

CALIFORNIA STATE UNIVERSITY, FRESNO  
COLLEGE OF HEALTH AND HUMAN SERVICES



School of Nursing

# STUDENT HANDBOOK

BACCALAUREATE NURSING DEGREE PROGRAM

2026-2027

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# INTRODUCTION

Welcome to California State University, Fresno, School of Nursing. The School of Nursing (SON) admitted its first students in 1957, and the first class graduated in 1962. The SON is one of seven departments in the College of Health and Human Services (CHHS). The SON offers four programs: Baccalaureate for generic and RN students, School Nurse credential, Masters in Nursing, and Doctor of Nursing Practice (DNP) program. Pre-nursing students should consult the School of Nursing [website](#) and the Advising and Career Development Center's [website](#) for current information regarding admission to the major.

The Baccalaureate Student Handbook is designed to familiarize the undergraduate nursing student with the official policies and procedures of the School of Nursing. It also provides general information about the Baccalaureate Nursing Program.

Information of interest to students is posted on two bulletin boards near the Nursing Resource Center (NRC). The student bulletin board contains information about class schedules and changes, co-curricular activities, scholarships, and grants. The CNSA (California Nursing Students Association) bulletin board contains information about the organization's activities and allows students to leave messages for one another.

Admitted nursing students are assigned an undergraduate academic advisor and are encouraged to seek faculty advice during posted office hours and/or by appointment. Faculty office hours may be obtained from the faculty member, the school office, and the student bulletin board. Periodic contact with their assigned advisor is recommended for validation of specific relevant dates and deadlines. However, the student is ultimately responsible for meeting official deadlines and submitting necessary documents to the university, college and school.

# PART 1- OVERVIEW OF THE SCHOOL OF NURSING

## Mission Statement

The School of Nursing's mission is to offer quality nursing education to undergraduate and graduate nursing students. This education prepares nurses with clinical decision-making skills based on evidence-based practices (EBP). Additionally, the School of Nursing 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.<sup>1</sup>

## Philosophy

California State University, Fresno offers comprehensive programs that lead to 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 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 SON's philosophy includes faculty's beliefs about person (humanity); art and science of nursing; nursing education, including the following individual differences among students: cultural milieu, ethnic background, learning styles, support systems.

### ***Person (humanity)***

The faculty believe all people are deserving of excellent care, administered with respect, dignity, and compassion. Nursing embodies the uniqueness of each person by developing a relationship that is person-centered, honest, transparent, and accountable. The faculty believes all people are deserving of health: physical, mental, social, and emotional well-being.

### ***Art and Science of Being a Nurse***

The faculty believe that nursing is an art and science promoting health for diverse individuals and populations using an approach that is collaborative, comprehensive, multidimensional, and holistic. The core competencies are the basis of the nurse's ability to provide, design, manage and coordinate caring practices, including clinical judgment, advocacy, caring practices, systems thinking, response to diversity, facilitation of learning, clinical inquiry, and collaboration.

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<sup>1</sup>

The faculty believes that technology will continue to play an important role in a dynamic healthcare environment. The use of technology is assessed and incorporated into student learning. An appropriate balance between technology and aspects of human caring is emphasized.

### ***Nursing Education***

The faculty believe that nursing students are transformed, through their educational and clinical experiences, from lay people into professionals who encounter people during their most vulnerable times. Nurses have an intimacy with patients that is unique, even within healthcare professions. Therefore, nursing education involves transformation, which includes role taking, affective learning, clinical decision making, and professional acculturation. Therefore, faculty believe that student-centered learning is the preferred pedagogy when the goal is transformation.

The faculty believe that together we enhance the students' transition to professional nursing practice through strong role modeling behaviors. The faculty is dedicated to cultivating a sense of professional empowerment, a desire for lifelong learning, and a passion for social justice as a way of being in our school and as an integral part of our school community. An evidence-based curriculum is integral to the commitment of the faculty to students' learning and development.

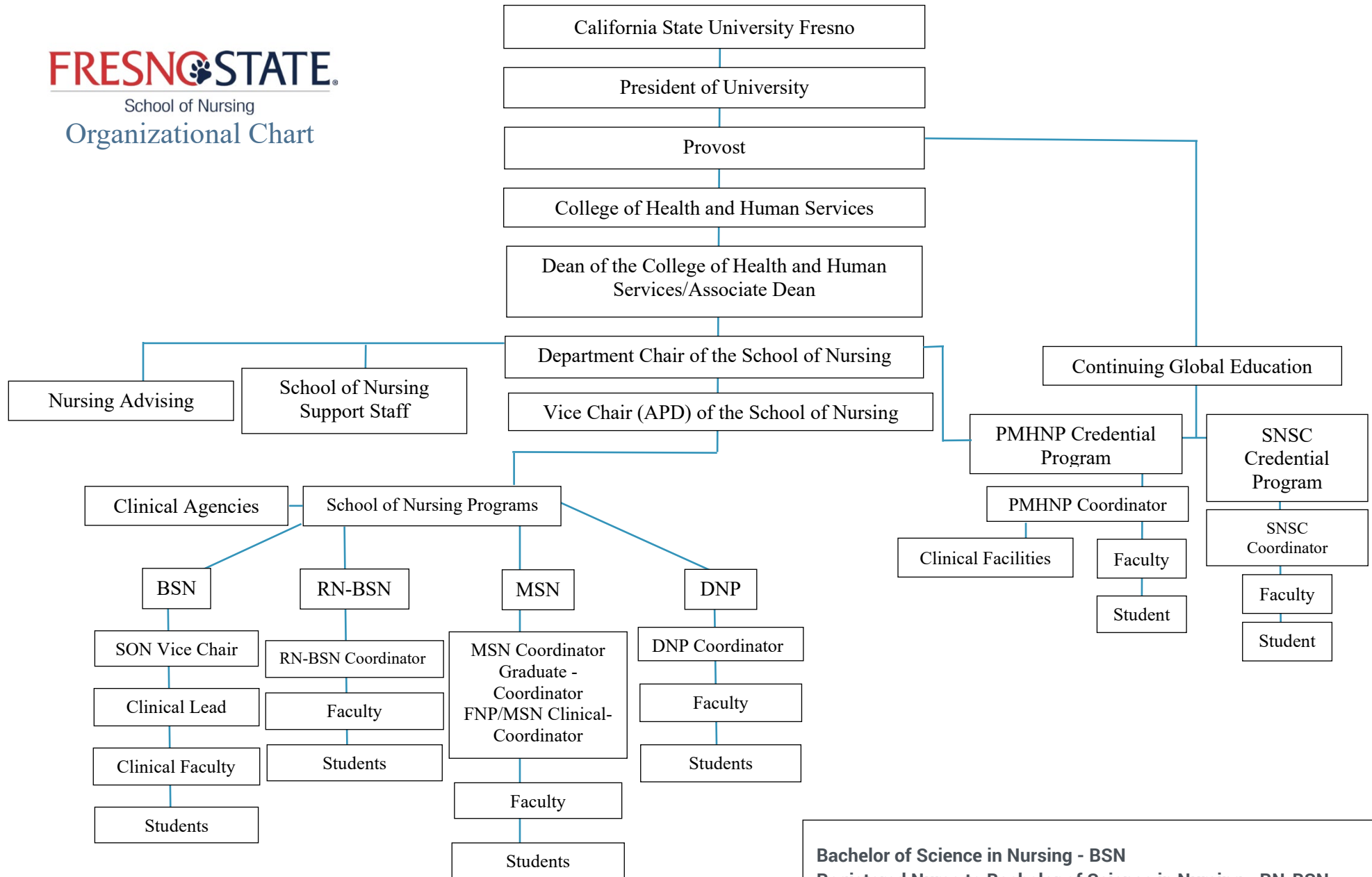
The faculty view students as a community of learners in which all function at a high level of accountability, flexibility, and integrity. In that way, a true learning environment can be created that fosters the exchange of diverse ideas and opinions and advances collaboration.

The faculty believe that each student has unique learning needs and through the provision of multiple teaching modalities, students with different learning needs will achieve success. The faculty supports student success through referral to various student-centered initiatives and programs across the campus, as well as individual consultation.

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

The DNP program is designed for high leadership potential to examine critically current healthcare practices and policies from a broad theoretical and practical perspective; and to formulate clinical, administrative, and instructionally effective leadership approaches that can improve the quality of healthcare throughout the state.

The graduate curriculum supports the functional areas 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.<sup>2</sup>



**Bachelor of Science in Nursing - BSN**  
**Registered Nurse to Bachelor of Science in Nursing - RN-BSN**  
**Master of Science in Nursing - MSN**  
**Doctor of Nursing Practice - DNP**  
**Psychiatric Mental Health Nurse Practitioner- PMHNP**  
**School Nurse Services Credential – SNSC**



## Purpose of the Bachelor of Science in Nursing Program

The purpose of the baccalaureate program is to prepare the graduate as a generalist for any entry level position in professional nursing. The program also enables the graduate to meet the requirements for state certification as a public health nurse. Additionally, the program provides the foundation for advanced study in nursing.

### ***Baccalaureate Program Terminal Objectives***

At the completion of the baccalaureate program, the graduate will be prepared to function in a variety of health care settings and demonstrate the following:

1. Integrates knowledge from the human sciences when implementing care for individuals, families, groups, and communities. (Domain 1)
2. Provides holistic person-centered care to diverse populations. (Domain 2)
3. Evaluate and describe health inequities and identify stakeholders to improve population health. (Domain 3)
4. Applies evolving nursing knowledge and evidence-based care in the delivery of healthcare in all client settings. (Domain 4)
5. Utilizes nursing science to provide quality care and maintain client safety. (Domain 5)
6. Participates in both interprofessional and interprofessional collaboration to improve health outcomes for all clients. (Domain 6)
7. Implements and evaluates system-based resources to maximize client outcomes. (Domain 7)
8. Utilizes informatics to deliver safe and quality healthcare. (Domain 8)
9. Models the values of professional nursing. (Domain 9)
10. Demonstrate accountability for ethical practice, client advocacy, personal and professional development. (Domain 10)<sup>3</sup>

# AACN's Essentials of Baccalaureate Education for Professional Nursing Practice

## ***Domain 1: Knowledge for Nursing Practice***

**Descriptor:** Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

## ***Domain 2: Person-Centered Care***

**Descriptor:** Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

## ***Domain 3: Population Health***

**Descriptor:** Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes. (Kindig & Stoddart, 2003; Kindig, 2007; Swartout & Bishop, 2017; CDC, 2020).

## ***Domain 4: Scholarship for the Nursing Discipline***

**Descriptor:** The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care (AACN, 2018).

## ***Domain 5: Quality and Safety***

**Descriptor:** Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

## ***Domain 6: Interprofessional Partnership***

**Descriptor:** Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

## ***Domain 7: System-Based Practice***

**Descriptor:** Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, and equitable care to diverse populations.

### ***Domain 8: Informatics and Healthcare Technologies***

**Descriptor:** Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

### ***Domain 9: Professionalism***

**Descriptor:** Formation and cultivation of a sustainable professional identity, including accountability, perspective, collaborative disposition, and comportment, that reflects nursing's characteristics and values.

### ***Domain 10: Personal, Professional, and Leadership Development***

**Descriptor:** Participation in activities and self-reflection that fosters personal health, resilience, and well-being; contributes to lifelong learning; and supports the acquisition of nursing expertise and the assertion of leadership. <sup>4</sup>

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<sup>4</sup> American Association of Colleges of Nursing's The Essentials of Baccalaureate Education for Professional Nursing Practice (2021)

## American Nurses Association Code of Ethics for Nurses Interpretive Statements

**Provision 1:** The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

**Provision 2:** The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

**Provision 3:** The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

**Provision 4:** The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

**Provision 5:** The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

**Provision 6:** The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

**Provision 7:** The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

**Provision 8:** The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

**Provision 9:** The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

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<sup>5</sup> American Nursing Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurse Publishing, 2015

## Part 2- Nursing Program and Curriculum Admission of Students in the Nursing Program

Basic Students with no transferable credits:

The program is often on an impacted status and admission into the major is competitive. Applicant selection is based on GPA in prerequisite courses.

Consult the School of Nursing [website](#) or the College of Health and Human Services (CHHS) Advising and Career Development Center (ACDC) [website](#) for current information and procedures.

### Eligibility to Apply to the Program

#### ***Test of Essential Academic Skills***

Students must have an overall GPA of 3.0. Prior to applying to the Nursing Program, students must pass the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) with a score of 75%. Students receiving a score of less than 75% will be allowed to retake the exam twice, but this must be done prior to their application. For more information on the TEAS and how to register, visit the ATI [website](#).

The following eight prerequisite courses must be completed prior to entry into the nursing program. More information about prerequisite courses can be found on the ACDC [website](#).

| Prerequisite Courses                                        | GE Requirement | Units |
|-------------------------------------------------------------|----------------|-------|
| Oral Communication (COMM 3, 7 or 8)                         | A1             | 3     |
| Written Communication (ENGL 5B or 10)                       | A2             | 3     |
| Critical Thinking (Any Critical Thinking Class is Accepted) | A3             | 3     |
| Statistics (MATH 11 or PH92 preferred)                      | B4             | 3     |
| Introductory General Chemistry (CHEM 3A)                    | B1 & B3        | 4     |
| Introductory Microbiology (BIOL 20N)                        | B2             | 4     |
| Anatomy & Physiology I (BIOL 67A) *                         |                | 4     |
| Anatomy & Physiology II (BIOL 67B) *                        |                | 4     |

*\* Human Anatomy and Human Physiology courses taken at Community Colleges will be accepted. Please contact ACDC for more information, 559.278.5027*

**RN Students** holding a license as a nurse in California:

Applicants must complete all nursing prerequisites prior to admission to the major. An Application must be submitted with transcripts and a copy of their Registered Nursing (RN) license. Consultation with the RN-BSN coordinator who specializes in helping RN students is strongly encouraged. Contact the SON office for the name and office hours of the RN-BSN Coordinator.

The SON contact information, and location can be found on its [website](#).

**Transfer Students** who have some transferable nursing courses:

Students must have completed at least two semesters or 12 semester units of nursing courses in an accredited school of nursing to be eligible for direct transfer into the major. Other students with nursing backgrounds must follow the admission procedures for generic students and use the Credit by Examination process for advanced placement in the major.

Students must submit a transfer form, all transcripts, and course descriptions to facilitate evaluation and placement in the major.

Students must meet all California State University, Fresno criteria for admission and continuation in the major to be eligible for transfer.

Students are admitted and placed in the major at the discretion of the school chairperson in consultation with the appropriate faculty.

Transfer students who are accepted into the program enter the major on a space-available basis. Transfer students can obtain more information from the University Outreach Services [website](#).

## Assessment Technologies Institute's Assessment-Driven Review NCLEX Preparation

The SON has adopted the standardized assessment program from ATI. Below is an introduction to ATI and the specific ATI policy for the SON.



All nursing Students are required to take a variety of assessments that work to aid in review, remediation, and testing success. ATI's testing package is purchased directly from ATI, and more information will be provided at orientation.

**Review Modules:** The review modules are unit-based, study guides covering topics determined important for NCLEX-RN preparation. All review modules are available on the ATI website.

**Non-Proctored Assessments:** Students can assess their overall understanding by self-administering the non-proctored tests. These tests will provide an immediate rationale for responses.

**Proctored Assessments:** At the end of each semester (except semester one), the proctored assessments will assess your content of mastery.

**Comprehensive Predictor- NCLEX Performance:** During your last semester you will take ATI's Comprehensive Predictor assessment. This 180-item assessment is designed to reflect the content areas of the current NCLEX (RN licensing examination) blueprint. This tool provides information of the student's probability of NCLEX success and provides guidelines for NCLEX preparatory study.

### Content Mastery and Review

The heart of ATI's Assessment Driven and Review program is the Content Mastery Series. This program aids students in the review and remediation process for the state licensing exam in nursing. Each module combines thorough content mastery assessment with review questions based on case studies. Review modules are followed by a non-proctored student exam to assess the effectiveness of remediation. Assessment and review are designed in accordance with the NCLEX test plan and cover the following nursing specialty areas:

- Medical-Surgical Nursing
- Care of Children
- Nutrition
- Pharmacology
- Fundamentals of Nursing Practice
- Mental Health
- Leadership and Management for Nursing Practice

### Content Mastery Exam

A proctored, standardized exam is administered at the end of each nursing content area. This diagnostic tool provides scores for mastery of nursing content areas, nursing process, critical thinking phases, and cognitive levels. The NCLEX test plan correlation for each item can be used as a resource for directed study.

### **Non-proctored Exams**

For each content area, the Assessment-Driven Review program provides a non-proctored, Internet-based exam reflecting the NCLEX test plan. These exams identify any remaining areas of content weakness for directed study. The interactive style provides the student with immediate feedback on all response options. A performance report summarizes the student's knowledge of content areas and use of the critical thinking phases, nursing process, and cognitive levels.

### **Comprehensive Predictor**

The proctored RN Comprehensive Predictor assessment tools are 96% predictive for outcomes of the NCLEX. Scores are included for content, nursing process, critical thinking, and knowledge level. The exam report includes NCLEX correlation and a study guide.

More information about ATI can be found on their [website](#).

*Each semester the SON Policy on ATI testing and remediation will be reviewed with students along with the course syllabus.*



## Retention and Progression of Students in the Nursing Program

### ***Progression in the Nursing Major***

The nursing curriculum consists of a year of prerequisite courses and three years of nursing courses. Nursing courses must be taken in sequence. RN students take GE and transition nursing courses and then articulate at the senior year. Transfer students are individually placed based on their previous course work.

Consistent with university policy, nursing majors must maintain an overall grade point average of 2.1 to remain in attendance at Fresno State. The GPA is based on all units attempted at Fresno State.

Criteria for retention, progression, and graduation from the program include a minimum grade of “C” in each required course - nursing and other requirements. If a student earns less than a “C” in a nursing course, the Course Committee recommends to the Nursing School Chairperson whether to permit the student to repeat the course or not. The Chairperson will notify students of the decision. Required courses may be repeated only once to achieve a “C” or better grade.

Students who earn less than a “C” in two nursing courses will not be allowed to repeat the second course and will be dropped from the major.

The School of Nursing has universally implemented a benchmark criterion that all students must receive at least a 70% average on all course examinations, in addition to completing all other assignments, before they can pass the course. This does not mean that if you fail one examination less than 70%, you fail the course.

However, you must at the end of the semester have achieved an average of 70% on all course examinations to pass the course. If you do not meet this criterion, your grade for the course will be calculated with the examination average; no other course assignments will be calculated into final grade. The ATI proctored assessment is not included in this 70% calculation.

- If a student finds that they failed an examination (less than 70%) the student shall schedule an appointment with the instructor to discuss ideas for improving study habits for examinations. The responsibility lies with the student to schedule this appointment.
- When the student meets with the instructor a plan of study will be implemented for examination score improvement.
- If the student continues to fail examinations and is in danger of not passing the course secondary to a below 70% pass rate on all examinations, it again is the responsibility of the student to schedule an appointment with the faculty to develop a renewed plan of action for study habit improvement.

Credit/No Credit grades are not accepted for Core 8 prerequisite and or corequisite courses. An incomplete in a nursing course must be made up before progressing to the next nursing course.

The SON follows the established University policy for dropping courses. More information can be located on the California State University, Fresno, Office of the University Registrar's [website](#).

## ***Leave of Absence from the Nursing Program***

### **Request for Leave of Absence (LOA)**

- A. Students must submit an LOA request in writing to the SON chair. Students who do not request a leave of absence, depending on individual circumstances, may not be readmitted into the program.
- B. LOA's will be granted only for students who have completed at least one semester in the program and are in good standing.
- C. LOA's are for one year.
- D. More information regarding the University's LOA process can be found on the Office of the University Registrar's [website](#).

### **Request to Return from Leave of Absence**

- A. To be reinstated in the program students must submit a written request specifying the following:
  - 1. Date of the LOA
  - 2. Reason for the LOA
  - 3. Disposition of circumstances requiring the LOA.
  - 4. Activities (e.g. working in a hospital, illness or family emergency) engaged in during the LOA
- B. Students will receive written notification of either denial or reinstatement.
- C. If a student is reinstated, they will receive the requirements for returning. These requirements are at the discretion of the SON Chair. The requirements may include the following:
  - 1. Letters of recommendation from individuals such as counselors and physicians.
  - 2. Enrolling in no more than five (5) units of Independent Study to update theoretical and/or clinical skills.
- D. Students who receive written notification of reinstatement will return on a space-available basis and must receive permission from the SON to enroll in classes.

## Five Semester Nursing Program for Cohorts

Beginning Fall 2025 the BSN program will run through the summer session.

|                                                                                                                                                                                                                                                                                                                                     |               | Course Number/Name (Units)                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nursing Major<br>Basic Health Needs of<br>Individuals                                                                                                                                                                                                                                                                               | Semester<br>1 | NURS 10 Basic Concepts of Nursing Care (3)<br>NURS 10L Practicum: Basic Concepts of Nursing Care (3)<br>NURS 112 Pathophysiology for Nurses (3)<br>NURS 114 Fundamental Skills and Assessment of Nursing (3)<br><b>Total Units= 12</b>                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                     | Semester<br>2 | NURS 110 Transitional Concepts in Nursing (3)<br>NURS 110AL Practicum: Medical-Surgical Nursing (3)<br>NURS 121 Psychosocial Nursing (3)<br>NURS 121L Practicum: Psychosocial Nursing (2)<br>NURS 124 Pharmacology in Nursing (3)<br><b>Total Units= 14</b>                                                                                                                 |
| Nursing Major<br>Common Health Needs & Complex<br>Problems-<br>Individual & Family                                                                                                                                                                                                                                                  | Semester<br>3 | NURS 131 Pediatric Nursing (3)<br>NURS 131L Practicum: Pediatric Nursing (2)<br>NURS 132 Maternal Newborn Nursing (3)<br>NURS 132L Practicum: Maternal Newborn Nursing (2)<br>NURS 145 Nursing Theories and Research (2)<br><b>Total Units= 12</b>                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                     | Semester<br>4 | NURS 140 Complex Concepts of Nursing Care (3)<br>NURS 140AL Practicum: Advanced Medical-Surgical Nursing (4)<br>NURS 141 Concepts of Community Health Nursing (3)<br>NURS 141LS Practicum: Concepts of Community Health Nursing (2)<br>NURS 151A Senior Project (1)<br><b>Total Units= 13</b>                                                                               |
| Leadership Dealing with<br>Common Problems-<br>Individual, Family &<br>Communities                                                                                                                                                                                                                                                  | Semester<br>5 | NURS 150 Leadership and Health Care Economics (2)<br>NURS 150L Leadership and Clinical Management (2)<br>NURS 155A Patient Safety and Professional Nursing Practices (1)<br>NURS 158 Concepts of Older Adult Nursing (1)<br>NURS 158L Practicum: Concepts of Older Adult Nursing (2)<br>NURS 136 Elective (3)*<br><b>Total Units= 8*</b><br><b>*11 if NURS 136 is taken</b> |
| <b>Other Nursing Requirements</b>                                                                                                                                                                                                                                                                                                   |               |                                                                                                                                                                                                                                                                                                                                                                             |
| Elementary Statistics: PH 92 or Math 11 (if not satisfied by GE math)<br>Lifespan Development (CFS 38), Ethics (PHIL 20 or 120), General Psychology (PSYCH 10), Nutrition (NUTR 53). Prior to Fall 2013:<br>Introductory Sociology (SOC 1) or Social Problems (SOC 2) or Cultural Anthropology (ANTH 2) if SOC 3 not already taken. |               |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Prerequisite Course:</b> Human Anatomy w/ lab (BIOL 64) and Human Physiology w/ lab (BIOL 65). These two courses along with the six (6) prerequisite courses shown above in G.E. section comprise the Nursing Major "Core 8 Prerequisite Courses".                                                                               |               |                                                                                                                                                                                                                                                                                                                                                                             |
| Additional requirements to the major: <b>MINIMUM UNITS FOR FRESNO STATE GENERIC BSN STUDENT: 120 UNITS</b>                                                                                                                                                                                                                          |               |                                                                                                                                                                                                                                                                                                                                                                             |

## NURS 50 Cooperative Education in Nursing

NURS 50 is an elective course which provides students enrolled in the nursing major an opportunity to obtain structured work-study experiences under the supervision of registered nurses in participating health care agencies. Students practice previously learned skills. The course does not fulfill requirements in the major for graduation.

Students enrolled in NURS 50 must ensure that all externship-related activities, including orientation and scheduled work hours, do not conflict with any didactic or clinical course requirements. Due to BRN instructional and clinical hour requirements, absences from class or clinical experiences for externship activities will not be approved, and make-up opportunities will not be provided. Students are expected to prioritize attendance in all scheduled nursing courses and should work directly with their externship agency to arrange orientation and work schedules that do not interfere with academic obligations.

### **What are the prerequisites for the course?**

You need to have successfully completed all of the second semester courses.

### **Is NURS 50 required in conjunction with nurse externship?**

Yes, to be employed in the agencies as a nurse intern you need to be enrolled in NURS 50.

### **Does the class meet or is it simply a work-study course?**

The class will only meet once at the beginning of the semester for orientation. You will do all your hours at the agency.

### **What is required for the course? i.e., Proof of employment? Documentation of hours?**

You will need your skills checklist book, proof of employment, a mentor, brief objectives, and a final evaluation. All the documentation is available on Canvas, the instructor will review these requirements during the initial orientation meeting. You will document your hours with a one-page log- sheet. The entire syllabus will be available online as well.

### **How many hours/week are required?**

The total hours can be adjusted to meet your work and school needs. Often students do 1-4 shifts per **month**, and the agency will help set the hours you work.

### **When do I need to arrange the work-study?**

You should be planning **prior to the start of the semester!** Check with your agencies to arrange employment. We may need to get a contract developed ASAP, so it is vital to start the paperwork now. Most places have had NURS 50 students, but you can check with the agency and the Nursing School if you are on a brand-new site.

### **Can I start my NURS 50 now?**

1. If you successfully complete all of the second semester courses in the Spring semester you can enroll in NURS 50 for the Summer semester.
2. If you successfully complete all of the second semester courses in the Summer semester you can enroll in NURS 50 for the Fall session.

Please do not start before that date as you are not covered by workman's comp or the California State University, Fresno contract.

**Do I need any documents for the clinical experience?**

You must have your Skills Checklist with you while in the clinical setting. Your mentor needs to be familiar with your completed activities and can sign you off on skills that you complete under their guidance.

## Credit by Examination

Credit by examination is available to all students who feel they have the knowledge and/or experience to sufficiently meet the course Objectives. A maximum of 30-units earned by the examination process may be counted toward the Bachelor of Science degree.

The University policy for credit by examination can be found in the [catalog](#).

### ***Process for Credit by Examination***

Following notification of acceptance to the University and the Nursing Program, as well as advisement by the School of Nursing, students desiring to take a CBE course must contact the appropriate lead teacher the semester before they wish to take the exam. Arrangements for the exams need to be made well in advance, especially if a clinical course is involved. It is suggested that students purchase the course syllabi in the bookstore as an adjunct to studying for the exam.

To receive credit by examination for a course, the student must register on the appropriate form with approval from the faculty member, as well as the SON Chair, by the end of the second week of the semester and complete the examination by the end of the fourth week. Credit by examination information and application forms are available through the School of Nursing. Specific information relating to the examination, as well as time and place of examination, will be provided by the faculty.

For courses with theory and clinical components, the theory portion must be completed successfully before the clinical portion. The nursing courses must be completed sequentially as outlined in the curriculum. Each course may be taken for credit by examination one time only.

Credit will be granted upon successful completion of the examination with a minimum grade of "C" as specified in the grade system for the course. In the event the examination is not completed with a passing grade, the student must enroll in the course.

Any student who plans to attempt credit by examination of a nursing course should plan to attend the class so that in the event of failure to pass the examination, the student may then add the course for a letter grade. If the credit by examination is for a clinical course, the student must reserve a space with the SON prior to the beginning of the semester in which the credit by examination is to be attempted; this will enable the student to enroll in the clinical course for a letter grade in the event of failure.

Students who successfully pass the CBE for one clinical course may proceed to the next course in the same semester if the process is successfully completed within the first week of the semester. Students who pass two clinical courses by CBE in the same semester will have to wait before progressing. The timing of two sets of exams makes the logistics of progressing too difficult.

## Eligibility for Licensure of Applicants with Military Education

An applicant who presents with relevant military education and experience must provide documentation from a California Board of Registered Nursing (BRN) approved pre-licensure nursing program. This documentation must show evidence that the program is of equivalency credit evaluation that meets the minimum standards of competency as set forth in the Nursing Practice Act, Cal. Code Regs. Title 16 § 1443.5. The program must also meet the minimum education requirements of licensure listed pursuant to Nursing Practice Act, Cal. Code Regs. Tit. 16 § 1426 (c) 1-3. The utilization of challenge examination or other evaluation methods will be considered to meet the education requirements for licensure.

### LVN 30-Unit Option

1. Potential applicants must seek advisement and department approval prior to enrollment. More information is available on the School of Nursing [website](#).
2. Enrollment in nursing courses is on a space availability basis only.
3. BIOL 65, BIOL 20 and NURS 135 (Professional Transitions) are prerequisites to all other nursing courses. Two ways to meet the requirement for NURS 135 are: a) enrollment in NURS135 (Professional Transitions) or b) Independent Study.
4. NURS 123, NURS 123L, and NURS 124 are prerequisites to NURS 140 and NURS 140L.

#### **Basic Science**

|                                      |         |
|--------------------------------------|---------|
| *BIOL 65 Human Physiology with Lab   | 5 units |
| * BIOL 20 Basic/Applied Microbiology | 4 units |

#### **Nursing Courses**

|                                                           |         |
|-----------------------------------------------------------|---------|
| * NURS 135 Professional Transitions                       | 3 units |
| NURS 111 Integrated Health Assessment                     | 1 unit  |
| ** NURS 121 Psychosocial Nursing                          | 3 units |
| NURS 121L Practicum: Psychosocial Nursing                 | 2 units |
| NURS 123 Concepts of Acute Illness in Adults              | 2 units |
| NURS 123L Practicum: Concepts of Acute Illness in Adults  | 2 units |
| NURS 140 Concepts of Complex Clinical Nursing             | 2 units |
| NURS 140L Practicum: Concepts of Complex Clinical Nursing | 2 units |
| NURS 150 Leadership and Health Care Economics             | 3 units |

\* Prerequisite for all clinical nursing courses. \*\* Initial placement in clinical nursing courses will be on a space available basis.

## Part 3- School of Nursing Policies and Student Responsibilities

The nursing program has many requirements, which can leave most of the students feeling frustrated and overwhelmed. To help elevate this stress, we have provided the checklist below. This is the same checklist provided to First Semester students on Canvas. Everything on the checklist must be completed prior to starting the program.

### Required Tasks and Documents for the BSN Program

Students are to create an American Databank/ Complio Account and purchase the BSN Bundle before uploading their required documents and completing the required tasks. All required documentation is to be uploaded. The due date for student compliance requirements can be found on this same form posted on the BSN Student Canvas.

#### *American Databank and Complio Registration*

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <p style="text-align: center;"><b>American Databank</b></p> <p><b>For Clinical Information and to purchase your Fresno State BSN bundle for immunizations please visit:</b></p> <p><a href="http://www.csufresnocompliance.com">http://www.csufresnocompliance.com</a></p> <p><b>American Databank recommends:</b></p> <ul style="list-style-type: none"><li>• <b>Using a laptop/PC to create accounts and logging in. Mobile Phones and Tablets are not compatible.</b></li><li>• <b>Use either Chrome or Firefox browsers.</b></li></ul> <p><b>Students are to:</b></p> <ul style="list-style-type: none"><li>• <b>Only purchase the BSN bundle in American Databank</b></li><li>• <b>Select Student Background Check</b></li></ul>                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <p style="text-align: center;"><b>Complio (associated with American Databank)</b></p> <p>Students are required to create a Complio account. To create a Complio account students will need to complete the form on the Complio website</p> <p><a href="https://login.complio.com/UserRegistration.aspx">https://login.complio.com/UserRegistration.aspx</a> .</p> <p>Please note the following:</p> <ul style="list-style-type: none"><li>• Use the <i>TAB</i> key on the keyboard to navigate left to right on the form.</li><li>• Students must complete all of the required sections indicated with the red asterisk (*)</li><li>• For students who do not have a <i>middle name</i> select the box next to the <i>middle name</i> box.</li><li>• If you have used a maiden name or alias, select “<i>I have an alias or Maiden Name</i>” box and then enter those names in the space(s) provided.</li></ul> <p>Once students have completed the form they will receive a confirmation email that contains the link to purchase the BSN bundle.</p> |



|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• ONLY select <b>BSN Package</b> as this includes all the requirements for the Nursing Program.</li> <li>• Select <b>FALL 2026</b> cohort</li> <li>• The cost of the BSN Bundle will be indicated and must be paid prior to the background check and drug screen are performed. The cost of the drug screens is included in the package.</li> <li>• Complio will provide the approved locations where drug screens can be performed. Students can only have their drug screens performed at these facilities.</li> </ul> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### ***Drug Screening and Background Check***

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <p><b>Drug Screening</b></p> <p>Supervised drug screening is required and is to be scheduled through Complio.</p> <ul style="list-style-type: none"> <li>• Once the drug screening facility is chosen by the student in Complio, the testing order will be sent by Complio to the facility.</li> <li>• If a drug screening is failed: <ul style="list-style-type: none"> <li>○ The number one reason a drug screening is failed is a result of a diluted sample. Diluted samples are caused by overhydration. Therefore, students are advised to keep their fluid intake consistent before giving their sample.</li> <li>○ If the results of the drug screening are not acceptable, a second screening will need to be arranged by the student through Complio.</li> </ul> </li> </ul> |
| <input type="checkbox"/> | <p><b>Background Check</b></p> <p>Complio will arrange the background checks. Please note:</p> <ul style="list-style-type: none"> <li>• Information provided by students in Complio will be used to verify public and criminal records. <ul style="list-style-type: none"> <li>○ <i>Criminal convictions may affect the ability to obtain a Registered Nursing License.</i></li> <li>○ Students should contact the School of Nursing BSN Coordinator or the first semester lead faculty member if they have concerns in this area.</li> </ul> </li> </ul>                                                                                                                                                                                                                              |

## Immunizations

### General Immunization Information

A vaccination record or proof of immunity is required in order for students to participate in clinicals at the agencies used for clinical rotations. The due date for all immunization documentation to be uploaded to Complio by the designated due date found on the same form on the BSN Student Canvas.

- Vaccination records must have the student's correctly spelled full legal name.
  - If the student's name differs in any way, they will need to provide an explanation to American Databank.
  - Maiden names do not require an additional explanation provided the "*I have an Alias or Maiden Name*" option was selected when registering in American Databank/Complio.
  - A provider name with their title (DO/MD/NP/PA) must be included.
- If no vaccination was received or the record is lost, a titer must be obtained.
  - A titer will indicate if the student has immunity to the disease.
  - If the titer results indicate no immunity, then vaccination is required, even if they have already had the vaccination or the disease. For more information on titers click [here](#).

#### Measles, Mumps, and Rubella (MMR)

- ☐ Rubella: Positive titer or one (1) documented dose.
- ☐ Rubella: Positive titer or two (2) documented doses.
- ☐ Mumps: Positive titer or one (1) documented dose.

#### Pertussis (Tdap)

- ☐ A pertussis booster in the form of the Tdap is required. This can be given at any time regardless of the last Tdap. If not within the last ten (10) years, then a TD booster must be obtained.

#### Varicella

- ☐ Documentation of two (2) doses of Varicella vaccine.

-or-

- ☐ A positive titer.

#### Tuberculin Skin Test

- ☐ Tuberculin skin test
- ☐ In the event of a positive skin test or if the BCG vaccine has been received:
  - Chest x-ray in the last five (5) years is required.
  - A TB screening questionnaire completed by the student's medical provider or the Fresno State Student Health Center is to be submitted in Complio. Students will be required to do this and upload to Complio each year.

### Hepatitis B

- ☐ Documentation of either three (3) doses of Hepatitis B vaccine or three (3) Hep AB is required.

-or-

- ☐ Documentation of two (2) Heplisav doses.

-or-

- ☐ A documented seropositivity ( e.g., presence of Hep B Surf Ab/anti-HBs) is required.

### COVID Vaccine

- ☐ Documentation of appropriate doses and boosters.

**NOTE:** If students have a waiver filed with the university, but the hospital where their clinical is scheduled requires them to be vaccinated (all doses and boosters), they will not be allowed to go to their clinical which will prevent them from progressing through the BSN program.

- ☐ If students need a waiver, they are to email the SON department chair, Dr. Kathleen Rindahl at [krindahl@mail.fresnostate.edu](mailto:krindahl@mail.fresnostate.edu)

### Influenza

- ☐ Documentation of vaccination for the current flu season (the flu season is September-March).

**NOTE:** Students with a Fall semester start will not upload this until they are instructed to do so in September.

## ***Additional Tasks***

The following additional tasks must be completed, and documentation submitted by the designated due date on the same form on the BSN Student Canvas.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>Personal Health Insurance</b></p> <p>Students will need to provide proof of personal health insurance in one of two (2) forms:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Insurance card with their full name on it. This will need to be updated annually.</li></ul> <p>-or-</p> <ul style="list-style-type: none"><li><input type="checkbox"/> If the student is still covered under their parents' health insurance and do not have a card with their name on it, they will need to provide a letter from the insurance company or other documentation indicating they are covered by the plan.</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p style="text-align: center;"><b>Physical Exam</b></p> <p>Students are required to have a physical exam completed before entering the nursing program. The form to be completed, <i>preferred</i> by the SON, an additional information that the physical provider will need about the physical and emotional requirements, are located at the end of this check-off list. Students can choose to have their own primary care provider, or the University Student Health Center complete their assessment.</p> <p>Please note:</p> <ul style="list-style-type: none"><li>• Students are encouraged to use the form provided (see attachment)</li><li>• It is recommended that students review their vaccination records before their physical exam. This will allow them to arrange to receive any needed vaccinations or laboratory orders for titers to determine immunity.<ul style="list-style-type: none"><li>○ Dues to scheduling and laboratory workloads, it can often take <i>weeks</i> to schedule an appointment, so students are encouraged to not delay completing this requirement.</li></ul></li></ul> <p>The University Student Health Center provides both physical and laboratory services. For more information: <a href="http://www.fresnostate.edu/studentaffairs/health/">http://www.fresnostate.edu/studentaffairs/health/</a></p> |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p style="text-align: center;"><b>BLS/CPR Certification</b></p> <p>Basic Life Support (BLS) for Healthcare Providers Cardiopulmonary Resuscitation (CPR) certification must be completed through the American Heart Association (AHA). <b>NOTE:</b> BLS certification is valid for two (2) years. As a result, students may need to renew their certification during the nursing program. It is the student's responsibility to ensure that their certification remains current and does not expire. Once renewed, students must upload the updated certification documentation to their Complio account.</p> <p>CPR classes will be offered through Fresno State at an estimated cost of \$50. To enroll in the Fresno State CPR course, click <a href="#">here</a>.</p> <p>Students may also obtain their certifications through any outside provider provided the course is an AHA BLS/CPR course. The cost through outside providers is approximately \$75, but pricing and course options vary by provider.</p>                                                                                                                                                                                                                                                                                                                                       |

|                          |                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <p style="text-align: center;"><b>Fit-Testing</b></p> <p>To protect students from airborne pathogens, they may be required to wear a type of N95 respiratory mask. Students will be notified when to sign up for a Fit-Test appointment during orientation/beginning of the semester. This is conducted through Fresno State SON <i>after</i> the semester begins.</p> |
| <input type="checkbox"/> | <p style="text-align: center;"><b>BSN Student Handbook Acknowledgement</b></p> <p>All students are required to review in its entirety the BSN student handbook located in the BSN Student Canvas Modules.</p>                                                                                                                                                          |

## ***Leave of Absence from the Nursing Program***

### **Request for Leave of Absence (LOA)**

- A. Students must submit an LOA request in writing to the SON chair. Students who do not request a leave of absence, depending on individual circumstances, may not be readmitted into the program.
- B. LOA's will be granted only for students who have completed at least one semester in the program and are in good standing.
- C. LOA's are for one year.
- D. More information regarding the University's LOA process can be found on the Office of the University Registrar's [website](#).

### **Request to Return from Leave of Absence**

- A. To be reinstated in the program students must submit a written request specifying the following:
  - 1. Date of the LOA
  - 2. Reason for the LOA
  - 3. Disposition of circumstances requiring the LOA.
  - 4. Activities (e.g. working in a hospital, illness or family emergency) engaged in during the LOA
- B. Students will receive written notification of either denial or reinstatement.
- C. If a student is reinstated, they will receive the requirements for returning. These requirements are at the discretion of the SON Chair. The requirements may include the following:
  - 1. Letters of recommendation from individuals such as counselors and physicians.
  - 2. Enrolling in no more than five (5) units of Independent Study to update theoretical and/or clinical skills.
- D. Students who receive written notification of reinstatement will return on a space-available basis and must receive permission from the SON to enroll in classes.

## ***Attendance***

It is expected that students be present for all didactic content and lectures. If illness is the cause of absence, a clearance from a physician or the Student Health Center may be requested by the instructor before the student is permitted to return to the area. In any case of absence, prior notification of the faculty is required.

Attendance is expected for all clinical days. ***In the event of an illness, students are required to notify the instructor before 7 AM for morning clinical and before 1 PM for afternoon clinical.*** If the instructor is not notified before 7 am, no make-up will be allowed. Depending on individual circumstances, instructors may allow students to make up the clinical hours.

***Two or more absences in either didactic or clinical course may result in dismissal from the program.***

Students are expected to always maintain current immunizations/clinical documents. These documents include CPR certification, physical exam, health insurance, background check, and drug screening. Failure to keep these documents and immunizations current will result in dismissal from the clinical setting, which will be considered an unexcused absence. Students who have two unexcused absences will not be able to complete the clinical course.

### ***CPR Certification***

Students must maintain their current CPR certification. This certification must be an American Heart Association Basic Life Saving (BLS) for providers. Initial certification and renewal classes are offered periodically through the school and various health care agencies in the community.

### ***Insurance***

Students must have current malpractice insurance. This is purchased through a blanket policy from California State University, Fresno. The fees are automatically collected from clinical fees. Car insurance is required for any course in which students must use their car during clinical activities such as in Community Health Nursing. Health insurance is required for all students.

The School of Nursing requires each student to carry private health insurance continuously throughout enrollment. Proof of health insurance will be requested by the School of Nursing at the time of enrollment and periodically throughout your course of study.

### ***Safety and Safe Practice***

Students are responsible for reviewing policies and procedures related to universal precautions at least annually. Adherence to this will be monitored with a signed statement in the student's academic file.

Students who make an error involving patient safety are responsible for filing the appropriate incident report and following the departmental procedure.

Students who may be at increased risk related to injury or exposure to communicable disease should consult their health care provider and notify the faculty of their condition. Students who are injured or exposed to a communicable disease during a clinical experience will report to the clinical instructor and follow agency procedures. The student is responsible for filling out the Worker's Compensation forms if needed.

### ***Student Criminal Background Check and Drug Screening***

Students admitted to the nursing program will be required to attend orientation. At orientation you will be guided in setting up your American Databank/Complio account. Once your account is established you will receive a confirmation email. This email will instruct you to log in to complete the criminal background check, drug screen, and directions on uploading your documents and immunization. This process must be completed prior to the first-class meeting.

## School of Nursing Health Requirements

### ***Health and Immunization Requirements for Undergraduate, School Nurse Credential, and 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 a physical examination and required immunization and skin tests. Evidence of compliance must be presented 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. All students are required to have and maintain current health insurance throughout the nursing program.

### ***Physical Examination***

Prior to entering the nursing major, all nursing students are required to have a physical examination. Physical examinations for graduate, RN -BSN, 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. You are required to upload your *Physical Exam results and Immunization Records* to your American Databank / Complio Account.

If you elect to have your physical at the University Student Health Center, please call (559) 278-2734 for an appointment. Each semester students are required to update their immunization records prior to attending clinical. This is the responsibility of each student. Failure to do so will result in missed clinical hours. Two or more clinical absences for any reason may result in dismissal from the program.

### ***Immunizations Information (General)***

A vaccination record or proof of immunity is required to participate in clinicals at the hospitals. You will upload the evidence into your Complio file.

1. The vaccination records must have your name (correctly spelled, or you need to explain to American Databank why there is a difference in spelling, maiden names do not require an additional explanation) and MD/NP provider name.
2. If no vaccination was received or the record is lost, a titer must be obtained. A titer will indicate if you have immunity to the disease. If the titer results indicate no immunity, then vaccination is required, even if you have already had the vaccination or the disease.

More information on titers is available [here](#).



## ***Proof of Health Insurance***

You will need to provide a copy of your health insurance card with your name on it and will need to be provided annually. If you are still covered under your parent/guardian's insurance and do not have your name on it, you must obtain a letter from the insurance company or other documentation indicating you are covered under the plan.<sup>6</sup>

## **Vaccination Requirements**

### **Measles, Mumps and Rubella (MMR)**

- Rubella: Positive titer or 1 documented dose
- Rubella: Positive titer or 2 documented doses
- Mumps: Positive titer or 1 documented dose

### **Pertussis (Tdap)**

- A pertussis booster in the form of the Tdap is required. This can be given at any time regardless of the last Tdap. If not within the past 10 years, then a TD booster must be obtained.

### **Tuberculin Skin Test**

- QuantiFERON-TB Gold blood test (*Plan to repeat this blood test annually*).
- For a positive test or if you have received the BCG vaccine, a
  1. Chest x-ray in the last 5 years is required.
  2. A TB screening questionnaire was completed by your medical provider or the Student Health Center and submitted to Complio. (*Plan to have this completed each year and upload*).

### **Hepatitis B**

Documentation of either three doses of Hepatitis B vaccine (or 3 Hep AB) is required.

- A documented seropositivity (e.g., presence of Hep B Surf Ab / anti-HBs) is required.

### **Varicella**

- Documentation of 2 doses of Varicella Vaccine.
- A positive titer.

### **COVID Vaccine**

- Documentation of appropriate doses and boosters.

NOTE: If you have a waiver filed with the University, but the hospital where your clinical is scheduled requires you to be vaccinated (all doses and boosters) you will not be able to go to your clinical. This will prevent you from progressing through the program.

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<sup>6</sup> Revised Spring 2023

## **Influenza**

- Documentation of vaccination for the current flu season.
  - The season is from September to March.

This vaccination will need to be updated annually.

## ***Mental and Physical Qualifications for Admission to the Fresno State Nursing Program***

1. Ability to interpret and communicate in verbal and written forms to interpret client responses, to communicate nursing actions and health interventions, and to understand, document, and teach nursing activities. This includes using appropriate grammar, vocabulary, and word usage.
2. Ability to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Ability to think critically to make clinical decisions, identify relationships between clinical data and develop nursing care plans.
4. Ability to calculate mathematical figured necessary for medication administration.
5. Ability to demonstrate endurance and motor skills sufficient to provide safe and effective nursing care. Some examples may be demonstrated by the following: working in a standing position, lifting, and transferring patients, and applying pressure for the bleeding sites.
6. Ability to hear well enough to monitor and assess client's health needs. This includes hearing cries for help, emergency signals and alarms, breath and heart sounds and various overhead codes.
7. Ability to see well enough to observe and assess client's health status, and changes in condition. This includes seeing facial expressions, movements, changes in skin color, and other observed client changes or responses.
8. Ability to have tactile capabilities sufficient for physical assessment. This includes performing palpitations, noting temperature changes in skin and other changes in client condition.

## ***Students with Physical or Mental Disabilities or Limitations***

If a student has a physical or mental disability that limits their ability to perform per the criteria dealing with clinical assignments, it is the student's responsibility to bring this information to the attention of the clinical faculty before they begin the clinical courses.

If any condition changes, the student is required to notify the clinical instructor and provide documentation of the limitations to the instructor prior to the clinical assignment.

If the student does not meet the requirements for physical and mental health, they will be required to submit physician's documentation that the student is able to meet these criteria.

More information on guidelines for students with physical or mental disabilities or limitations can be found on the Student Affairs [website](#).

## ***School of Nursing Dress Code***

Nursing students function in a professional setting. Therefore, attire appropriate for a professional is required. The following are basic guidelines.

### **Uniform**

The SON uniform consists of a Fresno State Blue scrub top and pants with white or black closed toe/back shoe. A white lab coat is recommended for visiting health care agencies related to courses, but outside of official class hours.

Uniforms and lab coats must have:

- A Fresno State Nursing School patch. Uniforms are available at various uniform shops, check with your instructor or the School of Nursing Department.
  - Uniforms are to be clean and neatly pressed.
  - Uniforms should not be overly tight fitting, but rather loose fitting.
- Any head covering should be blue or white.

Students visiting the hospital for purposes of information retrieval and/or preparation for clinical experience must present themselves in appropriate professional attire. Each clinical facility may state its requirements, such as laboratory coats, uniforms, or business casual attire. Students must always wear their Fresno State SON name badge in clinical areas.

NOTE: Community Health and Psychiatric units do not usually require students to wear uniforms. Check with your clinical instructor regarding agency policy.

### **Facial Hair, Hair Grooming and False Eyelashes**

Students will adhere to their assigned agencies and/or School of Nursing policies:

- Male students must be clean shaven. No pm shadows or “it was too early to shave” syndrome. Students with medical or religious reasons for facial hair must keep their facial hair clean and well groomed.
- Students with long hair must have it securely pulled back and up off their collar. Hair must be clean and well groomed.

*The student must have documentation of the reason for not shaving or having long hair on file in the SON office.*

- False eyelashes are not permitted at any time while in uniform or while at the assigned clinical agency.

*The assigned clinical agency has a right to dismiss a student from their clinical if they do not follow the agency’s dress code policy.*

## **Tattoos and Piercings**

Students will adhere to their assigned agencies and/or School of Nursing policies:

- Tattoos must be covered
- Only 1 earring (stud) may be worn in each ear for clinical.
- Facial piercings are not allowed while in uniform and/or while at clinical sites.

## **Jewelry and Nail Polish**

No nail polish and no artificial nails are permitted. Nails are to be no longer than the ends of the fingertips. Students should always consider the patient's safety and be consistent with professional attire.

## **Uniform Patch**

All uniforms and laboratory coats must bear the Fresno State SON student patch. The top of the patch should be attached on the left sleeve 2 inches below the shoulder seam. The patch is to be removed when not functioning as a student nurse. Patches are available at the Kennel Bookstore.

## **Name Badges**

Fresno State SON student photo name badges are created in the Nursing Resource Center (NRC). Agencies may require an agency specific photo ID badge to be worn in addition to the Fresno State SON Student photo name badge whenever the student is in an agency facility. These are obtained at the agency according to their policies and instructions. Agency photo badges must be turned in as instructed by your clinical instructor. Failure to do so will result in a delay in receiving a photo badge for your next semester clinical course.

## **Additional Equipment or Supplies**

- Stethoscope (required and may be available through a group purchase in the first semester).
- Watch (with a second hand is required).
- Pen Light
- Goggles
- Blood Pressure Cuff
- Scissors

## Position Statement Regarding Universal Precautions Fresno State School of Nursing

The faculty of the School of Nursing recognizes the need for faculty and students to adhere to current Universal Precaution practices. 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 Fresno State.

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. More information regarding precautions can be found on The Centers for Disease Control and Prevention (CDC) [website](#).

### ***Universal Precautions Defined***

The CDC 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 they contain visible blood
  3. Non-intact skin
  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:
  1. Hand washing
  2. 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. Anybody 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 SON 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 for 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.)

### ***Use of Gloves Guidelines***

Gloves should always be available for health care workers' 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 procedures. 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 their skin. Hands should be washed immediately after gloves are removed.

*Additional guidelines include:*

Use of sterile gloves for procedures involving contact with normally sterile areas of the body.

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.

Change gloves between patient contacts.

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.

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:*

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.

Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

Health care workers who have exudative lesions, weeping dermatitis, or broken skin on their hands should refrain from all direct patient care and from handling patient care equipment without gloved protection.

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.

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:

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.

Provision of equipment and supplies necessary to minimize the risk of infection with HIV and other blood-borne pathogens.

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.



## Drug Abuse, Alcohol, and Mental Illness California Board of Registered Nursing Guidelines

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

1. That these are diseases and should be treated as such.
2. That personal and health problems involving these diseases can affect one's academic and clinical performance and that the impaired nursing student is a danger to self and a grave danger to the patients in his or her care.
3. Nursing students who develop these diseases can be helped to recover.
4. That it is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness.
5. That confidential handling of the diagnoses and treatment of these diseases is essential.

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

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

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

As a preventative measure, schools of nursing are asked to provide factual material to incoming students regarding school policy on drug or alcohol abuse and mental illness among nursing students.

More detailed information is available on the BRN [website](#).

## ***Board of Registered Nursing Drug and Alcohol Policy***

### ***2762. Drug-related transgressions***

In addition to other acts constituting unprofessional conduct within the meaning of this chapter it is unprofessional conduct for a person licensed under this chapter to do any of the following:

- (a) Obtain or possess in violation of law, or prescribe, or except as directed by a licensed physician and surgeon, dentist, or podiatrist administer to himself or herself, or furnish or administer to another, any controlled substance as defined in Division 10 (commencing with Section 11000) of the Health and Safety Code, or any dangerous drug or dangerous device as defined in Section 4022.
- (b) Use any controlled substance as defined in Division 10 (commencing with Section 11000) of the Health and Safety Code, or any dangerous drug or dangerous device as defined in Section 4022, or alcoholic beverages, to an extent or in a manner dangerous or injurious to himself or herself, any other person, or the public or to the extent that such use impairs his or her ability to conduct with safety to the public the practice authorized by his or her license.
- (c) Be convicted of a criminal offense involving the prescription, consumption, or self-administration of any of the substances described in subdivisions (a) and (b) of this section, or the possession of, or falsification of a record pertaining to, the substances described in subdivision (a) of this section, in which event the record of the conviction is conclusive evidence thereof.
- (d) Be committed or confined by a court of competent jurisdiction for intemperate use of or addiction to the use of any of the substances described in subdivisions (a) and (b) of this section, in which event the court order of commitment or confinement is prima facie evidence of such commitment or confinement.
- (e) Falsify, or make grossly incorrect, grossly inconsistent, or unintelligible entries in any hospital, patient, or other record pertaining to the substances described in subdivision (a) of this section.

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<sup>7</sup> Added Stats 1953 ch 1053 § 2. Amended Stats 1957 ch 923 § 1; Stats 1961 ch 378 § 1; Stats 1978 ch 1161 § 178; Stats 1984 ch 1635 § 4. Amended Stats 1998 ch 970 § 12 (AB 2802).

## Fresno State School of Nursing

### Policy on Drugs, Alcohol Abuse and Mental Health

The California State University's guidelines can be found on the Student Affairs [website](#).

#### ***Class Attendance***

Any student whose behavior clearly indicates impairment due to the use of drugs, alcohol, or mental illness will be excused from class and accompanied to the SON Chair's office or the Student Health Center if warranted. The SON Chair will counsel the student to make an appointment with the Student Counseling Center or with a therapist.

#### ***Clinical Attendance***

The student will not be able to return to the clinical area until seen by a therapist. The therapist will then need to send a letter to the SON Chair stating that the student is able to return to the clinical area and is able to perform safely. The absence will be considered excused

If the student requires extended therapy which prevents completing necessary course work for the semester, the student will need to withdraw from the nursing program. The student will be able to reapply for readmission with documentation from a therapist stating the student is able to return to the program and perform safely.

#### ***Physical and Mental Health Policy***

All students applying for the nursing program must be in satisfactory physical and mental health and be able to carry out all duties in the clinical area. Students should be free of any physical disabilities or emotional problems which would interfere with normal progression in learning and in accepting the usual duties and responsibilities of a nursing student which are necessary for meeting program requirements.

## ***Mental and Physical Qualifications for Admission to the Fresno State Nursing Program***

1. Ability to interpret and communicate in verbal and written forms to interpret client responses, to communicate nursing actions and health interventions, and to understand, document, and teach nursing activities. This includes using appropriate grammar, vocabulary, and word usage.
2. Ability to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Ability to think critically to make clinical decisions, identify relationships between clinical data and develop nursing care plans.
4. Ability to calculate mathematical figured necessary for medication administration.
5. Ability to demonstrate endurance and motor skills sufficient to provide safe and effective nursing care. Some examples may be demonstrated by the following: working in a standing position, lifting, and transferring patients, and applying pressure for the bleeding sites.
6. Ability to hear well enough to monitor and assess client's health needs. This includes hearing cries for help, emergency signals and alarms, breath and heart sounds and various overhead codes.
7. Ability to see well enough to observe and assess client's health status, and changes in condition. This includes seeing facial expressions, movements, changes in skin color, and other observed client changes or responses.
8. Ability to have tactile capabilities sufficient for physical assessment. This includes performing palpitations, noting temperature changes in skin and other changes in client condition.

### ***Students with Physical or Mental Disabilities or Limitations***

If a student has a physical or mental disability that limits their ability to perform per the criteria dealing with clinical assignments, it is the student's responsibility to bring this information to the attention of the clinical faculty before they begin the clinical courses.

If any condition changes, the student is required to notify the clinical instructor and provide documentation of the limitations to the instructor prior to the clinical assignment.

If the student does not meet the requirements for physical and mental health, they will be required to submit physician's documentation that the student is able to meet these criteria.

More information on guidelines for students with physical or mental disabilities or limitations can be found on the Student Affairs [website](#).

## ***Uniform Regulations***

Nursing students function in a professional setting. Therefore, attire appropriate for a professional is required. The following are basic guidelines.

### **Uniform**

The SON uniform consists of a Fresno State Blue scrub top and pants with white or black closed toe/back shoe. A white lab coat is recommended for visiting health care agencies related to courses, but outside of official class hours.

Uniforms and lab coats must have:

- A Fresno State Nursing School patch. Uniforms are available at various uniform shops, check with your instructor or the School of Nursing Department.
  - Uniforms are to be clean and neatly pressed.
  - Uniforms should not be overly tight fitting, but rather loose fitting.
- Any head covering should be blue or white.

Students visiting the hospital for purposes of information retrieval and/or preparation for clinical experience must present themselves in appropriate professional attire. Each clinical facility may state its requirements, such as laboratory coats, uniforms, or business casual attire. Students must always wear their Fresno State SON name badge in clinical areas.

NOTE: Community Health and Psychiatric units do not usually require students to wear uniforms. Check with your clinical instructor regarding agency policy.

### **Facial Hair, Hair Grooming and False Eyelashes**

Students will adhere to their assigned agencies and/or School of Nursing policies:

- Male students must be clean shaven. No pm shadows or “it was too early to shave” syndrome. Students with medical or religious reasons for facial hair must keep their facial hair clean and well groomed.
- Students with long hair must have it securely pulled back and up off their collar. Hair must be clean and well groomed.

*The student must have documentation of the reason for not shaving or having long hair on file in the SON office.*

- False eyelashes are not permitted at any time while in uniform or while at the assigned clinical agency.

*The assigned clinical agency has a right to dismiss a student from their clinical if they do not follow the agency’s dress code policy.*

## **Tattoos and Piercings**

Students will adhere to their assigned agencies and/or School of Nursing policies:

- Tattoos must be covered
- Only 1 earring (stud) may be worn in each ear for clinical.
- Facial piercings are not allowed while in uniform and/or while at clinical sites.

## **Jewelry and Nail Polish**

No nail polish and no artificial nails are permitted. Nails are to be no longer than the ends of the fingertips. Students should always consider the patient's safety and be consistent with professional attire.

## **Uniform Patch**

All uniforms and laboratory coats must bear the Fresno State SON student patch. The top of the patch should be attached on the left sleeve 2 inches below the shoulder seam. The patch is to be removed when not functioning as a student nurse. Patches are available at the Kennel Bookstore.

## **Name Badges**

Fresno State SON student photo name badges are created in the Nursing Resource Center (NRC). Agencies may require an agency specific photo ID badge to be worn in addition to the Fresno State SON Student photo name badge whenever the student is in an agency facility. These are obtained at the agency according to their policies and instructions. Agency photo badges must be turned in as instructed by your clinical instructor. Failure to do so will result in a delay in receiving a photo badge for your next semester clinical course.

## **Additional Equipment or Supplies**

- Stethoscope (required and may be available through a group purchase in the first semester).
- Watch (with a second hand is required).
- Pen Light
- Goggles
- Blood Pressure Cuff
- Scissors

## Nursing Resource Center Policy

### ***Mission***

The mission of the Nursing Resource Center (NRC) is to provide a relaxed, safe, and professional environment to learn, practice and demonstrate nursing procedures. Committed to relevant and realistic simulated experiences to promote and provide quality nursing care.

### ***NRC Hours***

|           |             |
|-----------|-------------|
| Monday    | 0730 – 1600 |
| Tuesday   | Closed      |
| Wednesday | 0730 – 1600 |
| Thursday  | Closed      |
| Friday    | 0800 – 1300 |

\* NRC hours subject to change due to holidays and special events. Students must always have a faculty member present unless otherwise approved by the department chair.

## Student Appeals Procedure

### ***I. Appeals Procedure Policy***

Students have the right to appeal by way of Appeals Procedure policy of the SON.

#### ***A. Resolution on an Informal Basis between the Student and Instructor***

Resolution of any student and Instructor related problem should be attempted on an informal basis at the student and instructor level.

1. The term “any” refers to areas of conduct, class attendance, scheduling, assignments, violations of professional behavior, and confidentiality.
2. Minor differences in grading practices should also be resolved on an informal basis.

If a satisfactory resolution is not achieved, the following steps are to be taken.

#### ***B. Process of Appeal to the Baccalaureate Coordinator***

1. Faculty will consult with the course lead faculty member regarding the potential appeal situation. The names of current lead faculty members is available in the SON office. In the event the course lead faculty member is involved, the SON Chair will appoint a designee. Should the entire program be involved, the student should refer to section C.
2. If at the end of five (5) instructional days from the time of the grievance, is not resolved on an informal basis between the student, faculty member and the lead faculty member of the course, the formal phase of the grievance procedure and the filing period will begin.

3. The facts of the grievance must be submitted in writing by the student and faculty member or lead faculty member to the Baccalaureate Coordinator within five (5) days of the beginning of the filing period. In the event the Baccalaureate Coordinator is involved the parties will submit their grievances to the SON Chair.
4. The Baccalaureate Coordinator will review the grievance and make their recommendation within five (5) days of receiving the grievances.

*C. Appeal to the Chairperson of the School of Nursing*

1. If the grievance remains unresolved, the Baccalaureate Coordinator will forward the grievance file with their comments to the SON Chair within ten (10) instructional days.

Both parties are to be present at the hearing. The student grievant may request that no other student be present at the hearing. The recommendation of the panel will be stated at the time of the hearing and copies mailed to the student, faculty member, and the School of Nursing Chairperson. A copy of the recommendation is to be placed in the student's departmental folder.

## ***II. Academic Appeals and Dispute Resolution***

In cases related to grades or academic requirement students can appeal at any time to the Appeal Petitions Committee.

All other matters can be filed with the Dispute Resolution Board, formerly the Student Grievance Board.<sup>8</sup>Information about the Dispute Resolution Board and the Dispute Resolution Policy can be found on the Academic Policy [website](#).

## ***III. Grade Grievance***

- A. Resolution of any issues pertaining to grades should be attempted on an informal basis between the student and the faculty member of the course in question.
- B. Formal grievances of grades are to follow the procedure outlined in the Academic Policy Manual (APM) section 241 Policy on Course Syllabi and Grading. The full text of APM 241 can be found on the Division of Academic Affairs [website](#).

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<sup>8</sup> Division of Academic Affairs, Academic Policy Manual section 415 Dispute Resolution Policy October 2023



## Incident Report Policy and Procedure

### **POLICY**

1. A patient incident is defined as- *any accident, injury, loss, contamination, medication error, or a situation involving a patient*. Incidents are happenings which are not consistent with routine activities.
2. Any health or safety incident which occurs as part of a nursing student's clinical learning experience shall be reported to the clinical agency and the SON Chair.
3. Timely and accurate documentation is required:
  - a. To inform the school administrators about situations which may result in risk or liability to the school.
  - b. To identify patterns of accident-prone behavior.
  - c. To assure that the health and safety incident is explored as a learning experience.
  - d. To demonstrate expected professional behavior.

### **PROCEDURE**

1. Students shall report in person to the clinical instructor any health or safety incident which involves a patient and complete the necessary clinical agency documentation.
2. The SON Report for Patient Incident at Clinical must be completed by the student and submitted to the SON office in a confidential manner when clinical incidents occur. The form is available in the SON office. The form should be completed and returned to the SON office as soon as possible.
3. If the clinical agency allows a copy of their incident form to be made, that copy shall be attached to the school form.
4. Incident reports will be reviewed by the SON Chair and the clinical instructor of the course.
5. Students should report in person to the SON chair to discuss patient incidents.

An example copy of the Report for Patient Incident at Clinical can be found in the appendix.<sup>9</sup>

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<sup>9</sup> Appendix A

# Part IV- School of Nursing Academic Honesty and Dishonesty Policy

## Code of Academic Integrity Honor Code

The SON adheres to the University's [Code of Academic Integrity Honor Code](#).

California State University, Fresno is committed to maintaining a culture of academic integrity where all members are expected to adhere to fundamental values in both academic and non-academic endeavors. For purposes of this code, academic integrity is defined as “a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals to action”<sup>10</sup>

### *The Code*

Members of the CSU Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities.

### *Responsibilities of CSU Fresno Students Responsibilities*

Students will:

- a. Understand or seek clarification about expectations for academic integrity (including no cheating, plagiarism, and inappropriate collaboration) as noted by faculty on class syllabi, university catalogue, university websites and other referenced sources.<sup>11</sup>
- b. Sign a statement at the end of all exams and assignments that “I have done my own work and have neither given nor received unauthorized assistance on this work.”
- c. Take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.

## ***Cheating and Plagiarism***

1. Definitions from the University [Academic Policy Manual](#) (APM) section 200 Academic and Curricular Affairs sub-section 235 Policy on Cheating and Plagiarism.
  - a. *Cheating*- the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit.
  - b. *Plagiarism*- is as specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material so used as one's own work.

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<sup>10</sup> “Fundamental Values.” ICAI. Accessed March 6, 2024. <https://academicintegrity.org/resources/fundamental-values>.

<sup>11</sup> “Academic Integrity”. Fresno State. Accessed March 6, 2024. <https://studentaffairs.fresnostate.edu/studentconduct/academic-integrity/index.html>

**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 their material. This is an erroneous belief and if acted upon, could result in the charge of plagiarism.

## 2. Penalties for Students Guilty of Cheating or Plagiarism

The penalties for cheating and plagiarism include suspension or dismissal from the University.<sup>12</sup>

## 3. Course Assignments

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

# Student Success Committee Position Statement on Academic Integrity

## ***School of Nursing Examination Rules and Policies***

- All exams are the property of the instructor and University.
- Students cannot discuss, print or take pictures of any of the questions presented on the exam. Questions cannot be shared electronically or in person. This includes texts, emails, screenshot, collaboration, etc.
- Students must neither offer nor accept assistance during any exam.
- Collaboration with other people on an exam (including take-home assignments) is strictly prohibited and is a violation of the *Academic Integrity Policy* (unless authorized by the faculty in the written examination instructions).
- It is unacceptable to share study guides and write/share exam information on a Google Drive, shared document, or individual document. If an exam is discussed among or between students, it would be considered cheating.
- Students who have a verified disability are eligible for services through the SSD office. Requests will be evaluated, and appropriate accommodation will be made. To receive services, please contact the Services for Students with Disabilities (SSD) at (559) 278-2811 to take your exam in their office.
- The School of Nursing will strictly adhere to all examination policies to promote academic honesty and Integrity.
- The faculty must notify students in writing of the School of Nursing Examination Rules and Policies.
- All students must carefully read all rules and policies. Ignorance of any rule or policy will not be accepted as an excuse for violation.

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<sup>12</sup> Students Rights and Responsibilities Title 5. Education § 41301 Standards for Student Conduct.

## General Examination Policies

- Instructors should assign student seating on exam days.
- All personal belongings must be placed at the front of the classroom, this includes all digital devices, watches, cellphones, backpacks, purses, bags, wallets, etc.
- Hoodies and sunglasses cannot be worn during the exam.
- Hats are allowed as long as the bill is turned backward.
- No food is permitted in the exam room. If you have a special medical condition that requires accommodations, please contact SSD.
- Drinks are permitted as long as they are in a container with secure lid.
- Emergency medications (such as inhalers, EpiPen, nitroglycerin, etc.) are permitted. Students should contact SSD for appropriate accommodations.
- Faculty may provide a blank piece of paper (scratch paper) for students to use. The student must write their name on it and turn the paper back into the instructor as soon as the exam is completed and submitted. Students cannot remove the paper outside the classroom for any reason.
- If a student is found using any prohibited item, it will be confiscated and will need to meet with the department Chair to retrieve it.
- Any student found to have attempted to access unauthorized materials in an examination will be charged with violation of examination rules and will receive a zero on the exam. The student may be referred to the Student Success Committee for academic dishonesty.

## Arriving Late on Exam Day

- The exam will start on time, so students must plan accordingly to arrive early enough to allow time to unpack exam materials and take personal belongings to the front of the class before the exam begins.
- No additional time will be allotted for those who arrive late. The exam must end automatically at the scheduled time.
- Students who are late for the exam may be refused entry. In this event, the faculty may consider administering a different version of the exam at a later date. This will result in a point penalty for the exam.

## During the Exam Day

- No personal hotspots are allowed. In order to take exams students must be connected to Fresno State Bulldog or Eduroam wireless connection. Students cannot take exams outside of the classroom/without a proctor.
- Any student who looks at another student's screen during the exam will have a zero (0) recorded for the exam and may be referred to the Student Success Committee for cheating.
- All students must submit their exams in Canvas before leaving the classroom. Failure to do so will result in a zero (0) for the exam and constitutes cheating.
- Each instructor will provide instructions regarding the provision of proof of submission of the test.
- Absolutely no talking during the exam. Faculty members will not interpret exam questions or speak with students during the exam.

- If a student discovers a mistake or ambiguity in the question, the student should try their best to answer the question in a reasonable manner and later contact the instructor once all students have submitted their exams (preferably during the exam review).
- Faculty should further assess each “concerned question “and may take the following approach to resolve the issue:
  - A. Run an exam analysis, if the question is deemed incorrect, consider giving point(s) back to all students who missed that question.
  - B. Correct the mistake immediately to avoid ambiguity for the next semester.

### Failure to complete Exams

- Students must finish the exam in one attempt.
- Once the exam starts, the student must complete it during the scheduled examination period.
- Students are highly encouraged to use the restroom before the exam begins.
- Students are allowed to leave the classroom for bathroom use; however, they may not be able to resume the exam.
- Should a student decide to leave the classroom during the exam (for any reason), the student agrees to submit their exam and will be graded on the partial exam they submit during the examination period.
- If a student leaves the classroom without submitting the exam, the student will be automatically assigned a zero (0) for the exam.
- Students will not be allowed to complete the exam at another time.

### Examination Rescheduling

- Except for good causes, such as serious circumstances totally beyond a student’s control (family emergencies), or sickness (requires provider note), students cannot make up exams.
- A travel plan during the exam week is not considered a valid reason.
- A student’s failure to take a scheduled exam without good cause and prior notice to the instructor will result in that student’s receiving a zero (0) for the exam.
- In general, taking exams earlier or later time is highly discouraged. If the faculty approves the exam rescheduling, the student will get a different version of the exam (regardless of the reasons for rescheduling). Faculty are not obligated to provide a different study guide for a different exam version.
- It is not unusual for the final week of the semester to be the overlapping deadline for major assignments and other exams. This will not be a valid justification for rescheduling examinations.

### Penalties

- Failure to adhere to exam policies will result in disciplinary action which may include but not be limited to either an automatic failing grade in the course, dismissal from the nursing program, and suspension or expulsion from the University.

## ***Falsification of Documents***

Cheating or fraudulent or deceptive acts of falsifying patient care paperwork or agency documentation is a direct reflection on the student's character and a direct disregard for the American Nurses Association (ANA) Code of Ethics. Students who create or document fraudulently in the student role may have the potential to do so in the health care setting as a practicing Registered Nurse. This fraudulent behavior can have a direct or indirect poor outcome in patient care and safety. This can include student work and Agency Documentation.

### ***Student Work***

1. This includes copying another student's work that includes patient care information and using it as their own experience, indicating they had contact with patients they did not provide care for. This includes electronic documentation.
2. Falsely documenting in course clinical paperwork, such as journals, reflective assignments, care plans, or worksheets that care or visits were provided.
  - a. Visits that were not made to patients or agencies for clinical experience and documented as being completed on school paperwork.
  - b. Care or instruction was not provided to the patient and was documented as being completed in school paperwork.
3. Disciplinary process and action
  - a. Faculty will review and forward to their lead faculty for further investigation.
  - b. A hearing will be held with the Student Success Committee, School of Nursing and the offender.
  - c. A penalty will be imposed according to the outcome of the hearing and the severity of the incident.
    - i. The first offense, a letter of reprimand and possible adjustment of letter grade will be imposed.
    - ii. The second offense will be grounds for dismissal from the nursing program.

### ***Agency Documentation***

Falsely documenting in agency documents that care, or visits were provided for a patient when they had not been provided is a very serious offense as this act may disrupt the relationship between the agency and the School of Nursing.

Students who falsify agency documents in patient charts or Electronic Medical Records (EMR) in the community, inpatient, outpatient or observational agencies will be dismissed from the nursing program.

## ***Social Media & Professionalism Guidelines for Nursing Students***

As a nursing student, you represent the University and the nursing profession. Your behavior, including online activity, reflects not only on you but also your peers, faculty, and future workplace. Adhering to the following guidelines will help maintain professionalism, safeguard patient confidentiality, and uphold the reputation of the School of Nursing.

### Social Media Posts

- **Patient Confidentiality (HIPAA):** Never share any patient related information, images, or details, even if identifying features are removed. This includes any mention of patients or cases seen during clinical rotations.
- **Clinical Settings:** Do not take photos or videos in hospital or clinical settings, even in non-patient areas, without prior written permission from the facility and the University.
- **Uniform Images:** Exercise caution when posting pictures of yourself in your nursing uniform. Ensure images reflect professionalism and adhere to the dress code standards of the University and clinical sites.

### Professional Boundaries

- **Interactions with Clients:** Do not connect with clients or their family members on social media. Maintain clear professional boundaries at all times.
- **Respect for Colleagues:** Avoid posting any negative or unprofessional comments about classmates, faculty, preceptors, or healthcare staff.

### Content Considerations

- **Appropriateness:** Ensure all content you post aligns with the values and professionalism expected of a nursing student. Avoid posting offensive, derogatory, or inappropriate material.
- **Representation of the University:** Do not post content that misrepresents the University, the nursing program, or the clinical facilities where you are placed.

### Compliance with Policies

- Follow the University's social media policy and the guidelines provided by your clinical sites.
- Review the **American Nurses Association (ANA) Social Networking Principles** and **A Nurse's Guide to the Use of Social Media** for additional guidance.

### Consequences for Non-Compliance

Failure to adhere to these guidelines may result in disciplinary action, including removal from clinical placements or the nursing program, as per the University policies.

By maintaining a professional presence both online and offline, you uphold the integrity of the nursing profession and ensure a positive learning environment for yourself and others.

## Course Materials

### *Syllabi*

Course syllabi are prepared by faculty and include the following information:

- Prerequisites for courses.
- Course description and objectives.
- Course calendar with deadlines, topics, reading assignments, projects, exams, etc.
- Lists of needed textbooks, equipment, supplies, clinical sites, etc.

### *Appendices*

Appendices are available for many SON courses and may include:

- Supplemental materials
- Forms used in the course
- Assignments

Syllabi and appendices are available on Canvas and at the Kennel Bookstore.



## ***Ceremonies and Assemblies***

### **Ceremonies**

Ceremonies sponsored by student organizations must have the approval of the SON.

### **Assemblies**

The SON Chair shall call assemblies as needed to discuss changes in the laws affecting nursing, changes in the curriculum, and other matters directly affecting students.

## ***Participation in Faculty Committees***

Students are encouraged to participate in Faculty meetings and committees of the SON as indicated below.

### **Research**

Focuses on facilitating research within the department, school, with agencies and within the community.

### **Student Success Committee**

Responsible for recommendations about student related matters such as scholarships, awards, and policies affecting students.

### **Baccalaureate Curriculum**

Focuses on undergraduate curriculum issues, development, and revision.

If discussion involving a particular student or group of students, the Baccalaureate Curriculum Committee will move to a closed-door session and students will be excused from the session.

## ***Evaluation of Faculty and Courses***

Students are offered two methods to evaluate their experience in each course they take.

- Courses- the evaluation focuses on the content and format of the course.
- Teaching effectiveness- this focuses on faculty effectiveness in teaching courses to meet outcomes.

Both evaluations take place during the last four weeks of each semester and are conducted via an on-line format or in-seat format during class. Both evaluations are anonymous. Students may also provide written comments of teaching effectiveness of faculty being considered for retention, tenure, or post-tenure review. The opportunities and procedures are posted on the Student Bulletin Board.

## ***Scholarships, Awards and Honors***

### **Scholarships**

- a. Students interested in applying for any scholarships or financial aid should submit the appropriate application form to the Office of Financial Aid and Scholarships located in the Joyal Administration Building, Room 296. Generally, applications for standing scholarships must be submitted by February 1<sup>st</sup> of each year to be considered for the next academic year. More information can be located on the Office of Financial Aid and Scholarship [website](#).
- b. The SON will screen eligible applicants for nursing scholarships based on information provided by the Office of Financial Aid and Scholarship. If additional information is required, students will be informed that they are being considered for the scholarship and requested to supply any needed additional information.
- c. Students will be informed of their selection for the scholarship(s) by an “Award Letter” from the Office of Financial Aid and Scholarship or in special instances by the grantor. The Office of Financial Aid and Scholarship will also inform those who were not selected. Students should know of their selection by Fall semester at the latest.
- d. Any scholarships requiring a different application process will be posted on the student bulletin board and/pr announced in the appropriate courses.

### **Awards and Honors**

Awards and honors are available to all students, but there are several awards unique to nursing students. The following awards and honors available to nursing students are:

#### **Dean’s Medalist**

This award is available to one student in the College of Health and Human Services. It is based on academic excellence and community service. The faculty nominate one student annually.

#### **Sigma Theta Tau**

Membership in the International Nursing Honor Society is based on academic excellence. Students are invited for membership during the fifth or sixth semester.

#### **Armed Services Awards**

Recipients are selected by the graduating class in accordance with criteria established by each branch of the armed services.

#### **University and Community Service Awards**

This is available to three (3) students in each graduating class. The faculty in senior nursing courses nominate the students.

*Other awards and honors available will be posted on the student bulletin board and/or announced in appropriate classes.*

## Part V- California Board of Nursing Policies

The California Board of Registered Nursing policies can be found on the BRN [website](#).

### Statement on Delivery of Health Care

The Board of Registered Nursing supports the right of all consumers to receive dignified and competent health care consistent with the law and prevailing standards of care, including the right to participate in and make decisions regarding their health care. The Board also supports the right of the nurse to know the patient's diagnosis/suspected diagnosis in a timely fashion to make an appropriate nursing care plan.

The implementation of infection control procedures known as standard precautions is basic in all health care. Standard precautions are regarded by the Board as a common standard of nursing practice necessary to protect both patients and health care workers from disease transmission. Knowledge of the patient's diagnosis by the registered nurse is essential so that the registered nurse may initiate any additional precautions necessary to minimize the risk of contracting or spreading disease.

Although the nurse is not expected to take life-threatening risks in caring for clients, it is not acceptable to abandon any patient, nor is it acceptable to refuse to treat any person based on age, religion, sex, national origin, sexual orientation, or disability. Decisions regarding the degree of risk involved in patient care should be based on current scientific knowledge.

Information on issues related to communicable disease is available from the U.S. Centers for Disease Control and from agencies in the State School of Health Services and County and City Health Agencies.

### Standards of Competent Performance

Excerpt from the California Code of Regulations Title 16 § 1443.5

#### **Section 1443.5 Standards of Competent Performance**

A registered nurse shall be considered to be competent when he/she consistently demonstrates the ability to transfer scientific knowledge from social, biological and physical science in applying the nursing process as follows:

- (1) Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.
- (2) Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.
- (3) Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client's health needs.

- (4) Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated and effectively supervises nursing care being given by subordinates.
- (5) Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and the health team members, and modifies the plan as needed.
- (6) Acts as the client's advocate, as circumstances require by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.

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## Guide for Schools of Professional Nursing on Ethical Practices

The following statements are to be used by schools of professional nursing as a guide in establishing and following educationally ethical practices:

1. In recruitment activities, objectivity and accuracy of presentation should be the goal. The school is directly responsible for all individuals involved in the recruitment and admission process, and these individuals shall be careful to present information concerning their own institution which is ambiguous. They should avoid giving questionable or derogatory information about competing schools or about other types of nursing education programs.
2. The school bulletin or catalog shall provide accurate information about admission requirements, cost of the program and curriculum.
3. The school bulletin or catalog shall contain information regarding the refund policies of the school and shall provide for refund of a substantial portion of tuition payments to students who withdraw in a reasonable period of time following admission to the program.
4. The provisions of the Civil Rights Act shall be adhered to.
5. All instructional and clerical personnel with access to confidential information shall respect the confidential nature of such information.
6. The school bulletin or catalog shall contain policies regarding promotion and graduation and there shall be, in writing, policies regarding grounds for dismissal of a student from a school. Students shall be informed of dismissal, promotion, and graduation policies. All students facing dismissal, and the parent or guardians of students who are minors, shall be given the opportunity to discuss the reasons for the action with faculty representatives and the school administrative officers, according to the school's due process procedure for student grievances.
7. No student shall be prohibited from graduating and making application for the licensing examination, providing that the student has met all of the requirements of the school and all qualifications specified in section 2736 of the Nursing Practice Act, State of California.

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<sup>13</sup> Authority cited: Business and Professions Code §2715. Reference: Business and Professions Code § 2725 and 2761.

8. The faculty of the school of nursing shall endorse and teach ethical practices in keeping with the American Nurses Association Code for Nurses.
9. If research is undertaken on human subjects by faculty and/or students enrolled in the nursing program, appropriate measures shall be used to insure the protection of the rights and safety of each individual involved as a subject in the research. Whenever tests of any kind are administered, written consent shall be secured, or written consent of parents or guardians, when appropriate.
10. The counseling program shall incorporate provisions of tutorial and remedial services for students who will benefit from these services in order to achieve career goals. Opportunities to obtain credit for other acquired knowledge by the use of challenge examinations or other methods of evaluation should be provided foreign or out-of-state graduates of registered nursing programs who lack certain educational courses to meet licensure requirements in the State of California.

# California State University, Fresno Nondiscrimination Policy

## **Overview**

***Protected Status: Age, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color, caste, or ancestry), Religion or Religious Creed, and Veteran or Military Status.***

California State University does not discriminate on the basis of age, genetic information, marital status, medical condition, nationality, race or ethnicity (including color, caste, and ancestry), religion or religious creed, and veteran or military status- as these terms are defined in the [CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation \(Nondiscrimination Policy\)](#) in its programs and activities, including admission and access.

Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination. The Associate Vice President for Human Resources has been designated to coordinate the efforts of Fresno State to comply with all applicable federal and state laws prohibiting discrimination on these bases.

Inquiries concerning compliance may be presented to:

[Associate Vice President for Human Resources](#)

5150 N. Maple Avenue, M/S JA41  
Joyal Administration Building Room 211  
Fresno, California 93740  
(559) 278-3929

## **Protected Status: 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. Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and various state laws prohibit such discrimination.

If a student has special needs as addressed by the Americans with Disabilities Act (ADA) and need course materials in alternate formats, they are to immediately notify their course instructor or contact the Services for Students with Disabilities department.

[Services for Students with Disabilities](#)

Library Suite 1202  
5200 N. Barton Avenue  
M/S UL125  
Fresno, California 93740  
(559) 278-2811

## **Protected Status: Gender (or Sex), Gender Identity (including nonbinary and transgender), Gender Expression and Sexual Orientation**

California State University does not discriminate on the basis of gender (or sex), gender (including nonbinary and transgender), gender expression or sexual orientation- as these terms are defined by the CSU policy- in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination.

Inquiries concerning compliance may be presented to:

### [Director of Title IX and Clery Compliance](#)

5200 N. Barton Avenue M/S ML52

Fresno, California 93740

(559) 278-5357

## **Harassment/Sexual Harassment**

The California State University, Fresno, is committed to maintaining a work and learning environment where every student is treated with dignity and respect. The University will not tolerate unlawful harassment based on race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, physical disability, mental disability, or medical condition. Individuals covered within the scope of this policy who believe they have been subjected to harassment should promptly report it to the campus administrators designated to receive harassment complaints.

The University will respond to all harassment complaints brought to its attention in a timely and appropriate manner. If the complaints have merit, the University will promptly take actions to prevent recurrence and remedy the effects of the harassment. Students who engage in harassment may be subject to discipline up to and including discharge (if employed by the university) and/or expulsion. In determining whether the conduct at issue violates this policy, the totality of the circumstances shall be considered. To prevent harassment, it is critical that individuals not be deterred from reporting it. The University will not retaliate, nor will it tolerate retaliation.

Information regarding the dispute [Resolution Policy](#) (formerly “Student Grievance Procedures”).

Information regarding California State University system wide policy prohibiting [Discrimination, Harassment, and Retaliation](#).

Inquiries concerning compliance may be presented to:

### [Associate Vice President for Human Resources](#)

5150 N. Maple Avenue, M/S JA41

Joyal Administration Building Room 211

Fresno California 93740

(559) 278-3929

To file a concern related to Title IX, including sexual harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence or stalking:

### [Self-Report Form](#)

### Report on Behalf of Someone Else

*Please note that submissions using the above referenced forms might not be reviewed outside of normal business hours. If there is an immediate risk to health or safety, please call 911 or Fresno State Police Department (559) 278-8400.*



## California State University, Fresno, Marijuana Use

### ***Marijuana Use Following Proposition 64***

On Tuesday, November 8, 2016, California Voters passed Proposition 64 legalizing growth, possession, and use of marijuana in the state. Please be advised that the [Federal Drug-Free School Act](#) and [Safer Communities Act](#) and [Drug Free Workplace Act](#) require Fresno State and all other schools in the California State University system to certify that we are taking reasonable measures to prevent 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.

The above prohibitions also apply to “medical marijuana.” Notwithstanding the passage of [Proposition 215](#), California law does not give anyone (student, faculty, staff, or the public) the right to possess, use, or distribute marijuana on CSU property, even if they have a “Prop 215” Card or a doctor’s “recommendation” to use marijuana. Likewise, under California law, medical marijuana is not a reasonable accommodation.

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.

Inquiries concerning this topic may be presented to:

[Fresno State Police Department](#)  
2311 East Barstow Avenue M/S PO14  
Fresno, California 93740  
(559) 278-8400

## Student Resources

### **Financial Aid Office**

It is recommended using the [website](#) verse the telephone.

Office of Financial Aid and Scholarship  
Joyal Administration Building, North Lobby Room 274  
5150 North Maple Avenue M/S JA64  
Fresno, CA 93740  
559.278.2182 (phones are turned off at 4:30 pm)

### **Scholarship Resources in the Nursing Office**

Disadvantage Nursing Scholarship  
Deloras Jones, RN Scholarship program  
Kaiser Permanente Scholarship

### **Other Scholarship Websites**

[Health Professions Education Foundation](#)

### **California State University, Fresno Nursing ROTC**

[Military Services- Army ROTC](#) (US Army Nursing [website](#))  
North Gym Room 211  
5305 North Campus Drive  
Fresno, CA 93740  
559.278.5460

[Air Force ROTC Detachment 035](#) (US Air Force Medical Related Majors [website](#))

North Gym  
5305 North Campus Drive  
Fresno, CA 93740  
559.278.2593