TABLE OF CONTENTS

SECTION I
GENERAL INFORMATION
A. WELCOME TO CALIFORNIA STATE UNIVERSITY, LONG BEACH........4
B. HISTORY OF THE CSULB DEPARTMENT OF NURSING.......................5
C. PHILOSOPHY OF THE NURSING PROGRAM..................................6
D. TERMINAL OBJECTIVE OF THE NURSING PROGRAM.......................7

SECTION II
CSULB-CAMPUS TOPICS
A. CSULB BULLETIN...........................................................................9
B. STUDENT HEALTH SERVICES.......................................................9
C. OTHER UNIVERSITY SERVICES....................................................9
D. FINANCIAL AID............................................................................9
E. LEARNING ASSISTANCE RESOURCE CENTER.................................9
F. LEARNING CENTER .....................................................................9
G. LIBRARY.......................................................................................10
H. UNIVERSITY BOOKSTORE........................................................10
I. TEXTBOOKS..................................................................................10

SECTION III
DEPARTMENT OF NURSING
A. STUDENT RESPONSIBILITIES
   1. HEALTH
      REQUIREMENTS.........................................................................11
2. HEALTH INSURANCE.................................................................11
3. LIABILITY INSURANCE......................................................11
4. CPR CERTIFICATION......................................................11
5. BACKGROUND TESTING...................................................11
6. TRANSPORTATION..........................................................12
7. EQUIPMENT......................................................................12
8. LAB FEE..........................................................................12
9. NURSING STATE LICENSURE PREPARATION FEE.............12
10. DRESS AND BEHAVIOR CODE..........................................12
B. ADVISEMENT......................................................................13
C. COURSE SYLLABUS..........................................................13
D. GRADUATION CHECK/PROGRAM PLANNER.......................13
E. ACADEMIC STANDARDS....................................................14
F. STATEMENT OF POLICY ON CHEATING AND PLAGIARISM...14
G. PROFESSIONAL STANDARDS POLICY AND CRITERIA...........14
H. READMISSION TO OR TRANSFER INTO THE UNDERGRADUATE
   NURSING PROGRAM.............................................................15
I. POLICY ON MEDICAL CLEARANCE......................................16
J. COURSE EVALUATIONS BY STUDENTS...............................16
K. INDEPENDENT STUDY (1-3 UNITS).....................................17
L. STUDENT PARTICIPATION IN DEPARTMENT COMMITTEES....17
M. NCLEX.............................................................................17
N. PUBLIC HEALTH CERTIFICATE

O. GRADE APPEAL

P. WRITTEN PAPERS

Q. CREDIT BY EXAMINATION

R. GUIDELINES FOR STUDENTS IMPAIRED BY ALCOHOLISM AND/OR DRUG ABUSE

SECTION IV
STUDENT ACTIVITIES AND RESOURCES

A. NURSING STUDENT ASSOCIATION

B. STUDENT AWARDS

C. PINS AND GRADUATION

SECTION V
SIGMA THETA TAU

A. LETTER TO STUDENTS

SECTION VI
APPENDICES

A. POLICY ON ESSENTIAL PERFORMANCE STANDARDS

B. CLINICAL PERFORMANCE REMEDIATION POLICY

C. BRN: POLICY STATEMENT OF DENIAL OF LICENSURE

D. FREQUENTLY ASKED QUESTIONS AND ANSWERS REGARDING PRIOR CONVICTIONS AND DISCIPLINARY ACTIONS

E. BRN: POLICY ON IMPAIRED STUDENTS

F. SAMPLE PROGRAM PLANNER FOR BASIC AND TRIMESTER BSN OPTION

G. APPLICATION PROCESS FOR NCLEX
A. WELCOME TO CALIFORNIA STATE UNIVERSITY, LONG BEACH

Dear Students,

Faculty and staff of the Department of Nursing are pleased to welcome students into the Nursing major. The steps you have taken and the academic work you have completed as prerequisite to admission provide an excellent background for the work that lies ahead. You are entering a challenging and rewarding profession whose members are needed now more than ever before, to make a difference in the health status of our clients. Best wishes to all of you as you begin the Nursing program.

Sincerely,

Loucine Huckabay, Chair
Department of Nursing
B. HISTORY OF CSULB DEPARTMENT OF NURSING

The Master Plan for Higher Education in California (1959) identified the function of the California State University as provider of undergraduate and graduate education in liberal arts, sciences, applied fields, and professions through the master's degree level. CSU faculty was authorized to conduct research to the extent that such research was consistent with the primary mission, i.e., provision of instruction. The CSU System now has 20 campuses. Seventeen of the campuses have nursing departments offering the bachelor's degree in nursing and ten of these also offer master of science degrees in nursing. This is evidence of a fundamental belief of the CSU system and the communities in which each campus exists that nursing is a valued professional educational program in increasing demand.

Since their inception, the baccalaureate and the master's degree programs in nursing at CSULB have continued to receive approval by all accrediting bodies: the State of California, Board of Registered Nursing, the National League for Nursing, the Council on Program Accreditation of the University (internal review), the Western Association of Schools and Colleges, and the American Association of Colleges of Nursing.

The Department of Nursing at California State University, Long Beach began in 1952 with the offering of two courses open to registered nurses. Although baccalaureate degrees (BA, BS) have been awarded to registered nurses at CSULB since 1952, it was not until 1961 that the four-year, generic baccalaureate nursing program was established.

The nursing program was fully approved for the first time by the California Board of Nursing Education and Nursing Registration in 1964 and was nationally accredited by the National League of Nursing for the first time in 1965. Its first 13 students graduated in 1965.

The master's degree program was initiated in 1971 in collaboration with the Medical School at the University of California/Irvine, the first time such a collaborative program had been developed in the UC/CSU system. The program gained approval of the CSULB Academic Senate and UCI's Board of Regents and the Trustee Coordinating Council for Higher Education in 1975. The National League accredited it for the first time in 1977 for Nursing. Since 1978 the master's program has been governed under the auspices of California State University, Long Beach.

In keeping with the baccalaureate and master's degree level of educational programs in the CSU system, the Department of Nursing offers only these two degrees. However, a state law passed in 1973 required every California nursing program to offer a "30-unit option" to Licensed Vocational Nurses wishing to be prepared to sit for the State Board Licensure examination for Registered Nurses. This 30-unit option is a non-degree program, which provides only the basic content, required to sit for the examination.
The RN Pathway program accommodates registered nurses whose basic education is the associate degree in nursing (ADN) and who are seeking the bachelor's degree in nursing. Course equivalencies for lower division work have been established through extensive course equivalency checks, so that registered nurses with an associate degree in nursing from a NLN-accredited college, who meet all other prerequisites for admission, may enter with a minimum of 56 semester units of lower division credit into the junior year of the CSULB nursing program. An Accelerated RN to MS degree program was initiated in 1992 and is another option available to selected ADN graduates.

The basic nursing program at CSULB has been impacted since 1973 with many more applicants than can be accepted. In 1974 the Department added prerequisites for admission to the program, including a minimum GPA of 2.5 in the seven nursing prerequisite courses, rather than 2.0, as is the minimum for the University (students must have demonstrated a C or better in all the prerequisite sciences). Refer to the current CSULB Bulletin for a complete list of prerequisites.

Historically, the continuation of the impacted status forced the nursing program to remain small and select. This had certain advantages in small class size, close and frequent teacher-student interaction, and attention to individual student needs. However, capping the program ignored the most important disadvantage, which was the inability of the program to do more to alleviate the community's desperate need for many more baccalaureate-prepared nurses. With a diminished pool of BSN's there were fewer candidates for entry into MSN programs, thereby limiting the number of potential teachers, clinical specialists, practitioners, and administrators of nursing.

In 2004, the Department of Nursing launched an expanded undergraduate program through a grant from Long Beach Memorial Medical Center/Miller Children’s Hospital. This partnership between the University and the hospital allowed the Department to admit an additional 36 students per semester for a total of 72. This number was twice the amount that had traditionally been accepted per semester. At the same time, the new Accelerated BSN Program was started for students who had previously earned a Bachelor’s Degree in another field and were seeking a career in nursing. In the Fall of 2004, the Accelerated Program began to receive funding and clinical support through the Veterans Administration (VA) Long Beach Medical Center.

C. PHILOSOPHY OF THE NURSING PROGRAM

As an integral part of the California State University at Long Beach, the faculty of the Department of Nursing accepts the philosophy and education aims of the University and the California State University system. The graduate philosophy of education is congruent with that of the Baccalaureate program in Nursing which prepares students for professional practice as primary care providers. The graduate program expands upon this basic education in order to prepare the graduate to function as an advanced clinician. The philosophy underlying the nursing programs is a set of beliefs commonly held by the faculty. These beliefs reflect their attitudes about man, the individual as recipient of health care, the learner, the teacher, and the practitioner of nursing. Man is viewed as a dynamic, biopsychosocial, autonomous being who is in a constant state of change in response to both the internal and external environment, as he moves through the developmental life cycle. His responses are affected by the environment which interacts with his racial, cultural, and developmental characteristics. In keeping with the view of man, the faculty holds that the client, as the recipient of health care, has rights as well as needs. Ideally, it is believed that man is rational, creative and capable of making responsible decisions that affect his status on the wellness-illness continuum. In reality, however, circumstances may exist, such as developmental status or illness, which compromise this decision-making ability. In this situation, man needs help to maintain or advance his position on the illness-wellness continuum.

As a learner the student of nursing is believed to be creative, accountable, and responsible, as well as capable of making decisions with respect to individual learning pace and style.
D. TERMINAL OBJECTIVES OF THE NURSING PROGRAM

Seven terminal objectives were identified for the undergraduate program. Individual courses are designed to build upon one another as the student progresses through the various levels of the program. Thus, the undergraduate program was developed to facilitate student learning and the mastery of content and/or skills necessary for the accomplishment of these objectives.

By the end of the baccalaureate program, the student will be able to:

Terminal Objective I

Accurately assess the physical, psychological, social and spiritual health status of individuals, family units, and communities across various cultural and age groups; assess the forces which are directly and indirectly affecting individual, family, and community health by demonstrating the ability to:

1. Obtain and record a health history for an individual and/or family using terminology related to the conceptual framework.
2. Recognize own value system, its relationship to other existent value systems, and the influence of each value system on choices for nursing action.
3. Differentiate normal/abnormal physical and psychosocial findings, using appropriate assessment tools.
4. Identify existing family situation, e.g., expanding, contracting, extended, disrupted, communal, etc., and formulate the needs of the family.
5. Differentiate cultural influences in health care and predict the impact of these influences on man.
6. Analyze and describe political, legal, social, and economic influences affecting care.
7. Write in a logical and organized manner.

Terminal Objective II

Diagnose a variety of overt and covert, simple and complex, needs and problems for individuals, family units, and communities by demonstrating the ability to:

1. Analyze data to determine if nursing action is necessary.
2. Interpret assessment data using total database including observations, history, physical exam, developmental history, and influencing variables.
3. Define health needs using selected data.

Terminal Objective III

Intervene to alter, maintain, or strengthen the position of individual or family unit on the wellness-illness continuum by demonstrating the ability to:

1. Apply selected knowledge and skills.
2. Develop and express a plan of action facilitating the response of health care needs based upon the individual, family, or community's abilities and preferences.
3. Use knowledge and techniques as they are needed in the home, on the job, and/or in other community settings, to alter, maintain or strengthen health status of clients.

4. Plan for facilitating change through consumer-health profession collaborative efforts.

**Terminal Objective IV**

Evaluate the results of planned health care action through observation and analysis of individual, family, and community responses; act appropriately on this reassessment.

**Terminal Objective V**

Develop relationships with other members of the health care team by working dependently, interdependently, or independently to improve health care according to the needs of the client by demonstrating an ability to:

1. Be flexible, responsible, and accountable in assuming the professional role required by the setting.

2. Identify and analyze the need for change; evaluate the results of actions taken to initiate or facilitate change.

3. Utilize knowledge of group dynamics to facilitate and evaluate changes in groups, e.g., work groups, learning groups, therapeutic groups, peer groups, family groups.

4. Utilize knowledge of formal and informal counseling methods.

**Terminal Objective VI**

Indicate leadership and self-direction by demonstrating an ability to:

1. Verbalize awareness of the value of continuing education activities as a person, nurse, and citizen.

2. Recognize parameters of own abilities in all areas of nursing.

3. Facilitate own learning experiences.

**Terminal Objective VII**

Develop selected abilities leading to expansion of the knowledge base in nursing, such as beginning research skills.
Section II
CSULB - Campus Topics

A. CSULB BULLETIN

The University Bulletin which is in effect the year a student enters the university contains information about requirements which remain valid until he/she graduates. It serves as a type of contract between the students and the university that guarantees that the student will receive a degree when the stated requirements have been completed in a satisfactory manner. A Bulletin can be purchased at the University Book Store.

B. STUDENT HEALTH SERVICES

The Student Health Service provides care for acute illness or injury. It is an out patient service provided to all students, and services are paid for in part by student fees. It has a pharmacy and prescriptions for acute illnesses can be filled there.

The Associated Students sponsors an individual health and accident insurance policy which is available to enrolled students by the semester, or by the year. For details, see the University Bulletin.

C. OTHER UNIVERSITY SERVICES

The University offers numerous services to assist students during their student days at CSULB. The Counseling Center, Learning Assistance Center, Financial Aid, Disabled Student Services and a Women’s Resource Center are a few examples of the resources available to students. The student should consult the CSULB Bulletin for a complete listing of services.

D. FINANCIAL AID

A variety of scholarships and loans are available to nursing students. Students in need of financial assistance are urged to apply for scholarships and grants available in the Department of Nursing. Announcements and information about financial aid awards/scholarships are posted in the Department of Nursing and on our Department Web site (http://www.csulb.edu/depts/nursing).

Obtain an application for financial aid (green form) from the nursing office. These forms are to be returned to the nursing office by the student. Deadlines may vary. Information on financial aid may also be obtained through the University financial aid office in the Student Services and Administration building.

E. LEARNING ASSISTANCE RESOURCE CENTER

The University Learning Assistance Center is located in the Library East-12. It provides a wide assortment of services. These include tutorial services and self help programs in many academic areas. (562) 985-5350

F. LEARNING CENTER

A specialized learning center, designed to enhance the learning experiences of all nursing students, is located in the Department of Nursing. The learning center houses simulation labs in which students practice nursing procedures prior to applying them in a clinical setting. The sim labs are equipped with teaching models and equipment related to the practice of nursing. The learning center also serves as a
repository for nursing references and media, which are assigned for student use to reinforce classroom and clinical learning. The learning center has a computer center equipped with a copy machine and computers that are available for student use. Printing and photocopying are to be paid per page. Assistance in the use of media equipment and computers is available 8-5 weekdays.

G. LIBRARY

The University Library contains a wide assortment of nursing and nursing related journals and books. Orientation sessions about the facility and its services are available for students enrolled in the University.

H. UNIVERSITY BOOK STORE

The University Bookstore stocks required textbooks, school supplies and many other items for personal use. Services include notary public, check cashing, and the sale of money orders and stamps. The Library Copy Center is an extension of the Campus Copy Center.

I. TEXTBOOKS

While selling books at the end of the semester is an option available for students, the faculty recommend that students build a collection of texts for use throughout their undergraduate nursing education. The majority of the courses taught within the program require integration of knowledge from previous semesters. Furthermore, it is beneficial for students to have their texts available for reference at the end of the program when they must prepare for the National Council Licensure Examination (NCLEX) which is a comprehensive exam.
Section III
Department of Nursing

A. STUDENT RESPONSIBILITIES

1. Health Requirements:

In order to fulfill the contracts with affiliating agencies, the following requirements must be met prior to the start of N200. Students shall submit the original documentation to the designated faculty/staff member who will send the documents to Student Health Services once these items have been verified and recorded as complete. These documents shall be kept in a secure file at Student Health Services/Health Resource Center (562-985-4609). Students should keep personal copies of all health related documents on hand as they will be required to show proof of completion each semester.

- Complete physical examination and health statement on file in department office
- TB Skin Test: PPD (Mantoux) annually (or a chest x-ray every four years if the skin test is positive).
- Proof of Immunization (Copies attached): MMR, Varicella and Hepatitis B series
  In addition, quantitative IgG titers for rubeola, rubella, mumps, hepatitis (HbsAB) and varicella are required. Note: documentation of having had the disease (e.g. varicella) will not be accepted in lieu of the actual titer.
- Tetanus vaccine within ten years

In addition, students must meet the requirements as stated in the Department of Nursing’s Essential Performance Standards Policy Statement (Appendix A).

2. Health Insurance

Each student must be covered by a health insurance policy and show proof each semester. If you are not currently covered by a health insurance policy, policies are available to students through the CSULB Associated Students. Additional information may be found at the Student Health Services website: http://www.csulb.edu/divisions/students2/departments/Student_Health_Services/index.htm

If you become ill, or are injured while in one of our clinical agencies, notify your clinical instructor immediately. If emergency room care is required, you will be charged for those services.

3. Liability Insurance

All nursing students must carry adequate liability insurance against malpractice claims and show proof each semester for coverage as a “nursing student”. Information may be obtained through the California Nursing Students Association (CNSA) on campus.

4. CPR Certification

Each student is to have a current basic life-support CPR card, Level C from the American Heart Association (AHA). Students are responsible for annual renewal of CPR even though expiration date on AHA card states two years. Verification of valid cards will be required each semester.

5. Background Testing

All students will be required to complete a background criminal check upon acceptance to the nursing program. A positive criminal record shall not automatically disqualify a student from admission. If a record of criminal activity is revealed through the background check, the student shall be counseled by the appropriate program director regarding their continuation in the program and implications for licensure. See Department of Nursing Background Check Policy
6. Transportation

Students must provide their own transportation to clinical agencies. Clinical sites are located throughout Los Angeles and Orange Counties. Therefore, students need to plan in advance to ensure they are able to reach these locations. At the Nursing 400 level, you will be required in addition to show proof of auto insurance coverage.

7. Equipment

Students pay a one-time laboratory fee for SIM LAB equipment. This is due during registration for N200. Other clinical equipment such as a bandage scissor, wrist watch with second hand, portable blood pressure cuff and stethoscope can be ordered and purchased on-line, at a medical supply/uniform store or through the CNSA on campus.

8. Simulation Lab Fee

A $40.00 lab fee will be collected with their registration fee for the N200 and N250 semesters.

9. Nursing State Licensing Preparation Fee (NCLEX)

A $66.00 lab fee is required for Nursing State Licensing preparation testing for the N200, N250, N371, N331 semester.

10. Dress and Behavior Code

For laboratory experience in the clinical agency the following guidelines apply:
   a. Female and male students are to wear one of the pre-selected uniforms. Either a dress or pants style may be chosen. It must be clean and unwrinkled when at the clinical site. Necklines, undergarments and hemlines are to be non-revealing. Garments are to be loose enough to permit freedom of movement. A CSULB patch that may be purchased at the bookstore is to be worn on the left sleeve.
   b. The CSULB patch shall be centered and sewn to the left sleeve, 1 inch below the shoulder seam.
   c. Female and male students are to wear picture ID name badge on the upper left side of their uniform.
   d. Female and male students are to wear clean white shoes with enclosed toes and heels. If nylons are worn, they must be white or neutral-shade. No fancy patterns or other color hose are allowed.
   e. When students are going to their clinical site for pre-planning they do not need to wear a uniform but will be required to wear a clean, ironed lab coat, professional attire and have their picture ID. No jeans, sweats/jogging suits, shorts, tank tops or open-toed shoes.
   f. Students are expected to be equipped with black pen, pencil, a small note pad, bandage scissors, wrist watch with second hand, portable blood pressure cuff and stethoscope. These may be purchased through CSNA.
   g. Jewelry is to be kept at a minimum. No ornate jewelry or dangling earrings are to be worn. Only one pair of earrings can be worn. No facial or oral jewelry can be worn. Rings are to be of smooth metal with no elevated stones. Only short, narrow, non-dangling chains are acceptable.
   h. Hair, for both male and female students, is to be off the collar and should appear clean, neatly trimmed and arranged. Hair should not fall forward when the head/neck is flexed or when the student leans forward in the performance of tasks.
i. Use of lightly or non-scented deodorant and oral hygiene products are recommended to manage body odors with clean, odor-free clothing.

j. Fingernails: clean and short. Unchipped light or clear nail polish is optional. Students **may not** wear acrylic nails.

k. Chewing gum is not permitted in the clinical area.

l. Basic guidelines of courtesy are applicable in addressing and interacting with clients, visitors, staff, faculty and peers, and in the utilization of space, time, supplies, and equipment within the clinical agency.

m. Students are to comply with agency policy and procedures relative to the management of sound, including voices in the clinical setting.

n. Hallways, elevators, stairways, cafeteria lines are to be kept open for movement of personnel. It is especially important not to congregate in heavy traffic areas such as the Nurse’s Station.

o. As arranged, students are to inform the lab instructor IN ADVANCE of any absence and to call the instructor immediately when it appears that an UNAVOIDABLE LATE ARRIVAL will occur.

p. Questions relative to the appropriateness of student’s appearance and/or behavior are to be addressed, in private, immediately by the student instructor and agency personnel, as needed.

q. Professional nurse role development incorporates dress and behavior. Growth and consistently acceptable compliance are expected.

B. ADVISEMENT

Each student in the undergraduate program is assigned a Faculty advisor. The name of your advisor is listed in the undergraduate office. You are expected to consult with your advisor on a regular basis to assist you in planning your program of study.

Faculty have posted hours they are available in their offices. You are encouraged to leave messages on their voice mail, or in their boxes in the Nursing Department office.

C. COURSE SYLLABUS

Each course has a syllabus. It includes University Bulletin Course Description, Expected Outcomes, Terminal Objectives, Text, Methods of evaluation and Grading Criteria. The student is expected to buy the syllabus and/or access course materials on BeachBoard (the University’s on-line instructional tool) and be familiar with its contents.

D. GRADUATION CHECK/PROGRAM PLANNER

Seniors and graduate students planning to graduate at the end of any semester or summer session must complete the Request to Graduate Form well in advance. The appropriate request for Spring or Summer candidates must be filed by the preceding October 1st for Spring candidates, by the preceding March 1st for Fall candidates, at the Office of Admission and Records.

Only the names of candidates who file within these deadlines will appear in the Commencement Program published each spring. Students are responsible for meeting all filing deadlines, which are published in the Schedule of Classes.

The student should obtain a "Graduation Procedures, California State University, Long Beach" form and a program planner from the Nursing office. Each student must make an appointment with his or her advisor and bring these forms along with verification of all previous course work and final grades. A copy of the
student's program planner is kept in the student's file. The original copy of the student's program planner is taken in a sealed envelope by the student along with their Request to Graduate form to the Office of Admissions and Records prior to the deadline.

E. ACADEMIC STANDARDS

A total of 136 units are required for graduation. All courses in the nursing program must be taken in sequence. Progress in the major requires that students maintain a 2.0 cumulative GPA on all units attempted. Students must attain a minimum of a "C" grade in each of the nursing courses, as well as all required support courses. The student who earns less than a "C" must repeat the course prior to being admitted to the next course in sequence. A nursing course may be repeated one time. A break in the course sequence necessitates readmission on a space-available basis.

F. STATEMENT OF POLICY ON CHEATING AND PLAGIARISM

California State University, Long Beach has adopted a policy on cheating and plagiarism:

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination include, but are not limited to the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of instructor; using or displaying notes, "cheat sheets", or other information or devices inappropriate to the prescribed test conditions, as when the test of competence includes a test of unassisted recall of information, skill or procedure; allowing someone other than the officially enrolled student to represent the same. Also included is plagiarism as defined and alternating or interfering with the grading procedures.

Plagiarism is defined, as the act of taking the ideas or words of another person or persons as if they were ones own, without giving credit to the source in text and in reference sections. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, and commentary. Examples of plagiarism include, but are not limited to the following: the submission of work, either in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming. A student is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students in the Department of Nursing should note the following:
1. Cheating and plagiarism is not expected to occur.
2. If clear evidence of cheating on a quiz or unit exam occurs, the individual will receive a grade of "F" on that exam. The same is true for the final exam (i.e., 0 points). Students may not leave the examination room for any reason until they have completed each exam.
3. If there is clear evidence of plagiarism in a written assignment the grade for that assignment will automatically become "F", (i.e. 0 points).

G. PROFESSIONAL STANDARDS POLICY AND CRITERIA

Students are expected to maintain professional standards during their clinical experiences. A student who violates these standards may be denied progression to the following course, or may be dismissed from the program.
Criteria:

1. Consistently takes initiative in seeking faculty consultation.
   a. Refer to specific rotation guidelines
2. Assumes responsibility for attempting to identify and organize data for problem solving.
3. Administer and/or supervise medications safely.
4. Perform delegated medical procedures or treatments correctly.
5. Protect the patient from environmental hazards.
6. Provide for the safety of the patient, self, and others.
7. Communicate important changes in the patient's condition to the appropriate persons accurately and without delay.
8. Carry out all assigned duties or inform the appropriate persons of his/her inability to do so in adequate time.
9. Seek assistance in aspects of patient care in which he/she lacks confidence or skills.
10. Report to the agency or unit with his/her patient selection (when applicable), prepared for their care, on time and dressed appropriately.
11. Notify appropriate persons of absences or when late in arriving.
12. Maintain relationships with patients and co-workers and supervisors which tend to enhance or promote the quality of patient care.
13. Recognize and assume responsibility for the consequences of his/her own actions.
14. Organize workload and set priorities appropriate to the clinical setting.
15. Demonstrate safe, appropriate behavior and judgment.
16. Demonstrates professional conduct at all times while performing his/her clinical assignment.
   (Non-professional conduct includes use of abusive language, substance abuse, and any behavior indicating loss of emotional control.)
17. Demonstrates ethical behavior as described in the ANA Code of Ethics

Clinical Performance Remediation Policy (See Appendix C)

When an instructor becomes aware that a student has failed to maintain professional standards of behavior, she/he must follow the guidelines as specified in the policy prior to making a decision to fail a student.

H. READMISSION TO OR TRANSFER INTO THE UNDERGRADUATE NURSING PROGRAM

1.0 Students seeking readmission to the Nursing Program following voluntary withdrawal from a course or from the program; students who have failed a course and desire to repeat it a second time; or students who wish to transfer from another accredited nursing program will be admitted to the following criteria:
   1.1 Readmission following withdrawal or failure. See policy on repetition of courses.
      1.1.1 Students must apply for readmission in writing to the Director of the Department of Nursing. The request must include full name, social security number, current address, telephone number, and the name/number of the class for which admission is requested.
      1.1.2 Students may not reapply for admission to a course more than once.
      1.1.3 The letter of request for readmission will place the applicant on the waiting list for two (2) academic semesters. At the end of this period, or any subsequent period, another letter must be submitted by the applicant to continue on the waiting list.
   1.2 Transfer into the Nursing Program
      1.2.1 Students must apply for transfer into the program in writing to the Director of the Department of Nursing. The request must include full name, social security number, current address, telephone number, and the name/number of the class for which admission is requested.
      1.2.2 Copies of all current transcripts and syllabi for all completed nursing courses must be submitted with the request.

2.0 Students applying for readmission or transfer will be accepted on a space available basis. Students will be ranked according to the following selection criteria in the order shown:
2.1 Students who have been activated for active military service.
2.2 Students who withdrew for medical and/or family emergencies.
2.3 Students who withdrew for other approved reasons (e.g. financial, change in job, etc.). See policy on withdrawal.
2.4 Students who are requesting readmission after failing a course.
   2.4.1 Laboratory classes. When possible, a student who has failed a clinical course and is repeating it will not be placed in the same section with the faculty member who assigned the failing grade.
   2.4.2 Policy and academic standards. Students who failed for academic reasons will be given consideration over those students who were failed for breach of policy or other academic standards.
2.5 Transfer students in good standing from other CSU campuses.
2.6 Transfer students from other California colleges/universities.
2.7 Students applying for the 30-unit LVN option.
2.8 Transfer students from out-of-state schools.
2.9 Students who have equal ranking for admittance to the nursing program will be selected according to the earliest date of receipt of the admission request.

3.0 Vacancies for each level will be monitored by the Undergraduate Director.

4.0 Students who have been selected will be notified by telephone and/or in writing by certified letter. Telephone notification will be followed by a certified letter. Students must confirm their intention to accept this placement within 72 hours of notification. If no notification is received within that time, the next student on the list will be notified.

4.1 Students who are selected but choose not to re-enter in the semester indicated must resubmit a letter of request.

I. POLICY ON MEDICAL CLEARANCE

Students are considered part of the health care team in any clinical setting. Therefore, they are obligated to abide within the established policies and procedures for any clinical setting in which they are functioning. In the case where a student misses more than one clinical day and is under the supervision of a health care practitioner, a student will not be allowed to return to the clinical area until a health clearance has been obtained.

In the event that a student experiences an injury or undergoes a surgical procedure that could compromise the safety of either the student or the clients in the student’s care, a medical clearance will be required by the faculty before the student can return to the clinical setting.

In the event that a theory course is concurrent with the clinical component, the faculty has the discretion to determine whether or not the absence from the clinical will hinder achievement of the combined course objectives. In this event, it may be feasible that the student would not be able to progress in either clinical or didactic components until being released from medical care.

If an injury or illness creates a significant disability for the student such that patient safety issues arise, progression in the program will be dependent upon the student’s ability to function safely in accordance with legal parameters. In all situations, the student will be held to the policies and procedures for any given clinical site.

J. COURSE EVALUATIONS BY STUDENTS

Written student evaluations are required for all nursing faculty. Student course evaluations are conducted in classes representative of the nursing faculty's teaching assignment. The results of these evaluations are placed in the nursing faculty's Personnel Action File.
Students may, with the concurrence of the nursing department and administration, be given the opportunity to consult with the nursing department peer review committee. Student course evaluations are collected as part of the regular student evaluation process are anonymous and identified only by course and/or section. The format of student course evaluations is both quantitative and qualitative, with space provided for student comments. Any student communication or evaluation provided outside the regular evaluation process must be identified by name to be included in a personnel or Personnel Action File.

K. INDEPENDENT STUDY (1-3 UNITS)

Students who wish to do an independent study need to obtain the consent of an interested faculty. The student then makes arrangements with the faculty advisor for appropriate learning objectives. It may be repeated to a maximum of six units.

L. STUDENT PARTICIPATION IN DEPARTMENT COMMITTEES

Student representation on the faculty committees is welcomed in the Department of Nursing. These committees consist of student affairs, faculty affairs, and research. Selection of students is done on a volunteer basis depending on student interest. One student per committee is selected with an additional student holding an alternate position. The request for student representation is announced at the various class levels at the beginning of each semester.

M. NCLEX (State licensure exam for Registered Nurses in California)

For those students who are enrolled in the program prior to Fall 2005, they will be eligible to take the state licensure exam after successful completion of the fourth semester courses. Students who enroll Fall 2005 or later, will not take the licensure exam until all of the requirements for the BSN are met.

Refer to the following guidelines for completing the NCLEX (State Board Examination) Application
1. Download an application from the Board of Nursing (BRN) at www.rn.ca.gov
2. Complete application and submit to the BRN with the fee.
3. Request official transcripts for all college level work.
4. Submit to the department office copies of all the requests for transcripts and the sealed transcripts.
5. Nursing office will submit the transcripts and verification of candidacy for the NCLEX to the BRN (Appendix G: Application Process for NCLEX)

Students should be aware that failure to complete the remaining course work required for the baccalaureate degree in nursing may jeopardize their ability to practice as a Registered Nurse in any state that requires a nursing degree or diploma for licensure.

Students who have a previous conviction for a felony as well as some misdemeanors may not be eligible to sit for the State Board of Nursing Exam even if you have completed your degree. Students should also be aware that the BRN requires background testing in order to sit for the licensure exam. This is in addition to the background check which is required upon entrance to the nursing program. (Appendix C: BRN Statement on Denial of Licensure) (Appendix D: BRN Frequently Asked Questions)

Contact the BRN for additional information.

N. PUBLIC HEALTH CERTIFICATE

Upon graduation a student is eligible to apply for a life-time Public Health Certificate.

Obtain an application blank from the Nursing office. Follow instructions. Check the box labeled "Name on graduate list." Do not complete the section titled "Verification of Child/Abuse/Neglect Prevention Training." That is handled by the Department. Mail to Sacramento after you graduate.
O. GRADE APPEAL

Students have a right to formally appeal the final grade in a course. Appeals are limited to situations in which the student believes the grade was prejudicially, capriciously or arbitrarily assigned. The appeal must be initiated the first semester after the grade is assigned no later than 20 working days (four weeks) after the start of that semester.

Any student who wishes to file a grade appeal should contact the Nursing office and obtain a copy of the department's grade appeal process. The student should also refer to the CSULB University Policy # 99-16 for additional information relative to this matter and pursuit of appeals beyond the departmental level.

P. GUIDELINES FOR WRITTEN PAPERS

Students should use the reference style of the publication manual of the American Psychological Association, 5th edition, for all academic papers required in their course work. APA format is the approved writing style.

Q. CREDIT BY EXAMINATION

The Department of Nursing has a credit by examination policy that can be obtained from the office in the Department of Nursing. The credit by examination option is open for all sophomore and junior level courses once appropriate prerequisite courses have been completed. All applicants must be admitted to the University and the Nursing Department as nursing majors.

R. GUIDELINES FOR STUDENTS IMPAIRED BY ALCOHOLISM AND/OR DRUG ABUSE

It is recognized by the BRN and this faculty that alcoholism and drug abuse are serious personal health problems that can affect a student's academic and clinical performance thus placing patients that are entrusted to the student's care at increased risk for injury. Therefore, students who demonstrate those behaviors suggestive of alcohol and/or drug use will be encouraged to seek and obtain appropriate help with these problems. It is the student's ultimate responsibility to seek diagnosis and treatment for any suspected problems related to alcohol and/or drug abuse. It is important that all students are aware that the diagnosis and treatment of these problems will be handled confidentially. (Appendix E: BRN policy statement for impaired nursing students page 27).

The nursing faculty has been provided guidelines for dealing with suspected alcohol and/or drug abuse by students. Several referral sources are available to students to assist them in dealing with the problems of alcohol and/or drug abuse. They are:

1. Employee/Student Assistance Coordinator at the Student Health Center (phone 985-4771) provides therapeutic counseling at no charge to the student.

2. University Counseling Center (phone 985-4001) provides therapeutic counseling at no charge to the student. Check with the Center for their walk-in or crisis intervention.
Section IV
Student Activities and Resources

A. NURSING STUDENT ASSOCIATION

Nursing or pre-nursing students may become involved in the local association (CNSA) and the national organization of nursing students and have their voices heard at the school, state and national levels. Membership activities include community health activities, recruitment of students into the nursing program, legislative activities, conventions, educational programs and newsletters. Meetings are held in the nursing department. The dates are posted on the bulletin outside of the learning center and in the nursing office.

B. STUDENT AWARDS

Awards are presented to students annually prior to commencement in May for both the Fall and Spring graduating classes. Recognition is given to undergraduates in the following categories.

1. Outstanding Graduate: from the College of Health and Human Services for demonstrated service to the community and CSULB along with an outstanding GPA of 3.0.
2. Outstanding Student Citations for Three Students: from the Department of Nursing award for both demonstrated service to the community, department, and/or university, and a history of excellence in both academic and clinical performance.

C. PINS AND GRADUATION

CSULB Nursing pins are available for order to graduating senior students. The deadlines for ordering them are September 30th and February 30th. A designated faculty member will have the forms. Prices may vary depending on the type of pin ordered. Each school of nursing has its own pin and identifies the student as a graduate when worn with the nursing uniform.

The department of nursing has its own ceremony each semester for graduating seniors called the "Pinning Ceremony". This is a special ceremony for students and their family as well as the CSULB faculty. The pinning ceremony is a long-standing tradition in nursing. This affair symbolizes the passing from the role of student to the role of professional nurse. This function is planned by the senior class with the help of a designated faculty member and all graduates are strongly encouraged to participate.

In addition to the pinning ceremony, graduates for both December and May are encouraged to attend the general university graduation ceremony that is held every May along with university students from other disciplines within the College of Health and Human Services.
Dear Baccalaureate Nursing Student:

Sigma Theta Tau International, Honor Society of Nursing, is dedicated to improving the health of people worldwide through increasing the scientific base of nursing practice. The **purposes** of Sigma Theta Tau International are to:

- Recognize superior achievement and scholarship
- Recognize the development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment to the ideals and purposes of the profession

Sigma Theta Tau International, founded in 1922 by six nursing students at Indiana University, is now the **second largest** nursing organization in the United States and **one of the five largest in the world**. Membership in this Honor Society is through one of its local chapters located on selected college and university campuses around the world. In May of 1986 the Iota Eta Chapter was chartered at CSULB, Department of Nursing, as the 221st chapter of Sigma Theta Tau International.

Membership in Sigma Theta Tau requires a minimum of a baccalaureate degree. Membership is available to undergraduate and graduate students, and to community leaders who have demonstrated achievement in nursing education, practice, research, or publication.

As a baccalaureate nursing student you are eligible for membership if you demonstrate academic scholarship of superior quality. Because such scholarship demonstrates leadership, creativity, and overall ability in nursing, your eligibility for membership is based on the following criteria:

- In one of the last two semesters of the undergraduate nursing program
- In the upper 35% of your class in scholarship
- Have a minimum cumulative grade point average of 3.0
Rare exceptions may be made when an outstanding student has an overall GPA of below 3.0 or a GPA that is below the upper 35%, but a GPA in the nursing major of 3.0 or higher. This criterion is used for truly exceptional situations and may not be used on a regular basis.

Membership consideration is through invitation and recommendation from two Sigma Theta Tau members. Induction of new members takes place once a year, usually in the spring.

Following induction, you must renew your active membership annually. This nominal fee is used to support the activities of the International organization and your local chapter.

**Benefits of membership** include:

* Professional recognition of your scholarly achievement in nursing
* Local, regional, national, and international programs and conferences
* Networking opportunities through your local chapter, regional assemblies, and international meetings
* Subscriptions to *Image: Journal of Nursing Scholarship*, one of nursing’s most widely read research journals; and *Reflections*, the Society’s quarterly magazine.
* Access to research grants at the local and international levels
* Electronic information access through the Society’s Virginia Henderson International Nursing Library located at the Sigma Theta Tau Center for Nursing Scholarship. Subscribers can access databases, research abstracts, and *The Online Journal of Knowledge Synthesis for Nursing*
* Professional awards in the areas of research, education, practice, leadership, informatics, multimedia, and writing
* Governance and leadership opportunities at the local, regional, and international levels, by election or appointment
* Lifetime membership that can be transferred to any of over 300 Chapters around the world

If you have specific questions about Sigma Theta Tau and membership in the Iota Eta Chapter, do not hesitate to contact one of the faculty or student members of the organization. We will be happy to answer your questions.

Welcome to the Baccalaureate Nursing Program at California State University, Long Beach. We look forward to your membership in the Iota Eta Chapter of Sigma Theta Tau International, Honor Society of Nursing.
Section VI
Appendices

Appendix A:
Policy on Essential Performance

**Background:** The Americans with Disabilities Act (ADA) of 1990 was instituted by Congress to prohibit discrimination against qualified individuals with disabilities. Schools of Nursing and State University systems, like other state and federally funded entities, are required to comply with the stipulations of the ADA. The ADA defines a qualified individual with a disability as an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. In addition, the Rehabilitation Act of 1973 prohibits discrimination in admissions of a qualified person with disabilities.

Reasonable accommodation for students with disabilities either temporary or permanent will be considered on a case-by-case basis and in consultation with the Office of Disabled Student Services, California State University, Long Beach where appropriate.

In compliance with the American Disabilities Act of 1990 and the recommendation of the American Academy of Colleges of Nursing, the California State University of Long Beach Department of Nursing will institute the following health regulations and policies.

**Health Regulations and Policies:**

To enter into and to complete the nursing program, students must be able to meet the emotional and physical requirements for the essential performance standards listed below as required by the Department of Nursing. The Chair of the Nursing Department will have the authority to make the final determination regarding the physical fitness of a particular student to enter and/or continue in the program.

**Emotional Requirements**- the student must have sufficient emotional stability to perform under stress produced by both academic study and the necessity of performing nursing care in real patient situations while being observed by the instructors and other health care personnel.

**Physical Requirements**- in order to participate in CSU, Long Beach’s Nursing Program, students are required to travel to agencies and hospitals, and to homes with unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding program. The following physical requirements would be necessary to participate in the clinical application courses in nursing:

1. **Strength:** sufficient strength to lift move and transfer most patients; to restrain and carry children; to move and carry equipment; and to perform CPR which requires sufficient body weight and adequate lung expansion.
2. **Mobility:** sufficient to bend, stoop, bend down on the floor; combination of strength, dexterity, mobility and coordination to assist patients; ability to move around rapidly; and to move in small, confined areas.
3. **Fine Motor Movements:** necessary to manipulate syringes and IV’s; to assist patients with feeding and hygiene; to write in charts; to perform sterile procedures and other skilled procedures.
4. **Speech:** ability to speak clearly in order to communicate with staff, physicians, and patients; need to be understood on the telephone.
5. **Communication:** able to communicate in both verbal and written formats such that students can communicate nursing actions, interpret client responses, initiate health teaching, document and understand nursing activities, and interact with clients, staff and faculty supervisors.
6. **Vision:** sufficient to make physical assessments of patients and equipment.
7. **Hearing:** sufficient to accurately hear on the telephone; to be able to hear through the stethoscope to discriminate sounds; to hear cries for help; to hear alarms on equipment and emergency signals; and various overhead pages.
8. Touch: ability to palpate both superficially and deeply and to discriminate tactile sensations.

9. General Health: nursing is considered to be a high-risk profession for exposure to Hepatitis B and other contagious diseases. Immunizations required by the Department of Nursing reduce this risk for nursing students, but do not eliminate it entirely. The following students need a physician’s note to participate in the program: students with impaired or deficient immune systems; and, pregnant women. Such students must have physician approval prior to participation in clinical courses, and must discuss their situation with the clinical instructor.
Appendix B:
Clinical Performance Remediation Policy

Purpose
To provide a fair and consistent plan of action for managing unsatisfactory clinical performance.

Clinical Performance
Each semester students are responsible for sustained competence in meeting essential clinical performance standards required for successful completion of each clinical course to progress in the nursing program. These essential clinical standards are documented in each course syllabus.

Failure to meet these expectations places the patient in physical and or emotional jeopardy. This type of performance is unacceptable in the nursing program. Students who do not maintain the level of required performance will be counseled. Counseling may result in mandatory remediation, clinical probation, failure of the course, or termination from the nursing program.

Students may exercise their rights to due process by following the following chain of command:
1. Clinical faculty
2. Level Coordinator
3. Undergraduate or Graduate Coordinator
4. Department Chair
5. Dean, College of Health and Human Services

Department of Nursing Faculty
The Faculty of the Department of Nursing endeavor to provide attainable expectations at each level as student’s progress through the program. However, it is each individual student’s responsibility to carry over essential skills and knowledge as they progress through the program.

The primary role of clinical faculty is to ensure safe student practice, maintain required educational, hospital and specialty standards, i.e., JCAHO, AACN etc. and, to facilitate student learning. The faculty member accomplishes this by:
1. Providing an appropriate learning environment.
2. Maintaining excellent communication with the clinical staff.
3. Promoting the application of knowledge learned in theory to the clinical setting.
4. Encouraging critical thinking.
5. Assisting with the selection of learning experiences and providing additional learning opportunities as they become available.
6. Assisting the student with organization, prioritization and patient care activities.
7. Serving as a resource regarding institution protocol, policies and procedures.
8. Teaching and coaching students through the nursing process and in the performance of psychomotor skills.
9. Determining that the learning experience will provide the student the opportunity to develop the ability to develop essential skills.
10. Evaluating the student’s performance.
11. Ensuring that the student has adequately researched the patient’s condition, pathology, and medications and has an appropriate plan of care.

Remediation/Clinical Probation

Examples:
Failure to carry over satisfactory skill performance or behaviors from one semester to the next including but not limited to medication errors, failure to reassess patient or report significant changes. Or, the observation of a documented, pattern of less than satisfactory clinical performance.
Unfamiliarity with the nursing process/assessment techniques/skills expected of a student at the same level. Failure to consistently meet level related critical clinical competencies.

1. On observation and/or report of failure by the student to meet essential clinical performance criteria, the faculty may exercise the right to remove the student from patient care. The student may be sent home pending investigation of the situation.

2. Faculty should maintain detailed anecdotal notes during the discovery phase. Information should be shared with the student, the Level Coordinator and the Undergraduate Coordinator.

3. Faculty shall confer and collectively inform the student verbally and in writing the incident. Specific information regarding the essential performance criteria that was not met shall be shared with the student. This exchange shall be documented in writing.

4. Faculty may determine that remediation is in order. If so, a detailed remediation plan including expected dates of completion and desired outcomes will be developed and discussed with the student. The student shall receive a copy of the plan.

5. The student shall be told verbally and informed in writing (as part of the remediation plan) of the consequences if the remediation plan is not satisfactorily completed. The document shall include the following statement, “Failure to successfully comply with the remediation plan set forth may result in failure of the course up to and including termination from the nursing program.”

6. Faculty is responsible for monitoring the student’s progress and documentation of such. The Level Coordinator and Undergraduate Coordinator shall be kept informed.

7. The student shall be asked to acknowledge receipt (signature) of all documents and remediation plans.

8. A copy of all correspondence including anecdotal notes shall be placed in the student’s file. The student shall have access to their file under University guidelines.

**Course Failure/Termination**

**Examples:**

Any unethical behavior including but not limited to not telling the truth, plagiarism, intentionally withholding information, “violation of HIPAA requirements”, documenting false information or stealing. Students asked to leave the nursing program under these circumstances will not be allowed re-entry.

In this situation, a group of 3 or more faculty will meet to confer and make recommendations prior to final action. The Department Chair will be included in all discussions and decisions.

**Re-Entering the Nursing Program**

Refer to the policy on “Readmission To or transfer Into the Undergraduate Nursing Program” in the Student Handbook.
POLICY STATEMENT ON DENIAL OF LICENSURE

The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code Sections 480-487, 492, 493, 496, 810, 820-828, 2750-2765, and 2795-2797.

The law provides for denial of licensure for crimes or acts which are substantially related to nursing qualifications, functions, or duties. A crime or act meets this criterion if, to a substantial degree, it evidences present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety, or welfare (California Code of Regulations, Section 1444).

The Board may deny licensure on the basis of:

- Conviction of crime substantially related to the practice of nursing.
- Any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another.
- Any act which is grounds for revocation of a license.
- Making a false statement on the application for license.
- Breach of examination security.

**Convictions**

The Board considers most convictions involving sex crimes, drug crimes, and crimes of violence to be substantially related to nursing practice. Board regulations list examples of such crimes or acts to include, but not be limited to:

- Conviction of child abuse.
- Violation of Nursing Practice Act.
- Conviction as a mentally disordered sex offender.
- Crime or act involving narcotics, dangerous drugs, or dangerous devices.
Conviction of assault and/or battery.

**Rehabilitation**

If the Board determines that an act or crime is substantially related to the practice of nursing, then it is the responsibility of the applicant to present sufficient evidence of rehabilitation. When considering denial of license, the Board takes into account the following criteria to evaluate the rehabilitation of the applicant. (California Code of Regulations, Section 1445).

1. Nature and severity of the acts or crimes.
2. Additional subsequent acts.
3. Recency of acts or crimes.
4. Compliance with terms of parole, probation, restitution, or other sanctions.
5. Evidence of rehabilitation submitted by applicant.

The Board has developed the following list of suggested evidence of rehabilitation for applicants whose licensure is in question.

It should be noted that the board applies the same denial criteria for applications for interim permits and temporary license as it uses for permanent licensure.

In summary, the Board of Registered Nursing screens applications fairly but cautiously, applying the above criteria. Schools of nursing are encouraged when counseling prospective nursing students to make them aware that there could be potential licensure problems due to serious acts or convictions as described above. In this manner, students have the opportunity to explore other career options prior to investing substantial time in a nursing program if it appears that a prior serious act or conviction may jeopardize licensure due to its substantial relationship to the practice of nursing.

**EVIDENCE OF REHABILITATION**

At the time of application for licensure, the burden of proof lies with the applicant to demonstrate sufficient competent evidence of rehabilitation to establish fitness to perform nursing functions in a manner consistent with public health, safety, and welfare. The following list itemizes types of evidence which the applicant should consider providing to the Board. All items should be mailed directly to the Board by the individual or agency that is providing information about the applicant.

1. Copies of court documents pertinent to conviction, including documents specifying conviction and sanctions, and proof of completion of sanction.
2. Letter from applicant describing underlying circumstances of arrest and conviction record as well as any rehabilitation efforts or changes in life since that time to prevent future problems.
3. Letters of reference from nursing program instructors concerning attendance, participation, and performance in nursing program.
4. Letters of reference from past and/or current employers.
5. Letters from recognized recovery programs attesting to current sobriety and length of time sobriety if there has been a history of alcohol or drug abuse.
6. A current mental status examination by a clinical psychologist or psychiatrist. The evaluation should address the likelihood of similar acts or convictions in the future, and should speak to the suitability of the registered nursing profession for the applicant.
7. Letters of reference from other knowledgeable professionals, such as probation or parole officers.
8. Copy of Certificate of Rehabilitation or evidence of expungement proceedings.
9. Evidence of compliance with and completion of terms of probation, parole, restitution, or any other sanctions.
10. For endorsement applicants, copies of:
    a. Formal accusation and determination of other state,
b. Copies of evidence presented to other state in order to obtain reinstatement of license or reduction or penalty,
c. Terms of probation and evidence of current compliance if currently on probation in another state.

STATUTORY AUTHORITY FOR DENIAL OF LICENSURE
(Summarized Version of Business & Professions Code)

Grounds for Denial
480  (a) Board may deny a license on the basis of:

(1) Conviction of a crime, after time for appeal, irrespective of a subsequent order under Section 1203.4 of the Penal Code.
(2) Any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another, or substantially injure another.
(3) Any act which is grounds for suspension or revocation of registered nurse’s license.

(b) May not deny license solely on basis of felony conviction if there is certificate of rehabilitation. (Penal Code 4852.01)

(c) May deny license if applicant knowingly made false statement of fact required in application.

Criteria for Related Crimes Required
481 Board must have criteria to assist in considering denial, revocation, suspension of license in order to determine whether a crime or act is substantially related to nursing qualifications, functions, or duties. (BRN criteria specified in Section 1444 of California Code of Regulations).

Criteria for Rehabilitation Required
482 Board must have criteria to evaluate rehabilitation when considering (a) denial or (b) suspension or revocation of license. Board must consider all competent evidence of rehabilitation furnished by applicant or licensee. (Section 1445 of California Code of Regulations).

Attestations of Good Moral Character Not Required
484 No applicant can be required to submit attestations of good moral character.

Procedure for Board Upon Denial
485 Upon denial, the Board must (a) serve a statement of issues or (b) notify the applicant of the denial stating the reasons and the right to a hearing. The right to a hearing is waived if a written request is not received within 60 days.

Reaplication After Denial
486 Upon denial the Board must inform the applicant of the earliest date for reaplication, state that all competent evidence of rehabilitation will be considered upon reaplication, and send a copy of the criteria for rehabilitation.

487 If a hearing is requested it must be conducted within 90 days of request, except for OAH extensions or at applicant’s request.
Successful completion of any diversion program under the Penal Code or successful completion of an alcohol and drug problem assessment program under the Vehicle Code does not prohibit the Board from denying or disciplining a license based upon the underlying misconduct.

The record of the conviction of a crime shall be conclusive evidence of the fact that the conviction occurred and the Board may inquire into the circumstances surrounding the crime in order to fix the degree of discipline or to determine if the conviction is substantially related.

**Violations of Exam Security**

Board may deny, suspend, revoke, or restrict license on grounds that applicant for licensure subverted or attempted to subvert administration of examination.

**REGULATIONS RELATING TO LICENSE DENIAL**

*(Summarized Version of California Code of Regulations)*

1444. **Substantial Relationship Criteria**

A crime or act is considered substantially related to the practice of nursing if, to a substantial degree, it evidences present or potential unfitness of a registered nurse to perform nursing functions in a manner consistent with the public health, safety, or welfare.

Such acts or crimes include, but are not limited to:

(a) Conviction of child abuse.
(b) Violation of Nursing Practice Act.
(c) Conviction as a mentally disordered sex offender.
(d) Crime or act involving sale, gift, administration, or furnishing of narcotics, dangerous drugs, or dangerous devices.
(e) Conviction for assault and/or battery.

1445. **Criteria for Rehabilitation**

(a) When considering denial of license, the Board is to consider the following criteria in evaluating the rehabilitation of the applicant and his/her present eligibility for a license.

(1) Nature and severity of acts or crimes.
(2) Evidence of any additional, subsequent acts which also could be considered grounds for denial.
(3) Time that has elapsed since commission of acts or crimes.
(4) Extent to which applicant has complied with terms of parole, probation, restitution, or other sanctions.
(5) Evidence of rehabilitation submitted by applicant.
Appendix D:
BRN Frequently Asked Questions Regarding Prior Convictions and Disciplinary Actions

The Board of Registered Nursing (BRN) receives numerous questions from applicants regarding prior convictions. Following are the most frequently asked questions to assist applicants. Please refer to the license application instructions for a complete description of reporting requirements.

Question 1: What convictions or license discipline must be reported on the application?

Answer: All convictions must be reported, except for minor traffic violations. Both misdemeanor and felony convictions must be reported, and “driving under the influence” must be reported. Convictions must be reported even if they have been expunged under Penal Code Section 1203.4. Also, offenses must be reported even if the applicant has successfully completed a diversion program under the Penal or Vehicle Codes. All prior or current disciplinary action against a health-care related license must be reported, whether it occurred in California or in another state or territory.

Question 2: Can a person obtain a license as a registered nurse if they have a misdemeanor or felony conviction on their record?

Answer: The BRN reviews all prior convictions substantially related to the qualifications, functions or duties of a registered nurse. Each application is evaluated on a case by case basis. (Please refer to the Policy Statement on Denial of Licensure.) The BRN considers the nature, severity, and recency of the offenses, as well as rehabilitation and other factors. The Board cannot make a determination for approval or denial of licensure without evaluating the entire application and supporting documentation.

Question 3: Is there any specific conviction that will automatically disqualify an applicant from receiving a license?

Answer: No. There is not any one specific type of conviction that will disqualify an applicant. Again, the Board must review, on a case by case basis, all convictions and supporting documentation to determine if an application will be approved or denied.

Question 4: Do I have to report charges if I completed a court diversion program and charges were dismissed?

Answer: Yes. Offenses must be reported to the Board even if a court diversion program has been completed. (Business and Professions Code section 492)

Question 5: What type of documentation do I need to submit in support of my application if I have a prior conviction or license discipline?
Answer: In addition to the documents required for licensure the BRN will require:

- **Certified** official court document(s) and arrest report(s) relative to your conviction(s), showing the date(s) and circumstance(s) surrounding your arrest(s)/conviction(s), sections of the law violated, and disposition of the case.

- **Certified** copy of documents relative to any disciplinary action taken against any license as an RN or any health-care related license or certificate, if applicable.

- A detailed description of the circumstances surrounding your conviction(s) or disciplinary action and a thorough description of the rehabilitative changes in your lifestyle since the time of your conviction(s) or disciplinary action which would enable you to avoid future occurrences. It would be helpful to include factors in your life which you feel may have contributed to your conviction(s) or disciplinary action, what you have learned about yourself since that time, and the changes you have made that support your rehabilitation.

The burden of proof lies with the applicant to demonstrate evidence of rehabilitation. Examples of rehabilitation evidence include, but are not limited to:

- If applicable to your conviction or discipline, documented evidence of professional treatment and counseling you may have completed. Please provide discharge summary, if available.

- Letters of reference on official letterhead from employers, nursing instructors, health professionals, professional counselors, parole or probation officers, or other individuals in positions of authority who are knowledgeable about your rehabilitation efforts.

- Proof of community work, schooling, self-improvement efforts.

- Court-issued certificate of rehabilitation or evidence of expungement, proof of compliance with criminal probation or parole, and orders of the court.

---

**Question 6:** Can I receive an Interim Permit if my application is under review because of convictions?

**Answer:** No. If your application is referred to the Enforcement Program for review, you will not be allowed to receive an Interim Permit until the review has been completed, and a final decision has been made regarding your application.

---

**Question 7:** How long will it take to review the information that I submit with my application?

**Answer:** The normal processing time is approximately 4 to 6 weeks. This assumes that all requested information for licensure and for the Enforcement Program has been received.
QUESTION 8: I AM LICENSED IN ANOTHER STATE AND WANT TO RECEIVE MY TEMPORARY LICENSE ASAP. CAN I OBTAIN A TEMPORARY LICENSE BY COMING TO THE BOARD’S OFFICE IF I HAVE PRIOR CONVICTION(S) OR OUT OF STATE DISCIPLINARY ACTION ON MY RECORD?

ANSWER: No. Temporary licenses are not issued until all conviction, discipline, rehabilitation, and other evidence is fully evaluated.

QUESTION 9: HOW CAN I HELP FACILITATE HOW QUICKLY MY PRIOR CONVICTION OR LICENSE DISCIPLINE IS REVIEWED?

ANSWER: The BRN strongly encourages all individuals with a conviction or discipline history to be fully prepared with information regarding their background, as specified in the policy statement on denial of licensure and the BRN application for licensure. Otherwise, your request for a license will experience a delay.
Appendix E:
BRN Impaired Student Policy

IMPAIRED NURSING STUDENTS
GUIDELINES FOR SCHOOLS OF NURSING IN DEALING WITH THE MATTER OF NURSING STUDENTS IMPAIRED BY ALCOHOLISM, DRUG ABUSE, AND EMOTIONAL ILLNESS.

In the matter of nursing students impaired by alcoholism, drug abuse and emotional illness the California Board of Registered Nursing recognizes that:

a) these are diseases and should be treated as such;
b) personal and health problems involving these diseases can affect one’s academic and clinical performance and that the impaired nursing student is a danger to self and a grave danger to the patients in her or his care;
c) nursing students who develop these diseases can be helped to recover;
d) it is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness;
e) confidential handling of the diagnosis and treatment of these diseases is essential.

Therefore, the Board of Registered Nursing expects schools of nursing with students impaired by these diseases to offer appropriate assistance, either directly or by referral.

Furthermore, the Board expects that schools of nursing will ensure that instructors have the responsibility and authority to take immediate corrective action with regard to the student’s conduct and performance in the clinical setting.

It is outside of the Board’s scope of function to endorse or recommend a particular course of therapy; however, it does wish to inform nursing students of the importance of seeking voluntary aid for conditions that could, if left unattended, lead to disciplinary action and may prevent them from being licensed to practice nursing in the State of California.

As a preventive measure, schools of nursing are asked to provide factual material to incoming students regarding school policy on drug or alcohol abuse and mental illness among nursing students.
Appendix F:
Sample Program Planner for Basic and Trimester BSN Option

**ADVISING ROADMAP TO COMPLETE THE TRIMESTER BSN* DEGREE**
*(NRSGBS01) IN THREE YEARS*

**135 UNITS REQUIRED**

**DEPARTMENT OF NURSING**

**PREREQUISITES and GE**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Units</strong></td>
</tr>
<tr>
<td>University 100</td>
<td>1</td>
</tr>
<tr>
<td>Composition or (Engl 100)</td>
<td>3</td>
</tr>
<tr>
<td>Math 112 or Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy with lab</td>
<td>4</td>
</tr>
<tr>
<td>Physiology with lab</td>
<td>4</td>
</tr>
<tr>
<td>(KPE Activity class)</td>
<td>(1)</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

**STUDENT ADMITTED INTO NURSING PROGRAM**

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Units</strong></td>
</tr>
<tr>
<td>GE Course</td>
<td>6</td>
</tr>
<tr>
<td>N200 Intro to Nsg Health Care</td>
<td>3</td>
</tr>
<tr>
<td>N200L Intro to Nsg Health Care lab</td>
<td>3</td>
</tr>
<tr>
<td>Biol 204 Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>FCS 339 Metab Function Nutrients</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

Summer Session I (6 weeks)  

<table>
<thead>
<tr>
<th><strong>Course</strong></th>
<th><strong>Units</strong></th>
<th><strong>Course</strong></th>
<th><strong>Units</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>N499 Human Lifespan</td>
<td>3</td>
<td>N301 Psycho/Aspects Health Care</td>
<td>2</td>
</tr>
<tr>
<td>N331 Critical Care Nursing</td>
<td>2</td>
<td>N341 Psych Mental Health</td>
<td>2</td>
</tr>
<tr>
<td>N331L Critical Care Nursing Clinic</td>
<td>3</td>
<td>N341 Psych Mental Health lab</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td>8</td>
<td><strong>TOTAL UNITS</strong></td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 6</th>
<th>Semester 7</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Units</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

34
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>N371 Women's Health Care</td>
<td>2</td>
</tr>
<tr>
<td>GE Capstone course</td>
<td>6</td>
</tr>
<tr>
<td>N371L Women's Health Care Clinic</td>
<td>3</td>
</tr>
<tr>
<td>N361 Child Health Care</td>
<td>2</td>
</tr>
<tr>
<td>N361L Child Health Care Clinic</td>
<td>3</td>
</tr>
<tr>
<td>N353 Legal Aspects of Health Care</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE course</td>
<td>3</td>
</tr>
<tr>
<td>GE Capstone course</td>
<td>3</td>
</tr>
<tr>
<td>N400 Health Care Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>N402 Community Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>N402 Community Hlth Nursing Clin</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

**Summer Session I (6 weeks)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>N450 Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>N451 Nursing Leadership</td>
<td>2</td>
</tr>
<tr>
<td>GE course</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td>8</td>
</tr>
</tbody>
</table>

**Summer Session II (6 weeks)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>N452A Advanced Nursing Specialties</td>
<td>2</td>
</tr>
<tr>
<td>N453L Advance Nsg Special Clinic</td>
<td>4</td>
</tr>
<tr>
<td>GE course</td>
<td>3</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>N452B Adv Nsg Maternal Child Hlth</td>
<td>2</td>
</tr>
<tr>
<td>N454L Adv Nsg Maternal Child Hlth Clin</td>
<td>4</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>N452C Adv Nsg in Prim/Comm Hlth Care</td>
<td>2</td>
</tr>
<tr>
<td>N455L Adv Nsg in Prim/Comm Clin Std</td>
<td>4</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>N452D Adv Nsg Commuity Mental Hlth</td>
<td>2</td>
</tr>
<tr>
<td>N456L Adv Nsg Commuity Mental Hlth Clin</td>
<td>4</td>
</tr>
<tr>
<td>General Education</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td>9-11</td>
</tr>
</tbody>
</table>

* The Trimester BSN is a year-round fulltime program.
** The student enters the nursing program at the sophomore level with approximately 37 units of pre-requisites in natural and social sciences, and general education courses completed during the Freshman year.
### Advising Roadmap to Complete the Basic BSN* Degree (NRSGBS01) in Four Years

135 Units Required

#### Department of Nursing

**Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>University 100</td>
<td>1</td>
</tr>
<tr>
<td>Composition (Eng 100)</td>
<td>3</td>
</tr>
<tr>
<td>Math 112 or Statistics</td>
<td>3</td>
</tr>
<tr>
<td>GE Class</td>
<td>3</td>
</tr>
<tr>
<td>(KPE Activity class)</td>
<td>(1)</td>
</tr>
<tr>
<td>Anatomy with lab</td>
<td>4</td>
</tr>
<tr>
<td>Physiology with lab</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td>19</td>
</tr>
</tbody>
</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communication (Comm Stud 110)</td>
<td>3</td>
</tr>
<tr>
<td>Intro Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Intro Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry with lab</td>
<td>5</td>
</tr>
<tr>
<td>Critical Thinking (Phil 170, Psy 130)</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

#### Student Admitted into Nursing Program

**Semester 3**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE Course</td>
<td>6</td>
</tr>
<tr>
<td>N200 Intro to Nsg Health Care</td>
<td>3</td>
</tr>
<tr>
<td>N200L Intro to Nsg Health Care lab</td>
<td>3</td>
</tr>
<tr>
<td>N202 Health Care Communication</td>
<td>2</td>
</tr>
<tr>
<td>Biol 204 Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>FCS 339 Metabolic Function Nutrients</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

**Semester 4**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>N250 Intermed Nsg Health Care</td>
<td>3</td>
</tr>
<tr>
<td>N250L Intermed Nsg Health Care lab</td>
<td>3</td>
</tr>
<tr>
<td>N312 Phys Assessment</td>
<td>2</td>
</tr>
<tr>
<td>N312L Phys Assessment lab</td>
<td>1</td>
</tr>
<tr>
<td>N260 Older Adult Health Care</td>
<td>2</td>
</tr>
<tr>
<td>N260L Older Adult Health Care lab</td>
<td>2</td>
</tr>
<tr>
<td>Biol 304 Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

**Semester 5**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>N301 Psychol Aspects Health Care</td>
<td>2</td>
</tr>
<tr>
<td>GE Capstone course</td>
<td>3</td>
</tr>
<tr>
<td>N499 Human Life Span</td>
<td>3</td>
</tr>
<tr>
<td>N331 Critical Care Nursing</td>
<td>2</td>
</tr>
<tr>
<td>N331L Critical Care Nursing Clin Std</td>
<td>3</td>
</tr>
<tr>
<td>N341 Psych/Mental Health Nursing</td>
<td>2</td>
</tr>
<tr>
<td>N341L Psych/Mental Health Nsg Clin</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

**Semester 6**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE Capstone course</td>
<td>3</td>
</tr>
<tr>
<td>N371 Women's Health Care</td>
<td>2</td>
</tr>
<tr>
<td>N371L Women's Health Care</td>
<td>3</td>
</tr>
<tr>
<td>N361 Child Health Care</td>
<td>2</td>
</tr>
<tr>
<td>N361L Child Health Care Clinic</td>
<td>3</td>
</tr>
<tr>
<td>N353 Legal Aspects of Health Care</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

**Semester 7**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE Capstone course</td>
<td>3</td>
</tr>
<tr>
<td>GE Course</td>
<td>3</td>
</tr>
<tr>
<td>N400 Health Care Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>N402 Community Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNITS</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

**Semester 8**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>N450 Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>N451 Nursing Leadership</td>
<td>2</td>
</tr>
<tr>
<td>N452A Adv Nsg in Critical Care</td>
<td>2</td>
</tr>
<tr>
<td>N453L Adv Nsg in Critical Care Clin</td>
<td>4</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>N402L</td>
<td>Community Hlth Nursing Clinic</td>
</tr>
<tr>
<td></td>
<td>TOTAL UNITS</td>
</tr>
</tbody>
</table>

* The Basic BSN option is offered only on a full time basis.

** The student enters with approximately 37 units of prerequisite natural and social sciences, and general education courses completed during the Freshman year.

*** Students are admitted into the Nursing program at the **sophomore level**.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>N452B</td>
<td>Adv Nsg Maternal Child Hlth</td>
<td>2</td>
</tr>
<tr>
<td>N454L</td>
<td>Adv Nsg Maternal Child Hlth Clin</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N452C</td>
<td>Adv Nsg in Prim/Comm Hlth Care</td>
<td>2</td>
</tr>
<tr>
<td>N455L</td>
<td>Adv Nsg in Prim/Comm Clin Std</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N452D</td>
<td>Adv Nsg Community Mental Hlth</td>
<td>2</td>
</tr>
<tr>
<td>N456L</td>
<td>Adv Nsg Community Mental Hlth Clin</td>
<td>4</td>
</tr>
<tr>
<td>General Education</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

| TOTAL UNITS | 17 |
Appendix G:
Application Process for the NCLEX

• APPLY to Board for Licensure
  - License Application Complete?
    - YES
      - Education Verification: Candidate Roster or Transcript
      - Board sends Eligibility Notification to Applicant and The Chauncey Group
    - NO
      - Notification of Deficiencies sent to Applicant

• REGISTER with The Chauncey Group
  - Telephone $130.00
  - Mail $120.00
    - *(+$212.00)
    - *(+$200.00)
  - Registration Matched with Eligibility from Board
  - Authorization to Test (ATT) sent to Applicant from The Chauncey Group

• SCHEDULE Testing
  - Appointment with Prometric Testing Center using ATT

  - Take NCLEX
    - PASS
      - License is sent with Results
    - FAIL
      - Reapplication Information sent with Results

  - Board sends Results to Applicant (Final Transcript with Degree Posted is Required)

*Registration Fee postmarked October 1, 2001 or thereafter

Applicants must APPLY, REGISTER and SCHEDULE