

SECTION II: GRADUATE NURSING PROGRAM POLICIES ON ADMISSION, PROGRESSION AND GRADUATION***Admission Procedures for the Master of Science Degree Program***

The Department of Nursing Graduate Program Committee (GPC) makes decisions about the admission of graduate students into the MSN program, and on classification status. The GPC makes decisions on exceptions for admission, progression, and graduation but must follow University requirements in these areas.

1. Interested students contact the Department of Nursing to meet with the Graduate Program Coordinator or designee who serves as their faculty advisor. The Graduate Program Coordinator or advisor will evaluate the student's educational background, discuss any possible prerequisite courses necessary for admission, and provide students with information about the Master of Science Degree Program in Nursing. Students will be referred to the Offices of Admission, Financial Aid, and Testing.
2. At the Admissions Office, the students will complete a California State University Graduate/Post-Baccalaureate Application for Admission. Students declare nursing as their major on this form. Students must supply the Admissions Office with official transcripts of all undergraduate and graduate studies completed. The application is forwarded to the Department of Nursing once it has been evaluated by the admissions office, or the student may apply online at www.csumentor.edu.
3. In addition, to qualify for admission into the Master of Science in Nursing program, students must have one copy of all official college transcripts, including all completed work to date, and a completed Application for Admission to the Master of Science Degree Program in Nursing sent to the Department of Nursing, Romberg Nursing Education Center, 29RNC, 9001 Stockdale Highway, Bakersfield, California 93311-1022. The application form is the last section of the program information packet which can be obtained on the Department of Nursing homepage at <http://www.csub.edu/nursing/grad.shtml>
4. A student file containing all pertinent information including letters of reference will be prepared and referred to the student's advisor. The advisor will contact the student to obtain additional information needed to determine admission status and complete a tentative program plan for completion of graduate courses.
5. Students with less than a 3.0 GPA in the last 90 quarter units are to take the Graduate Record Examination. The results of the test will be needed before a student can be advanced to classified status. Contact the Testing Center for information about this test and dates for testing.
6. The Graduate Program Committee will act on the student's application to determine admission status and notify the student.
7. Transfer Credit. If accepted by the Graduate Program Committee, graduate credit from another accredited institution may be applied toward the Master's degree or graduate program. In addition, extension course work may be used to satisfy prerequisites or degree requirements when such work is acceptable. However, a

maximum of 13 quarter units from another institution or from Extension may be accepted toward a graduate program and all such units must satisfy time limit requirements for the degree or program which is seven years for completion of the degree.

8. Second Master's Degree. Students seeking a Master's degree or concentration may substitute program requirements, but unit requirements remain the same. Students must reapply for admission into second degree programs and obtain approval from the Department of Nursing, Graduate Program Committee, and the Dean of Graduate Studies and Research.
9. Further information on admission can be found in the current California State University, Bakersfield catalog.

Post-Master's Certificate and Credential Programs

Criteria for Admission

1. Criteria as specified for admission to the Master of Science in Nursing program are met including criteria for the specific options.
2. Graduation from a nationally recognized regionally accredited Master's program in Nursing.
3. One year of experience as a Registered Nurse in the past three years.
4. Preference for admission will be given to students with 1) bilingual skills, specifically Spanish, and 2) evidence of commitment to be employed in care of minority or under-served healthcare populations.
5. Applicants to the Post-Master's FNP option will need to demonstrate knowledge equivalent to a course in advanced health assessment (NURS 586) within two years of the first FNP clinical course.
6. Applicants to the Post-Master's School Nurse Credential program must possess a Preliminary School Nurse Credential.

Physical and Mental Qualifications

A student with a disability has to have the disability verified by the Services for Students with Disabilities office at CSUB. It is to the student's advantage to do this as soon as possible in the quarter to ensure that approved accommodations can be granted in a timely manner.

Essential Functions for Graduate Nursing Students

There are essential functions or abilities necessary for admission and progression in the graduate nursing program at CSU Bakersfield. The candidate must be able to perform all of the essential functions (with or without accommodations). The Department of Nursing follows the CSUB nondiscrimination policy, and students requesting accommodations

should contact the Disability Services office. These essential functions include, but are not limited to, the following:

Observation: Candidates must be able to accurately observe patients and demonstrations close up and at a distance to learn skills and to gather patient data (e.g., observe a patient's gait, appearance, posture, etc.). Candidates also must possess functional use of the sense of vision and somatic sensation. Observation is enhanced by the functional use of the sense of smell.

Communication: Candidates must have the ability to communicate orally and in writing with patients, families, groups, and other members of the healthcare team, as well as faculty and peers. Candidates must also be able to effectively interpret communication to others. Candidates also must be able to read and comprehend written material.

Psychomotor Skills: Candidates must have sufficient motor function to perform nursing tasks and to obtain data from patients using tactile, auditory, and visual maneuvers. Candidates must be able to execute motor movements to provide required general nursing care as well as emergency treatments.

Intellectual and Cognitive Abilities: Candidates must be able to measure, calculate, reason, analyze, synthesize, integrate, and apply information in making clinical judgments. Problem solving, a clinical skill required of nurses, requires all of these intellectual abilities. In addition, candidates must be able to comprehend 3-D relationships and to understand the spatial relationships of structures.

Behavioral and Social Attributes: Candidates must possess the emotional health required to use their intellectual abilities fully. This may be demonstrated by exercising good judgment, promptly completing all responsibilities attendant to the care of patients and aggregates, and developing mature, sensitive, and effective relationships with patients, families, and other healthcare workers, as well as faculty and peers. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties and ambiguities.

Ethical Standards: A candidate must demonstrate the ability to reason morally and practice nursing in a professional and ethical manner with patients, families, and other healthcare workers as well as with faculty and peers.

Ethical Standards

- I. **Honesty.** Integrity for nursing students involves honesty in clinical performance, whether charting, writing incident reports, or performing patient care.
- II. **Confidentiality.** Ethical standards demand confidentiality regarding clients. The nursing student must practice confidentiality. Any other behavior is unprofessional and violates the nurse-patient relationship.

- III. Unprofessionalism. Unprofessional behavior jeopardizes not only the individual student's standing with the hospital and the community, but also the standing of the Department of Nursing.
- IV. Scholarship and Grades. All students must adhere to the policy in the University catalog:

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the integrity of all academic work and student grades. Students are expected to do all work assigned to them without unauthorized assistance and not to give unauthorized assistance.

Faculty have the responsibility of exercising care in the planning and supervision of academic work so that honest effort will be positively encouraged (the current edition of the University Catalog can be viewed at <http://www.csub.edu>).

Plagiarism, the practice of taking ideas and writings from another and offering them as one's own, is a form of cheating and is unacceptable. It may consist of handing in someone else's work, copying a composition, using ideas, paragraphs, sentences, or phrases written by another or using ideas, data, and statistics compiled by another. This includes rearrangement of phrases from the original into a new pattern. When using ideas, interpretations, or material written or compiled by another, acknowledgment of indebtedness to the original author or source must be made by the use of quotation marks, footnotes, or similar references.

A student may not submit a paper (or two papers which are substantially the same) for credit in two different courses unless a prior agreement to accept such work has been made between the instructors involved.

If any instance of academic dishonesty is discovered by the instructor, it is the instructor's responsibility to give a failing grade to the student for the course. In every case, the instructor should notify in writing the Dean of Students and the Dean of the school in which the student is enrolled of the circumstances of the case. In all cases of academic dishonesty, the first offense will result in the student receiving an "F" in the course, and the second offense will result in termination of the student's enrollment at the University.

A student may appeal any action employed by the instructor and the University based upon an allegation of academic dishonesty by initiating grievance procedures within no more than fifteen (15) school days (academic year) after notification of the grade is mailed or personally given to the student.

Lines of Communication

If students are having academic difficulty or other problems in any course, they should first ask their instructor for help and/or to resolve the problems. If this does not result in resolution of the problems, the student needs to seek the assistance of the Team Leader for the course. If the difficulties and/or problems still persist, the student may then seek the assistance of the Chair of the Department of Nursing for problem resolution.

Graduate Student Classification Status***Conditionally Classified Status***

Applicants may be admitted as a Conditionally Classified Graduate Student if, in the judgment of the graduate admissions committee, the applicant has potential for successful completion of all the “conditions” specified by the faculty for admission as a Classified Graduate Student and potential for successful completion of all the requirements for the graduate program. Upon satisfactory completion of all “conditions” specified by the faculty, the student’s status will be administratively changed to Classified Graduate Student.

Classified Status in the Master’s Degree Program in Nursing

For classified status the student must meet all Admission Requirements of both the University and the Graduate Program in Nursing. In addition, the student must demonstrate all of the following:

1. Have graduated from a nationally recognized, regionally accredited Baccalaureate program in Nursing or equivalent foreign university or progression in the RN to MSN program at CSU, Bakersfield, and
2. Completion of an “Application for Admission to the Master of Science Degree Program in Nursing.”
3. Completion of the following undergraduate courses or evidence of knowledge equivalent to that of specified courses through challenge examination or evidence of integrated content:
 - a. Pathophysiology (NURS 345 or BIOL 355)
 - b. Statistics (MATH 140 or PSYC 200)
 - c. Basic Nursing Research (NURS 357)
4. Have a clear, current, and active license as a Registered Nurse in California, and current healthcare provider CPR card.
5. Three letters of recommendation from persons who know the applicant’s academic and professional abilities.
6. A two-page essay describing interest in the Master’s option of choice and goals or plans when the MSN is completed.
7. A GPA of 3.0 or above in the last 90 quarter (60 semester) units or a GPA of 2.50 to 2.00 in the last 90 quarter (60 semester) units and a GRE score in the last five years of 450 or above on each, the verbal and quantitative sections.

8. One or more years of full-time experience as an RN within the past 3 years. Recent graduates can apply for a waiver but must submit evidence of current employment as an RN.
9. A Master's degree advisor and an approved proposed program.

For classified status the student must meet all the admission requirements previously listed.

Advancement to Candidacy Status

The candidate must have all of the following:

1. Attained Classified Status
2. Completed 22 units of graduate courses in the Department of Nursing and required elective courses with a GPA of 3.0 or better (on a scale of A=4.0)
3. Completed NURS 625 Nursing Research: Advanced Methodology and Proposal Development.
4. Filed a petition for advancement to candidacy with the Department of Nursing Graduate Program Coordinator.
5. Completed the Upper Division Writing Requirement of the University.

Attendance Policy

Lecture Attendance

- A. Class attendance is expected of all students enrolled at the University. The instructor in each course sets the standard expected in this regard. When students are absent from classes, it is their responsibility to inform instructors of the reason for the absence and to arrange to make up missed classwork and assignments. Faculty reserve the right to subtract points from the total grade for each class absence. Guidelines will be listed in the student's specific class syllabus.
- B. Students' guests are allowed in lectures only with special permission from the instructor.
- C. Students must obtain permission prior to using tape recorders in the classroom.
- D. Children are not permitted in the classroom.

Revised May, 1998

Faculty approved June 4, 1998

Grading Scale/Policies and Procedure

Graduates Nursing students must have a GPA of 3.0 (on a scale of 4.0=A) to be admitted to Candidacy status.

Grading Scale

The grading scale for nursing courses is:

A	=	93-100	B-	=	80-82	D+	=	67-69
A-	=	90-92	C+	=	77-79	D	=	63-66
B+	=	87-89	C	=	73-76	D-	=	60-62
B	=	83-86	C-	=	70-72	F	=	59 or below

A grade of “RP” (Report in Progress) is used for N690 or N691 thesis/project units until the final thesis/project is completed. At that time, a grade is given for all the N690 or N691 units.

Grading Policy

Students must obtain a minimum grade of “C” in all graduate courses in order to progress in the program. “C-” is not considered passing. A grade of “B-” or better must be obtained in courses that are identified as meeting outcome criteria for progression to graduation (N624, N665, N653, N690/N691). A student may repeat a failed course only once and no more than two courses may be repeated. N690 and N691 must be successfully completed with a “B-” or better and cannot be repeated. A student may not advance to candidacy status without an overall GPA of 3.0 (on a scale of 4.0=A).

Procedures for Changing Grades

Once a final grade has been assigned, it can be changed only in the case of a declared clerical error or through the auspices of a student academic grievance procedure. The definition of a clerical error is an error made by the instructor in grade estimating or posting. No grade change may be made as a result of work completed or presented following the close of the grading period except for completion of work when an “I” or “SP” or “RP” was issued, or, in cases of emergency, as approved by the Dean.

Grade changes are made by completing the “change of grade” form. The “change of grade” form is a multi copy form and after the grade changes have been made and properly recorded, a copy of the form is sent to each of the following: student, instructors, department of major (student’s advisory file), Admissions & Records.

Failure to Assign a Grade

If an instructor of record fails to assign a final grade, then the department in which the course was offered or in the case of interdisciplinary courses the department in which the instructor serves, should select, by majority vote, a qualified member of the faculty who will determine the appropriate grade and instruct the registrar to assign the grade thereby determined.

Student Complaint and Grievance Procedures and Forms

Information on student complaint and grievance procedures and forms can be found on the web at

http://www.csub.edu/undergradstudies/pdf/student_complaint_and_grievance.pdf

General University Policies Related to Progression in the Master's Degree Program and Graduation**1. Scholastic Expectations**

A candidate for a Master's degree must earn at least a 3.0 GPA average in all graduate work in graduate standing and in the degree program.

Students performing below the minimum standard will be placed on academic probation. Students who fail to correct deficiencies within a reasonable time period will be suspended. Unclassified post-Baccalaureate students must maintain a 2.5 cumulative GPA. No course with a grade lower than "C" may apply toward the fulfillment of degree requirements.

2. Continuous Registration

For all students who have finished course work for the Master's degree, but have not completed a thesis or project, the following will apply: The student will continue to register each quarter until the degree is completed (unless the student has applied for a "planned educational leave" as described below). When the student has taken the maximum allowable units from the Nursing Department (9 quarter units), the student then registers for 700 level courses with zero units through Extended University at a fee determined by the University.

3. Leave of Absence

Planned Educational Leave for Graduate Students: Graduate students who have been formally admitted to a Master's degree program and who are making satisfactory progress in the completion of their plan of study may qualify for a planned educational leave of absence for periods of up to two years and still maintain continuing student status. For further information contact the graduate program coordinator.

4. Non-active Standing

A student who has been absent from the program more than two consecutive quarters without an approved Leave of Absence or without Continuous Registration will be reclassified as non-active. The student must file a new application for admission and pay appropriate fees to continue graduate studies.

5. Re-enrollment of Continuing Graduate Students

A former student returning to the university after an absence of more than two consecutive quarters must file a new application for admission and pay the application fee.

6. Graduate Writing Competency Requirement

All graduate nursing students must demonstrate upper division writing competencies within the first year of beginning classes. If the student has

completed the requirement during the Baccalaureate program with a score/grade which meets the minimal requirements specified by the graduate program, the verification of the upper-division writing competency will be accepted. Students who have not yet completed this requirement may register for and pass the Upper Division Writing Competency Examination which is offered at CSUB at least three times each academic year, or may enroll in and satisfactorily complete one of the courses recognized by the University (refer to current course schedule or General Catalog).

7. Completion of Thesis/Project

These procedures are to be followed by students who wish to begin work on their theses/project. As a student, you must have been advanced to candidacy (see Classification Status: Advancement to Candidacy) in order to register for thesis/project units.

- a. Use the Guidelines for Preparing Theses/Project by the Department of Nursing and the Guidelines from the Office of Graduate Studies and Research.
- b. Schedule an appointment with the Graduate Program Coordinator to discuss your final program and the selection of your thesis/project committee.
- c. Obtain a Thesis/Project Approval Form from the Department of Nursing office.
- d. Select a chair for your thesis/project committee. Obtain that person's approval to serve as chair. Nursing faculty with a doctoral degree may serve as thesis Chair. Nursing faculty who have attained a Master's degree as the highest level of educational preparation may serve as Project Committee Chair.
- e. Discuss the selection of two additional faculty members with your thesis/project chair. As each professor agrees to be a member, ask him/her to sign the Thesis/Project Approval Form. The Chair and one other member must be from the Department of Nursing.
- f. Complete and return this form to the Graduate Program Coordinator prior to registering for thesis/project units.
- g. Register for the thesis/project course by completing an Independent Study Form each quarter. On the Independent Study Form, your thesis/project committee chair is the faculty listed for the thesis/project course.
- h. Instructions for completion of the thesis/project and receiving a grade are presented in the guidelines for preparing theses/projects.

Register for thesis/project hours for the quarter in which you plan to begin working on the thesis. If you have completed 5 units of N690 or N691 but have not completed the thesis or project, continuous enrollment is required for each succeeding quarter that the thesis/project is successfully in progress until it is completed. You must be enrolled in the University during the quarter in which you intend to graduate.

8. **Application for Graduation**
All graduate students are encouraged to file an application for graduation at least one full quarter before they plan to graduate because a response to the application from the Evaluations Office may take six to eight weeks. If the Evaluations Office notifies the student of any deficiencies in graduation requirements for the Master's degree program, the student must make up the deficiencies and reapply for graduation.
9. **Time Limit to Complete Requirements for Graduate Degrees**
The California Administrative Code, Title 5, Education, specifies that all the requirements for a Master's degree be completed within a seven-year (7) period. This time limit requirement means that no more than seven years may elapse between the start of the term of the earliest dated course approved for the Plan of Study and the date the application for graduation is formally approved. The student may formally petition the graduate coordinator for an extension of the time limit or for the appropriate substitution of other appropriate course work.
10. **Change of Address or Name**
All graduate and post-Baccalaureate students who have a change in address or name must report the change to the Office of the Registrar by submitting the appropriate form with the new name or address and the Nursing Department office. Such changes also should be reported to the graduate program coordinator.
11. **Readmission to Nursing Program**
Students need to reapply to the University and to the Department of Nursing through the Admission, Progression and Graduation (Graduate) Committee.
12. **Health Requirements: Health Clearance requirements must be completed and reported to the Student Health Center prior to beginning nursing courses each year. The physical examination may be done at the CSUB Student Health Center prior to Fall classes, or it may be done by a physician of the student's choice at the student's expense. The Student Health Center provides the Health Clearance form.**

Graduation Requirements for the Master of Science Degree in Nursing

The Master of Science degree in Nursing requires completion of the specified number of core and option specific quarter units of required and elective courses with a grade point average of at least 3.0 (B) and an approved thesis or project.

Students must meet the upper division writing requirement of the University for advancement to candidacy. The student should complete this requirement during the first year of graduate course work. At least one quarter before the student plans to graduate, the student should apply for graduation at the University evaluations office and complete the concentration outline with the advisor.

Approved Graduate Program Committee, April 2007

Support Services and Resources

A number of support services and resources are available to all students at CSUB. The library provides regular orientation tours to acquaint students with the library services. Students can obtain textbooks and supplies from the bookstore. The University Cafeteria and Student Union are available for meals and refreshments. The Children's Center provides daycare for children two to five years of age.

Counseling services are available to students. In addition, testing services are available for national admissions tests, career, aptitude and personality tests, English and Math placement tests, and the Graduate Writing Assessment exam. Special services are available for students with disabilities. The Student Health Center provides on-campus healthcare. A centralized placement service is maintained through the Career Planning and Placement Center. Students needing tutorial assistance can contact the Academic Advancement Center.

Financial Aid and Scholarships**Nursing Student Loans**

Nursing student loans are available for students in the graduate program. In addition, there is a Nursing Student Emergency Loan Fund (the Sue Fujiki Fund) described further on in this document.

Traineeships

There are federal traineeships frequently available for full-time students in the graduate program.

Scholarships

Various organizations make money available to nursing students, including graduate students based on certain eligibility criteria.

Grants

Grants for nursing research are also available from various funding agencies. For more information on such grants, contact the reference librarian or the graduate program coordinator.

Sigma Theta Tau, International, Xi Epsilon Chapter at CSUB provides grants for graduate thesis or project endeavors. See the Xi Epsilon Research and Awards Committee Chair.

For additional information contact the Office of Financial Aid and Scholarships of the Graduate Program Coordinator (or access the information on the web at www.csub.edu/finaid.) Applications for financial aid and scholarships are to be submitted directly to the Financial Aid Office. Additional applications may be required for specific scholarships on special forms.

Sue Fujiki Nursing Student Emergency Loan Fund

Criteria for use of the loan fund by nursing students:

- A. Eligibility:
 - 1. Students must be enrolled in a program in the Department of Nursing.
 - 2. To demonstrate eligibility, students must obtain a referral form, with signature, from a member of the Department of Nursing, Recruitment, Outreach, Scholarship and Awards (ROSA) Committee.

- B. Specifications of the loan:
 - 1. The usual limit of the loan will be \$200.00. A student may borrow up to \$300.00 with permission of the ROSA Committee, if sufficient funds are available.
 - 2. No interest will be charged, but there will be a processing fee from the CSUB Foundation Office.
 - 3. The loan must be repaid in two months, with possible extension up to four months with the permission of the ROSA Committee.
 - 4. Late payment — If repayment is late, student will not be eligible for another loan until 30 days after repayment.
 - 5. Unpaid loans — Students who are more than 30 days overdue in repaying the loan will be contacted by the Foundation Office. If there is no response, or no arrangement for repayment, the Department of Nursing ROSA Committee will be notified for a decision on further action.

SUE FUJIKI EMERGENCY LOAN APPLICATION FORM

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
Department of Nursing
ROSA Committee**

To: CSUB Foundation Office

Subject: Sue Fujiki Nursing Student Emergency Loan Fund Application

This is to verify that _____ is enrolled in the _____ class in the CSUB Department of Nursing, is eligible for a loan according to the criteria of the loan fund, and has been approved by the ROSA Committee to borrow \$_____ from the fund. The student agrees to pay back the loan by _____ or seek an extension from the Committee.

Faculty Signature (date)

Student Signature (date)

CSUB Unclassified Post-Baccalaureate Requirements Certification Form – Financial Aid

Usually, students who already have a BA/BS degree must be ADMITTED to a graduate program in order to be considered for aid governed by Federal TITLE IV regulations. The CSU status of Unclassified Post-Baccalaureate has not been approved for aid eligibility at CSUB because, generally, the campus financial aid office could not document student compliance with regulations. However, recent interpretations of these regulations give the campus the ability to be somewhat more flexible if certain conditions are met. These conditions and the application form can be accessed at the financial aid website at the following address:

<http://www.csub.edu/FinAid/pdf/2006-07/bpbrct.pdf>

Guidelines for Success/ Expectation Statements/Academic Acculturation

<http://www.csub.edu/~jdeegan/AA.htm>