

**California State University,
Fresno**

**College of Health and Human Services
School of Nursing**

**GRADUATE
STUDENT
HANDBOOK**

2020-2021

MASTER OF SCIENCE IN NURSING DEGREE

**Nurse Practitioner Primary Care – Family (FNP)
AND POST- GRADUATE CERTIFICATE - FNP**

TABLE OF CONTENTS

	PAGE
Introduction	4
School of Nursing Mission Statement	5
Philosophy of Nursing	5
Conceptual Framework	7
Organizing Framework	8
Purpose of the Master of Science in Nursing Program	9
Outcomes of the Master of Science in Nursing Program	9
Role Specialization	10
Admission and Progression Overview	11
Programs of Study	16
Guidelines of Responsibilities for Practicum	20
Agency Information Sheet	24
Position Statement Regarding Universal Precautions	28
Health and Immunization Requirements for Nursing Students	32
Resources for Graduate Students	36
About Central California Center for Excellence in Nursing	41
Clinical Sites	42
Academic Honesty/Dishonesty Information	42
Planned Educational Leave of Absence	43
Student Appeals Procedure Graduate Level	43
Academic Probation Policy	45
Master's Project (298) Committee Assignment Form	46
NURS 298 Graduate Project Writing Guide	47
Master's Thesis (299) Committee Assignment Form	49
Thesis/Dissertation Committee Policy and Guidelines	50
Procedures for Handling Potential Thesis Problems	55
Human Subjects Guidelines	57
Human Subjects Sub-Committee Check List	58
Guidelines for Submission of Thesis/Project Proposal to the Human Subjects Sub-Committee	60
Application Form: Unfunded Research – CSUF Committee on the Protection of Human Subjects	62
Application Form: Funded Research – CSUF Committee on the Protection of Human Subjects	64

TABLE OF CONTENTS (Continued)	PAGE
School (Unit) Review Form: CSUF Committee on the Protection of Human Subjects	66
Sample A: Thesis Consent Form	67
Sample B: Physician Consent Form	68
Sample C: Informed Consent Form	69
The Thesis Process: Questions and Answers	70
Thesis NURS299 and Project NURS298 Process Checklist	73
Thesis 299 Submission and Review Procedures	74
Requirements for Final Thesis Drafts	75
Thesis Template	76
Guidelines for the Completion of the Advancement to Candidacy Petition	77
Course Limitations for Graduate Programs	80
Glossary of Terms	81
Graduate Writing Requirement	84
Signature Page	85

INTRODUCTION

This handbook is designed to familiarize the graduate nursing student with general information about the Graduate Program of the School of Nursing. In addition, the student should be familiar with relevant sections of the university *General Catalog* which supersedes this handbook. Periodic contact with the nursing graduate coordinator and the Division of Graduate Studies website is recommended for validation of specific relevant dates and deadlines, but students are ultimately responsible for meeting official deadlines and filing necessary documents with the University Division of Graduate Studies.

This handbook is subject to review and recommendation of the faculty of the School of Nursing. These changes will be reflected in each updated edition. Your input is invited.

School of Nursing

Mission Statement

The mission of the School of Nursing is to offer quality nursing education to undergraduate and graduate nursing students. This education prepares nurses with clinical decision-making skills based on EBP. Additionally, the School seeks to establish an academic foundation for Advanced Practice Nursing and Doctoral preparation. As life-long learners, graduates are prepared to deliver holistic health care to diverse populations across health care settings. (Approved by Faculty Council: 8/23/13; reviewed 4/20/18: 4/26/19).

Philosophy

California State University, Fresno offers comprehensive programs that lead to the bachelor's and master's degrees in a wide variety of fields of study. A strong general education component in the undergraduate programs fosters the importance of lifelong learning. The master's programs are designed to provide specialized study in selected advanced practice fields. The University's special commitment to the San Joaquin Valley is to prepare students for industries and professions serving the community. To achieve the mission, California State University, Fresno supports applied research and public service programs as a means to enhance faculty development and instruction, especially those which contribute to the intellectual, social, cultural, and economic vitality of the San Joaquin Valley and California.

The School of Nursing philosophy, consistent with the mission of the University and College of Health and Human Services, is an expression of the commitment to excellence in professional education in meeting the health needs of the community. The School of Nursing, therefore, offers a baccalaureate program for generalists, a School Nurse Credential Program, and a master's program for advanced practice in selected areas. In order to meet the rapidly changing needs of society and the requirements of the profession, the faculty continually evaluates existing programs for effectiveness, initiates new programs, and implements change when necessary. The faculty believe that the nursing profession is characterized by the four concepts of person, environment, health, and nursing.

The faculty further believe that a person is a unique being in constant interaction with environmental stressors: intrapersonal, interpersonal, and extrapersonal in nature. Response to these stressors is influenced by the interaction of the individual's physiological, psychological, sociocultural, and developmental variables. It is also believed that individuals have the right to make decisions that affect their lifestyle and well-being. The environment encompasses internal and external forces including societal, technological, cultural, and other multidimensional influences.

Health and illness are viewed as continuing processes along a wellness-illness continuum, in which the individual attempts to achieve a sustainable balance between needs and available resources. Nursing responds to the reciprocal interaction between the person and the environment to facilitate a state of dynamic equilibrium or change in the level of health at any point along the wellness-illness continuum. Nursing is directed toward reducing stress factors that influence or could influence the attainment of an optimum level of wellness by an individual, family, or community.

This goal is achieved through the nursing process, a systematic, problem-solving technique used for implementing independent, interdependent, and dependent nursing actions. This process

consists of assessing the person's actual and/or potential health problems, constructing a diagnostic statement, formulating goals and objectives with expected outcomes, implementing therapeutic interventions, and evaluating the effectiveness of these interventions/preventions. The philosophy of the department is actualized through application of the Neuman Systems Model.

Nursing is advancing into a new era of expanding roles, responsibilities and functions in primary, secondary, and tertiary prevention. Faculty are responsible for the preparation of professional nurses who can assume current nursing roles and adapt to future health needs and evolving health care requirements. Thus, professional nursing education requires a flexible curriculum that emphasizes a total person approach and is based on evolving nursing theory and knowledge from the sciences and other related disciplines.

The faculty believe that learning is a process that influences and promotes change in behavior. Learning is viewed as a life-long process involving the continuing development of personal, intellectual, and professional growth. Learning is facilitated by professional role modeling and an educational environment conducive to the exchange of ideas, critical thinking, decision-making, creativity, experimentation and innovation.

Inherent in the teaching/learning process is the reciprocal responsibility of faculty and students in influencing the process of learning outcomes. In this relationship, faculty serve as role models and valuable resources in facilitating the advancement of nursing practice through leadership, research, and scientific inquiry. The faculty recognize the unique diversity of the Central Valley including cultural and ethnic backgrounds, language, beliefs, values, learning styles, and support systems. This diversity is viewed as an asset that is incorporated into curriculum development, implementation, and evaluation. The learner is expected to exhibit self-direction, and a sense of responsibility and accountability in mastery of knowledge and skills consistent with professional practice.

As scholars, nurses, and citizens, faculty accept the responsibility for the development of the profession and improvement of health care through continuing practice, study, and research. The faculty believe that well-developed leadership abilities are essential in professional practice. Nurses need to seek improved ways of service to clients through research and effective dissemination of knowledge.

The faculty is committed to an educational process that prepares undergraduate nurses for entry level positions in nursing. Consistent with the concept of career mobility, opportunities are provided for returning RNs to articulate with the program at appropriate academic levels. The generalist education of the baccalaureate program serves as a foundation for graduate education in nursing.

The Master of Science in Nursing program prepares professionals in the functional role of primary care nurse practitioner (family). It also provides foundation for doctoral study.

The graduate curriculum supports the functional area of family nurse practitioner and facilitates competence in the essential clinical domains which include: management of client health/illness status; the nurse-client relationship; teaching and outcome-based evaluations, professional role development; health promotion and human diversity; managing health care delivery systems; and monitoring quality of health care practice.

(Approved by Faculty Council, March 14, 1987. Revised Fall, 1998; April 8, 2005; March 28, 2008; February 28, 2013; August 23, 2013; Reviewed April 26, 2019, Revised August 16, 2019).

**California State University, Fresno
School of Nursing**

Conceptual Framework

The graduate program in nursing at California State University, Fresno utilizes the Neuman Systems Model. This model focuses on the four metaparadigms of nursing: Client/client system, environment, health, and nursing.

Client/Client System

The client/client system (person) is viewed as a composite of variables (physiological, psychological, socio-cultural, developmental, and spiritual), each of which is a subpart of all parts, forms the whole of the client. The client as a system is composed of a core or basic structure of survival factors and surrounding protective concentric rings. The concentric rings are composed of similar factors, yet serve varied and different purposes in retention, attainment, or maintenance of system stability and integrity or a combination of these.

Environment

The environment consists of both internal and external forces surrounding the client, influencing and being influenced by the client, at any point in time, as an open system. The created environment is an unconsciously developed protective environment that binds system energy and encompasses both the internal and external client environments.

Health

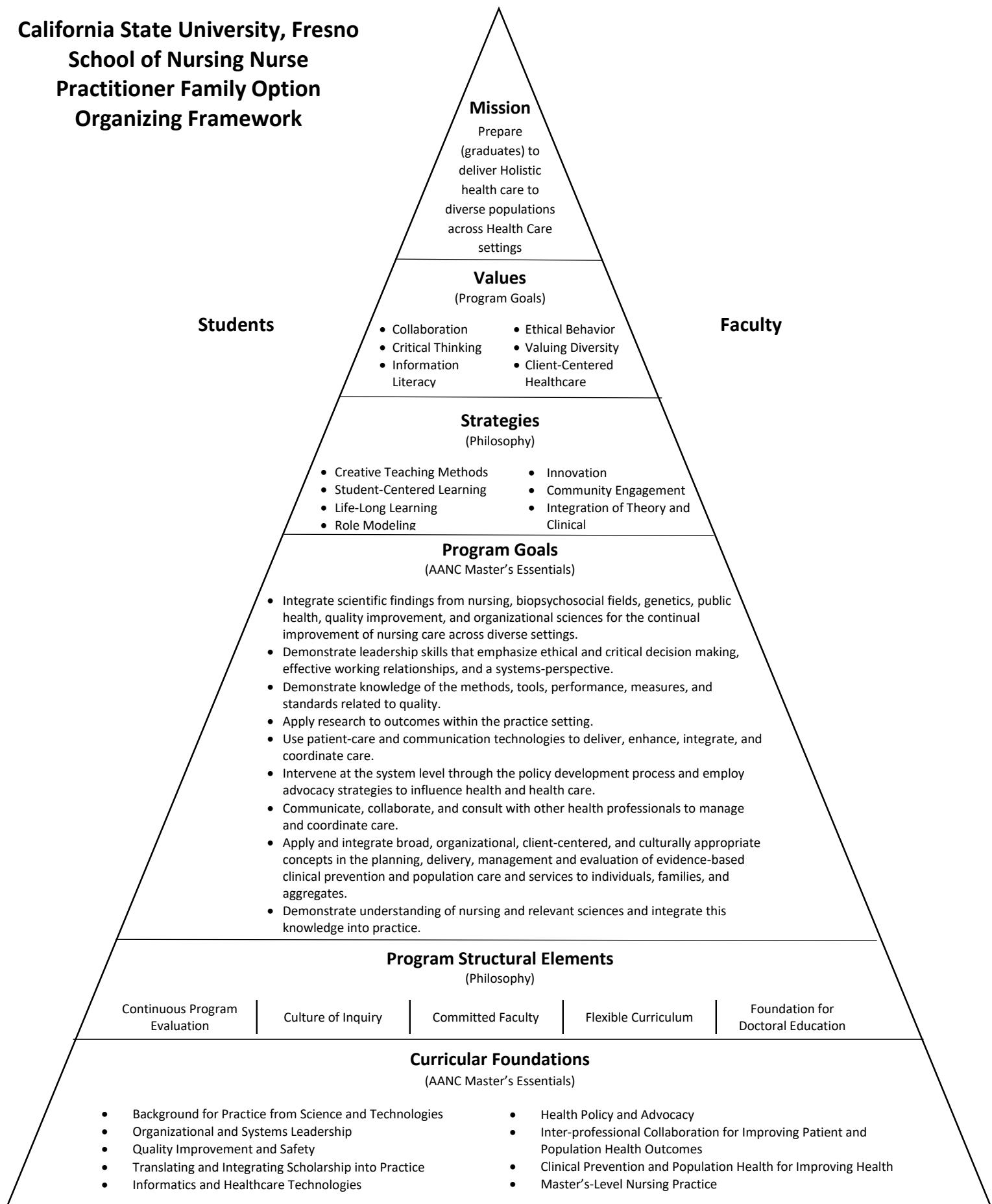
Health is a continuum of wellness to illness, dynamic in nature, and is constantly subject to change. The client is in a dynamic state of either wellness or illness, in varying degrees, at any given point in time.

Nursing

Nursing is a unique profession concerned with all variables affecting clients in their own environment. Nursing actions are initiated to best retain, attain, and maintain optimal client health or wellness using the three preventions (primary, secondary, tertiary) as interventions to keep the system stable.

Reviewed March 28, 2008; February 28, 2013; April 29, 2019; Revised August 8, 2019; Revised May 1, 2020

California State University, Fresno
School of Nursing Nurse
Practitioner Family Option
Organizing Framework



Purpose of the Master of Science in Nursing Program

The purpose of the Master of Science in Nursing (MSN) program is to prepare nurses for advanced practice in the functional role of primary care family nurse practitioner. Graduate of the master's in nursing program must demonstrate advanced knowledge and skill in physical diagnosis, psychosocial assessment, and management of health-illness needs in complex client and community systems. The program provides a foundation for doctoral study in nursing.

The Family Nurse Practitioner MSN program is pursuing accreditation from the Commission on Collegiate Nursing Education (CCNE).

Approved by Faculty Council: 5/14/99; Revised 5/23/05; 8/23/13; 4/29/19

Outcomes of the Master of Science Program

In all areas of nursing specialization, the role of a nurse with a master's degree requires the ability to think critically, to apply complex concepts to practice, and to provide leadership in the areas of scientific inquiry and advanced practice. Faculty is committed to providing educational experiences that facilitate the development of these competencies.

The school mission statement, philosophy, and program purpose provide the conceptual framework for the program goals listed below.

Nurse Practitioner Program Goals (AANC Master's Essentials)

Program goals for the nurse practitioner define the specific competencies of each role and are congruent with the overall program outcomes.

1. Integrate scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.
2. Demonstrate leadership skills that emphasize ethical and critical decision-making, effective working relationships, and a systems-perspective.
3. Demonstrate knowledge of the methods, tools, performance, measures, and standards related to quality.
4. Apply research to outcomes within the practice setting.
5. Use patient-care and communication technologies to deliver, enhance, integrate, and coordinate care.
6. Intervene at the system level through the policy development process and employ advocacy strategies to influence health and health care.
7. Communicate, collaborate, and consult with other health professionals to manage and coordinate care.
8. Apply and integrate broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management and evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregates.
9. Demonstrate understanding of nursing and relevant sciences and integrate this knowledge into practice.

Outcomes for Role Specialization

Outcomes for the role specialization option of nurse practitioner define the specific competencies of each role and are congruent with the overall program goals.

Nurse Practitioner:

The following program goals are entry-level competencies for all nurse practitioners. The nurse practitioner outcomes and curriculum are organized around the National Organization of Nurse Practitioner Faculties (NONPF) core competencies for nurse practitioners and the American Association of Colleges of Nursing (AACN) Master's Essentials. The program goals provide the guideline for the development of each set of course student learning outcomes.

ADMISSION AND PROGRESSION OVERVIEW

(For information about University Admission, see *General Catalog*, Graduate Studies Section)

GENERAL INFORMATION

The School is seeking accreditation from the Commission of Collegiate Nursing Education (CCNE). The purpose of the program is to prepare nurses for advanced practice in the functional role of primary care nurse practitioner. Each graduate of the master's in nursing program must demonstrate advanced knowledge and skill in physical diagnosis, psychological assessment, and management of health-illness needs in complex client and community systems. The program provides a foundation for doctoral study in nursing.

The nurse practitioner program has one option: Family Nurse Practitioner (FNP). The MSN NP program consists of 40 graduate units.

Clinical Hours

In the FNP program, students must complete a minimum of 612 precepted direct patient care clinical hours. Clinical hours are to be completed in a primary care site, such as with a family practice or internal medicine physician or master's prepared Family Nurse Practitioner. Of these hours, 306 hours must be completed in an underserved site. If you are unsure whether a site is underserved or not, please check with the program clinical coordinator. Students must have at least 40 hours caring for pediatric patients, and at least 60 hours in women's health in the primary care setting. No more than 40 hours may be spent in any one specialty rotation, such as dermatology, cardiology, etc.

Post-Graduate Certificate students are students who have already earned a master's degree in nursing and may apply to the post-master's option of family nurse practitioner. Typically, the main courses that are requested for credit are the advanced theories and advanced issues courses. Prior to admission, the applicant must meet with the graduate program coordinator who will review prior coursework including transcripts, course descriptions, objectives, and assignments; perform a gap analysis; and develop an individualized program for each student. This is not a separately constructed program and has no unique courses; Post Graduate Certificate take all classes with the MSN FNP students. Students seeking a Post-Graduate Certificate may be exempt from some coursework and have a shorter program. All post-master's students must complete minimum practicum hours in their chosen option.

Students in this option do not need to apply to the University, however, must apply and be accepted to the graduate nursing program. Students are admitted through the Open

University Program, which is a function of the Division of Continuing and Global Education (Extension). This mechanism permits students who are not admitted to the University to take University classes, allowing students with a prior MSN to take MSN-level courses.

There is no degree declaration on the transcript for post-master's students and therefore the student must first achieve national certification then apply for licensure by the California BRN.

UNIVERSITY GRADUATE SCHOOL ADMISSION PROCESS

Application and progression at the University level.

1. Phase One:

- a. File application for graduate admission with the designated fee to the University by the required date which is usually ~March 1. Please see academic calendar for dates. You can apply online at <https://www2.calstate.edu/apply>
- b. File official transcripts from all post-secondary schools. Transcripts should be sent to the Graduate Admission's Office, Joyal Administration Building, 5150 N. Maple, M/S JA57, Fresno, CA 93740-8026, by calling (559) 278-4073. Graduate Admissions will verify cumulative GPA of 2.50 in last 60 units. All transcripts of international students will be evaluated by the Division of International Students at the University level.
- c. GRE scores are not required for admission to the University.
- d. The Graduate Admissions Office will verify information and forward the file to the School of Nursing. Note: The School of Nursing will not process applications until applicant has applied to the University.
- e. Students enrolled at California State University, Fresno as post- baccalaureate students must submit a Change of Major form to the Division of Graduate Studies office before their applications can be processed by the School of Nursing.

2. Phase Two:

- a. Admission to the Division of Graduate Studies with graduate standing:
- b. Classified standing - student fully meets all admission requirements.
- c. Conditionally classified standing - student is admitted with deficiencies which can be remedied by additional preparation.

SCHOOL OF NURSING GRADUATE ADMISSION PROCESS

1. File School of Nursing Graduate Program Application with NursingCas at <http://www.nursingcas.org/> by **March 1** with copies of the following:
 - a. Official transcripts from all post-secondary schools. Transcripts must indicate:
 1. Baccalaureate Degree in Nursing from NLN or CCNE accredited school with cumulative GPA of 3.0.
 - b. Completion of statistics, introductory nursing research and health assessment.
 - c. Registered Nurse Licensure in California.
 - d. Include three (3) signed letters of recommendation (see guidelines).
 - e. School of Nursing's Graduate Program Written Essay.
 - f. **GRE scores** on file with University (verbal 160 or above and analytical 4.0 or above).
2. Selection: Candidates selected for admission will be notified by email by July 1.

CONTINUING ENROLLMENT REQUIREMENTS

A current unencumbered California Registered Nursing License must be maintained throughout enrollment in the program. Current professional liability and malpractice insurance must be maintained through current enrollment throughout the program. Current basic life support (BLS) certification must be maintained throughout enrollment in the program along with the other required immunizations. Students are required to supply immunization documents in Castlebranch before the start of each semester. These requirements are consistent with university and clinical agency requirements.

CLASSIFIED STANDING CRITERIA: UNIVERSITY

Classified graduate standing gives a student permission to work toward qualifying for candidacy. Typically, nursing graduate students will be admitted with Classified Standing as long as they have completed undergraduate statistics, introductory nursing research, and health assessment; but each student should check with the Graduate Coordinator for any specific conditions of admission.

GRADUATE WRITING REQUIREMENT

All students must meet the University's graduate writing proficiency requirement prior to being advanced to candidacy for the master's degree. Students fulfill the writing requirement by passing the writing component of NURS 221 –Theories Foundations. The assigned course faculty will evaluate the proposal for demonstration of writing competence.

Appeal Process

In the case of a failure to fulfill the graduate writing requirement, the student must resubmit the thesis/project to the course faculty for approval prior to progressing. Students will find the Graduate Writing Studio a helpful resource to assist in meeting writing requirements.

PETITION FOR ADVANCEMENT TO CANDIDACY: UNIVERSITY

The approved degree program for the master's degree is a coherent pattern of (1) specific requirements and (2) additional courses selected to meet the student's particular needs. A student should be applying for the Advancement to Candidacy by the semester in which a maximum of 10 units to be used toward the master's degree are completed.

A GPA of 3.0 in these 10 program units is required.

1. School recommendation for advancement to candidacy is made on a petition form available from the Division of Graduate Studies. On this petition form, the student lists courses which will constitute the degree program.
2. At least 28 units of the 40/44-unit program must be residence credit (courses taken through regular enrollment at CSU-Fresno).
3. No more than 12 units, (either transfer units or CSU, Fresno Extension units) may be included in the 40-unit program nurse practitioner.

PROGRAM ADJUSTMENTS

Students are responsible for completing the specific courses listed on the filed Petition for advancement to Candidacy form.

1. Once a program has been approved by the university Graduate Committee, it may be changed only on the written request of the student and the Graduate Coordinator with the approval of the Dean, Division of Graduate Studies.
2. Program adjustment forms are available in the Division of Graduate Studies.
3. Change of Option: Once a student has been accepted in an option, a change of program option requires the student to reapply to the nursing program and follow all of the new applicant process.

CULMINATING EXPERIENCE

A culminating experience is required for each master's degree. Acceptable culminating experiences include thesis (NURS 299) or project (NURS 298). Candidates are required to select one of these experiences to complete the degree.

1. Types:

- a. A thesis (NURS 299) is the written product of the systematic study of a significant problem. It clearly identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information analyzes the data, and offers a conclusion or recommendation. The finished product must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation. An oral defense of the thesis will be required. An approval signature from the Graduate Coordinator is required.
 - b. A project (NURS 298) is a significant undertaking of a pursuit appropriate to the fine and applied arts or to professional fields. It must evidence originality and independent thinking, appropriate form, and organization, and a rationale. It must be described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required. An approval signature from the Graduate Coordinator is required.
2. Candidates follow all University and School requirements for a culminating experience.
- a. Whether a student is preparing a thesis or project it should be noted that quality of work accomplished is a major consideration in judging acceptability. The finished thesis/project must evidence originality, appropriate organization, clarity of purpose, critical analysis, and accuracy and completeness of documentation where needed. Critical and independent thinking should characterize every project. Mere description, cataloging, compilation, and other superficial procedures are not adequate. The quality of writing, format, and documentation must meet standards appropriate for publication in the scholarly journals of the fields or be consistent with the dictates of an authorized stylebook. Projects or thesis proposals (Quality Review Form) must be submitted to the Quality Review Committee within the first semester of the program.
 - b. The culminating experience is a required individual candidate experience. It is not a group experience and therefore, the product must be the candidate's own scholarly work. For more information, consult the California State University, Fresno General Catalog.

THESIS OR PROJECT RESEARCH INVOLVING HUMAN SUBJECTS

Students conducting thesis/project research involving human subjects should not begin use of human subjects until written approval from the school IRB/Human Subjects Committee has been granted.

1. Research classified as **at risk** requires both School and University Human Subjects Committee approval. Students should allow at least one month for Committee review.
2. Research classified as **not at risk** requires only Human Subjects Committee approval from the Nursing School only.

TIME LIMITATIONS AND VALIDATION

1. Exclusive of prerequisite coursework, a period of five years is allowed for the completion of all requirements for the master's degree. Courses completed after the cut-off date cannot be used to meet requirements for a degree, except through validation.
2. Validation of out-of-date coursework may be considered if such work has been previously approved on the Petition for Advancement to Candidacy. Currently, a maximum of one-third of required degree units may be validated by such means.

APPEALS AND PETITIONS

1. Graduate students wishing to request substitutions or modifications in a school's degree requirements should initiate their request through the school's Graduate Committee.
2. Request for exceptions to established university policies governing graduate study may be addressed to the Dean, Division of Graduate Studies, and to the University Graduate Committee.
3. Information concerning grade protest procedures is available in the Office of the Dean of Student Affairs.

REQUEST THAT MASTER'S DEGREE BE GRANTED

1. Request that the master's degree be granted (which includes the graduation fee) must be filed within the first two weeks of the semester in which the work is to be completed.
2. Applicants must be enrolled (see Continuous Enrollment).
3. During the summer, the request should be filed before the end of the second week of the first summer session.
4. Prior to filing a request for the master's degree to be granted, the student should check with the graduate coordinator in order to ensure that all program requirements have been completed or will be by the end of the semester. A clearance signature of the Graduate Coordinator is required. Participation in graduation ceremonies is to be coordinated with program completion.
5. Once all requirements for the degree to be granted have been met, it is the student's responsibility to ensure that all necessary paperwork, including the Degree Clearance paperwork, is submitted to the Division of Graduate Studies by the published deadlines.
6. Failure to complete the requirements for the degree during the semester (or summer) of the application necessitates the filing of a new application, including a reapplication fee, for the semester of actual completion.

NOTE: Both University and School requirements must be met to receive a degree from California State University, Fresno.

PROGRAMS OF STUDY
Master of Science Degree in Nursing
Family Nurse Practitioner

PROGRAM OF STUDY

A minimum of 40 units is required for the MSN in Primary Care Nurse Practitioner

CORE COURSES ~ 16 UNITS

Course	Units
NURS 210~Health Assessment in	3
NURS 211~Advanced Pharmacology	3
NURS 212~Advanced Pathophysiology (Online)	2
NURS 221~Theoretical Foundations (Online)	2
NURS 223~Advanced Research Methodology	3
NURS 225~Advanced Nursing Issues	3
	16 units

ROLE SPECIALIZATION COURSEWORK 21 UNITS

NURS 215~Obstetrics & Gynecology in Primary Care	3
NURS 265~FNP Role in Primary Prevention	2
NURS 264~Primary Practicum FNP	4
NURS 266~FNP Role in Secondary Prevention	2
NURS 267~Practicum in Secondary Prevention, FNP	4
NURS 277~FNP Role in Tertiary Prevention	2
NURS 278~Practicum in Tertiary Prevention, FNP	4
	24 Units

THESIS OR PROJECT ~ 3 UNITS

Students need to select one option:

1. NURS 299 Thesis 3 Units
OR
2. NURS 298 Project 3 Units

Total Program Units 40

FAMILY NURSE PRACTITIONER

YEAR 1					
	<u>FALL SEMESTER</u>	<u>UNITS</u>		<u>SPRING SEMESTER</u>	<u>UNITS</u>
NURS 210	Health Assessment in Advanced Nursing Practice	3	NURS 211 NURS 223	Advanced Pharmacology Advanced Research Methodology in Nursing	3 3
NURS 212	Advanced Pathophysiology	2	NURS 264	Primary Practicum FNP	4
NURS 221	Theoretical Foundations of Nursing Practice	2	NURS 265	FNP Role in Primary Prevention	2
NURS 225	Advanced Nsg. Issues: Health Care Policy, Ethics & Role Dev.	3			
	TOTAL	10		TOTAL	12
YEAR 2					
	<u>FALL SEMESTER</u>	<u>UNITS</u>		<u>SPRING SEMESTER</u>	<u>UNITS</u>
NURS 215	OB & GYN in Primary Care	3	NURS 277	FNP Role in Tertiary Prevention	2
NURS 267	Practicum in Secondary Prevention FNP	4	NURS 278	Practicum in Tertiary Prevention, FNP Thesis or Project	4
NURS 266	FNP Role in Secondary Prevention	2	NURS 299/298(c)		0
NURS 299-298	Thesis or Project	3			
	TOTAL	12		TOTAL	6

POST-GRADUATE CERTIFICATE FAMILY NURSE PRACTITIONER SCHEDULE SAMPLE

YEAR 1					
NURS 210	FALL SEMESTER Health Assessment in Advanced Nursing Practice	UNITS <u>3</u>	NURS 211	SPRING SEMESTER Advanced Pharmacology	UNITS <u>3</u>
NURS 212 <i>(NURS 225)</i>	Advanced Pathophysiology <i>Advanced Nsg. Issues: Health Care Policy, Ethics & Role Dev</i>	<u>2</u> <u>3</u>	NURS 264 NURS 265	Primary Practicum Family Nurse Practitioner FNP Role in Primary Prevention	<u>4</u> <u>2</u>
	TOTAL	5 or 8		TOTAL	9

YEAR 2					
NURS 215	FALL SEMESTER OB & GYN in Primary Care	UNITS <u>3</u>	NURS 277	SPRING SEMESTER FNP Role in Tertiary Prevention	UNITS <u>2</u>
NURS 266	FNP Role in Secondary Prevention	<u>2</u>	NURS 278	Practicum in Tertiary Prevention, FNP	<u>4</u>
NURS 267	Practicum in Secondary Prevention FNP	<u>4</u>	<i>NURS 290 OR NURS 225 in the Fall of Year 1</i>	<i>Independent Study</i>	<u>1</u>
	TOTAL	9		Total	6 or 7

PROGRAMS OF STUDY - SUMMARY

1. **FAMILY NURSE PRACTITIONER (FNP): 40 UNITS**
 - a. Core (16 units): NURS 210, NURS 211, NURS 212, NURS 221, NURS 223, NURS 225
 - b. Role Specialization (21 units): NURS 215, NURS 264, NURS 265, NURS 266, NURS 267, NURS 277, NURS 278
 - c. Thesis or Project: NURS 299, NURS 298.
2. **POST- MASTER'S NURSE PRACTITIONER: 30-32 UNITS**
 - a. For FNP Track (30-32 units): NURS 210, NURS 211, NURS 212, NURS 215, NURS 264, NURS 265, NURS 266, NURS 267, NURS 277, NURS 278, NURS 225 OR NURS 290

CALIFORNIA STATE UNIVERSITY, FRESNO
School of Nursing

Guidelines of Responsibilities for Practicum

These guidelines outline the responsibilities of the California State University, Fresno, School of Nursing, the placement facility, the preceptor, and the student, in order to meet the requirements of nursing practicum at the graduate level. Preceptor selection for clinical placement in the nurse practitioner programs is the responsibility of the School of Nursing. The School will gather pertinent information to assist in preceptor identification during the first semester of the program. All preceptors must meet standards for educational and clinical experience as established by the California Board of Registered Nursing and appropriate accrediting bodies.

1. The Preceptor shall:

- a. Be a Physician or Family Nurse Practitioner in Primary Care in good standing with licensure boards and have at least one year of clinical experience
- b. Become informed as to the goals of the course and the student's learning objectives. These will be identified in the preceptor packet that the preceptor receives from the student at the beginning of each clinical semester.
- c. Determine with the student the clinical experiences that will help the student meet these learning objectives.
- d. Be available to supervise the students during practicum hours unless prior arrangements are made for an equally qualified health professional to assume responsibility for consultation.
- e. Review with the student, on a regular basis, his/her progress in achieving the learning objectives. Identify and work on solving any problems, plan for special learning experiences, and keep communication open.
- f. Orient the student to the clinical facility – personnel, policies, procedures, and physical plant.
- g. Participate in the site visits made by the nursing instructor.
- h. Maintain communication with faculty regarding student's progress in meeting his/her objectives.
- i. Provide Fresno State with a written resume of preceptor's work and educational accomplishments. (A form is provided in the syllabus if a resume is not available.)
- j. Participate in written feedback of the student's performance.

2. The Placement Facility shall:

- a. Provide each student with the clinical or leadership experience necessary to meet his/her learning objectives.
- b. Designate an appropriate staff member as the preceptor who will supervise the student and who is prepared at the master's degree level or beyond.
- c. Provide the human and physical resources needed for a desirable learning environment.

- d. Provide faculty access to the facility and staff.
- e. Orient faculty and student to the purposes, policies, and procedures of the placement facility.
- f. Not financially compensate any student receiving academic credit according to these guidelines.
- g. Have the right, after consultation with the faculty for the graduate practicum, to refuse to accept or continue any student who, in the facility's judgment, is not participating satisfactorily in this program.
- h. Notify the faculty member immediately of any problem involving the participating student.
- i. Maintain standards accepted by appropriate accrediting bodies as applicable.
- j. Participate in written feedback of the student's performance.

3. The Participating Student shall:

- a. Review the course student learning outcomes, found in the preceptor packet, with the preceptor.
- b. Determine which, if any, of the course student learning outcomes can be achieved in this clinical placement.
- c. Work and plan closely with the preceptor to achieve the course student learning outcomes.
- d. Abide by the agency policies.
- e. Keep the preceptor and instructor informed as to the student's current address and telephone number.
- f. Inform the preceptor and instructor of any problems that arise during placement.
- g. Notify preceptor if there are any changes in scheduled clinical time.
- h. Complete and turn in Student Evaluation of Preceptor and Clinical Site form to the clinical faculty. Student will NOT receive a final grade in the course until the form is completed and received by the clinical faculty.
- i. Maintain own professional malpractice insurance.
- j. Maintain current BLS certificate and California Registered Nursing licenses.
- k. Maintain own health – be responsible for any cost incurred for illness.
- l. Be responsible for all costs of participating in the clinical practicum: housing, food, travel, and personal expenses.
- m. Participate in seminars scheduled by the faculty.

4. Graduate Program Coordinator

The Graduate Program Coordinator oversees all graduate programs and all master's program options. The Graduate Program Coordinator reports to the School of Nursing Chair. The Graduate Program Coordinator provides leadership to new graduate faculty and all graduate students. The Graduate Program Coordinator is a University representative in the community and actively recruits new students. The Graduate Program Coordinator attends and actively participates on all Division of Graduate Studies informational meetings and disseminates information to school personnel and students when appropriate.

The Graduate Program Coordinator is a tenured or tenured-track professor with prior NP clinical experience and is an expert in curriculum design, teaching, testing and evaluation methodologies. The Graduate Program Coordinator is aware of University policies regarding faculty and student responsibilities and actively enforces these policies. The Graduate Program Coordinator is informed of various nursing competencies students must attain upon program completion and assists students and faculty in meeting these competencies. The Graduate Program Coordinator serves as thesis and project chair, thesis and project committee member, and signs and approves all graduate theses and projects. The Graduate Program Coordinator is the liaison for all graduate students and the Division of Graduate Studies.

Responsibilities

- a. Coordinate the admissions process of all graduate students.
- b. Provide academic advising to all graduate nursing students.
- c. Oversee activities of the faculty.
- d. Attend Division of Graduate Studies Coordinator meetings and disseminate information to all faculties.
- e. Assist NP clinical faculty in development and coordination of clinical placements for NP students.
- f. Assists in developing clinical contracts for graduate nursing students
- g. Be available for consultation with students, faculty, preceptors, and placement facility administrators.
- h. Conduct annual mandatory orientation of new MSN students and nursing faculty.
- i. Assist graduate faculty in curriculum development that adheres to AACN/CCNE competencies.
- j. Prepare program reports for University Student Outcomes Assessment Plan and other external accrediting bodies.
- k. Ensure that each student has a valid unencumbered California Registered Nursing license; current BLS certification; a valid driver's license; up-to-date immunizations and is covered by professional malpractice insurance, health and accident insurance, and the required amount of automobile insurance where driving is a part of the clinical experience filed in Castlebranch prior to the start of each clinical experience and places a copy of these documents in the students' files.
- l. Chair monthly Graduate Curriculum Committee meetings.
- m. Facilitate communication between all involved persons.

Qualifications

- a. Doctoral prepared (PhD, EdD, and/or DNP) required
- b. Minimum of 10 years' NP clinical experience
- c. Minimum of 10 years' classroom teaching and clinical supervision experience.
- d. University tenured or tenure-track faculty.
- e. Service to University at school, college and university levels.
- f. Strong leadership skills
- g. Significant experience in advanced practice, nursing education and curriculum design.
- h. Relevant professional certification and California licensure

5. Clinical Coordinator of the Nurse Practitioner Program

The clinical coordinator of the NP program option oversees the program requirements for the NP graduate nursing student. The NP Coordinator provides leadership to the entire process from needs forecasting, budgeting, curriculum development, the affiliation process, sequencing the student experience(s), student placement, site evaluation and follow up. The NP Coordinator is responsible, in conjunction with the faculty, for matching the needs of students, preceptors, and instructors to agencies to assure appropriate clinical experiences.

The NP Coordinator is responsible for complex communication and problem solving to maintain positive working relationships with a variety of individuals, schools and organizations, both within the university system and independent of it. The NP Coordinator operates from a solid understanding of nursing education and practice, combined with knowledge of the organizational practice environments. The incumbent will function as a representative of the university charged with cultivating and maintaining numerous relationships critical to the success of the nursing school.

Responsibilities

- a. Manage planning and coordination of all aspects of the FNP program and its operation
- b. Manage and support faculty who provide advising and clinical supervision to students during student clinical experiences
- c. Review data related to student experiences and ascertain that all program and licensing requirements are met
- d. Educate and advise students
- e. Collaborate with Graduate Program Coordinator and faculty to ensure quality clinical experiences
- f. Engage in scholarly activities and maintain clinical expertise
- g. Approve where students will be placed
- h. Plan with placement facility personnel in advance of student's arrival, if needed.
- i. Provide the student with information about the community, placement facility, preceptor, and academic and personal responsibility prior to placement.

Qualifications

- a. DNP or PhD required
- b. Minimum of 5 years' experience as an NP
- c. Strong leadership skills
- d. Significant experience in advanced practice nursing
- e. Prior clinical teaching experience
- f. Relevant professional certification and California licensure

6. The CSU, Fresno, School of Nursing shall:

- a. Prepare a contract between the agency and the University.
- b. Approve the enrollment of students in each clinic practicum site.
- c. Provide for a nursing faculty member to collaborate with the placement facility and preceptor; and to provide appropriate instruction and guidance to assigned students.
- d. Determine the number of clinical hours required and the units of academic credit to be granted the student for completion of this course.

CALIFORNIA STATE UNIVERSITY, FRESNO
 School of Nursing
 MASTER'S DEGREE PROGRAM AGENCY INFORMATION SHEET
SUBMIT WITH PROPOSED PRECEPTOR CV OR RESUME

(This form is to be completed by the preceptor, agency administrator, director, or office manager)

Student Name:	
NURS:	Semester:
Agency Name:	
Address:	
Telephone number:	Fax number:
Administrator/Email:	
Director of Nursing:	
Office Manager/Email:	
Agency Owner:	
Type of Agency:	Accreditation, if any:
Type & number of providers:	
Services and programs provided by agency:	
Days & hours of operation:	
Average number of client visits annually:	
Number of exam rooms:	Number of staff:
Type of ancillary staff employed by agency:	
Source of financial support:	
Describe surrounding community:	
As a preceptor or precepting agency, how do you feel the student will best be able to understand the role of the provider in your office and the role of your agency in the community?	
Preceptor/agency expectations of the student:	
Name of person completing form:	
Telephone number:	
Email address:	
Date:	

Select the type of site used to train students from one of the following options:

- Academic institution
- Acute Care for the Elderly (ACE) Units
- Acute care services
- Ambulatory practice sites
- Community-based care programs for elderly mentally challenged individuals
- Community-based organization
- Community Health Center (CHC)
- Community Mental Health Center
- Day and home care programs (e.g., home health)
- Emergency Room
- Extended care facilities
- FQHC or look-alike
- Federal and State Bureau of Prisons
- Federal Government Office or Agency
- Hospice
- Hospital
- Indian Health Service (IHS) site
- International non-profit/non-governmental organization
- Local Government Office or Agency
- Local Health Department
- Long-Term Care Facility
- Mobile Clinic/Site
- National health association or affiliate
- Nurse Managed Health Clinics
- Nursing Home
- Physician Office
- Program of All-Inclusive Care for the Elderly
- School-based clinic
- Specialty clinic (e.g., mental health practice, rehabilitation, substance abuse clinic)

- State Government Office or Agency
- State Health department
- Surgery clinic
- Tribal Health Department
- Tribal Organization
- Veterans Affairs Hospital or clinic
- Other community health center (e.g., free clinic)

NP Agency Form revised 11.3.2016

Select whether site used to train students was located in designated settings by choosing all that apply from the following options:

- Medically underserved community
- Primary care setting
- Rural area
- None of the above

Select the type(s) of vulnerable populations served at this site by choosing all that apply from the following options:

- Adolescents
- Children
- Chronically ill
- College residents
- Homeless individuals
- Undocumented Immigrants
- Uninsured/Underinsured persons/families
- Individuals with HIV/AIDS
- Individuals with mental illness or substance use disorders
- Lesbian, Gay, Bisexual, and Transgender
- Low income persons/families
- Migrant worker
- Military and/or military families
- Older adults
- People with disabilities
- Pregnant women and infants
- Migrant workers

- Unemployed
- Refugee Adults
- Returning war veterans (Iraq or Afghanistan)
- Tribal Population
- Veterans
- Victims of abuse or trauma
- None of the above

NP Agency Form revised 11/3/2016; Reviewed 6/22/19

CALIFORNIA STATE UNIVERSITY, FRESNO
School of Nursing

POSITION STATEMENT REGARDING UNIVERSAL PRECAUTIONS

CALIFORNIA STATE UNIVERSITY, FRESNO
School of Nursing

The faculty of the School of Nursing recognize the need for faculty and students to adhere to current Universal Precaution practices at all times. The following position statement summarizes the guidelines of such precautions believed essential for professional nursing practice and the rationale for their use by the nursing community at California State University, Fresno. These precautions are not only to protect students and faculty, but to protect patients and families as well. Changes in precautionary measures will be closely monitored by the School of Nursing on an ongoing basis. See:
<http://www.cdc.gov/hicpac/2007IP/2007isolationPrecautions.html>

Universal Precautions: Defined

The Center for Disease Control, Atlanta, GA, recommends that blood and body fluid precautions be consistently used for all patients regardless of their blood-borne infections status. This extension of blood and body fluid precautions to all patients is referred to as "Universal Blood and Body Fluid Precautions" or "Universal Precautions". Under universal precautions, blood and body fluids of all patients are considered potentially infectious for human immunodeficiency virus (HIV), Hepatitis B virus (HBV), and other blood borne pathogens.

CDC Standard Precaution

The CDC recommends **Standard Precautions** for the care of all patients, regardless of their diagnosis or presumed infection status.

- Standard Precautions apply to 1) blood; 2) all body fluids, secretions, and excretions, except sweat, regardless of whether or not they contain visible blood; 3) non-intact skin; and 4) mucous membranes. Standard precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection in hospitals.
- Standard precautions include the use of: hand washing, appropriate personal protective equipment such as gloves, gowns, masks, whenever touching or exposure to patients' body fluids is anticipated.
- Universal precautions are intended to prevent parenteral, mucous membrane, and non- intact skin exposures of health care workers to blood borne pathogens.
- Universal precautions apply to blood, wound drainage, semen, vaginal secretions, tissues, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid. Any body fluid is a warning that universal precautions are a must.

Questionable Situations

Some blood and body fluids are considered at lower risk. Included are feces, nasal secretions, sputum, sweat, tears, urine, vomitus, saliva, and breast milk. When blood is absent, the risk of transmission of HIV and HBV from these fluids is extremely low.

However, blood is not always visible and universal precautions must be used anyway. In addition, some of these fluids and excretions represent a potential source of nosocomial and community acquired infections with other pathogens and the School of Nursing recommends that gloves be used in all situations.

Workers need to minimize the need for emergency mouth to mouth resuscitation. Mouth pieces, resuscitation bags, or other ventilation devices should be available for use in situations where the need of resuscitation is predictable. In cases where resuscitation is not predictable, it is important to have knowledge of emergency policies of the agency or institutions.

Gloves should be worn when feeding patients and when wiping saliva from skin. Special precautions are recommended for dentistry.

Use of Protective Barriers

All health care workers must routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids of any patient is anticipated.

Examples of protective barriers include gloves, gowns, masks, and protective eye wear. Universal precautions are intended to supplement rather than replace recommendations for routine infection control, such as hand washing and use of gloves to prevent gross microbial contamination of hands. Judgment must be used in assessing the specific clinical situation.

Risks can be minimized if health care workers use the following general guidelines:

1. Take care to prevent injuries when using needles, scalpels, and other sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. DO NOT recap contaminated needles; do not remove contaminated needles from disposable syringes; and do not bend, break, or otherwise manipulate contaminated needles. Place used disposable syringes and needles, scalpel blades, and other sharp items in puncture-resistant containers as close to the use area as is practical.
2. Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. The type of protective barrier(s) should be appropriate for the procedure being performed and the type of exposure anticipated.
3. Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.
4. Wearing heavy utility gloves, clean up contaminated surfaces immediately. Clean spills of blood and body fluids with commercial chemical germicide or 1:10 bleach solution (one-part liquid bleach to nine parts water; make fresh solution each time.)

The following guidelines regarding glove use should be followed:

Gloves should always be available for health care worker's use in any questionable situation. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Double glove if there is danger of tearing during procedure. Use gloves for finger or heel sticks on adults, infants, and children.

Gloves should always be worn when health care workers have cuts, scratches, or other breaks in his/her skin. Hands should be washed immediately after gloves are removed.

Additional guidelines include:

1. Use of sterile gloves for procedures involving contact with normally sterile areas of the body.
2. Use examination gloves for procedures involving contact with mucous membranes, unless otherwise indicated, and for other patient care or diagnostic procedures that do not require the use of sterile gloves.
3. Change gloves between patient contacts.
4. Do not wash or disinfect surgical or examination gloves for reuse. Washing with surfactants may cause "wicking", i.e., the enhanced penetration of liquids through undetected holes in the glove. Disinfecting agents may cause deterioration.
5. Use general purpose utility gloves (e.g., rubber household gloves) for housekeeping chores involving potential blood contact and for instrument cleaning and decontamination procedures. Utility gloves may be decontaminated and reused but should be discarded if they are peeling, cracked, or discolored, or if they have punctures, tears, or other evidence of deterioration.

There are no reported differences in barrier effectiveness between intact latex and intact vinyl used to manufacture gloves. The type of gloves chosen should be appropriate for the task performed.

The following general guidelines are recommended:

1. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes.
2. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
3. Health care workers who have exudative lesions, weeping dermatitis, or broken skin on hands should refrain from all direct patient care and from handling patient care equipment without gloved protection.
4. Pregnant health care workers are not known to be at greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.
5. Health workers with powder allergies or glove sensitivities may request powder-free gloves or latex vs. vinyl.

Need for Waste Management

Policies for defining, collecting, storing, decontaminating, and disposing of infective waste are generally determined by institutions and/or agencies in accordance with state and local regulations.

It is important for nursing faculty and students to have knowledge of the policies and procedures of the clinical agencies in which they have practical experience. Arrangements are also necessary for handling of small potentially contaminated items in the home situation.

Implementation of universal precautions does not eliminate the need for other category or disease specific isolation precautions, such as enteric precautions for infectious diarrhea or isolation for active pulmonary disease.

Implementation of Recommended Precautions

Employers of health care workers and educational institutions responsible for the training of such programs should ensure that policies exist for:

1. Initial orientation and annual continuing education and training of all health care workers—including faculty, students, and trainees—on the epidemiology, modes of transmission, and prevention of HIV and other blood- borne infections and the need for routine use of universal blood and body fluid precautions for all patients.
2. Provision of equipment and supplies necessary to minimize the risk of infection with HIV and other blood-borne pathogens.
3. Monitoring adherence to recommended protective measures. When monitoring reveals a failure to follow recommended precautions, then counseling, education, and/or retraining should be provided, and if necessary, appropriate disciplinary action should be considered.

Professional associations and labor organizations, through continuing education efforts, should emphasize the need for health care workers to follow recommended precautions.

<http://www.cdc.gov/hicpac/2007IP/2007isolationPrecautions.html>

Health and Immunization Requirements for Graduate Nursing Students

All health and immunization requirements must be completed prior to attending any clinical experience. Students will not be permitted in the clinical facility without required immunization and skin or blood tests. Evidence of compliance must be uploaded and kept current in Castle Branch. Students are to present required documents to the clinical instructor at the beginning of each semester. These requirements are also those of the clinical facilities of which the student may be assigned, therefore, failure to meet the requirements may result in exclusion from clinical practice. Students who do not meet these requirements will not be allowed to start clinical practice until all required documents have been submitted and or updated in Castle Branch.

PHYSICAL EXAMINATION

Physical examinations for graduate and school nurse credential students are optional.

Students may have the examination performed at the University Student Health Center or may be examined by their own physician or nurse practitioner. If you elect to have your physical at the University Student Health Center, please call (559) 278-2734 for an appointment.

IMMUNIZATION AND SKIN TESTS

Measles, Mumps, and Rubella: Proof of immunity or immunizations - Rubella:

Positive titer **or** 2 documented doses

Rubeola: Positive titer **or** 2 documented doses

Mumps: Positive titer **or** 2 documented doses

Pertussis (Tdap): A pertussis booster in the form of the **Tdap** is required for all Fresno State nursing students (this is for those who have never had a Tdap vaccine previously). This can be given at any time regardless of the last Td. (see www.immunize.org). *If you have had a Tdap booster any time after your childhood (given around 11 or 13 years of age), you will not be required to get another Tdap booster for the nursing program.*

Polio: History of primary polio series in childhood.

Tuberculin Skin Test:

Your TB skin test MUST NOT be expired during the semester you are in practicum. For a positive PPD, you will need to show proof of a chest x-ray within the last 7 years or a negative Quantiferon Gold TB blood test.

Hepatitis B: Documentation of either three doses of Hepatitis B vaccine (or 3 Hep AB) or documented seropositivity (e.g., presence of Hep B Surf Ab / anti-HBs) is required.

Varicella: All students are required to demonstrate immunity to varicella via a positive titer or 2 documented varicella vaccine doses.

Influenza: Documentation of annual flu inoculation required

The above immunizations and skin or blood tests may be obtained at the University Student Health Center. Please use the attached Nursing Student Immunization Record.

Revised 7/10/09, 6/2/19.

If you wish to have the tests done elsewhere, please use the Nursing Student Immunization Form

Nursing Student Immunization Record

California State University Fresno

Name
Date of birth

Provide copies of original records and document new immunizations below.

Vaccine		Date Given	Office or Clinic given	Next dose due
1 Hepatitis A	1			
two doses 6-12 mos apart	2			
2 Hepatitis B	1			
2nd dose at least 1 month after 1st	2			<i>Results:</i>
3rd dose 3-5 months after the 2nd	3			
<i>HepBSAb titer</i>		<i>date drawn</i>		
2 months after 3rd dose (+titer only needs to be done once to determine non-responder)				
3 Hepatitis A/B (if combination used)	1			
2nd dose 1 month after 1st	2			
3rd dose 5 month after 2nd	3			
4 Measles/Mumps/Rubella (MMR)	1			<i>Results:</i>
	2			
<i>MMR titers</i>		<i>date drawn</i>		
5 Pertussis: Tdap required x 1		Tdap		
Tdap can be given at any time after Td				
6 Varicella (VZV)	1			<i>Results:</i>
2nd dose 4-8 weeks after 1st	2			
<i>VZV titer</i>		<i>date drawn</i>		
Post vaccine VZV titer				
7 Polio- verbal history				
8 Entrance Physical Exam		<i>date</i>		

Tuberculin Skin Test (TST)

Two-Step Tuberculin Skin Test (TST) required to begin program. CDC: Two-Step PPD: If 1st PPD is negative, give 2nd PPD 1–3 weeks later.

PPD required every 6 months for undergraduate nursing students and every year for graduate nursing students

	date given	time	given by	lot #	exp date	NDC #	date read	time	Read by	mm	Impression
PPD											
PPD											
PPD											
PPD											
PPD											
PPD											
PPD											
PPD											

Chest X-ray

If positive PPD student needs a chest X-ray

Date of chest X-ray	Results	Signature

INH Completed - if required	Date
-----------------------------	------

Health Care Provider Signature

Date

Revised 7/13/09

Table 1 Recommended Adult Immunization Schedule by Age Group
United States, 2019

Vaccine	19–21 years	22–26 years	27–49 years	50–64 years	≥65 years
Influenza inactivated (IIV) or Influenza recombinant (RIV) or Influenza live attenuated (LAIV)			1 dose annually or 1 dose annually		
Tetanus, diphtheria, pertussis (Tdap or Td)			1 dose Tdap, then Td booster every 10 yrs		
Measles, mumps, rubella (MMR)			1 or 2 doses depending on indication (If born in 1957 or later)		
Varicella (VAR)		2 doses (If born in 1980 or later)			
Zoster recombinant (RZV) (preferred) or Zoster live (ZVL)				2 doses or 1 dose	
Human papillomavirus (HPV) Female	2 or 3 doses depending on age at initial vaccination				
Human papillomavirus (HPV) Male	2 or 3 doses depending on age at initial vaccination				
Pneumococcal conjugate (PCV13)				1 dose	
Pneumococcal polysaccharide (PPSV23)			1 or 2 doses depending on indication		1 dose
Hepatitis A (HepA)			2 or 3 doses depending on vaccine		
Hepatitis B (HepB)			2 or 3 doses depending on vaccine		
Meningococcal A, C, W, Y (MenACWY)			1 or 2 doses depending on indication, then booster every 5 yrs if risk remains		
Meningococcal B (MenB)			2 or 3 doses depending on vaccine and indication		
<i>Haemophilus influenzae</i> type b (Hib)			1 or 3 doses depending on indication		

 Recommended vaccination for adults who meet age requirement, lack documentation of vaccination, or lack evidence of past infection

 Recommended vaccination for adults with an additional risk factor or another indication

 No recommendation

Table 2 Recommended Adult Immunization Schedule by Medical Condition and Other Indications
United States, 2019

Vaccine	Pregnancy	Immuno-compromised (excluding HIV infection)	HIV Infection CD4 count <200 ≥200	Asplenia, complement deficiencies	End-stage renal disease, on hemodialysis	Heart or lung disease, alcoholism ¹	Chronic liver disease	Diabetes	Health care personnel ²	Men who have sex with men
IIV or RIV or LAIV						1 dose annually				
Tdap or Td	1 dose Tdap each pregnancy					CONTRAINDICATED		PRECAUTION		or 1 dose annually
MMR		CONTRAINDICATED						1 or 2 doses depending on indication		
VAR		CONTRAINDICATED						2 doses		
RZV (preferred) or ZVL	DELAY							2 doses at age ≥50 yrs or 1 dose at age ≥60 yrs		
HPV Female	DELAY	3 doses through age 26 yrs						2 or 3 doses through age 26 yrs		
HPV Male		3 doses through age 26 yrs						2 or 3 doses through age 21 yrs		2 or 3 doses through age 26 yrs
PCV13						1 dose				
PPSV23							1, 2, or 3 doses depending on age and indication			
HepA								2 or 3 doses depending on vaccine		
HepB								2 or 3 doses depending on vaccine		
MenACWY			1 or 2 doses depending on indication					then booster every 5 yrs if risk remains		
MenB	PRECAUTION		2 or 3 doses depending on vaccine and indication							
Hib		3 doses HSCT ³ recipients only			1 dose					

Recommended vaccination for adults who meet age requirement, lack documentation of vaccination, or lack evidence of past infection

Recommended vaccination for adults with an additional risk factor or another indication

Precaution—vaccine might be indicated if benefit of protection outweighs risk of adverse reaction

Delay vaccination until after pregnancy if vaccine is indicated

Contraindicated—vaccine should not be administered because of risk for serious adverse reaction

No recommendation

1. Precaution for LAIV does not apply to alcoholism. 2. See notes for influenza; hepatitis B; measles, mumps, and rubella; and varicella vaccinations. 3. Hematopoietic stem cell transplant.

02/19/19

Centers for Disease Control and Prevention | Recommended Adult Immunization Schedule, United States, 2019 | Page 3

RESOURCES FOR GRADUATE STUDENTS

Student Health Center
 (University Health & Psychological Services)

Location:
 East of University Courtyard on Barton and Keats

Hours of Operation:
 Monday – Friday
 8 a.m. to 4:45 p.m.
 Limited services available:
 12-1 p.m.
 (Summer hours are 7 a.m. to 3:15 p.m.)



The Student Health Center provides students with medical, health promotion & wellness services as well as psychological services on-campus. The health center is supported largely by your mandatory health fee. Because of this, most services are free or are provided at a very low cost.

Medical Services Available

Our number one goal is to ensure that you have a healthy and productive college experience. Your first visit to the Student Health Center may be to see one of our Board-Certified physicians or nurse practitioner due to a sudden illness or injury.

In addition to diagnosing and treating illnesses & injuries, services include:

- immunizations, TB testing & allergy injections with medical approval
- physical exams
- emergency contraception
- testing and treatment for STIs
- dermatology clinic
- physical therapy
- lab & x-ray services
- on-site pharmacy
- other family planning and sexual health services under the Family PACT Program include:
 - birth control
 - HIV testing
 - women's health
 - sexual health
 - health education
 - pregnancy testing & counseling

Any outside health services you may receive are your financial responsibility.

Associated Students, Inc. offers health insurance. For more information, visit www.CSUhealthlink.com.

Health Promotion & Wellness Services

Our Health Promotion and Wellness Services Department promotes knowledgeable decision making for good health and disease prevention.

Located at the Wellness Resource Center within the Student Health Center, our team of Health Educators, a Registered Dietitian and trained peer educators deliver health education information through the use of one-on-one counseling, innovative and collaborative events as well as the distribution of education materials.

Services & programs provided by the Health Promotion & Wellness Services include, but are not limited to:

- one-on-one nutritional counseling by a Registered Dietitian and peer nutrition counselors
- one-on-one sexual health counseling/education by trained peer health educators as part of the Family PACT program
- fall & spring Wellness Fairs
- innovative activities promoting responsibility and safety in honor of National Collegiate Alcohol Awareness Week and Spring Break

Contact Information:
www.csufresno.edu/health

General Information
559-278-2734

Psychological Services
559-278-6738

Psychological Services

Psychological Services offers counseling and consultation. Our professional staff and interns/trainees are here to help you with stress, anxiety, depression, relationship issues, challenges in academic performance and any other concerns you may have. A psychiatrist is also available for medication management if the need arises.

We offer free and confidential individual, couples and group counseling for personal growth. You may use these sessions to develop self-awareness, increase insight to resolve problems, develop and achieve goals, and increase your success in and out of the classroom.

Take advantage of our free and confidential services. Visit us at the Student Health Center, Area E during walk-in hours, without an appointment. On your first visit, you will fill out brief paperwork and meet with a counselor. The counselor will talk with you, review your concerns and match you with services that meet your needs.

Psychological Services
Hours of Operation:

Monday – Friday
 8 a.m. to 4:45 p.m.

Walk-In Hours
 Monday – Friday
 9 a.m. to 11 a.m.
 2 p.m. to 4 p.m.

Summer Semester
 by appointment only

Plagiarism Workshop

Got Plagiarism? Call Division of Graduate Studies for information?

Dr. Ida M. Jones and Professor Judith Scott have created the "[Academic Integrity Workshop: Focus on Plagiarism](#)" to help students identify and avoid plagiarism. Sign up today at the following [website](http://www.fresnostate.edu/academics/academicintegrity/). <http://www.fresnostate.edu/academics/academicintegrity/>

Graduate Research & Creative Activities Symposium

This great event will showcase oral/poster presentations and creative works, including art, music, recitation, and more. This is a great opportunity for networking. For more information check with the Division of Graduate Studies.

Graduate Division Services

The Division of Graduate studies can answer many of your questions.

DIVISION OF GRADUATE STUDIES

www.fresnostate.edu/gradstudies

(559) 278-2448; FAX (559) 278-8340

James Marshall, Interim *Graduate Dean*

- All email addresses listed below are @csufresno.edu

Office Hours

Mon. – Fri.: 8 a.m. – 12 p.m. and 1 p.m. - 5 p.m.

General Information

Special Admissions, Classification, Advancement to Candidacy, Evaluation, and Degree Clearance

Reiko Elledge
relledge, 278-2448

General information regarding DGS deadlines and events. Requests for *Front Desk Manager* Graduate Division forms, publications and recruitment materials.

Marcee Varela
Graduate Evaluations coordinator
marceev, 278-2448

Coordinator for the Evaluation Unit, which includes all duties listed below in this section; Clearance of master's/graduate degrees, doctoral degrees, and certificates of advanced study; Issue letters of certification.

Misty Brazill
Graduate Evaluator
mistyb, 278-2448

Evaluation of the following: special admits, change of degree objectives, administrative academic probation, disqualification, classification requests, advancement to candidacy, program adjustment requests, course validations, graduation eligibility for graduate degrees and certificates of advanced study; Clearance of master's/graduate degrees, doctoral degrees, and certificates of advanced study; Issue letters of certification (alpha section A-D)

Rachel Sunahara
Graduate Evaluator
rachell, 278-2448

Evaluation of the following: special admits, change of degree objectives, administrative academic probation, disqualification, classification requests, advancement to candidacy, program adjustment requests, course validations, graduation eligibility for graduate degrees and certificates of advanced study (alpha section E-M)

Melissa Rowe
Graduate Evaluator
merowe, 278-2448

Evaluation of the following: special admits, change of degree objectives, administrative academic probation, disqualification, classification requests, advancement to candidacy, program adjustment requests, course validations, graduation eligibility for graduate degrees and certificates of advanced study (alpha section N-Z)

Thesis and Dissertation Review, Publications, Committee Assignments

Chuck Radke
Thesis Consultant
cradke, 278-2418

Thesis and dissertation review and final approval, Graduate Writing Studio **Responsible for the Thesis Workshops.** Contact him for more information.

Financial Opportunities, Petitions, Course and Curriculum, Program Review

Louise Neal
Administrative Analyst Specialist
lneal, 278-2448

Program review (undergraduate and graduate), fellowships, (California Pre-Doctoral Scholars Program, Graduate Equity), financial opportunities, course and curriculum, undergraduate petitions to enroll *in graduate level* courses, graduate academic overload petitions, and special events.

Recruitment and Retention, Marketing, Website, Publications

Marco Diaz (Tony)
Graduate Recruitment Coordinator
marcod, 278-2448

Recruitment and retention of students for graduate programs including certificates of advanced study, master's degree and doctoral programs, coordination of related recruitment, special events and marketing activities.

DGS 8-13

HENRY MADDEN LIBRARY

At the Henry Madden Library, you can check out a lap-top computer or use one of the computers there. You can print, scan or copy, check out books, or reserve a study room for yourself or a group.

The School of Nursing has a dedicated research librarian, Jane Magee, to help you find resources. The library also provides instruction in subjects like information literacy, Endnote, and how to do a literature review. There are also a number of electronic databases of journals that can be accessed from the campus or from home. The library is also home to the Graduate Writing Studio.

Graduate Writing Studio at Fresno State

**Graduate Study Center
Henry Madden Library Room 2119**

Phone: 559-278-2450

Appointments: M-TH, 10 a.m. - 7 p.m. and F 10 a.m. – 4 p.m.

Graduate Writing Studio Policies

You must be a registered Fresno State graduate student to use the services of the Graduate Writing Studio.

Undergraduate students are not eligible for appointments. Undergraduates should use the Fresno State [Writing Center](#) or the tutoring services at the Fresno State [Learning Center](#) for their writing needs.

Graduate students may reserve one, 50-minute appointment per week (M-F). Appointments may be scheduled on-site (Graduate Study Center, room 2119), via telephone (278-2450), or via email (fresnostategws@gmail.com).

Appointment slots are held until 10 minutes past the hour; after this time, the session will be given away to another student.

Failure to attend a scheduled appointment without notifying GWS staff 24 hours in advance will result in cancellation of subsequent appointments.

Consultants may work with students on projects, theses, or other longer papers as part of a Fresno State course assignment; consultants may also collaborate with students on professional development needs like cover letters for doctoral, employment, or scholarship applications. Otherwise, consultants are not permitted to advise students on written material unrelated to the pursuit and completion of a master's or doctoral degree at Fresno State.

Graduate Writing Studio Philosophy

The Graduate Writing Studio consultants view writing as constantly developing and changing, and they encourage students to engage in writing as a process through brainstorming, drafting, and discussing their work.

GWS consultants will meet graduate students at any stage of the writing process. However, consultants are not permitted to proofread and edit papers for mechanical and grammatical errors without explanation or discussion with the student.

GWS consultants are trained to promote collaborative learning, where the student is an active participant in the session; offer practical encouragement and constructive criticism; and direct students to resources that will help them continue their work independently after the session. The goal of each session is for the student to increase his or her skill level, confidence, and independence as a writer.

GWS consultants are trained as well to ask students questions about their writing goals and concerns. Given the length of most graduate-level writing assignments (e.g., theses, projects), consultants will not likely be able to review the entire piece of writing; students should be prepared to identify which portion or portions of an assigned writing task they wish to cover within the timeframe of the consultation.

Subjects include:

- Academic Writing APA Basics
- Navigating the Dissertation Template
- Navigating the Thesis Template Thesis
- Template: Shortcuts
- Thesis Workshop Sample Literature Review
- Summarizing, Paraphrasing, Quoting
- Transitional Words and Phrases

NURSING RESOURCE CENTER POLICIES

Mission: To provide a relaxed, safe, professional environment to learn, practice and demonstrate nursing procedures committed to relevant and realistic simulated experience to promote and provide quality nursing care.

NRC Hours: As posted

Items for check out:

- Assessment Kit: oto/ophthalmoscope, tuning fork, reflex hammer NURS 210 Faculty
- DDST Kit: manual, worksheet, testing bag/DDST specific supplies NURS 210 Faculty
- Ages and Stages Questionnaires (ASQ) and Ages and Stages Social Emotional (ASQ/SE) can be provided by Graduate Program Coordinator.
- Equipment – as available, to be arranged with the NRC coordinator.

NOTE:

No videos, computer discs/programs or student projects will be checked out. Exceptions may be made for faculty classroom use of videos.

Graduate students with outstanding equipment or fines will be denied graduation clearance until deficiencies remedied.

KNORR SIMULATION LABORATORY AT FRESNO STATE

<http://www.youtube.com/watch?v=3PzRfXv0v7g>

The Knorr Simulation Laboratory, or Sim Lab, is a collaborative project combining state and philanthropic support. A gift from the estate of Alpheda Knorr, who was head nurse supervisor of operating rooms at Valley Medical Center in Fresno, helped construct the nursing skills simulation laboratory.

"This is a significant addition to an important teaching and training resource that will benefit students, nurses, and health professionals across the region," says Dr. Andrew Hoff, dean of the College of Health and Human Services. He notes that the facility will provide clinical training for students from nursing programs throughout the central San Joaquin Valley, as well as for employees of healthcare institutions, school nurses, and others.

About the Central California Center for Excellence in Nursing (CCCEN)

Background and Purpose

Creating the Central California Center for Excellence in Nursing (CCCEN) at California State University, Fresno is a commitment by California State University, Fresno to address the critical nursing shortage on a permanent basis with a well-thought-out action plan.

The center, which began in 2006, is taking a regionally and comprehensively-focused approach, working in partnership with healthcare providers to develop the kinds of nursing specialists, leaders and educators needed to serve our diverse region.

This Center's goals are to:

1. Promote and enhance nursing education and practice at all levels.
2. Connect alumni and community to the joint academic and service mission of the University, College of Health and Human Services, and School of Nursing
3. Document the continuum of excellence in nursing education and leadership in the Central Valley through the Nursing Legacy Project, and
4. Become a leader in resource development, supporting nursing education and research.

The Central California Center for Excellence in Nursing is positioned to provide strong, innovative, well-focused leadership that joins research, education and the broadest range of health care resources to train and retain quality nurses to create a healthier Valley.

Mission

The mission of the Central California Center for Excellence in Nursing (CCCEN) at California State University, Fresno is to create a culture of inquiry to advance nursing science and expand its regional leadership in graduate education, research, and practice.

Our graduate programs, at the master's and the doctoral level, will provide leaders for academic and health care settings. Advanced practice nurses will fill important roles, increasing access to care in our underserved San Joaquin Valley region.

Another critical component of the Center's mission is to advance nursing science through methodologically rigorous and collaborative research, focusing on health disparities in the region.

The CCCEN will serve as a focal point for faculty, students and community to develop research projects that demonstrate innovative health care delivery models in the community.

Inherent within the mission is the application of new knowledge to the practice of nursing in the community through sharing innovations in nursing care and delivering expert care to the underserved and vulnerable populations.

Central California Center for Excellence
1625 East Shaw Avenue Suite 146
Fresno, CA 93710
559-228-2130

CLINICAL SITES

Fresno State maintains contracts with approximately 425 clinical sites. If you want to do clinical hours at a particular clinic, medical office, hospital, etc., please check with the Nursing Office to see if we have a current contract. Do this early, since it may take several months to get a new contract signed. Remember that if you plan to complete any clinical hours in one of the local hospitals, your request must be entered into the computerized clinical placement system at the beginning of the semester before your clinical experience.

ACADEMIC HONESTY/DISHONESTY INFORMATION

Cheating and Plagiarism

1. Definitions from University Catalog:

- a. Cheating is the practice of fraudulent or deceptive acts for the purpose of improving a grade or obtaining course credit.
- b. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of another by representing the material so used, as one's own work.

***Note:** Some students feel that any changing of wording or paraphrasing of an author's material negates any responsibility to give that author credit for his or her material. This is an erroneous belief and if acted upon, could result in the charge of plagiarism.

2. Penalties for student guilty of cheating or plagiarism

The penalties for cheating and plagiarism include suspension or dismissal from the University (University Catalog, Policies and Regulations, Article 1.1, Title V, Section 41301)

3. Course Assignments

Written assignments for one nursing course may not be used to fulfill the requirements of another nursing course.

POLICIES

Planned Educational Leave of Absence

Request for leave of absence can be made following University policy and forms found [here](#).

Grievance

A student-related dispute could arise out of a decision or action, in the course of official duty by a member of the faculty, staff, or administration of California State University, Fresno. The decision or action could be alleged as discriminatory, contrary to accepted academic relationships and procedures, or restrictive of the rights of any student of the university to fair treatment. The dispute resolution process provides a mechanism for students to have a third party review the situation. The student must first make a good faith effort to resolve the matter informally by talking directly with the individual concerned, the individual's direct supervisor or department chair, and the director of the unit or college/school dean. If resolution is not effective through the informal procedures, for assistance, the student should contact the Office of the Vice President for Student Affairs and Dean of Students.

<http://www.fresnostate.edu/academics/aps/documents/apm/415.pdf>

Harassment and Discrimination Nondiscrimination Policy

California State University, Fresno is committed to a program of equal opportunity for all. The California State University does not discriminate in the educational programs or activities it conducts on the basis of race, color, national origin, gender, age, marital status, religion, mental or physical disability, sexual preference, pregnancy, or special disabled veteran status (Vietnam era or other covered veteran status). California State University, Fresno's Policy Statement (in the Equal Employment and Education Opportunity Plan and the Equal Opportunity Plan for Individuals with Disabilities, Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans) addresses equal opportunity in employment, admissions, recruitment, financial aid, placement counseling, curricula, and housing for students. These are recognized by the university as basic to our equal opportunity goals.

Race, Color, Ethnicity, National Origin, Age and Religion.

The California State University complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, as well as other applicable federal and state laws prohibiting discrimination. No person shall, on the basis of race, color, ethnicity, national origin, age, or religion be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the California State University.

Disability. The California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Federal laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, and various state laws prohibit such discrimination. The director of human resources has been designated to coordinate the efforts of California State University, Fresno to comply with all relevant disability laws. Inquiries concerning compliance may be addressed to Janice A. Parten, associate vice president of Human Resources, Joyal Administration Building, Room 148, 559.278.2364.

If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need course materials in alternate formats, immediately notify your course instructor or Janice Brown, director of Services for Students with Disabilities, 559.278.2811. Reasonable efforts will be made to accommodate your special needs.

Sex/Gender. The California State University does not discriminate on the basis of sex,

gender or sexual orientation in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education programs and activities operated by California State University, Fresno. Such programs and activities include admission of students and employment.

The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

Persons who are aggrieved may pursue a complaint or seek information by contacting Janice A. Parten, associate vice president of Human Resources, reviewer of staff, manager, and coach concerns, 559.278.2364, Joyal Administration Building, Room 161; Tedd Wendt, the interim associate vice president for Academic Personnel and reviewer for faculty concerns, 559.278.3027; or Carolyn Coon, assistant vice president for Student Affairs/dean of students and reviewer for student concerns, 559.278.2541. Or contact the regional director of the Office for Civil Rights, United States Department of Education, 50 Beale Street, Suite 7200, San Francisco, California 94105.

Harassment/Sexual Harassment

Discrimination on the basis of sex is prohibited by Title VII of the Civil Rights Act as well as Title IX of the Education Act. Sexual harassment is a violation of Section 703 of Title VII. Sexual harassment refers to the unwanted imposition of sexual attention usually in the context of a relationship of unequal power, rank, or status, as well as the use of one's position of authority in the university to bestow benefits or impose deprivations on another. This applies equally to all students, staff, faculty, and managers at California State University, Fresno. Sexual harassment, or other harassment based on a person's "protected status," includes verbal, nonverbal, and/or physical conduct that has the intent or effect of unreasonable interference with individuals' or groups' education or work performance. This may also include actions that create an intimidating, hostile, or offensive working or learning environment. Both men and women can be the victims of sexual harassment or harassment based on a "protected status."

Students who believe they are victims of harassment, including sexual harassment, should contact the Office of the Vice President for Student Affairs and Dean of Students, 559.278.2541. The staff can explain the complaint procedures available to students on our campus. For more information about the complaint process, please contact Janice A. Parten, associate vice president of Human Resources, 559.278.2364. Other resources include the deans and associate deans who are trained to respond to inquiries.

Inquiries concerning the application of these laws to programs and activities of California State University, Fresno may be referred to Janice A. Parten, the campus Title IX coordinator and director of Human Resources, Joyal Administration Building, Room 148, 559.278.2364; Carolyn Coon, assistant vice president for Student Affairs and dean of students, Joyal Administration Building, Room 262, 559.278.2541; the director of Human Resources, Auxiliary Services, 4910 N. Chestnut, 559.278.0860; or the regional director of the Office for Civil Rights, Region 9, 220 Mail Street, 10th Floor, San Francisco, CA 94105. More detailed instructions on filing a complaint against an administrator may be found in the campus "Policies and Procedures for Addressing Discrimination, Harassment, and Retaliation." The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

Requesting Accommodation for Disability

If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need course materials in alternate formats, immediately notify your course instructor or Janice Brown, director of Services for Students with Disabilities, 559.278.2811. Reasonable efforts will be made to accommodate your special needs.

Sexual Harassment

<http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/415.pdf>

Dispute Resolution Policy (previously "Student Grievance Procedures")

<http://www.calstate.edu/EO/EO-1097.pdf> System wide Policy Prohibiting Discrimination, Harassment and Retaliation against Students and System wide Procedure for Handling Discrimination, Harassment and Retaliation Complaints by Students — Executive Order 109 sexual harassment

Marijuana Use Following Proposition 68

On November 8, 2016, California Voters passed Proposition 64 legalizing growth, possession, and use of marijuana in the state. However, please be advised that the federal Drug-Free School and Communities Act and Drug Free Workplace Act require Fresno State and all the CSUs to certify that we are taking reasonable measures to prevent the illegal use of drugs on our campuses. Since drugs as defined under the federal Controlled Substances Act include marijuana, failure to prevent its use on campus would result in the loss of eligibility to federal financial aid for students, as well as federal grants and contracts.

As a result, students should be aware that they may be subject to disciplinary action by the University for the use/possession/manufacture/distribution of marijuana products, regardless of their age, on University premises or at University-sponsored activities; storage of marijuana products or drug-related paraphernalia at on-campus residences or vehicles; and driving while under the influence of marijuana.

In addition, passage of Proposition 64 does not change restrictions applicable to Fresno State and the CSU concerning marijuana research. Although legal in California, cannabis remains a controlled Schedule I substance under federal law. Because of this, the federal Drug Enforcement Agency continues to regulate the cultivation of marijuana for research purposes through licensing requirements. At this time, the CSU does not anticipate a change in policy and will remain in compliance with federal law. If you have any questions about this topic, please consult the University Police Department 559.278.8400.

ADMINISTRATIVE ACADEMIC PROBATION POLICY FOR GRADUATE STUDENTS

Students enrolled in master's programs are required to maintain a minimum 3.0 post baccalaureate cumulative grade point average (GPA) prior to advancement to candidacy. Once students have advanced to candidacy, they must maintain a minimum 3.0 program GPA, which includes only coursework listed on the Petition of Advancement to Candidacy.

Students who do not meet the above criteria will be placed on Administrative Academic Probation (AAP). Students who are on AAP will be disqualified if they do not raise their respective GPA to 3.0 by the completion of the second regular semester following the semester that their GPA fell below the 3.0 minimum. **In addition, students will be disqualified if their semester GPA falls below 3.0 in any two terms.**

CALIFORNIA STATE UNIVERSITY, FRESNO
School of Nursing

MASTER'S PROJECT (NURS 298) COMMITTEE ASSIGNMENT FORM

The Master's Project (NURS 298) requires that only one (1) faculty member serve on the project committee. The faculty member will serve as the chairperson for the project and should be a tenured or tenure-track faculty. You must review the proposed project with the faculty member before completing this form.

Directions: This form must be completed within the first 2 weeks of the semester in order to obtain the NURS 298 project schedule number. Turn the signed form into the nursing school office and they will provide the assignment schedule number for you to register on-line for the project.

Candidate: _____

Date: _____ Student ID #: _____

The above student has been officially advanced to candidacy, is in good graduate standing, the project proposal has been approved by the Quality Review Committee, and is recommended for Project NURS 298 as follows:

Proposed Project (NURS 298) topic, as approved and supported by the project chair.

Proposed Title:

Tentative completion date: _____

Project (NURS 298) Chairperson:

Printed Name

School Signature of Approval

NURS 298 - GRADUATE PROJECT WRITING GUIDE

NURS 298 - PROJECT TIMELINES

The following timelines are suggested to assist with structuring your project proposal and writing the final project for graduation by the spring semester.

FALL SEMESTER **Week 2**

Meet with Project Chair
 Complete Project Committee Assignment form, have faculty sign, turn into nursing office
 Register for NURS 298
 Develop Project Title
 Develop initial methodology/plan

Week 4

Begin collecting articles, copy & develop files
 Establish major literature review categories
 Write brief reviews of articles
 Carry out initial plans as appropriate

Week 6

Write Chapter 1
 Introduction

APPENDIX B: APPENDIX TITLE

Significance
 Purpose
 Definitions
 Theoretical Framework
 Continue to find and review articles

Week 8

Write Chapter 2 - Literature Review
 Write Chapter 3 - Methodology
 Type all three chapters of proposal with correct APA format
 Turn into Chair for editing
 Prepare Investigators Checklist, Chair submits to School IRB

Week 12

Continue Activities
 Complete Literature Review
 Continue Project Activities

SPRING SEMESTER

Week 4

Complete Project activities

Complete Chapter 4 - Discussion - Change text to past tense

Turn in to Chair

Sign up for College of Health and Human Services' Spring Research Symposium

Week 8

Make corrections

Copy with laser printer

Have binding and printing done for final copies.

Weeks 12 – 14

Develop podium/poster presentation for Nursing Research conference and Spring Research Symposium.*Present project at School of Nursing Research Conference and College of Health and Human Services' Spring Research Symposium.*

- Required to present either poster or podium presentation

CALIFORNIA STATE UNIVERSITY, FRESNO
Division of Graduate Studies
MASTER'S THESIS (NURS 299) COMMITTEE ASSIGNMENT

Candidate _____ Date _____

Local Phone Number (_____) _____ ID # _____

E-mail address _____ Estimated graduation date _____
Semester/Term Year _____

The above student has been officially **ADVANCED TO CANDIDACY**, is in good graduate standing, and is recommended for Thesis assignment.

Student and thesis committee members have read the attached Thesis Committee Guidelines and approve the following proposed Thesis topic:

Human Subjects Clearance has been obtained: Yes No Not Applicable
Animal Subjects Clearance has been obtained: Yes No Not Applicable

Thesis Committee:

Typed/Printed Name	School	Signature of Approval
Chair	_____	_____
Member	_____	_____
Member	_____	_____

Review and Approval of Assignment and Planned Thesis Topic:

Signature _____	Date _____
Graduate Program Coordinator/Director or Dept. Chair	
Signature _____	Date _____
College Dean (for Agricultural Sci. & Tech.; Arts & Humanities; Science and Mathematics)	
Signature _____	Date _____
Thesis Consultant (for Dean, Division of Graduate Studies)	

Note: Changes in committee membership or topic require submitting a CHANGE IN MASTER'S THESIS COMMITTEE AND/OR TOPIC form.

Final Thesis Clearance _____ Date _____
Thesis Consultant _____

Attachment _____ DGS/rev. 09/03

Thesis/Dissertation Committee Policy and Guidelines
Division of Graduate Studies
California State University, Fresno

It is the purpose of this document to set forth policies for the functioning of thesis and dissertation committees appointed at California State University, Fresno, in order to maintain high standards of quality in the conduct of graduate student research and writing and to provide guidelines for the orderly transfer of members' responsibilities if this should become necessary.

Insofar as it is judged the academic obligation and expectation of all graduate faculty to serve on graduate thesis and dissertation committees, this work in turn is recognized by the Division of Graduate Studies and the university in support of tenure and promotion, and individual faculty mentorship is publicized through listings and published records of the abstracts and theses/dissertations at a national level.

Where joint doctoral or master's degree programs are offered, policies and procedures of participating campuses may also apply. Additionally, joint requirements for approval of committee assignment and completion of the final document may add to or supersede this policy. The following policy and guidelines have been established for faculty members at California State University, Fresno who direct theses and dissertations.

Thesis/Dissertation Committees

Thesis/dissertation committees have an established place in the academic world and play a vital role in the guidance and direction of graduate student research. One member of the committee, the chairperson, has a more formal administrative relationship with the student because of the way the university recognizes the chairperson's responsibilities. On occasion, the roles of the chairperson and the committee members require clarification.

1.1 Thesis/Dissertation Committee Structure

1.2 Number of Members

- 1.11 Each master's thesis and doctoral dissertation committee shall be composed of a minimum of three members.
- 1.12. Under extenuating circumstances (e.g., member's death or sudden leave), to be noted by the graduate program coordinator in a letter to the graduate dean, an individual student in the final stages of the thesis/dissertation may request to have fewer than three members on the committee.
- 1.13 A fourth and/or fifth member may be added to the committee when deemed appropriate/necessary to provide required expertise.

1.3 Committee Membership

- 1.21 Two of the three required committee members, including the chair, shall be members of the *Master's Graduate Faculty Group* of the student's degree program. Only members of this group are allowed to chair a thesis. In order for a member to chair a thesis, he/she must have previously served as a second or third member of a thesis committee (per APM 226-2, III. *Criteria for Membership in a Master's Graduate Faculty Group*, par. 3).

The Graduate Group in the program, with the approval of the school, may invite their

Faculty Early Retirement Program (FERP) faculty members to participate on thesis/dissertation committees as second or third readers, with the stipulation that they demonstrate a personal commitment to function in this capacity and that they have been appointed as members of the consultative body. Graduate faculty members whose status has been terminated due to retirement or who are in FERP status may complete outstanding examining committee, thesis committee, and advising assignments as chair if they wish to do so, but they may not accept new assignments to chair such committees (see APM 226-3, III. *Criteria for Membership in a Master's Graduate Faculty Group*, par. 8). Note: In order for the thesis/dissertation committee to function as required, the program must appoint FERP faculty serving on these committees as adjunct faculty during each of the academic terms in which they have inactive status.

- 1.22 An individual who possesses requisite expertise, but who is not a member of the school faculty in the student's program, may serve as a third reader on a thesis or dissertation committee with the approval of the school chair. This may include part-time and adjunct faculty, retired program faculty, faculty from other programs or universities, and community professionals. In such cases, a curriculum vita of the individual concerned must accompany the submitted Master's Thesis (299) Committee Assignment form.
- 1.23 Each graduate program committee may establish additional procedures for the appointment of thesis committee members. It is recommended that these procedures be published and be made available to incoming graduate students and new faculty members.
- 1.24 The committee chair shall be a faculty member of the graduate faculty from the student's program. A faculty member from another school may assume the role of committee chair only if eligible for and appropriately appointed as program graduate faculty (see APM 226) in the student's degree program.
- 1.25 For the doctorate degree, the committee chair must be a member of the *Doctoral Graduate Faculty Group* and possess requisite knowledge and experience in discipline-based research theory and methodologies at the doctoral level, knowledge of the requirements for doctoral dissertations in the discipline, and a demonstrated ability to successfully direct others in research activities. The first time an individual is being considered as a chair of a doctoral dissertation committee, supporting documentation must accompany the recommendation through all levels of review (per APM 227-2, III. *Criteria for Membership in a Doctoral Graduate Faculty Group*, par. 6c).
- 1.26 Each graduate program's graduate group should establish a reasonable maximum for the number of theses an individual faculty member may supervise.
- 1.27 The school chair should ensure that work of the thesis or dissertation committee chair is calculated as part of the faculty's required regular workload.

2.1 Thesis Committee Responsibilities

2.2 The Committee as a Whole

- 2.11 The initial responsibility of the committee is to meet and determine the feasibility of the topic and the thesis/dissertation plan or proposal, and to permit the student to

proceed only after such determination has been made. The committee shall sign off on the student's plan or proposal and a copy should be kept in the student's file in the school. The signing of this document signifies that the student has permission to proceed with the study as outlined in the plan.

- 2.12 The committee is responsible for assuring that the student is familiar with and has received copies of appropriate university policies concerning the handling of dangerous materials, laboratory and fieldwork safety, and maintenance of standards of quality, ethics, and professional performance. The committee (chair) should inform the student regarding proprietary interests and ownership of data or research product as appropriate, and reach agreement about these issues. Formal written agreements may be desirable or even mandatory when patent-related issues may arise. This needs to be done as early in the process as possible, preferably at the time the proposal is accepted.
- 2.13 The committee shall determine whether the student's research is subject to the university policy on research on human or animal subjects and advise the student accordingly.
- 2.14 The committee shall determine the adequacy of the bibliography.
- 2.15 The committee shall review and approve the methodology and any instrument or questionnaire used in data collection.
- 2.16 Committee members are responsible for reviewing thesis and dissertation drafts, and providing feedback in a timely manner. Depending on circumstances, there should be no more than a four-week turnaround review time for each of the committee members to review the manuscript for a thesis or dissertation.
- 2.17 The responsibility of the committee as a whole is to examine the student's work and to meet and make a final determination of the acceptability of the thesis/dissertation, and to arrange for any oral defense of the thesis in accordance with written school policies.
- 2.18 It is the policy of this university to make all thesis available to the public through the library and through established academic abstracting services. On rare occasions, committee members shall assist the graduate dean in determining the need for and recommending the withholding of material for publication for a specified period of time, not to exceed one calendar year.
- 2.19 It shall be the responsibility of the student to observe graduate deadlines for the submission of final and publication copies of the thesis/dissertation. A reasonable amount of time (not more than four weeks) should be allowed for each of the committee members to review the manuscript.

2.3 The Chairperson

- 2.21 The student and the committee chairperson, insofar as it is possible, should arrive at an agreement on an approximate time schedule, including meetings of the committee, for the accomplishment of thesis/dissertation-related work for each semester or term that the student is engaged in such work.

- 2.22 The chair shall have primary responsibility for the supervision of the student's work, setting deadlines, and guiding the student's progress.
- 2.23 The chair shall assume the role of "principal investigator" when the student's research involves human or animal subjects, and shall ensure that university policies in this area are carefully observed (The Policy and Procedures for Research and Human Subjects at California State University, Fresno, available from the Office of the Vice President for Administration; Policy and Procedures for Handling all Warm-Blooded Animals Used for Teaching, Experimentation, or Research at California State University, Fresno, *Academic Policy Manual*).
- 2.24 The chair shall inform the student of university regulations regarding the need to maintain continuous enrollment while working on the thesis/dissertation, and the zero-unit policy requiring enrollment in Graduate Studies (GS) Continuation through Continuing and Global Education (Extension) or in GS 299 (Regular University Enrollment).
- 2.25 The chair shall inform the student of the university's *Guidelines for Thesis Preparation* and shall encourage attendance at a thesis workshop as early as possible in the student's thesis process. The Guidelines for Thesis Preparation are available at the Kennel Bookstore and from the Thesis Office website.
- 2.26 In consultation with the other members of the committee, the chair shall determine the final grade on the thesis/dissertation and see that it is properly reported on the Graduate Degree Clearance form.
- 2.27 The chair is responsible for evaluating the student's progress before assigning an "SP" grade for thesis/dissertation units. (The "SP" grade is automatically assigned unless a student is not making significant progress, in which case an "I" grade may be assigned.)
- 2.28 The chair shall inform the student of the style manual or journal style required by the Nursing School for formatting the reference list or bibliography.
- 2.29 The chair and committee members shall review submitted documents and in two weeks return reviewed materials to the student.

3.1 Vacancies and Replacements

- 3.2 If any committee member anticipates an extended but temporary absence during the time the student is working on the thesis/dissertation, he or she should arrange for means of communicating during this leave or designate an appropriate temporary/permanent substitute.
- 3.3 The determination to make a change in committee chair or membership must be reported on a Change in Master's Thesis (299) Committee and/or Topic form, submitted to the Graduate Division, and must be approved by the graduate program coordinator and school chair. A change in the committee chair requires a letter of justification from the school chair at the time the Change in Master's Thesis (299) Committee form is submitted, as stated on the form. Faculty members who are replaced must be so informed by the school chair.

- 3.4** If the chairperson is unexpectedly absent or absent due to planned sabbatical/retirement at the time the student completes the thesis/dissertation, the school chair may act for the thesis chair, in consultation with the absent chair or other committee members.

4.1 Disputes

- 4.2** In the event that a dispute or disagreement arises between a student and a member of the committee or between members of the committee, the committee chairperson shall call a meeting of the committee and the student for the purpose of resolving the problem.
- 4.3** If the dispute cannot be resolved through this process, or if the proposed solution is unacceptable to the student or one of the committee members, the disagreeing party or the school chairperson may request that the graduate committee of the student's school/program review the problem and recommend a solution.
- 4.4** If the problem cannot be resolved at the school level, the dispute should be appealed to the college or school dean. This will be the final level of appeal.

5.1 Termination of the Committee

- 5.2** The committee shall have discharged its obligations when the final manuscript has been approved by the Graduate Dean, each member has signed the approval page for the publication copy of the thesis/dissertation, and the thesis/dissertation grade is recorded on the clearance sheet.
- 5.3** In the event a student does not register for thesis/dissertation or fails to maintain an active status within one semester or term after official acceptance by a thesis committee, the committee chairperson has the option of dissolving the committee, in which case a new committee must be secured and approved before registration can be authorized.
- 5.4** If a student must suspend work on the thesis/dissertation for educational reasons acceptable to the committee chairperson, the student should obtain a planned educational leave of absence. These leaves may be approved for two to four semesters. If the leave is approved, the committee shall continue its existence until the student returns.

The terms Program coordinator and Program director are interchangeable in this document.

Thesis Committee Policy and Guidelines

Revised April 2002

Approved by the University Graduate Committee May 14, 2002

PROCEDURES FOR HANDLING POTENTIAL THESIS PROBLEMS

It is anticipated that only occasional errors may be found in final drafts of these submitted to the Graduate Office. Minor problems in spelling, punctuation, grammar, usage, and referencing format are usually of a nature that can be addressed directly by the student and are noted in the text and on the checklist of the thesis which is returned to the student for correction and resubmission as final publication copy. Conferences with the Thesis Consultant are available for assistance, if requested.

On rare occasions, more serious problems may be identified by the Thesis Consultant requiring that the thesis be handled in a slightly different manner, with the student and the committee working together to correct the deficiencies. With the thesis committee's approval and recommendation, after the necessary modifications have been made, the student may resubmit the final draft of the thesis. In cases of disagreements, final appeal rests with the Graduate Committee of the Academic Senate.

Some examples of more serious problems follow.

PROBLEM TYPE I

Extensive spelling, punctuation, grammatical, referencing problems, as noted above.

Needed clarification or amplification of text (adding hypotheses, introductory statement, transitions; deleting extraneous or unconnected material; demonstrating relevance of topic to the discipline; etc.).

PROCEDURE

The thesis is returned to the student. Contact is made with the committee chair; conferences are arranged with the student and any additional measures (editing and/or statistical support, etc.) are recommended as needed.

PROBLEM TYPE II

Confused/confusing organization; unclear language usage; a lack of clear purpose and/or critical thinking throughout.

Insufficient documentation which either fails to or inadequately support statements of reference, fact, or inference.

Lack of scholarly orientation which clearly demonstrates inadequate mastery of the subject, methodology, and/or ability to draw defensible conclusions.

Internal contradictions within the text (hypotheses and conclusions not matched; methodology which fails to provide reasonable assessment of the hypothesis).

PROCEDURE

Such problems may require extensive revision of the thesis prior to its resubmission as a final draft. The graduate dean is informed of the status of the thesis; the thesis is returned to the student; and a letter is sent to the committee chair, with copies to the school chair, committee members, and the student. Conferences are arranged with the student and any additional measures (editing and/or statistical support, etc.) are recommended as needed.

PROBLEM TYPE III

Plagiarism.

PROCEDURE

The Thesis Office makes and retains a copy of the original thesis. The final draft is then returned to the thesis committee chair to be handled in accordance with university policy on plagiarism. A letter is sent to the committee chair, with copies to the school chair, the committee members, the student, and the graduate dean.

In order to ensure that each thesis meets the standards appropriate to an academic publication, the Thesis Consultant checks the following items:

1. General format: Title page, approval page, authorization sheet, table of contents; chapter; section, and heading divisions; pagination; margins; tables and figures; photograph mounting; layout of appendices.
2. Overall organization.
3. Grammar; syntax; spelling; consistency in level of usage, verbiage tense, pronoun agreement, treatment of numbers, etc.
4. Quotations: Justification, effectiveness, accuracy.
5. Documentation techniques.
6. Plagiarism.
7. Reference format.
8. Necessity for permission to include copyrighted materials.
9. Other requirements and standards as described by Title VC and the CSUF *General Catalog*.

Approved 12-13-96
Graduate Committee

SCHOOL OF NURSING HUMAN SUBJECTS GUIDELINES

The Sub-committee on the protection of human subjects has developed the following outline to provide guidance on the submission of materials to the subcommittee by faculty and/or students interested in performing research involving human subjects.

Essential Information:

1. Dates for Submission of Thesis/Project Proposal to Human Subjects Sub-Committee
 - These dates will also be posted outside the School of Nursing
1. Guidelines for Submission of Thesis/Project Proposal to the Human Subjects Sub-Committee
 - Includes specific information regarding the procedures that must be followed in order to have your proposal successfully approved by the sub-committee
2. Rights of Human Subjects

Important information to include in the research proposal:

 - This form need not be included in the proposal submission unless it would help clarify the content of the proposal or if you have additional questions/concerns that you would like the committee to address.
 - Please note that the proposal may be submitted in draft form as long as the issues addressed on this information sheet have been fully covered.
4. The Human Subject forms are color coded and can be obtained from the School of Nursing:
 - These forms are two-sided and both sides must be included when submitted.
 - The copies in this book are for your information only and should not be submitted with the proposal.
5. Sub-Committee on Human Subjects Application Form for Review – top half completed only and submitted with proposal.
6. Reviewer Comments Form (gold) – top half completed only and submitted with proposal
7. Application Form for Unfunded Research – complete and submit as applicable
8. Application Form for Funded Research – complete and submit as applicable

**CALIFORNIA STATE UNIVERSITY, FRESNO
SCHOOL OF NURSING**

Protocol for Outline of Research Study to Human Subjects Subcommittee

Directions:

Submit a Research Study Outline which is organized according to the following categories and follows the University Investigators checklist below. All areas of the check list must be addressed. Submissions must be on-line only and received 2 weeks prior to the committee meeting. Semester meeting dates are posted outside the Nursing office and on Canvas. Submissions not meeting the 2 week prior deadline will be held for the next monthly meeting.

Checklist for Investigators Submitting Protocols

- A. COVER SHEET APPLICATION AND ABSTRACT (one paragraph summary of the protocol, including potential benefits, potential risks, and risk management procedures)
- B. PROTOCOL (for new applications it should include in the following order the information applicable to your study):
 - 1. Purpose and Background
 - a. Brief references to literature or statement of the problem
 - b. Justification for study involving humans (medical research)
 - c. Specific aims of research
 - 1) Hypothesis, questions to be answered, data to be tested or gathered
 - 2) Relevance to continuing work in the field
 - 2. Subjects
 - a. Number
 - b. Source
 - c. Criteria for inclusion and exclusion
 - d. Rationale for using special groups whose capabilities to provide informed consent may be absent or limited
 - e. Frank discussion of potential problems and risks involving the subject group
 - 3. Methods
 - a. Recruitment procedures which ensure voluntary participation
 - b. Investigational or experimental procedures involving subjects
 - c. Special procedures (IND, radioisotopes, electrical equipment, etc.)
 - d. Frequency and duration of each procedure
 - e. Location of study
 - 4. Potential Benefits
 - a. Benefits to the individual subject or patient, if any
 - b. Benefits to the population from which the subject is drawn
 - c. Benefits to science, society, humanity in general
 - 5. Potential Risks
 - a. Psychological
 - b. Social
 - c. Physical
 - d. Economic
 - e. Legal
 - f. Violations of normal expectations

- 6. Precautions Taken to Minimize Risks (If confidentiality is an issue, specify how it will be managed, i.e., coding procedures, storage of and access to identifying data, and when they will be destroyed.)
 - 7. Compensation of Subjects
 - 8. Academic Background and Experience of Investigator(s)
 - 9. Evidence of completion of either the NIH or OHRP on-line training tutorial (see: [http://www.fresnostate.edu/academics/humansubjects/resources/training- modules.html](http://www.fresnostate.edu/academics/humansubjects/resources/training-modules.html)). In the case of faculty sponsored student research, both the student and faculty must complete a tutorial.
- C. CONSENT FORM—for studies involving risk. It should be in language appropriate to subjects and include the following information (see Sample Informed Consent Form):
- 1. Purpose of research (including larger social purpose, if appropriate)
 - 2. Procedures (including time required and locale)
 - 3. Potential risks and discomforts
 - 4. Potential benefits
 - 5. Where applicable, alternative treatments, their risks and benefits
 - 6. Extent of confidentiality
 - 7. Statement regarding voluntariness of participation and freedom to withdraw without jeopardy
 - 8. Assurance of investigator's readiness to answer questions (including phone number)
 - 9. Where applicable, terms of compensation
 - 10. When risk is a possibility, phone number to call if injured from participation
 - 11. Where applicable, provision for guardian or physician's consent
- IF AN INTRODUCTORY STATEMENT WILL BE GIVEN BEFORE THE CONSENT FORM – submit both texts.
- STUDIES NOT INVOLVING SIGNED WRITTEN CONSENT – submit cover letter or text of statement used to obtain voluntary participation of subjects.
- D. INSTRUMENTS
- E. COPY OF HUMAN SUBJECT ASSURANCE TRAINING
- F. APPROVAL FROM PARTICIPATING INSTITUTIONS (where applicable)

Despite this seemingly long checklist, most protocols run several pages. Answer all of the points that pertain to your study, but be brief. **Submitted by the Project Chair to the School IRB committee chair.** For studies involving risk, if the School IRB committee deems it necessary to forward to the University IRB, your chair will assist you to submit electronically and possibly also to submit one (1) copy of all material to the Committee on the Protection of Human Subjects, Haak Administrative Center, 4th Floor Henry Madden Library, California State University, Fresno, M/S ML 54, Fresno, CA 93740-8014, and one additional copy to the Dean of the School. If you have any questions, please call (559) 278-7769.

PLEASE NOTE: YOU MUST OBTAIN SCHOOL OF NURSING IRB COMMITTEE APPROVAL BEFORE INITIATING ANY ACTIVITY WITH THE SUBJECTS.

Note: Management of risks does not change "at risk" classification to "no risk" or "minimal risk."

**GUIDELINES FOR SUBMISSION OF THESIS/PROJECT
PROPOSAL TO THE HUMAN SUBJECTS SUB-COMMITTEE
SCHOOL OF NURSING**

WHY:

In order to protect human subjects who are part of a research project. Remember the following groups are considered vulnerable and need "special" protection.

"Special Classes of Human Subjects"

Research involving pregnant women and in utero or ex utero fetuses, including nonviable fetuses, must comply with the provisions of section 46.207ff of the federal regulations. (See appendix 5.12 of the CSUF Policy and Procedures for Research with Human Subjects.)

Research involving prisoners must comply with subpart C section 46.301ff of the federal regulations. (See appendix 5.12 of the CSUF Policy and Procedures for Research with Human Subjects.)

Research involving children must comply with subpart D section 46.401ff of the federal regulations. (See appendix 5.12 of the CSUF Policy and Procedures for Research with Human Subjects.)

These guidelines are viewed by the School of Nursing to include the following categories of individuals in addition to those noted above.

- Mentally ill/retarded
- Aged who are not mentally competent
- Special populations (students, military)
- Poor who are dependent upon certain facilities involved in research for their medical care
- Dying, sedated or unconscious patients
- People with AIDS

WHEN:

The thesis/project proposal should be submitted for approval to the Human Subjects Sub-Committee after your thesis chair and two committee members have reviewed and approved the proposal as your final draft. The Human Subjects Sub-Committee assumes that approval by this committee is the final step before you begin data collection. Your chances for approval the first time the proposal is submitted are greater if you follow this recommendation. For those developing a project proposal, the need for approval by the Human Subjects Sub-Committee will be determined by the project chair. **Any** project that involves human subjects must be submitted.

WHO:

Submit the Thesis/Project Proposal to the chair of the Human Subjects Sub-Committee. For the current committee membership, contact the Graduate Coordinator.

WHERE:

The School of Nursing Human Subjects Committee meets once a month and continues throughout the year. In order for the committee to have adequate time to review your proposal before the meeting, you are requested to submit your proposal ACCOMPANIED BY THE SUB-COMMITTEE ON HUMAN SUBJECTS APPLICATION FORM AND A COPY OF THE COMMITTEE SIGNATURES FORM FOR NURS 299 (if thesis) OR NURS 298 (if project) Or Appropriate DNP forms **electronically via email to the IRB subcommittee chair 2 weeks prior to the committee meeting.** If the deadline for submission of proposal is missed, the proposal will be considered at the meeting the following month. Dates for submission and Committee meetings are posted on Canvas and outside the Nursing office for each semester.

HOW:

Before submission of your proposal, all project Chairs or thesis committees must have signed the Sub-Committee on Human Subjects Application form (available in School of Nursing office), to be submitted with your proposal electronically. Please include a phone number and email address where you can be reached to receive the sub-committee's decision.

In the proposal, clearly identify how all rights of human subjects will be protected (see Checklist for Investigators Submitting Protocols above used by the Human Subjects Sub-Committee to judge your proposal). A copy of your informed consent must be included in the proposal and placed in the Appendix.

Following the sub-committee meeting, the Chair will contact your Thesis/Project Committee Chair with the sub-committee's decision as well as follow up with a letter for your files.

If you have any questions about the procedure, please contact the Human Subjects Sub-Committee.

Application Form for Unfunded Research**CALIFORNIA STATE UNIVERSITY, FRESNO
COMMITTEE ON THE PROTECTION OF HUMAN SUBJECTS*****Please type*****PRINCIPAL
INVESTIGATOR**

Name	School (unit)	Mail Stop
Telephone Number	Dept. Telephone Number	

Student's name or collaborator(s) _____
(if applicable) (if a graduate school thesis, so indicate) (affiliation if collaborative research)

Telephone Number Telephone Number

TITLE

The Principal Investigator is responsible for fully understanding the **Policy and Procedures** of the CPHS. Below indicates your judgment as Principal Investigator as to the RISK category of the present study. (See definitions on the reverse of this sheet.) (If exempt see 3.52)

Minimal Risk **PROCEDURES**

1. Attach your protocol and submit to your school chair for review by your human subjects committee.
2. Your school committee will review the protocol status and if it agrees with the determination of "minimal risk" status (see Appendix 5.3), then
3. Your school chair will keep the forms for 5 years.
4. Your responsibilities have been satisfied.

HOWEVER,

(If the school review changes the determination to "At Risk," follow the procedure to the right of this page.)

At Risk **PROCEDURES**

1. Attach your protocol and submit to your school chair for review by your human subjects committee. (A sample informed consent must be included.)
2. Submit the school review form(s) with this form to the CPHS.
3. Transmit all reviews and two (2) copies of the protocol to the CPHS for review. Send one additional copy to the Dean.
4. Allow two weeks during the school year for your response from the CPHS.

Application Form for Funded Research**CALIFORNIA STATE UNIVERSITY, FRESNO
COMMITTEE ON THE PROTECTION OF HUMAN SUBJECTS*****Please type*****PRINCIPAL INVESTIGATOR**

Name	School (unit)	Mail Stop
Telephone Number	Dept. Telephone Number	

Student's name or collaborator(s)

(if applicable) (if a graduate school thesis, so indicate) (affiliation if collaborative research)

Telephone Number	Telephone Number
------------------	------------------

FUNDING SOURCE

Is the California State University, Fresno Grants Office forwarding the request for funding?

No Yes **TITLE**

The Principal Investigator is responsible for fully understanding the **Policy and Procedures** of the CPHS. Below indicate your judgment as Principal Investigator as to the RISK category of the present study. (See definitions on the reverse of this sheet.) (If exempt see 3.52)

Minimal Risk

PROCEDURES

1. Attach your protocol and submit to your school chair for review by your human subjects committee.
2. Your school committee concurs with the Principal Investigator that the study is "minimal risk" (see Appendix 5.3), then
3. The school chair should forward the packet of materials with this form and the school review forms to the University CPHS, Thomas Administration, Room 130, M/S TA54, for expeditious review and "certification to the funding source."
4. The researcher will receive notice of "certification" usually within 72 hours.

HOWEVER,

(If the school review changes the determination to "At Risk," follow the procedure to the right of this page.)

At Risk

PROCEDURES

1. Attach your protocol and submit to your school chair for review by your human subjects committee. (A sample informed consent must be included.)
2. Submit the school review form(s) with this form to the CPHS.
3. Transmit all reviews and two (2) copies of the protocol to the CPHS for review. Send one additional copy to the Dean.
4. Allow two weeks during the school year for your response from the CPHS.

**SCHOOL (UNIT) REVIEW FORM
COMMITTEE ON THE PROTECTION OF HUMAN SUBJECTS
CALIFORNIA STATE UNIVERSITY, FRESNO**

Please type

PRINCIPAL
INVESTIGATOR

Name	School	Mail Stop
Telephone Number		Dept. Telephone Number
If student or collaborative research		
Name	Affiliation	
Telephone Number		Telephone Number

TITLE OF STUDY

If funding is sought, from what agency?

How did the Principal Investigator designate the research? Minimal risk At risk

REVIEWER

1

Name

At risk Minimal Risk

COMMENTS:

Place your signature in the category of your judgment
 APPROVED

DISAPPROVED

REVIEWER

2

Name

At risk Minimal Risk

COMMENTS:

Place your signature in the category of your judgment
 APPROVED

DISAPPROVED

REVIEWER

3

Name

At risk Minimal Risk

COMMENTS:

Place your signature in the category of your judgment

APPROVED

DISAPPROVED

The school may wish to route this form to the 3 reviewers or send each reviewer a form. If the review is done on three separate forms, the Chair ought to give each reviewer the comments of the other reviewers as well as the Principal Investigator. If all three reviewers judge the proposal as "minimal risk," the School Chair notifies the Principal Investigator and keeps the form(s) for 5 years. If funding is sought for this study or it is "at risk," two (2) copies of the protocol and this form are forwarded to the university CPHS, Thomas Administration, Room 130, M/S TA 54, with one additional copy to the dean's office. (See sections 3.7 or 3.8.)

SAMPLE A

SAMPLE THESIS CONSENT
FORM

I, _____, hereby willingly consent to the participation of my child, _____, in a study comparing impedance test results, under the supervision of _____ of California State University, Fresno.

I understand that my participation will be limited to the following procedures: pure tone audiometric evaluation and impedance testing.

I understand that I may withdraw my child from this study at any time without penalty. I understand that coercion was not used by anyone to insure my participation in this study. I also understand that this study may be published, and my child's anonymity will be protected. Under no condition will my child's name be disclosed.

Date: _____ Signature: _____

PHYSICIAN CONSENT FORM

I, _____, give my permission to _____, to approach
the family members of my patient _____ to obtain their permission to
participate in the research project:

Date: _____

Signature: _____

SAMPLE C

INFORMED CONSENT FORM

I, _____, hereby willingly consent to participate in the research project: _____

I am aware of all the following conditions:

All information is to remain confidential.

I will remain anonymous.

After the information is compiled, the original interview will be destroyed.

I have the right to withdraw from this study at any time without prejudice or penalty.

Saint Agnes Medical Center has given permission for this study to be conducted.

Permission has been obtained from the patient's physician for his patient's relatives to participate in the study.

The procedures for this research have been approved by the Human Subject's Subcommittee, College of Health and Human Services at California State University, Fresno.

Date: _____

Signature: _____

THE THESIS PROCESS: QUESTIONS AND ANSWERS

*** WHEN BEGINNING THE THESIS ***

What forms must I have filed with the Graduate Office and/or my school?

- An **approved Advancement to Candidacy** form, with the program indication of Thesis 299 for the Culminating Experience. Note: Your thesis time limit will be the program time limit date located on the upper right corner of the Advancement to Candidacy form.
- A Thesis Committee Assignment Form, with your general topic and signatures of your chosen committee members and your program adviser. Normally, this form is forwarded to the Graduate Office via the college dean's office.

What paperwork must I file while doing my thesis work?

- **Registration form(s).** You must be enrolled at the university during all fall and spring semesters when you are working on your thesis; if you plan to graduate during the summer, you must also be enrolled that particular term.
 - a. When first registering for 2-6 thesis units, go to your school graduate adviser to verify your eligibility and obtain the thesis schedule number prior to the first day of registration.
 - b. Once you have received an RP (formerly SP) on your thesis grade, have finished all your other coursework, and are working only on your thesis, you will need to sign up for 0 units Thesis Continuation, either through regular university enrollment, Graduate Studies (GS) 299, or through the Division of Extended Education, GS Continuation. For regular enrollment, GS 299, visit the Division of Graduate Studies to obtain the schedule number prior to the first day of registration; for enrollment through extension, GS Continuation, contact or go to the Graduate Office, Thomas Administration Building, TA 132, for verification of status and procedures.
 - c. Don't forget! Be sure you're registered during the semester/term when you are applying for graduation! (Summer applicants, please note!)

What additional paperwork must I file when I have reached the semester when I expect to turn in my thesis and what to graduate?

- **Application for Degree to be Granted.** This form **must** be filed during the first two weeks of the semester (three weeks, summer term) when you intend to graduate. No exceptions will be made.

What material do I need in order to format my thesis?

- Guidelines for **Thesis Preparation**, prepared by the Division of Graduate Studies, available for purchase in the Kenna Bookstore Copy Center or at no cost from the Thesis Office Web site (www.csufresno.edu/gradstudies/thesis).
- **Style manual or style sheet** chosen by your school (e.g., APA, Turabian, MLA, CBE, J. of Anal. Chem. – consult Appendix D in the Guidelines).

- Formatting instructions (including disk template, if needed) from the Graduate Office and/or Typist list, from the Thesis Office, for formatting/typing assistance. The Word processing programs supported by the thesis templates are discipline-specific and support MS Word for either Macintosh or IBM-compatible PCs.

***WHEN SUBMITTING YOUR THESIS TO GRADUATE ***

How should my first submission be submitted, and in what form?

- Submit your final thesis draft **loose-leaved**, in a **plain manila folder**. Be certain that the approval page has been signed by all members of your thesis committee, and that the thesis is paginated, has an abstract of no more than 1 page, has a table of contents and complete reference list, and is as close as possible to the final format. Run a spell check on your document. Ink-jet copy is acceptable for this draft. Tables and figures may be in draft form.
- Turn in a **digital copy** of your thesis on diskette, CD, or ZIP disk, via USB flash drive, or email attachment as appropriate.

When is my final publication copy due?

- **Dates are assigned when the first submission is returned.** Unless you are otherwise informed, your publication copy will continue being processed along its own assigned timeline until the end of the semester. You will be asked to meet the final deadline for submission of all copies, fees, and required paperwork as posted by the thesis office. Thesis clearances granted after this date move you into the next semester.

What general Graduate Office forms must I turn in to the Graduate Office by the end of the semester, in order to graduate?

- **Master's Degree Clearance.** This form should be given to your thesis committee chair, who will report the committee's grade for your thesis work. The form then goes on to your graduate adviser, who reviews your complete file for compliance with degree requirements, signs off on the form, and (where required) forwards this to the college dean for signature. This form may be filed whenever your committee feels it is ready to award a grade; the process is **not** contingent upon Graduate Office review of the thesis, which is handled separately.

What thesis paperwork must be submitted to the Thesis Office before I can graduate?

- **Laser printed publication copy.** Tables, figures, and graph must be in final form. Appendix material must fit inside margins and be reproduced legibly.

Note: Your thesis committee members will need to sign the publication copy approval page (see Guidelines example), preferably in black ink. The Graduate Dean will sign this page as soon as the thesis has met publication standards.

- Copyright permission forms. Submit all forms granting you permission to publish material you have reproduced in your thesis that is taken from copyrighted sources.
- University Microfilms Int'l. (UMI)/ProQuest form. Usually, this form is filled out when you turn in the final draft of your thesis. If you are copyrighting your thesis, you will need to fill out and sign the copyright authorization portion of the UMI form and pay the additional \$65 copyright fee when making your thesis fee payment (see last item below).

- **After** final thesis reader review and approval, make a **minimum of two additional copies** (for library and the school) at the Kennel Print and Copy Center. The original may be sent to UMI for microfilming and not returned to you or be bound for your personal use.
- Submit a pdf file of your final paper to the Graduate Coordinator for placement on the School “Cloud”
- **Fee slip.** Pay for your copying at the Kennel Bookstore Copy Center. Next, go to the university cashier to pay for bindings, microfilming, and the UMI fee (plus optional mailing and UMI copyrighting fees). Finally, bring your “Thesis Fees” form, imprinted by the university cashier, to the Graduate Office. Your thesis clearance will then be given to the evaluator.

THESIS 299/ PROJECT 298 PROCESS CHECKLIST

- 1. File a Petition of Advancement to Candidacy form with the Graduate Division.
- 2. Select a thesis/project topic and write a proposal, if demanded by your program. Select a chairperson and two committee members for your thesis committee (the chair and one other committee member must be graduate faculty from your degree program) or a single chairperson for the project
- 3. Determine (check with your chair) whether or not you need to file a Human or Animal Subjects clearance for your thesis/project and start the process as soon as possible. Very few thesis/projects will be excused from submitting to the School IRB.
- 4. Complete the top half of the Thesis (299)/Project (298) Committee Assignment sheet form, including your topic and committee members; get the required signatures; and files this form with the Graduate Division. Complete this form before you sign up for thesis units in your school.
- 5. Enroll in your school for your thesis/project units (Thesis 299/Project 298).
- 6. Establish a timeline and meeting schedule with your chair and your committee. Include goals for each stage of thesis development and establish member responsibilities.
- 7. Purchase and/or download from the Thesis Office Web site the university's Guidelines for Thesis Preparation and obtain a copy of the style manual/journal style sheet used in your program. Check with your thesis chair if you are not sure of the correct choice of manual/journal style sheet
- 8. Organize your work, do your research, and write your study, staying in close touch with your committee. Get the Thesis Template from the Thesis Office Web site, if using MS Word.
- 9. Maintain university enrollment throughout each semester of your thesis work, either through regular university enrollment (required of all international students) or (for those domestic students who have completed all their coursework) through 0 units GS Continuation. Students intending to graduate in summer must register for the summer term.
- 10. At the beginning of the semester (first two weeks) or summer term (three weeks) when you intend to graduate, apply for graduation. Be sure you are also registered (see #9 above).
- 11. Note the posted deadline for Final Draft submission to the Graduate Division. When you have finished your thesis and have obtained approval of all members of your thesis committee, collect your committee signatures on the Final Draft approval page, and submit your signed Final draft to the Graduate Division for review.
- 12. When you receive a call from the Thesis Consultant, pick up the thesis, and make the recommended corrections. Laser print this corrected Publication Copy of your thesis, collect your committee signatures on the Publication Copy approval page, and resubmit this copy, along with the Final Draft, to the Graduate Division for its final review and approval for binding. The Thesis Consultant will obtain the Dean's signature for you.
- 13. When given the final Thesis Office approval, take your publication copy to the Kennel Bookstore Print and Copy Center for copying onto acid-free 20-pound bond paper, pay your processing, copying, and binding fees at the university cashier, and bring the payment form to the Graduate Division for final thesis clearance.
- 14. Submit your electronic final paper to the Graduate Coordinator for posting to the "CLOUD"
- 15. Check with your school to assure that they have submitted your Master's Degree Clearance form (which includes your thesis grade) to the Graduate Division by the posted clearance deadline.

THESIS SUBMISSION AND REVIEW PROCEDURES

Final Draft Review

The final draft of the thesis being submitted to the Graduate Division should be (1) typed in approved format, (2) edited and proofread, and (3) signed by all committee members. See separate *Requirements for Final Thesis Drafts* sheet and the *Guidelines for Thesis Preparation* for specific requirements. **Thesis drafts that have not been proofread or are in need of editing will be returned to the student for reworking. This could prevent completion of the degree on the expected date.**

For guaranteed reading for Fall graduation, your final draft must be submitted to the Graduate Office in October of that year. For guaranteed reading for Spring graduation, your final draft must be submitted to the Graduate Office in March of that year. The exact deadlines can be found at www.csufresno.edu/gradstudies.

Theses submitted by these dates are assured of review and processing in time for clearing the thesis portion of their degree clearance, barring any major difficulties. Normally, drafts are reviewed in the order received (see the *Thesis Listing* in the front reception area). They are returned to the student with an indication of any required corrections. Students who miss the deadline are still encouraged to submit their completed drafts. While late submissions cannot be assured of completion in time for this summer's graduation, we will make every effort to process all theses.

Publication Copy Review

Each student will be notified of his or her separate deadline for submitting the revised publication copy. Usually, this date is set for **two weeks from the date when the final draft is returned** to the student. Publication copies must be laser printed and will need final signatures of all committee members on the official approval page.

After review and approval by the Thesis Consultant, take the thesis to the Print and Copy Center at the Kennel Bookstore, pay the copying and binding fees, and bring the receipt to the Graduate Office for final thesis clearance.

Please feel free to call the Thesis Consultant's office if you need help on formatting or procedural questions. We have many different resources available to assist you in the completion of this part of your degree requirements.

Charles Radke,
Thesis Consultant
cradke@csufresno.edu
phone: 599-278-2448

REQUIREMENTS FOR FINAL THESIS DRAFTS

The following are minimal requirements. However, please note that if you intend to type your own final publication copy, it is especially important that you submit your best effort for this first draft, in order that we may indicate all necessary format changes. This will greatly expedite your publication copy approval and your thesis clearance.

Note: If the formatting review reveals more than a minimal number of computer formatting problems, we will refer you to a professional formatter for assistance in preparing the publication copy.

1. All thesis committee members must have signed the thesis approval page ("Approved for Final Draft Submission").
2. Submit a digital copy of the thesis along with the hard copy. This can be on a CD, Zip disk, via email, or from a USB flash drive.
3. All critical elements of the thesis must be present. Students must not still be engaged in writing parts of the thesis. The thesis must have an abstract and all required preliminary pages (see the *Guidelines for Thesis Preparation*: title page, approval page, authorization sheet, table of contents, and, as needed, list of tables and list of figures), as well as a completed Reference list or Bibliography. The abstract must fit on one page.
4. The thesis must be paginated.
5. The References or Bibliography must be complete and follow the format of a selected style sheet (indicate your choice to the thesis office; include a recent sample if you have chosen a special journal format).
6. All content additions or corrections made by your committee members must be incorporated into the draft that is reviewed by the Thesis Office.
7. The thesis must be typed, and the text must be spaced at exactly 24 points, per *Guidelines* specifications.
8. Paper quality is not important: the thesis may be submitted on standard printer paper.
9. Where multiple figures and/or tables are involved, these may be included in draft form. A sample of each table or figure must be included, however, for layout and clarity of presentation review.
10. The use of color is acceptable, providing all critical elements also are equally clear in black and white (the required microfilm medium).
11. Always keep a back-up copy of your thesis on disk or your hard drive!

THESIS TEMPLATE

Thesis templates have been created for students who are typing their thesis in MS Word for the IBM-compatible PC and the Macintosh. These templates contain the skeleton formatting for all theses according to the California State University, Fresno *Guidelines for Thesis Preparation*. The templates area available online from the Division of Graduate Studies Web site.

Note: Improved versions of the templates were uploaded July 18, 2008. No major changes were made. Older versions of the template are fine, but if you have an older version of the template and have not used it, please download a new template using the links below.

[On line tutorials are now available to assist you in using these templates.](#)

- The thesis templates are MS Word files in the prescribed university thesis format. Margins, line spacing, and heading styles are all set up for you.
- Download the template with either chapter or section title format (depending upon your degree--see lists below), and the font you wish to use.
- Download and read the instruction file before using a template.
- The size of a template file is approximately 60k. The instruction files are about 80k.
- If the Word document file doesn't automatically download, or the download window doesn't appear when you click on the link, right-click on the link (or hold down the mouse button if you only have one button), and choose "download link to disk" (for Internet Explorer)/*save link target as..." (for Netscape).

www.fresnostate.edu/academics/gradstudies/thesis/templates.html

For any specific questions regarding the template or other formatting matters, or for a list of professional formatters, please call 559-278-2418.

Guidelines for the Completion of the Advancement to Candidacy Petition

This information is provided to assist you in the completion of the *Petition of Advancement to Candidacy* form. It will be necessary for you to make an appointment with your graduate adviser, and, if needed, obtain a copy of your California State University, Fresno transcript to refer to when filling out the advancement petition. Complete all sections on the petition. Return the petition to the Division of Graduate Studies office, Henry Madden Library. You will receive a written response of approval or denial from the Division of Graduate Studies within six to eight weeks after submission of the petition.

Filing Deadline

Advancement to candidacy gives you permission to proceed in qualifying for the master's degree and should be accomplished as soon as you are eligible. Your *Petition of Advancement to Candidacy* form must be received in the Division of Graduate Studies no later than the sixth week of the semester *prior* to the semester in which you register for project (298) or thesis (299) units or apply for the master's degree to be granted. Check the *Academic Calendar* in the current *California State University, Fresno General Catalog* for exact deadlines.

Eligibility

In order to be eligible for advancement to candidacy you must have accomplished the following: attained classified standing; completed at least 9 units at Fresno State toward your proposed program; achieved a minimum grade point average of 3.0 in all coursework listed on the *Petition of Advancement to Candidacy* form; fulfilled the Graduate Writing Skills Requirement; passed the Subject GRE (if required); passed the School Qualifying Examination (if required); and completed the foreign language requirement (if required).

Classified Graduate Standing

If you were admitted to your program with *conditionally classified* graduate standing, you will need to attain *classified* graduate standing prior to advancing to candidacy. Upon fulfillment of your admission conditions you should contact your graduate coordinator/director and request the submission of the *Classified Graduate Standing Request* form to the Division of Graduate Studies. Please note that no more than 10 units (including transfer and post baccalaureate credit) completed before achieving classified graduate standing may be listed on the *Petition of Advancement to Candidacy* form.

Degree Title

Your official degree title and designated option (if applicable) will be listed on the front of the advancement petition.

Graduate Writing Skills Requirement

In keeping with the university's graduate-level writing proficiency requirement, all graduate students must demonstrate their competence in written English prior to advancement to candidacy. Each graduate program has a different method for fulfillment of this requirement. The writing requirement for your program is noted on the first page of the advancement petition. Indicate the date this requirement was met in the appropriate section on the petition.

Subject GRE

The Subject GRE is required prior to advancement to candidacy only for the MS in Physics. List the exact date the Subject GRE was passed on the advancement petition. Please note that the Subject GRE is *not* the same as the General GRE that is required prior to admission into a graduate program. (Not applicable to Nursing. In Nursing the General GRE is required prior to admission)

School Qualifying Examination (DQE)

The DQE is required prior to advancement to candidacy by the following programs: Art, Civil Engineering, Kinesiology, Linguistics, Mathematics, Plant Science, Spanish, and Viticulture and Enology. List the exact date the DQE was passed on the advancement petition. (Not applicable to Nursing)

Foreign Language Examination

The Foreign Language Exam is required prior to advancement to candidacy by the following programs: Creative Writing, English, History, and Music (only if completing the Performance option with an emphasis in Vocal Performance or Choral Conducting). List the exact date the foreign language requirement was met on the advancement petition. (Not applicable to Nursing)

Substitutions

If your proposed program of study departs from the school's master's degree program description in the current *California State University, Fresno General Catalog*, your graduate coordinator/director must note all substitutions of required coursework on the front of the advancement petition under the *Approved Substitutions for Required Courses* section.

Catalog Year

Usually students are advanced to candidacy under the school requirements listed in the current *California State University, Fresno General Catalog*. If your graduate adviser has recommended that you be permitted to follow the requirements from a previous year, you will need to complete the advancement petition designed for that year. If filling out a blank petition, be sure to indicate the appropriate catalog year used in the space designated "University Catalog Year used" on the second page of the advancement petition.

Time Limit

A maximum time limit of five years is allowed for completion of master's degree requirements. The five years begins with the earliest course listed on the advancement petition. Courses older than five years may *not* be listed on your advancement petition. Your time limit will be noted by an evaluator in the space provided on the petition upon approval of your advancement.

Course Listings

Make sure all courses required for your degree are listed (typed or printed in ink) on the advancement petition. It is important to note all course prefixes, numbers, titles, institutions, terms and years when taken, unit values, and grades for those courses completed. All of this information, with the exception of grades, should also be listed for courses you plan to take at a later date.

Transfer Work

Transfer work includes courses taken from other accredited institutions and/or coursework taken through Continuing and Global Education (Extension and/or Open University) at Fresno State. If you have included coursework from another institution on the advancement petition, you must attach xerographic copies from the other institution's catalog of the following: course description; master's degree program description to demonstrate that the course could have been used toward the master's degree at the other institution; the course numbering and grading systems; and

information clarifying whether the institution used the semester or quarter system. Official transcripts of transfer work must be on file in the Office of Admissions and Records at Fresno State. Please note that the amount of transfer work listed on the advancement petition may not exceed 9 units on a 30-unit program, or 18 units on a 60-unit program. (In Nursing 12/13 unit limit in 40/44 unit program options)

Grade Point Average

Graduate students must maintain a minimum program grade point average of 3.0 to be eligible for advancement to candidacy. The program GPA includes only those courses listed on the *Petition of Advancement to Candidacy*.

Signatures

Check with your graduate coordinator/director to determine which school signatures are required on your advancement petition. Your signature is also required before submitting the petition to the Division of Graduate Studies. Faculty and student signatures indicate an agreement that approved requirements will be completed within the five-year program time limit.

Questions

Many questions regarding advancement to candidacy may be answered by consulting the *California State University, Fresno General Catalog*, and by accessing our Web site, www.csufresno.edu/gradstudies/. For an interpretation of requirements for advancement to candidacy, see your graduate coordinator/director.

NOTE: *If you need to make changes to the attached advancement petition after it has been approved by the dean of the Division of Graduate Studies, you must file an approved Program Adjustment Request form in the Division of Graduate Studies.*

DGS/4-08

**Please refer to the Division of Graduate Studies Web site
(www.csufresno.edu/gradstudies/forms) for the latest versions of the forms for graduate students.**

Course Limitations for Graduate Programs

A graduate program is designed to reflect advanced-level coursework and must adhere to established standards. The official and complete source of information concerning courses and requirements applicable to a graduate degree is the *California State University, Fresno General Catalog*, including sections in "Advancement to Candidacy," "Independent Study," "Graduate Studies," "Course Numbering System," "CAPSTONE," etc.

The following types of courses may not be used toward a graduate degree:

- 1-99
Lower-division courses
- 100-199
Courses designed to meet the undergraduate CAPSTONE requirement

Courses taken as part of a unique Saturday School offering (this does not include regularly scheduled courses that meet on Saturdays).
- 190-290
Independent study units in excess of 6 units for a 30-unit program
- 298 or 299
May not substitute one culminating experience for another once a student has registered for the course and completed one semester.
- 300-399
Course designed to meet professional needs

Transfer Credit Limitations:

- Transfer credit that would not be used toward a master's degree at the institution where taken
- Regular extension coursework
- Transfer (including Open University) credit in excess of 9 units

Other Limitations:

- Course taken Credit by Examination (CBE)
- Student teaching credit
- Courses used toward another degree
- CR-graded courses, if not offered CR/NC only; a maximum of 6 units may apply, unless otherwise defined for the program
- Out-dated courses (older than 5 years)
- Coursework, including transfer credit, not listed as post-baccalaureate/graduate credit on a student's records

GLOSSARY OF TERMS

NOTE: This section is arranged in order of completion in program rather than alphabetically.

Orientation:

A required graduate student orientation for students enrolled in the Master's Program in Nursing is held each Fall semester. This orientation is required for ALL student's (new, continuing, returning, school nurse) each Fall semester. If you have not received orientation materials by August 1, contact the Nursing Office at 559-278-2041 and request information.

Conditionally Classified Standing:

Admission status of a student who has met all University admission requirements and been accepted in to the University at post-baccalaureate standing, BUT has not met all admission requirements for the Master's Program in Nursing.

Applicants who do not meet all the specified criteria for admission to the Master's Degree Program with full classified standing may be recommended for CONDITIONALLY classified standing by the Graduate Coordinator of the Nursing program. Such a recommendation is accompanied by a statement listing the additional requirements, which must be met before full-classified standing is granted. This statement will be sent to the student from the Division of Graduate Studies and Research. It is the student's responsibility to request a change in classification status as soon as the specified conditions have been met. Forms for this purpose may be obtained in the Office of the Division of Graduate Studies and Research.

Students who have been granted conditional admission to a graduate program are required to complete all conditions for achieving classified standing (full admission) to the program by the semester in which a minimum of 2-10 program units to be used toward the master's degree is completed. Failure to attain classified standing in a timely manner as outlined above may result in the loss of units to be applied toward the degree since excess units may not be listed on the Petition for Advancement to Candidacy.

Classified Standing:

Admission status of student who has met all University admission requirements, has been accepted into the university at post-baccalaureate standing, AND has met all admission requirements for the Master's Program in Nursing. In addition, the student had requested and completed the Request for Change in Classification form and submitted to the Nursing Office for approval.

Classified standing must be attained no later than the semester in which a student completes 10 program units, including transfer and post-baccalaureate credit, to be used toward the master's degree. A student is expected to attain classified standing either at admission or during the first semester of required course work.

GLOSSARY OF TERMS, continued

Advancement to Candidacy:

Progression status of a graduate student who achieves classified standing, has passed the school qualifying exam, meet the university writing requirement, and submitted a completed Advancement to Candidacy petition to the School of Nursing and Division of Graduate Studies. A student must be advanced to candidacy before he/she is allowed to apply for thesis or project.

The student must submit to the Office of the Dean, Division of Graduate Studies and Research, the properly signed petition for advancement to candidacy. This petition lists all course work that has been completed and will be completing in order to achieve master's degree. Advancement to candidacy must attain no later than the semester (or summer) preceding the semester (or summer) in which the student applies for, and is granted, the master's degree. The student is responsible for adhering to deadlines established by the Graduate Division for the submission of advancement forms. Approximate deadlines are: October 1 (Fall), March 1 (Spring), and July 1 (Summer). Students may not expect to be advanced to candidacy and to graduate in the same semester.

Master Thesis/Project Committee Assignment Form:

This completed form with thesis committee signatures must be submitted to the Nursing Office for approval prior to registering for thesis. No exception to this rule is made. This form is required for both THESIS and PROJECT.

Thesis (NURS 299):

A written research work which can be the culminating experience for the Master's Program in Nursing. Obtain a copy of the School of Nursing Thesis Guidelines, the Division of Graduate Studies and Research Thesis Guidelines and the APA Manual.

Project (NURS 298):

A systemic development of a plan for, or a critical evaluation of a significant undertaking or creative work in nursing. The project is required to be a scholarly quality that would make an impact on some area of nursing, nursing practice, education, or service delivery. There is no academic distinction between project and thesis. A project can be the culminating experience for the Master's Program in Nursing. Obtain a current copy of the School of Nursing's Project Guidelines and the APA Manual.

Application for Master's Degree to be Granted:

A request that the master's degree be granted (which includes the graduation fee payable in the Business Office) must be filed in the two weeks of the semester in which all coursework is to be completed. In addition, the student MUST be enrolled in either N299, N298 or the Comprehensive Exam (exam offered Spring Semester only). During the summer, the request should be filed before the end of the first week of the first session. Application forms are available in the Student Records and Evaluation Office.

Oral Defense of Thesis or Project:

An oral defense of thesis or project is required. An oral defense is to be scheduled by the student after submission of the semi-final draft of the thesis to consultant or the final project to the Graduate Coordinator. Oral defense is held prior to graduation or completion of the master's program.

GLOSSARY OF TERMS, continued

Definition of Full-Time Student

Depending on the use of the term, there are several definitions of full-time. *For the purpose of reporting enrollments*, graduate students taking 9 or more units are considered full-time and students taking less than 9 units are considered part time.

For the purpose of financial aid (loans, veteran's assistance, etc.) a full-time student takes 12 "equivalent units" wherein each graduate unit (200-level or below) attempted by a graduate student is considered as 1.5 units and each undergraduate unit (100-level or below) counts at face value. For example, a student enrolled for eight 200-level units would be considered a full-time student. Three-quarter time and half-time are defined to be 9 to 11 ½ "equivalent units," respectively.

GRADUATE WRITING REQUIREMENT

GOALS: In order to command scholarly and professional credibility, graduate students should:

- a. Develop writing skills commensurate with society's expectations of persons who hold advanced degrees.
- b. Develop the ability to write in formats and styles appropriate to their disciplines.

POLICY:

In accordance with requirements of the State of California, students must demonstrate competence in written English before they apply for advancement to candidacy. For pedagogical reasons, they should demonstrate such competence as early in their programs as possible.

OBJECTIVES:

The student's writing should demonstrate:

- (a) Comprehensibility;
- (b) Clear organization and presentation of ideas;
- (c) An ability to arrange ideas logically so as to establish a sound scholarly argument;
- (d) Thoroughness and competence in documentation;
- (e) An ability to express in writing a critical analysis of existing scholarly/professional literature in the student's area of interest; and
- (f) An ability to model the discipline's overall style as reflected in representative journals.

STANDARDS:

Writing competency should be measured against specific standards (e.g., representative journals in the field), which are stated in the program's catalog entry, in the school's graduate student handbook, and in similar material.

IMPLEMENTATION:

1. At the time of the student's advancement to candidacy, the program must specify the means (See 2a-d below) by which the writing requirement is met.
2. The writing requirement may be fulfilled by any of the following items:
 - (a) A course of courses specified by the program, provided these courses meet the requirements stated in "Objectives", above. Should the student pass all components other than writing, the student would receive credit for the course but would have to demonstrate writing competence in some other way, specified by the program's writing policy.
 - (b) A survey of literature or proposal for thesis or project, if this task precedes advancement to candidacy.
 - (c) A qualifying exam with a substantial essay component, if the exam is completed prior to advancement to candidacy.
 - (d) A development process that spans several semesters, but is completed prior to advancement to candidacy. In this case, portfolio assessment of similar evaluative methods are appropriate. Schools that choose this approach must describe the developmental process and specify faculty member(s) who will monitor it.
3. Neither a passing score on the CSU Upper Divisions Writing Examination nor scores on the verbal portion of the Graduate Record Examination may be used to fulfill the graduate writing requirement.
4. Each graduate program's writing policy is subject to review of and approval by the University Graduate Committee. Approved Academic Senate, April 26, 1999

Student Signature Page

I have read and understand the contents of the 2019-2020 Graduate Student Handbook of the School of Nursing.

Student Signature

Date

Student Name (PRINT)

Sign and return this page to the Nursing Office MCL-190 by second week of September at the start of your first Fall semester classes.