



# PRE-LICENSURE STUDENT HANDBOOK

## Traditional BSN Program

### Abstract

This document was prepared for all students interested in California State University, Bakersfield's traditional 3-year BSN pre-licensure program. Prospective applicants must meet the minimum eligibility requirements and have not violated any policies. This document has been revised for the current application entry. Specific requirements and policies are subject to change at any time. Students are responsible for obtaining the most current information from the Department of Nursing at CSUB.

#### Department of Nursing

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THE CALIFORNIA STATE UNIVERSITY

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# Department of Nursing Admissions Requirements

This document was prepared for all students interested in California State University, Bakersfield's traditional 3-year BSN pre-licensure program. Prospective applicants must meet the minimum eligibility requirements and have not violated any policies. This document has been revised for the current application entry. Specific requirements and policies are subject to change at any time. Students are responsible for obtaining the most current information from the Department of Nursing at CSUB.

Prior to applying to the Traditional BSN Program at CSU, Bakersfield applicants must:

1. Apply to the university. The university application can be found at CAL STATE Apply. Graduate students that are seeking a second bachelor's degree in nursing must apply to the university using the graduate application for post-baccalaureate admissions.
2. Fulfill the Department of Nursing prerequisite and general education requirements.
3. Achieve a minimum GPA of 3.20 in the nursing prerequisite courses.
4. Achieve a minimum GPA of 3.20 in the science and math prerequisite courses.
5. Earn a minimum grade of "C" (2.0) or higher for all prerequisite and cognate courses. A grade of "C -" is not acceptable. Prerequisite and cognate grades below "C" will not be accepted for the nursing application or toward nursing degree requirements.
6. The Department of Nursing strongly recommends that non-CSUB students interested in CSUB's nursing program attend an Information Session. Individual advising appointments can be made after attending a session.
7. Complete all required coursework by established deadlines as indicated on the nursing application.
8. Submit a supplemental nursing application through NursingCAS including official transcripts and other documentation as applicable during the established nursing application periods.
9. CSUB applicants must either be U.S. Citizens or have permanent residency. Non-U.S. citizens must be able to provide a copy of their permanent residency card.
10. If admitted, sign and return the acceptance form by the established deadline (indicated in the admission offer).
11. Complete the required background check and drug testing within the time-period indicated. Outside agencies that are not contracted with the CSUB Department of Nursing cannot be accepted.
12. Complete the post-acceptance clinical requirements by the due date indicated by the Department of Nursing and attend 2 required program orientations.

**FAILURE TO COMPLETE THE REQUIREMENTS WILL RESULT IN BEING ADMINISTRATIVELY DROPPED AND THE STUDENT WILL NOT CONTINUE WITH ENROLLMENT IN THE TRADITIONAL BSN PROGRAM.**

*The above is a general overview of the admission requirements. The remainder of this handbook includes further details on eligibility requirements and department policies.*

# Admissions Criteria

Admission to the Department of Nursing at CSUB is based on the following criteria. Applicants are ranked based on their overall prerequisite GPA, their science & statistics prerequisite GPA, their TEAS score, local residency, and paid healthcare experience.

1. Overall Prerequisite GPA – Applicants must have a minimum of 3.20 GPA in the following courses:

<i>Prerequisite Course</i>	<i>CSU GE-Breadth Area</i>
<i>Oral Communication</i>	A1
<i>Written Communication</i>	A2
<i>Critical Thinking</i>	A3
<i>Statistics</i>	A4 (B4 from other institutions)
<i>Chemistry (General, Inorganic, Organic, or Integrated w/ associated Lab is required at the institution where the course was taken)</i>	B1 (B3)
<i>Human Anatomy (required with lab)</i>	B2, B3
<i>Human Physiology (required with lab)</i>	B2, B3
<i>Microbiology (required with lab)</i>	B2, B3

2. Science and Statistics Prerequisite GPA – Applicants must have a minimum of 3.20 GPA in the following prerequisites: Anatomy, Physiology, Microbiology, Chemistry, and Statistics.
3. ATI TEAS Exam – Applicants must have a minimum of 72% score. CSUB Nursing will only consider the first 2 attempts. A retest on the TEAS requires a 14-day grace period from test date to test date. Effective Fall 2017 application period, the newest edition, ATI TEAS will be required—previous versions will not be accepted. For more information on TEAS and testing dates offered at CSUB’s Traditional BSN Program’s website for the TEAS FAQ.
4. 2 seats are reserved for Military Veterans who were Honorably Discharged. These seats do not apply to Military Dependents.
5. Local preference is considered for the Bakersfield service area and for continuing CSUB students and/or Alumni.
6. Paid Healthcare Experience – Applicants must have current healthcare licensure and/or paid work experience of 6 consecutive months in healthcare employment within the last 5 years with current licensure or certification. Examples of licensure includes but are not limited to CNA, MA, LVN, RT, EMT, or Paramedic.

## Complete List of Pre-Health Prerequisite Courses

Before entering the first courses in the nursing major, students must complete the 8 prerequisite courses listed below, with a minimum grade of "C" in each course. Prerequisites may not be taken on an optional credit/no-credit basis. The science and statistics prerequisites must be taken within the past ten years.

<i>Course Number</i>	<i>Course Title</i>	<i>Semester Units</i>
<i>BIOL 2210</i>	Human Anatomy w/ Lab	4
<i>BIOL 2220</i>	Human Physiology w/ Lab	4
<i>BIOL 2230</i>	Microbiology w/ Lab	4
<i>CHEM 1000 or CHEM 1003</i>	Chemistry	3 or 4
<i>MATH 1209 or PSYC 2018 or SOC 2208</i>	Statistics	3
<i>COMM 1008 or THTR 1009</i>	Public Speaking	3
<i>ENGL 1109</i>	Writing & Research	3
<i>PHIL 1019 or PHIL 2019 or SOC 1018</i>	Critical Thinking	3

## Complete List of Pre-Health Cognate Courses

Although cognate courses are not required for admission into the program, students are strongly encouraged to successfully complete the courses prior to entrance into the program. For any unmet cognate courses at the time of acceptance to the program, they must be taken during the specific semester it is scheduled in the nursing curriculum. A grade of "C" in a cognate course is the minimum grade acceptable for progression into the nursing program or to continue in the nursing program. Cognate courses cannot be taken on a credit/no-credit bases. Cognate courses can be repeated only once for a grade of a "C" or better for a student to enter or remain in the nursing program.

<i>Course Number</i>	<i>Course Title</i>	<i>Semester Units</i>
<i>PSYC 1018</i>	Exploration in Psychology	3
<i>BIOL 2240</i>	Principles of Nutrition	2
<i>NURS 2190</i>	Lifespan Development	3
<i>BIOL 3220</i>	Human Pathophysiology	4

## Articulation of Prerequisite and Cognate Courses

Transfer students should check the course articulation chart on the Traditional BSN Program Website under Prerequisite courses or refer to ASSIST ([assist.org](http://assist.org)) to determine if the courses taken at another California college or university will be accepted to meet CSUB pre-health prerequisites and cognates.

# Policies Regarding Acceptance to the BSN Program

## Eligibility/Prerequisite Course Failure Policies

A prerequisite is defined as any course that will meet a specific nursing requirement. Students are ineligible to enter the program if the following failure progression occurs:

**Achieve less than a "C" twice in the same required prerequisite or cognate course**

## Repeats in Prerequisite and Cognate Courses

The Department of Nursing defines a repeated course as taking the prerequisite or cognate course a second time. Repeats in the prerequisites may only be considered if a minimum of a "C" was not earned in the prerequisite course or the equivalent. A prerequisite is defined as any course that would meet a specific nursing requirement.

**The Department of Nursing will allow applicants to repeat a maximum of two (2) prerequisite courses only one time.** The repeats are allowed in one (1) science & statistics and one (1) non-science prerequisite. Effective Fall 2015 and beyond, this policy applies to the following courses determined to be equivalent:

- Human Anatomy with Lab (minimum 4 semester or 5 quarter units)
- Human Physiology with Lab (minimum 4 semester or 5 quarter units)
- Microbiology with Lab (minimum 4 semester or 5 quarter units)
- **One** general organic, inorganic, or combination chemistry with Lab (minimum 3 semester or 5 quarter units)
- Statistics (minimum 3 semester or 4 quarter units)
- English Composition (minimum 3 semester or 4 quarter units)
- Communications (minimum 3 semester or 4 quarter units)
- Critical Thinking (minimum 3 semester or 4 quarter units)

**Chemistry:** *CSUB Nursing requires one lower-division Chemistry that can include any combination of general, inorganic, organic, and integrated chemistry (CSU Area B1) with associated lab if required from the college/university it was taken. If multiple Chemistry courses were taken, the second attempted Chemistry course will be used for eligibility. Taking multiple Chemistry courses count as a repeat in the science & statistics prerequisite.*

**A Cognate course repeat is accepted and must be passed with a "C" or better on the second attempt.**

- Explorations in Psychology
- Nutrition
- Lifespan Development
- Human Pathophysiology

## Course Withdrawals

Effective Fall 2012, the applicant's record of course withdrawals (where a "W" was earned) will be considered when assessing eligibility to apply to the nursing program. It must be noted that this policy varies from the university's course withdrawal policy but is part of the CSUB Department of Nursing impacted criteria (Impacted Request 2011).

To be eligible to apply to the nursing program and be considered, **applicants must not accumulate more than 19-semester units or 28-quarter units in "Ws" before attending or during the program.**

A complete withdrawal from one term will not count against the 19-semester or 28-quarter unit's maximum limit.

Withdrawals with a "W" that occurred five or more years prior to applying to the nursing program will not be considered.

## Transfers from Other Nursing Programs - Pre-Licensure Students/Applicants

A student who has previously enrolled in a nursing program but did not complete the required coursework is a nursing program continuing transfer student—not a new applicant.

Resources are not available at this time to provide additional orientation and course sections that would be required to serve continuing transfer students. The decision has been made by the Chair of the Department of Nursing to not accept any continuing transfer students.

A continuing student in this situation must seek permission to apply for entry to the traditional BSN program. Permission is granted by the Undergraduate Programs Committee (UPC). To petition for entry as a new applicant, the following must be submitted:

1. Letter of good standing from the nursing program director/chair previously enrolled in,
2. Official transcripts from all colleges attended,
3. A typed letter addressed to the Undergraduate Programs Committee requesting to seek permission to apply for a seat in the traditional BSN program.

Requests are reviewed on a case-by-case basis with consideration to students' academic progress and potential for success in the CSUB BSN program. An application to the nursing program can only be submitted after permission has been granted by the UPC and will follow the standard application process of a new applicant.

## **Military – Reserved Seats**

On April 30, 2009, the CSUB Nursing faculty approved a proposal to reserve two positions for active or recently honorably discharged military personnel who are committed to attending the nursing program at CSUB. Military personnel or veterans must meet higher base standards than the impacted criteria require.

Military applicants must have:

- Overall minimum prerequisite GPA of 3.20
- Science & Statistics minimum prerequisite GPA of 3.20
- Minimum ATI TEAS score of 72%

Military applicants must submit the following documents with their nursing application:

- Transcripts that substantiate completion of all prerequisite courses, cognate courses, and any general education requirement
- A letter of commitment to attend the program if accepted

## **Military – Awarding of Credit for Previous Education or Knowledge**

Awarding of credit for previous education or another acquired knowledge, including military education and experience:

- Matriculated student notifies Undergraduate Program Director or designee within 4 weeks of acceptance into the Pre-Licensure program of his/her request to seek course credit for previous education or other acquired knowledge, including military education and experience and specifies course(s).
- Student provides materials, documents, and evidence for consideration for a specified course(s) within 6 weeks of acceptance into the program.
- Student meets with the Pre-Health Advisor or designee as requested.
- The appropriate faculty or faculty members designated by the Pre-Health Advisor or designee review the materials, documents, and evidence within 3 weeks of receipt of materials to the department and makes the determination to award or deny credit.
- Student is notified by the Pre-Health Advisor or designee of the decision within 4 weeks of receipt of materials, documents, or evidence. If a “cannot award credit” decision is made, the letter of notification will indicate the rationale behind the decision. The student will be told that he/she can request a challenging course by exam and follow the CSU Bakersfield policy.



# Bachelor of Science in Nursing (BSN) Curriculum

Coursework in BSN curriculum is divided into four separate areas:

1. Prerequisite courses
2. Cognate courses
3. General Education requirements
4. Nursing curriculum courses

## Minors

Pre-Health or Nursing students are not required to declare a minor. In some instances, a minor is a student's choice if interested.

## Sample Degree Completion Plan

California State University, Bakersfield converted from a quarter system to a semester system. The [Program Pathways Mapper](#) includes a degree completion plan with the semester curriculum beginning with the 2022 Academic year onward.

## General Education and Graduation Requirements

Students in the BSN program are required to complete the General Education requirements for a bachelor's degree. Areas satisfied by the program are listed below. For a list of courses for each GE requirement, please visit the [Traditional BSN Program's website](#) for more information.

### *General Education Areas*

<i>First Year Seminar</i>	CSUB 1029 or transferred
<i>Areas A1 – A4</i>	Satisfied by prerequisites
<i>Areas B1 – B3</i>	Satisfied by prerequisites
<i>Area C1</i>	Arts
<i>Area C2</i>	Humanities
<i>Area D</i>	Satisfied by cognate
<i>Area F</i>	Ethnic Studies
<i>SELF</i>	Satisfied by Nursing course
<i>American Institutes – AG</i>	Government
<i>American Institutes – AH</i>	History
<i>JYDR</i>	Satisfied by Nursing course
<i>Upper Division C</i>	Arts/Humanities
<i>Upper Division D</i>	Satisfied through approved waiver
<i>GWAR</i>	Upper division Writing course or examination
<i>Capstone</i>	Satisfied by Nursing course

# Nursing - Traditional BSN

## Bachelor of Science

120.0 Units

■ Major Course 
 ■ General Education Course 
 ■ Elective Course 
 ■ Milestone 
 | Offers Microcredential

<b>Fall 2022</b> 1st Term	<b>BIOL 2210</b> <span style="float: right;">MAJ</span> 4.0 Units Human Anatomy	<b>CHEM 1003</b> <span style="float: right;">MAJ</span> 4.0 Units Foundations of Chemistry for Healthcare Professionals	<b>GE FYS: First Year Seminar</b> <span style="float: right;">GEN</span> 2.0 Units GE FYS: First Year Seminar	<b>GE A2: Written Communication</b> <span style="float: right;">GEN</span> 3.0 Units GE A2: Written Communication
	<b>16.0 UNITS</b>			

<b>Spring 2023</b> 2nd Term	<b>BIOL 2220</b> <span style="float: right;">MAJ</span> 4.0 Units Human Physiology	<b>BIOL 2230</b> <span style="float: right;">MAJ</span> 4.0 Units Microbiology	<b>GE A1: Oral Communication</b> <span style="float: right;">GEN</span> 3.0 Units GE A1: Oral Communication Choose a course	<b>GE A3: Critical Thinking</b> <span style="float: right;">GEN</span> 3.0 Units GE A3: Critical Thinking
	<b>14.0 UNITS</b>			

<b>Fall 2023</b> 3rd Term	<b>BIOL 3220</b> <span style="float: right;">MAJ</span> 4.0 Units Human Pathophysiology	<b>NURS 2110</b> <span style="float: right;">MAJ</span> 2.0 Units Health Assessment and Physical Examination (Theory)	<b>NURS 2111</b> <span style="float: right;">MAJ</span> 1.0 Units Health Assessment and Physical Examination (Clinical)	<b>NURS 2120</b> <span style="float: right;">MAJ</span> 3.0 Units Fundamentals of Nursing Practice (Theory)
	<b>NURS 2121</b> <span style="float: right;">MAJ</span> 3.0 Units Fundamentals of Nursing Practice (Clinical)	<b>NURS 2140</b> <span style="float: right;">MAJ</span> 1.0 Units Pharmacology I	<b>14.0 UNITS</b>	

<b>Spring 2024</b> 4th Term	<b>PSYC 1018</b> <span style="float: right;">MAJ</span> 3.0 Units Explorations in Psychology	<b>BIOL 2240</b> <span style="float: right;">MAJ</span> 2.0 Units Principles of Nutrition	<b>NURS 2130</b> <span style="float: right;">MAJ</span> 3.0 Units Medical-Surgical Nursing (Theory)	<b>NURS 2131</b> <span style="float: right;">MAJ</span> 3.0 Units Medical-Surgical Nursing (Clinical)
	<b>NURS 2150</b> <span style="float: right;">MAJ</span> 1.0 Units Pharmacology II	<b>NURS 2190</b> <span style="float: right;">MAJ</span> 3.0 Units Lifespan Development	<b>GE C1: Arts</b> <span style="float: right;">GEN</span> 3.0 Units GE C1: Arts	<b>18.0 UNITS</b>

<b>Fall 2024</b> 5th Term	<b>NURS 3120</b> <span style="float: right;">MAJ</span> 3.0 Units Nursing Care of Children and Adolescents (Theory)	<b>NURS 3121</b> <span style="float: right;">MAJ</span> 2.0 Units Nursing Care of Children and Adolescents (Clinical)	<b>NURS 3140</b> <span style="float: right;">MAJ</span> 2.0 Units Gerontological Nursing (Theory)	<b>NURS 3141</b> <span style="float: right;">MAJ</span> 1.0 Units Gerontological Nursing (Clinical)
	<b>NURS 3150</b> <span style="float: right;">MAJ</span> 3.0 Units Foundations of Nursing Research	<b>NURS 3160</b> <span style="float: right;">MAJ</span> 1.0 Units Pharmacology III	<b>GE C2: Humanities</b> <span style="float: right;">GEN</span> 3.0 Units GE C2: Humanities	<b>15.0 UNITS</b>

Spring  
2025  
6th Term

**NURS 3110**

3.0 Units  
Nursing Care of Women and the  
Childbearing Family (Theory)

MAJ

**NURS 3111**

3.0 Units  
Nursing Care of Women and the  
Childbearing Family (Clinical)

MAJ

**NURS 3130**

3.0 Units  
Psychiatric-Mental Health Nursing (Theory)

MAJ

**NURS 3131**

2.0 Units  
Psychiatric-Mental Health Nursing (Clinical)

MAJ

**NURS 3170**

1.0 Units  
Pharmacology IV

MAJ

**GE F: Ethnic Studies**

3.0 Units  
GE F: Ethnic Studies

GEN

**GE AIAH: American  
Institutions - US History**

3.0 Units  
GE AIAH: American Institutions - US History

GEN

18.0 UNITS

Fall  
2025  
7th Term

**NURS 4110**

3.0 Units  
Critical Care Nursing (Theory)

MAJ

**NURS 4111**

3.0 Units  
Critical Care Nursing (Clinical)

MAJ

**NURS 4120**

3.0 Units  
Community Health Nursing (Theory)

MAJ

**NURS 4121**

3.0 Units  
Community Health Nursing Practicum  
(Clinical)

MAJ

**NURS 4180**

1.0 Units  
Pharmacology V

MAJ

**GE UDC: Upper Division Area  
C**

3.0 Units  
GE UDC: Upper Division Area C

GEN

16.0 UNITS

Spring  
2026  
8th Term

**NURS 4908**

3.0 Units  
Leadership in Nursing Traditional BSN

MAJ

**NURS 4140**

1.0 Units  
Becoming a Nurse: Licensure Preparation

MAJ

**NURS 4901**

2.0 Units  
Professional Nursing Practicum

MAJ

**GE AIGV: American  
Institutions - CA State/Local  
Gov**

3.0 Units  
GE AIGV: American Institutions - CA  
State/Local Gov

GEN

9.0 UNITS



**Nursing - Traditional BSN - Bachelor of Science**

120.0 units

## General Education Certification

Students planning to transfer to CSUB should meet with an academic advisor at their college or university to inquire about getting their lower division coursework GE Certified. Not all courses will transfer to meet the same general education areas. A CSU GE certification ensures that the identified CSU GE-Breadth area(s) is complete.

## Post Baccalaureate Student – Seeking a Second Degree in Nursing

Students that have already earned a bachelor's degree from a regionally accredited U.S. college or university are not required to complete additional coursework that is not particular to the nursing program requirements. Those who have earned a bachelor's degree from a foreign university will need to have official transcripts evaluated by an evaluation agency. Degrees earned from a foreign university that are not concluded as a U.S. equivalent bachelor's degree are subject to completing the remaining general education graduation requirements.

# Application to the BSN Program

## Application Availability and Deadlines

New nursing classes are scheduled to begin during the Fall semester in August.

- **Step 1 – [Cal State Apply](#):** Applicants must apply to the university through Cal State Apply for the following fall term from October 1st through November 30th.
- **Step 2 – [NuringCAS](#):** Applicants must complete and submit the required supplemental program through NursingCAS during the application filing dates. The application period for the fall varies and is updated on the Traditional BSN Program's website.

**Important: Applications can be submitted with prerequisite work in progress. However, to be eligible for final consideration, all prerequisites must be completed according to the deadlines outlined on the nursing application.**

Application and admission requirements will vary from one CSU campus to another. It is important that students become familiar with the admissions requirements and application filing period for each nursing program they plan to apply to. Applicants should submit all application documents together. Incomplete applications will not be accepted. The Department of Nursing will not process an application until all required items are received. Applicants who fail to submit a required application item(s) by the established deadline will be ineligible for admission for that admission cycle.

## Notification of Application and Admission Status

Applicants will be notified by the Department of Nursing when their application is received. Throughout the application review period, applicants will be sent updates regarding course equivalencies, etc. **Applicants are notified by email of their acceptance status.** Every effort is made to inform applicants of their admission status between June through early August for the fall semester admission. It is important that applicants notify the Department of Nursing of email address changes. If an applicant cannot be reached at any time during the application period, their nursing application will be canceled.

## Post – Acceptance Requirements: Background Check and Drug Test

Upon conditional acceptance to the program, a background check and drug screen will need to clear. This is ordered at the expense of the student through an agency contracted with the Department of Nursing. Nursing students must meet clinical placement requirements. Our contracted community partners can refuse placement based on criminal convictions. Convictions and traffic violations of over \$1000 must be reported to the Board of Registered Nursing (BRN) when applying to take the licensure exam (NCLEX). A more extensive background check will need to clear with the BRN for licensing. If a student is concerned about how their situation may be affected, they are encouraged to discuss this with the Pre-Health Advisor. More information on prior convictions may be found on the BRN website.

# Pre-Health Student Resources and Services

## Department of Nursing Website

CSUB Nursing has a [website](#) to keep students updated on admission criteria, a list of prerequisites and cognates, application deadlines, frequently asked questions, and other application information. For more information regarding how to apply for the Traditional BSN program, please review the [Apply Now](#) section.

## Academic Advising

Non-CSUB students must attend a Virtual Information Session prior to scheduling an individual appointment. A schedule of information sessions can be found on the Traditional BSN Program's website.

Current Pre-Health students attending CSUB are encouraged to meet with the Pre-Health Advisor at least once a semester for educational advising and pre-application planning. Due to impaction status, the admissions criteria may change periodically. Advising appointments are useful in keeping up to date with current department policies, the status of eligibility, and prerequisite, cognate, and general education completion.

Throughout the advising process, students must be able **to represent all academic history accurately**. As part of the application process in the Department of Nursing, students are required to submit authentic and official transcripts from all academic work attempted.

According to the university, "...failure to file complete, accurate, and authentic application documents may result in denial of admissions, cancellation of registration, or academic credit, suspension or expulsion" (CSUB Catalog 2020-2021). Applicants who misrepresent their academic history by adding, altering, or omitting information will be declared ineligible for admission to the CSUB BSN program.

# Email Policy for Faculty, Staff, and Students

The purpose of this policy is to clarify the appropriate use of email between faculty, staff, and students in relation to the Department of Nursing (DON) at California State University, Bakersfield (CSUB).

1. All faculty, staff, and students are required to use their "csub.edu" account when emailing information or questions pertaining to aspects of the programs of nursing provided at CSUB.
  - a. The university provides a "csub.edu" email to every faculty, staff, and student who are a part of the CSUB community.
  - b. Faculty and Staff are not required to respond to emails from other email accounts so questions by students may go unanswered and information may not be distributed as needed.
  - c. Exception: It is important to note that new faculty may use personal addresses until receiving their csub.edu addresses which may take 3-4 weeks at the beginning of the semester.
2. All faculty, staff, and students will respond to emails within 48 hours on Sunday – Thursday and within 72 hours on Fridays – Saturdays.
  - a. In the case of a clinical emergency, contact with the instructor is expected by phone.
  - b. Students who fail to respond to faculty or staff within the allotted time – period will be subject to appropriate consequences (clinical or theory warning, or warning from staff).
3. The confidentiality of the "csub.edu" email is not guaranteed so emails containing patient information of any type must not be sent via email. This information should be discussed in person between faculty, staff, and students.
4. All faculty, staff, and students will only use their own "csub.edu" account and not that of another faculty, staff, or student.
5. Use a professional tone when writing an email message. You should:
  - a. Use professional greetings instead of colloquial expressions ("Dear Professor \_\_\_\_\_" rather than "hey", "yo", or "sup").
  - b. Always end the email with a thank you and a signature block.
  - c. Wait until your message is written and proofread to add the recipient(s). This will prevent you from accidentally sending an email at the wrong time or to the wrong person.

# Essential Abilities Policy

## Physical and Mental Qualifications

A student with a disability must 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 term or semester to ensure that approved accommodations can be granted in a timely manner.

## Essential Functions

There are essential functions or abilities necessary for admission and progression in the complex discipline of nursing at CSU Bakersfield. To matriculate or progress in the nursing curriculum, the candidate must be able to perform all the essential functions. 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:

### A. Critical Thinking

A student must demonstrate critical thinking ability sufficient for clinical judgment.

1. Make effective clinical decisions.
2. Identify cause and effect relationships with clinical data.
3. Develop nursing care plans.
4. Perform math calculations requisite to safe dosage calculations and medication administration.
5. Read, synthesize, analyze, evaluate, and integrate materials in the classroom and the clinical setting.

### B. Professional-Ethical Conduct

A student must possess the ability to reason morally and practice nursing in a professional and ethical manner.

1. Demonstrate integrity, honesty, responsibility, and tolerance.
2. Abide by professional standards of practice.
3. Deliver compassionate care to all patient populations.

### C. Interpersonal Skills

A student must demonstrate appropriate interpersonal abilities while interacting with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

1. Communicate effectively and sensitively with other students, faculty, staff, patients, families, and other professionals.
2. Demonstrate willingness and ability to give and receive feedback.
3. Develop mature, sensitive, and effective relationships with clients.
4. Establish trust and rapport with clients and colleagues.

#### D. Communication

A student must have the ability to clearly communicate in oral and written forms and to effectively interpret communication with others.

1. Use appropriate grammar, vocabulary, and syntax.
2. Effectively communicate nursing actions.
3. Appropriately interpret client responses.
4. Initiate health teaching.
5. Demonstrate accurate nursing documentation.
6. Accurately report patient information to members of the health care team.

#### E. Mobility and Stamina

A student must possess sufficient gross and fine motor skills and endurance to provide safe and effective nursing care in all health care settings.

1. Perform basic life support, including CPR.
2. Function in an emergency.
3. Safely assist a patient in moving (e.g., from wheelchair to commode, from chair to bed, lift and transfer from gurney to bed).
4. Calibrate and use the equipment.
5. Perform treatments and procedures.
6. Apply pressure to stop bleeding.
7. Manipulate diagnostic instruments to adequately perform all aspects of a physical assessment.
8. Sit, stand, and move about inpatient environments for 12-hour periods.

#### F. Tactile

A student must have sufficient tactile ability to perform a physical assessment of a patient and to perform procedures necessary for nursing care.

1. Perform palpation and other functions necessary for a physical exam.
2. Assess texture, shape, size, and vibration.
3. Note temperature changes in skin and equipment.
4. Perform therapeutic functions (e.g., inserting a urinary catheter or IV, changing dressings, giving medications).

#### G. Auditory

A student must have sufficient auditory ability to effectively monitor and assess the health needs of patients.

1. Hear cries for help.
2. Hear alarms on equipment and overhead codes.
3. Hear auscultatory sounds using a stethoscope.
4. Hear and interpret verbal communication from patients.
5. Communicate over the telephone.



#### H. Visual

A student must possess visual ability for observation and assessment necessary in nursing care.

1. Observe patient responses (e.g., changes in skin color, grimaces).
2. See drainage on dressings and note characteristics of body fluids.
3. Note fluid levels in collection devices, syringes, and infusion devices.
4. Read gauges that monitor patient progress (e.g., sphygmomanometer).
5. Discriminate colors for diagnostic purposes.
6. Assess the movements of patients.
7. Observe patient behavior (e.g., in rehabilitation or psychiatric facilities).

#### I. Behavioral-Emotional Health

A student must possess the emotional health required for the full use of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibility attendant to the care of patients.

1. Maintain mature, sensitive, and effective relationships with patients, students, staff, faculty, and other professionals under even highly stressful situations.
2. Experience empathy for the situations and circumstances of others and effectively communicate that empathy.
3. Be willing to examine and change his or her behavior when it interferes with productive individual or team relationships.
4. Prioritize competing demands.
5. Function in stressful circumstances.
6. Separate own needs and experiences to maintain objectivity and client-centered care.
7. Adjust to changing circumstances.
8. Plan effectively and complete all assigned duties carefully.