979, or petition for acceptance of equivalent requirement from another school [See University Catalog]);*
6. *Major (completion of required courses);*
7. *GPA (2.0 overall required in nursing courses).*
8. *Starting with student first enrolled fall 2017, 19 units of NCLEX credit are granted at the completion semester for the RN to BSN courses. Prior to fall 2017, 17 units of NCLEX credit were awarded.*

D. University Deadlines

When students are in the first semester of their major, it is necessary that they complete an Application for Graduation. This form must be filed with the Registrar at least one year prior to the student's expected date of graduation. Graduation questions should be directed to Melissa Timpson rntobsn@csus.edu.

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XXI. GRADUATION WRITING ASSESSMENT REQUIREMENT (GWAR) & WRITING PLACEMENT FOR JUNIORS (WPJ)

The Graduation Writing Assessment Requirement (GWAR) at Sacramento State is a process by which students demonstrate proficiency in academic writing. Please see the GWAR homepage at <http://www.csus.edu/gwar/undergraduate/undergrad.html> for more information. Per University policy, Sacramento State juniors (students with 60 units) are required to take English 109W, 109M or pass the Writing Placement for Juniors (WPJ) examination. Students who do not meet this policy requirement may have holds placed on their registrations when they complete 74 units.

Second Bachelor students are exempt from this requirement.

Completion of upper-division coursework via English 109W/109M or achievement of a passing score on the Writing Placement for Juniors (WPJ) is a prerequisite for enrollment in a Writing Intensive course. The Writing Intensive Course for RN to BSN students is NURS 179: Professional Communication and Reasoning Development. NURS 179 may be used to satisfy Area C2 GE requirement.

Note: If the student is placed into the English 109 course, the coursework must be completed prior to enrollment in a Writing Intensive course. Nursing students who are unable to meet the WPJ requirement will not be enrolled into NURS 179 until the WPJ is resolved, potentially adding one or more semesters to the student's length of study.

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XXII. LEARNING RESOURCES

A. Library

1. University Library

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

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

2. The Gail Kirn Media Library

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

B. Computer Labs

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

C. Study Spaces

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

D. Instructional Areas

The SON requests that students avoid the consumption of food and drink in the classrooms and labs in Folsom Hall. Water is permitted in containers with secure lids. The instructional areas in Folsom Hall are reserved through Heidi Travis; students who wish to reserve any classrooms or labs in Folsom Hall must submit a written request (heidi.travis@csus.edu).

E. Textbooks

Recommended Texts

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

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

Used Books

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

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

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

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

Learning Resource Center (LRC)

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

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

Student use of SON Equipment

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

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

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

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

G. Locker Rooms

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

H. Student Lounge

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

I. Student Kitchen

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

J. Lost or Missing Property

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

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XXIII. SCHOOL OF NURSING PERSONNEL

A. Faculty

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

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

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

B. Staff

See the Administrative Support Coordinator II (Sara Niekamp; sara.niekamp@csus.edu) to schedule an appointment with the Chairperson. Students who wish to reserve rooms or lab space within Folsom Hall must make a written request to Heidi Travis (heidi.travis@csus.edu). The administrative support staff and student assistants are responsible for instructional materials and faculty support. SON staff assist with faculty appointment scheduling and manage student clearance information. The Instructional Support Assistant (Roberta Fleet; fleetr@csus.edu) manages the Skills Lab/Nursing Resource Center.

C. Faculty Appointments

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

D. School of Nursing Office

Telephone: 278-4106

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

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XXIV. ADDITIONAL EDUCATIONAL OPPORTUNITIES

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

A. NURS 195 and NURS 199 Independent Studies

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

C. Credit by Examination (Challenge)

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

1. All students, including those who have served or are serving in the United States Armed Forces, are eligible to seek awarding course credit for previous education or other acquired knowledge, including military education and experience. This is in compliance with CSU Executive Order 1036 policy on Admission Eligibility and/or Baccalaureate Credit Awarded for External Examinations, Experiential Learning, and Instruction in Non-Collegiate Settings (<https://csyou.calstate.edu/Divisions-Orgs/AcademicOrganizations/academicsenate/Plenary-Resolutions/2890attach.pdf>)
2. Matriculated students obtain the request form from either the SON website (<http://www.csus.edu/hhs/nrs/index.html>) or the Sacramento State Nursing Sourcepage and follow the six (6) steps as outlined.
3. The form outlining the procedures will be kept as a record in the student's file. The student must adhere to this timeline for consideration in order that necessary clearance may be granted.
4. The student's individual program planner will reflect adjustments made with the awarding of credit by external examination or the process through which evaluation of learning, knowledge, or skills acquired through experience was granted.

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XXV. SACCT / CANVAS

A. Appropriate Use of the Sacramento State Nursing Sourcepage

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

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

B. Basic Use Policy for SacCT / Canvas

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

XXVI. THREATS TO THE CAMPUS COMMUNITY

B. Guidelines for Providing "Timely Warnings"

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

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

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