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WELCOME to SDSU School of Nursing. On behalf of the faculty and staff, and the Dean of the College of Health and Human Services, we welcome you. We are delighted that you choose SDSU for your graduate education and believe you will find the programs stimulating and supportive to your development as a professional nurse leading in practice. We wish you well in your studies. If you find you need assistance at any time during your work here, please contact your advisor, or a member of the leadership team. We want this to be a wonderful experience for you. The faculty and staff are here to support you.

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PURPOSE OF THE MANUAL
This manual was developed to assist Graduate students in their progression through their respective programs. It is important to note that most policies are not included in this book. The SDSU web site and the School of Nursing (SON) website and Graduate Homeroom on Blackboard are a wealth of information. We recommend frequent review of these sites in order to remain informed of current changes and announcements.
QUICK REFERENCE LINKS

SON information, policies, faculty and staff directory, program concentrations and chairs, and information updates are at: http://nursing.sdsu.edu
(The direct telephone line to the SON Office is: 619-594-2540)

University policies are online at
http://newscenter.sdsu.edu/universitysenate/policyfile.aspx

Graduate admissions requirements are in the Graduate Bulletin at
http://arweb.sdsu.edu/es/catalog/bulletin/

Forms and graduate student announcements are posted on the SON Graduate Student Homeroom Blackboard site at https://blackboard.sdsu.edu/

Library information is at http://infodome.sdsu.edu/index.shtml

Student Affairs is http://www.sa.sdsu.edu/ . This site has links to financial aid, counseling, student health service, information systems and more.

Technology support is available at http://its.sdsu.edu

SDSU http://www.sdsu.edu/
Class Schedule https://sunspot.sdsu.edu/schedule/
Graduate Bulletin http://arweb.sdsu.edu/es/catalog/bulletin/
General Catalog http://arweb.sdsu.edu/es/catalog/index.html
University Senate http://newscenter.sdsu.edu/universitysenate/index.aspx
Graduate Affairs http://aztecgrad.sdsu.edu/gra/Default.aspx
SCHOOL OF NURSING MISSION AND VISION

Mission Statement

“The mission of the School of Nursing is to enhance and improve the health and well-being of the people of California and beyond. The School of Nursing prepares nurses and scholars to lead and transform nursing care in a rapidly changing, diverse and complex health care environment through academic excellence, professional practice, and strong community partnerships. The school is enriched through its diverse student population.”

Vision Statement

“San Diego State School of Nursing is committed to developing innovative, practice-relevant leaders through collaborative partnerships to improve health.”

Revised and approved by faculty: 12/15/98; May 2012; Dec. 2012

HISTORY OF THE SCHOOL OF NURSING

Organized in 1903, the San Diego County Hospital School of Nursing enrolled its first class of ten nursing students. In 1906, four of those students graduated as trained nurses.

1920: The nursing program was enriched to include affiliations with other hospitals that provide all available types of nursing experience. The Visiting Nurse affiliation was started in 1937.

1953: The School of Nursing was established as a baccalaureate program.

1979: The School of Nursing assumed responsibility for the post-baccalaureate program leading to the Health Services Credential.

1982: The School opened the Master of Science degree program in Community Health Nursing and Nursing Systems Administration.

1985: The Master’s Program was expanded to include the Critical Care Nurse Specialist Concentration.


1994: A joint program was established with the University of California, San Diego (UCSD) to prepare students as Family Nurse Practitioners (FNPS).
1995: A joint program was established with UCSD to prepare students as nurse-midwives/OB-GYN nurse practitioners.

1996: The Critical Care Nurse Specialist Concentration was changed to Advanced Practice Nursing of Adults and the Elderly (APN) to prepare students as adult-geriatric nurse practitioners and clinical nurse specialists in acute or critical care.

2003: The joint SDSU/UCSD program to prepare FNPs and nurse-midwife/OB-GYN nurse practitioners closed. The nurse midwife/OB-GYN nurse practitioner program was continued through SDSU.

2007: A Nursing Education Concentration was established to prepare nurse educators for academic and/or clinical settings. The first students were accepted into the program in Fall 2007. Specializations included adult health, maternal-newborn or nursing systems administration. A post-masters certificate in nursing education was also established Fall 2007.

2007: Additional programs were approved by the University to begin Fall 2008. These include: 1) APN, Clinical Nurse Specialist/Nurse Educator (CNS-NE), 2) Nurse-Midwife/Women’s Health Nurse Practitioner, 3) Women’s Health Nurse Practitioner, and 4) Nurse-Midwife.

2008: The Nursing Education Concentration added a specialization in Pediatric Nursing.

2008: The title of the Nursing Systems Administration Concentration was changed to Nursing Leadership in Health Care Systems.

2011: Certified Nurse Midwifery/Women’s Health Nurse Practitioner program moved from Community Health to its own concentration.

ACCREDITATION
SDSU SON has maintained continuous accreditation by the California Board of Registered Nursing (BRN) since its inception. The School also received continuing National League for Nursing accreditation until 2001 at which time it changed accrediting agencies to the Commission of Collegiate Nursing Education (CCNE). The academic programs of the SON were first accredited by CCNE in 2001 and received ongoing accreditation in 2006. Full accreditation was granted for 10 years. The advanced practice programs (nurse practitioner, clinical nurse specialist, and nurse midwife) are approved by the California Board of Registered Nursing. The Nurse-Midwifery Program is accredited by the American College of Nurse Midwives, now the American Commission for Midwifery Education (ACME). The School Nurse Credential Program is accredited by the California Commission on Teacher Credentialing. The Women's Healthcare Nurse Practitioner program is approved by the National Certification Corporation. SDSU and its programs are WASC (Western Association of Schools and Colleges) accredited.
PURPOSE OF THE GRADUATE PROGRAMS
The purpose of the graduate programs in nursing is to prepare registered professional nurses for advanced nursing roles, for advanced practice nursing (as a nurse practitioner, clinical nurse specialist, &/or nurse-midwife), and for leadership in the profession of nursing.

PHILOSOPHY OF THE GRADUATE PROGRAM
The graduate program is built on the foundation of the AACN Essentials of Master’s Education in Nursing along with the standards of other professional organizations.* The faculty believes that a graduate degree in nursing builds on professional knowledge and skills acquired through formal professional education and developed in clinical nursing practice. The graduate program builds on professional knowledge and nursing skills acquired in an undergraduate baccalaureate nursing program or previous attainment of competencies delineated in AACN Essentials of Baccalaureate Education for Professional Nursing Practice (1998). The faculty recognizes that registered nurses bring a wealth of professional knowledge, experience, and energy to graduate education. We recognize our responsibility to embrace a variety of educational avenues to attain graduate degrees and to explore new educational models to facilitate registered nurses’ access to graduate education.

The faculty believes that the teaching/learning process in graduate education is based on approaches that provide the student with an atmosphere endorsing scientific investigation, critical thinking, and professional commitment. We strive for teaching excellence in preparing students for their chosen specialized area of nursing practice through faculty role modeling and mentorship. The faculty assumes responsibility for educating registered nurses in a caring environment grounded by evidence-based practices that are sensitive and respond to ever changing societal needs. Our philosophy of teaching values caring as an essential component of educating students, who will care for and teach patients/ families, and other clinicians. Caring is personified in our graduates by their compassion, cultural sensitivity, advocacy and respect for others.

The faculty has a responsibility to prepare professional nurses who value the art and science of lifelong learning, scholarship, and scientific discovery. We recognize that a nurse’s clinical experience evokes passions and curiosity, as well as confusions and ethical quandaries. An essential principle of teaching is to awaken and build upon the student’s existing knowledge base by introducing them to library resources, Internet searching skills, research literature databases and formal processes of clinical reasoning, critical thinking and decision making about the plethora of information they read. With these new tools, graduates can engage in conversations with others that challenge assumptions about the power and politics of knowledge and science and how these are socially constructed.

Through faculty mentorship, social support, and professional socialization, our graduates develop leadership skills that enable them to foster research utilization aimed at improving
standards of practice locally, regionally and nationally. By learning to critique and select the best research evidence available, graduates are empowered to improve professional nursing practice and health care delivery systems. Their ability to identify significant clinical problems and their ability to find research evidence that points to possible solutions, will not only lead to quality improvement, but also standardize best clinical practices that promote patient safety, ethical conduct of research, and cost-effectiveness in the health care system. The faculty believes that all graduate nurses can use their leadership skills and knowledge about research to change awareness among health care professionals about the ever-changing needs of individuals, families and communities in a diverse multicultural society.

A significant element in graduate education is critique and application of theory and evidence-based findings. The faculty believes that graduate students must understand the nature of theory and theory development and value the use of theory in nursing practice. It is essential for students to analyze nursing theories and applicable theories from other disciplines to understand phenomena of concern to nursing. Students must also know how to obtain the most current evidence to guide the clinical and leadership decisions to critically appraise evidence for its application to practice and to guide decisions making. We encourage students to approach theory with a viewpoint of evaluation rather than unquestioning acceptance and to recognize the value of conceptual models as a beginning point for nurses who aim to develop new theories. We believe that in order to prepare professional nurses for advanced practice nursing and for advanced nursing roles, the curriculum should incorporate a broad range of concepts and theories relevant not only to students’ areas of study, but to new advances in science and technology that impact nursing practice and global health.

The role of the professional nurse is significant in today's pluralistic and dynamic society. Societal changes generate a need for complex ethical and legal decision making. The professional nurse needs a comprehensive understanding of the relationships among social cultural forces, fiscal and human resources, technological advances, and political power in the delivery of health care. Through leadership, effective communication, evidence-based practice guidelines, and knowledge of health care delivery systems, the graduate is able to influence and direct improvement in these systems for the enhancement of patient care.

The scope of practice for professional nursing is dynamic, continually evolving, and has a flexible boundary that is responsive to changing societal needs and expanding professional knowledge and technology. The scope of practice of advanced practice nursing partially overlaps those of other health care professions. Our faculty value professional collaboration among health care professionals and recognize the expertise of others within and outside the nursing profession and the need to collaborate with other health care providers when appropriate. Through professional collaboration and common goals our graduates are prepared to promote effective team functioning to provide high quality evidence-based care that protects patient safety.
* Council on Graduate Education for Administration in Nursing (CGEAN), American Organization of Nurse Executives (AONE), American College of Nurse-Midwives (ACNM), National Organization of Nurse Practitioner Faculties (NONPF), American Nurses Credentialing Center (ANCC), and Quality and Safety Education for Nurses (QSEN).

**Bibliography**


American College of Nurse Midwifery (2012). *Core competencies for the basic midwifery practice*. ACNM, Washington, D.C.


STUDENT LEARNING OUTCOMES

A graduate of the Master of Science degree program in the School of Nursing is a professional nurse who:

1. Communicates advanced professional knowledge through scholarly writing and oral presentations.
3. Practices collaboratively with other disciplines to deliver culturally sensitive, cost effective, safe, evidence-based healthcare.
4. Demonstrates role autonomy and competence in an advanced professional role.
5. Demonstrates leadership, collaboration, and consultative skills in an advanced professional role.
6. Critically analyzes research for use in professional nursing practice.
7. Designs research to investigate patient and healthcare problems.
8. Confronts ethical, sociocultural, and economic issues that compromise the delivery of evidence-based healthcare.
9. Advances the profession of nursing through advocacy, role modeling and mentorship.
CONCENTRATIONS & SPECIALIZATIONS FOR MASTERS PROGRAMS IN NURSING

There are five concentrations in the MS program and options for further specialization within the concentrations:

1. **Community Health Nursing**  
   Dorothy Zirkle PhD, RN, PHN - Concentration Chair  
   - Specialization in School Nursing (includes Credential)

2. **Advanced Practice Nursing of Adults and the Elderly**  
   Lorraine Fitzsimmons PhD, APRN, FNP, ANP-BC - Concentration Chair  
   - Specialization in Acute / Critical Care Nursing with preparation as  
     - Nurse Practitioner (NP) and Clinical Nurse Specialist (CNS)  
     - Clinical Nurse Specialist (CNS) and Nurse Educator (NE)

3. **Nursing Education** - suspended

4. **Nursing Leadership in Healthcare Systems**  
   Dorothy Zirkle PhD, RN, PHN - Concentration Chair

5. **Women’s Health and Nurse-Midwifery**  
   Lauren Hunter PhD, CNM, WHNP, FACNM - Concentration Chair  
   - Specialization in Nurse-Midwifery  
   - Specialization in Nurse-Midwifery and Women's Health Nurse Practitioner  
   - Specialization in Women's Health Nurse Practitioner

**ADMISSION**

**ADMISSION POLICY** - please see the SDSU Graduate Bulletin  

**ADMISSION POLICY FOR REGISTERED NURSES WITH BACCALAUREATE DEGREES IN NON-NURSING DISCIPLINES** - please see the SDSU Graduate Bulletin  

**TRANSFER OF UNITS FROM OTHER UNIVERSITIES** - please see the SDSU Graduate Bulletin  

**REGISTERING FOR CLASSES THROUGH OPEN UNIVERSITY** – this option is only available to students who have not yet been admitted to the university - please see the SDSU Graduate Bulletin for policies on Open University and course transfer credits  
PROGRAM PROGRESSION
Courses are not offered every semester, students are advised to make an appointment with the Chair of their Concentration to plan their progression through the program. All requirements for the degree must be completed within seven years. For all university policies pertaining to Graduate Program progression including leaves of absence, readmission, withdrawals, etc. please see the Graduate Bulletin http://arweb.sdsu.edu/es/catalog/bulletin/

STUDENT ADVISING
Academic advising is available through: the Graduate Advisor. Appointments may be made directly with the advisor (Ph: 619-594-2766). Detailed academic advisement relative to the specific area of concentration should be arranged with the Concentration Chair. Each area of concentration has an appointed Concentration Chair responsible for recruitment, program planning, program evaluation, and academic advisement

CHANNELS OF COMMUNICATION
Students needing to resolve a problem within a course should make the appropriate contacts as specified below. If the problem cannot be resolved at one level, the student should proceed to the next level.
- First, discuss the problem with the faculty.
- If unresolved, make an appointment with the Concentration Chair.
- If unresolved, make an appointment with the Associate Director of the SON or the Graduate Advisor depending on the nature of the problem.
- If unresolved, make an appointment with the Director of the SON.
- If unresolved, make an appointment with the Assistant Dean of Student Affairs of the College of Health and Human Services
- Finally, consult the University’s Ombudsman if the above channels have failed to resolve the problem.

REPETITION OF COURSES FOR CONDITIONAL AND POST-BACCALAUREATE STUDENTS

ADVANCEMENT TO CANDIDACY - please see the SDSU graduate bulletin http://arweb.sdsu.edu/es/catalog/bulletin/

APPLICATION FOR GRADUATION – please see the SDSU graduate bulletin http://arweb.sdsu.edu/es/catalog/bulletin/

CHANGE OF NAME, ADDRESS, PHONE NUMBER OR EMAIL
Please notify the Graduate Advisor, the SON Office and the Registrar’s Office with any changes. Changes also need to be submitted on your SDSU webportal account so that you continue to get SDSU and SON announcements.
SCHOOL OF NURSING MEDIA LAB
Located in Adams Humanities, a state-of-the-art multimedia resource center, is available to students. Services include, but are not limited to: word processing, e-mail, internet access, video editing and taping, digital photography, scanning, etc. Diane Chavez is in charge of the media lab. dchavez@mail.sdsu.edu 619-594-6266.

WAIVER FROM COURSE WORK
All applications for waiver of existing requirements for course work in core and concentration courses shall be referred to the Graduate Advisor. The Graduate Advisor and the faculty who teach the course being considered, will review the recommendation of a waiver upon receipt of a letter of request from the student. The student should provide justification for the request and supporting documents to assist faculty in making their decision. If a waiver is granted, the student should consult with his/her Concentration Chair or Specialization Advisor to determine acceptable alternatives for achieving the required number of units for the Program of Study. Students in nurse practitioner and or Nurse-Midwife programs should refer to the Advanced Standing Policy in the Graduate Student Handbook.

GRADING
Note: All students are required to use the most current edition of The Publication Manual of the American Psychological Association (APA) for formatting papers. Additional information may be found at: http://www.apastyle.org/ and http://owl.english.purdue.edu/owl/resource/560/01/

Students must maintain a GPA of 3.0 in order to remain in the graduate programs. The following grading scale will apply:

<table>
<thead>
<tr>
<th>Grade</th>
<th>% of total points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>C-</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>less than 60</td>
</tr>
</tbody>
</table>

Faculty choosing not to use plusses and minuses in grading will use the following grading standard:

<table>
<thead>
<tr>
<th>Grade</th>
<th>% of total points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>less than 60</td>
</tr>
</tbody>
</table>

PLAN A (THESIS) and PLAN B (NON-THESIS)
The SON offers Plan A (Thesis) or Plan B (Non-thesis) to fulfill the requirements for the Master of Science Degree with a major in Nursing. The choice of Plan A or Plan B should be made early in the program before filing the Program of Study. Plan B is generally appropriate for most students.
To be eligible for Plan A (Thesis), the student must obtain written consent from the faculty member who agrees to serve as Thesis Chair and from the Graduate Advisor. To be eligible for Plan B the student must submit a Plan B Intent Form. All forms should be submitted to the Graduate Advisor as specified in the Plan A or Plan B guidelines.

There are two Plan B options offered by the SON. Option 1 requires completion of a comprehensive examination. Option 2 is a Comprehensive Evidence-Based Change Project. A student wishing to switch between Plan A and Plan B after attempting to meet the requirements of either plan must petition Graduate Curriculum Committee through the Graduate Advisor for permission. Such petitions will be approved only under compelling circumstances.

**Plan A (Thesis)**

Guidelines have been developed to assist students preparing for the thesis proposal. These are as follows:

- Discuss your ideas for thesis with other students and faculty.
- Identify potential faculty members to serve on the committee and identify a possible chairperson. The thesis committee is normally composed of three full-time faculty members. One of the members must be from a department outside the school. Under special circumstances, a fourth member can be asked to sit on the committee.
- Make an appointment with the potential chairperson to formally request this person to assume the role of "chair." Once this is finalized, discuss the proposed composition of your committee with the chairperson.
- Your thesis chair may require you to register for N 797 for your proposal development.
- Approach other potential thesis committee members and seek their participation and consent.
- Send a memo to your chairperson stating the membership of the total committee. Submit the Thesis Committee Form to the Graduate Division. Information about the form and thesis committee approval is available on the Graduate and Research Affairs website at [http://gra.sdsu.edu/grad/thesiscommform.html](http://gra.sdsu.edu/grad/thesiscommform.html). The Graduate Division enrolls the student in 799A (thesis) after the Thesis Committee Form is returned and approved.
- Students planning to do a thesis are required to purchase the SDSU Dissertation and Thesis Manual and use it as a guide for their thesis work.
- It is suggested you prepare a summary of your proposal using an outline to state your ideas. Send a copy to each committee member with a note indicating that you will meet with each person separately to solicit feedback before you begin to write a formal first draft of the proposal.
• Members of the committee will meet with you to discuss the proposal. It is your responsibility to coordinate the meeting date. At that time, the committee will review the formal proposal for acceptance or suggested modifications.

• You will then proceed with rewrites until the proposal is accepted by the committee.

• To initiate approval for research with human subjects, go to the Division of Research Affairs Human Research Protection Program at http://www-rohan.sdsu.edu/~gra/grad/research/hrpp.html.

• Submit the appropriate forms to the Committee for the Protection of Human Subjects. After obtaining their approval, you may then proceed with collecting your data.

Plan B (Non-Thesis), Option 1 Comprehensive Examination

Option 1, The Comprehensive Examination is available to students in select programs. Graduate students should consult with their Concentration Chair regarding available options to meet graduation requirements. The choice of Plan B, Option 1 should be made early in the program before filing the Program of Study. See the SON Graduate Homeroom on Blackboard for requirements for Plan B, Option 1, Comprehensive Examination.

Plan B (Non-Thesis), Option 2 Evidence Based Change Project

Option 2, The Evidence Based Change Project is also available to students in select programs. The directions for the Comprehensive Evidence Based Change Project are outlined on the Graduate Homeroom Blackboard.

COMPLIANCE INFORMATION

ALL students, regardless of program, must meet the same compliance requirements.

See: https://blackboard.sdsu.edu/webapps/portal/frameset.jsp click on School of Nursing GRAD HR (Home Room), then click on “compliance information” in tiles on the left.

Documentation of compliance as described on this blackboard site and must be obtained before starting clinical rotations.

Health Requirements – Upon admission to the SDSU SON the student must provide documentation of health status to include a: health history, physical examination, and immunizations. All students are required to have documented evidence of required immunizations upon admission and continuously while enrolled in the SON. Please see the SON website and Graduate Homeroom on Blackboard for Compliance information.

CPR Certification - Current CPR certification must be maintained while at SDSU. Acceptable CPR certification is from the American Heart Association “Healthcare Provider Course” only. Please see the SON Graduate Homeroom Blackboard for Compliance information.
PROFESSIONAL LIABILITY AND MALPRACTICE INSURANCE
Please see the Graduate Homeroom on Blackboard under Forms/Resources.

WORKERS COMPENSATION
Students need to be covered by workers compensation. Each semester a list of students’ names with beginning and ending dates for clinical experience will be obtained for each clinical group. These lists are to be submitted by the faculty to the SON Office. The lists will then be forwarded to the SDSU Contracts Office.

In the event of an incident, the student must complete a workers compensation form and a supervisor form. These are located on Blackboard in the School Homeroom section under forms, “Student Injuries, What To Do” section.

The forms are to be filled out and turned in within 24 hours. The agency contract identifies what kind of treatment they will provide for students.

PROTECTION OF THE DIGNITY/CONFIDENTIALITY OF CLIENTS
Professional judgment entails distinguishing between client treatment needs and student learning needs. In each course students are expected to be aware of their responsibility to protect the dignity and well-being of the client. Students must not violate the rights of the client in order to complete an assignment. Students must also be aware of their responsibility to maintain confidentiality regarding patient information. In the event that an agency permits document removal (most do NOT), Students must eliminate all patient identifiers from any paper/record containing patient information before removing them from a clinical agency. Students MUST verify the agency’s policy with their instructor. Failure to maintain client/patient confidentiality is cause for termination from the program.

Students need to complete and maintain compliance regulations required by the SON, State and Federal requirements (i.e. HIPAA), and the requirements of affiliating agencies.

See Appendix A: Professional Behavior Policy

STUDENT OPPORTUNITIES

STUDENT REPRESENTATION
As a nursing student, one can participate in the Graduate Program (Curriculum) Committee. The committee has two positions for students, to be elected by their peers. Students from two different concentrations are preferred. As a member of a committee, one is to attend all scheduled meetings, and to take part in the committee’s specific duties.

SUGGESTIONS FOR PROGRAM OR POLICY CHANGES
Suggestions should be channeled to the Graduate Program Committee (GPC) through: (1) the student representative to GPC, (2) the GPC Chairperson, (3) a Concentration Chair, or (4) the Graduate Advisor.
GRADUATE ASSISTANTS AND TRAINEESHIPS
Qualified graduate students may apply for assistantships through the SON Office. Professional Nurse Traineeships may be available for full-time students and part-time students who meet specific requirements. These requirements tend to vary from year to year. Traineeship applications may be obtained from the SON Office at the beginning of the semester.

SIGMA THETA TAU, GAMMA GAMMA CHAPTER
Sigma Theta Tau is an international national honor society of nursing. Gamma Gamma Chapter is sponsored by San Diego State University. The organization is a member of the Association of College Honor Societies and is professional and scholarly rather than social in its purposes.

Sigma Theta Tau’s purposes are to: (1) recognize superior achievement, (2) recognize the development of leadership qualities, (3) foster high professional standards, (4) encourage creative work, and (5) strengthen commitment to the ideals and purposes of the profession.

Membership in Sigma Theta Tau is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Graduate students who have completed one-quarter of their curriculum, have achieved a grade point average of at least 3.5 and meet the expectation of academic integrity will be invited to join the Gamma Gamma Chapter of Sigma Theta Tau (STTI).

http://gammagamma.nursingsociety.org/home
http://www.nursingsociety.org/Pages/default.aspx - Sigma theta Tau International

SCHOOL OF NURSING HONORS CONVOCATION
In order to publicly recognize academic, clinical, and professional achievement, the SON will sponsor an Honor’s Convocation to be held at the end of the Fall and Spring semester. This ceremony is in addition to the University's Commencement Ceremony held each year in May.

GRADUATE STUDENT AWARDS
To receive a graduate student award, the student must successfully complete graduation requirements during the semester that he/she is being considered for the award. Any student who completes degree requirements during the summer semester will be considered for the award during the next fall semester.

Graduate Student Award for Academic Excellence
The graduate student award for “Academic Excellence” will be awarded each semester to the graduate student who has the highest overall Grade Point Average on his/her approved Program of Study.

Graduate Student Award for Excellence in Clinical or Administrative Practice
Faculty has the opportunity to nominate a student for recognition of excellence in clinical practice. This recognition shall be for clinical practicum work in his or her concentration or
specialization and not for clinical practice related to the student’s employment. More than one student may receive this award.

**Graduate Student Award for Excellence in Research/Project**
Faculty has the opportunity to nominate a student for recognition of excellence in thesis research or project. More than one student may receive this award.

**GENERAL UNIVERSITY INFORMATION FOR GRADUATE STUDENTS**

**ORIENTATION**
Please see: [http://gra.sdsu.edu/grad/orientation/index.html](http://gra.sdsu.edu/grad/orientation/index.html) for the online new graduate student orientation.

**UNIVERSITY OFFICES**
- Graduate Admissions, SS 1520, Ph: 619-594-0884
- Graduate and Research Affairs, CH 3320, Ph: 619-594-5213
- Thesis Review Service, CH 3320, Ph: 619-594-4165

**FINANCIAL AID**
Please see Financial Aid and Scholarship Section of the Graduate Bulletin. Limited financial aid is available through government student loans, college work-study programs and state university grants. The majority of financial aid opportunities are limited to students holding classified graduate status. Information about financial aid programs, eligibility requirements and application deadlines may be obtained from the Financial Aid Office located in the Student Services Building, room 3605. The phone number is 619-594-6323. Online information may be accessed at [http://starter.sdsu.edu/fao/](http://starter.sdsu.edu/fao/)

**HEALTH SERVICES**
Regularly enrolled SDSU students have prepaid a health services fee that entitles them to basic medical services. Pharmacy, laboratory and x-ray services are available. Ph: 619-594-5281; Web: [http://shs.sdsu.edu/index.asp](http://shs.sdsu.edu/index.asp)

**LEAVE OF ABSENCE POLICY**
See University Policies for Leave of Absence in the Graduate Bulletin.

**POLICIES ON ACADEMIC AND ADMINISTRATIVE PROBATION AND DISQUALIFICATION**
Please see the Graduate Bulletin/University Policies for the policies on student conduct, academic and administrative probation, and cheating and plagiarism. [http://arweb.sdsu.edu/es/catalog/bulletin/](http://arweb.sdsu.edu/es/catalog/bulletin/)

**POLICY ON STUDENT GRIEVANCES**
Please see the Graduate Bulletin for the policies on student grievances. [http://arweb.sdsu.edu/es/catalog/bulletin/](http://arweb.sdsu.edu/es/catalog/bulletin/)
CURRENT SDSU POLICIES
Including harassment and discrimination policies. Go To SDSU Senate, Policy File at https://newscenter.sdsu.edu/universitysenate/index.aspx click on “Policy File” for current policies

RESIDENCY REQUIREMENTS
See graduate bulletin http://arweb.sdsu.edu/es/catalog/bulletin/

POLICIES AND PROCEDURES FOR REQUESTING ACCOMMODATION FOR DISABILITY
See Graduate Bulletin, Student Services section for students with disabilities http://arweb.sdsu.edu/es/catalog/bulletin/

GRADUATE POLICIES
Graduate policies can be found in this Graduate Student Handbook, the Graduate Bulletin, the Senate Policy File, and on the College of Health and Human Services website.

RESEARCH
For the SDSU research Foundation See: http://www.foundation.sdsu.edu/search/index.html For information on IRB see: http://go.sdsu.edu/researchaffairs/irb.aspx

SDSU LIBRARY SUPPORT
The SDSU library is available to registered students 24 hr a day, seven days a week. Please visit http://infodome.sdsu.edu/index.shtml to learn more about library services.

UNIVERSITY COMMENCEMENT
San Diego State University has one commencement ceremony in May of each year for all students who have completed their undergraduate or graduate degrees during the previous Summer, Fall or Spring semesters. The SON participates in the College of Health and Human Services Commencement ceremony held on campus in COX Arena in May.
APPENDIX A

SDSU School of Nursing
Professional Behavior Policy

Nursing student must maintain professional behaviors in the clinical and school setting. The behavioral expectations are above and beyond the student responsibilities stated in the SDSU catalog.

Because nursing students work/have clinical lab placements in patient care settings, the students are required to meet the professional expectations that nurses practicing in these settings are held to.

Inappropriate language or behavior in the presence of agency staff or patients, failure to maintain professional boundaries with patients or agency staff, or failure to dress appropriately for the clinical setting will result in disciplinary action and may result in termination from the program. Failure to maintain patient confidentiality will result in termination from the program.

**Dress:** Students are expected to dress in appropriate street clothes with a lab coat when in patient care settings and when delivering care. The student is expected to comply with the agency’s stated dress code expectations.

**Language:** Language is a powerful tool. Use of expletives or swear words is not appropriate in the academic or clinical setting. Inappropriate language (including but not limited to: swearing, voice raised in anger, derogatory remarks, and prejudicial/discriminatory comments) will not be tolerated in clinical settings, with agency staff, with faculty or other students in academic or clinical settings. Use of inappropriate language may lead to disciplinary action up to and including termination from the program.

**Professional Boundaries:** Learning professional boundaries is an important part of a nursing education. As a nurse and as a student nurse, you are responsible to maintain a professional position with patients and their families. The relationship is not a friendship. The nurse is not a member of a patient’s family nor is the patient or patient’s family members of the nurse’s family. Dual relationships (professional and personal) are not acceptable. Failure to maintain appropriate professional boundaries will be cause for disciplinary action up to and including termination from the program.

**Honesty:** Students are expected to be honest in every aspect of their school work and clinical practice. Dishonesty will result in disciplinary action up to and including termination from the program.

University policies on cheating, plagiarism and disciplinary action can be found at: [http://arweb.sdsu.edu/es/catalog/2015-16/Graduate/018%20University%20Policies.pdf](http://arweb.sdsu.edu/es/catalog/2015-16/Graduate/018%20University%20Policies.pdf)

Nursing Students are expected to adhere to the following:

APPENDIX B

Advanced Standing Policy

Nurse-Midwifery/ Women’s Health Nurse Practitioner Program
Women’s Health & Midwifery Concentration
San Diego State University School of Nursing

The School of Nursing faculty believe that a graduate student with previous education in a professional school and/or current relevant clinical experience as a primary care provider for women and or newborns, may seek evaluation of their education and/or experiences for the purpose of challenging, by examination, select theory and/or clinical courses in the nurse-midwifery/ women’s health nurse practitioner component of the Women’s Health & Midwifery Concentration.

General Guidelines

A. The following courses in the Nurse-Midwifery/ Women’s Health Nurse Practitioner Program of the Women’s Health & Midwifery Concentration are subject to this policy:

   N501  Advanced Health Assessment and Health Promotion
   N610  Pathophysiology of Adults and the Elderly
   N654  Advanced Practice Nursing, Primary Care
   N658  Clinical Pharmacology for Advanced Practice
   N637  Women’s Health/Nurse-Midwifery Clinical Practicum I
   N639  Women’s Health/Nurse-Midwifery Clinical Practicum II
   N745  Women’s Health/Nurse-Midwifery Clinical Practicum II
   N741  Integrated Women’s Health/Nurse-Midwifery Clinical Practicum

B. Credit may also be granted by direct transfer of credit in accordance with University policy.

C. A student seeking transfer credit or credit-by-examination must be a classified graduate student admitted to the Nurse-Midwifery/ and or Women’s Health Nurse Practitioner Program in the Women’s Health & Midwifery Concentration in the School of Nursing.

Transfer of Credit

A. Transfer credit for previous academic work is regulated by University policy and will be recognized by the School of Nursing in accordance with such policy.

B. Course work completed in an accredited School/College of Nursing will be considered for equivalency. Equivalency is determined on the basis of course objectives, content, and units. Equivalency will be determined by faculty assigned to teach the course and the Concentration Chair.
C. Each student will provide a copy of the course description and syllabus at the time the course was completed to determine equivalency. Faculty may request additional information as needed.

**Credit-by-Examination**

A. All aforementioned courses in the Nurse-Midwifery/Women’s Health Nurse Practitioner Program of the Women’s Health & Midwifery Concentration are open for credit-by-examination.

B. The student shall submit a letter to the Concentration requesting participation in the credit-by-examination process for specific courses.

C. The student will submit to the Concentration Chair detailed official documentation of previous education and/or clinical practice experiences to determine eligibility to participate in the credit-by-examination process. Each student will be evaluated on an individual basis. Written materials must be submitted the semester prior to the credit-by-examination to determine eligibility.

D. The Concentration Chair in collaboration with course faculty will evaluate the student's previous education and clinical experience to determine eligibility for credit-by-examination.

E. Students deemed eligible for credit-by-examination will be notified by the Concentration Chair.

F. The Concentration Chair will formulate a written schedule for credit-by-examination courses. The schedule will be agreed upon by the student and the Concentration Chair. A copy of this agreement will be placed in the student's record. Agreements may be renegotiated for serious and compelling reasons by both the student and the faculty.

G. Scheduling of both written and clinical credit by examinations is variable, and is mutually agreed upon by the faculty administering the exam and the student participating in the examination process.

H. All course prerequisites must be successfully met prior to credit-by-examination.

I. Credit-by-examination must be earned in a concurrent theory course prior to the clinical course credit-by-examination.

J. Written criteria for theory and clinical examinations will be provided in course syllabi. Credit-by-examination students will be provided access to course syllabi and course materials.
K. Grading will follow the grading policy of the individual course. The grade will be computed in the student’s grade point average (GPA). Should a student fail the credit-by examination and take the course, both grades will appear on the student's transcript.

L. Auditing of courses prior to attempting credit-by-examination is not permitted. Permission to take an examination for course credit will be denied to any student found auditing the course.

M. A student may only apply once for credit-by-examination for each course. Unsuccessful completion of an examination necessitates enrollment and completion of all course requirements on a space available basis.

Registration for Credit-by-Examination

A. Credit-by-examination courses are added during the add/drop period by filing a change in program form.
Appendix C
Advanced Standing Policy
Adult-Gerontology Primary Care Nurse Practitioner Program
Advanced Practice Nursing of Adults and the Elderly Concentration
San Diego State University School of Nursing

The School of Nursing faculty believe that a graduate student with previous education in a professional school and/or current relevant clinical experience as a primary care provider for adult and geriatric clients with acute and chronic health problems, may seek evaluation of their education and/or experiences for the purpose of challenging, by examination, select theory and/or clinical courses in the adult-gerontology primary care nurse practitioner component of the Advanced Practice Nursing (APN) of Adults and the Elderly Concentration.

General Guidelines

A. The following courses in the Adult-Gerontology Primary Care Nurse Practitioner Program of the APN of Adults and the Elderly Concentration are subject to this policy:

   N501 Advanced Health Assessment and Health Promotion
   N610 Pathophysiology of Adults and the Elderly
   N658 Clinical Pharmacology for Advanced Practice Nursing
   N654 Advanced Practice Nursing: Primary Care I
   N655 Advanced Practice Nursing: Primary Care Practicum I
   N656 Advanced Practice Nursing: Primary Care II
   N657 Advanced Practice Nursing: Primary Care Practicum II

B. Credit may also be granted by direct transfer of credit in accordance with University policy.

C. A student seeking transfer credit or credit-by-examination must be a classified graduate student admitted to the Advanced Practice Nursing of Adults and the Elderly Concentration in the School of Nursing.

Transfer of Credit

A. Transfer credit for previous academic work is regulated by University policy and will be recognized by the School of Nursing in accordance with such policy.

B. Course work completed in an accredited School/College of Nursing will be considered for equivalency. Equivalency is determined on the basis of course objectives, content, and units. Equivalency will be determined by faculty assigned to teach the course and the Concentration Chair.

C. Each student will provide a copy of the course description and syllabus at the time the course was completed to determine equivalency. Faculty may request additional information as needed.
Credit-by-Examination

A. All aforementioned courses in the Adult-Gerontology Nurse Practitioner Program of the APN of Adults and the Elderly Concentration are open for credit-by-examination.

B. The student shall submit a letter to the Concentration Chair requesting participation in the credit-by-examination process for specific courses.

C. The student will submit to the Concentration Chair detailed official documentation of previous education and/or clinical practice experiences to determine eligibility to participate in the credit-by-examination process. Each student will be evaluated on an individual basis. Written materials must be submitted the semester prior to the credit-by-examination to determine eligibility.

D. The Concentration Chair in collaboration with course faculty will evaluate the student's previous education and clinical experience to determine eligibility for credit-by-examination.

E. Students deemed eligible for credit-by-examination will be notified by the Concentration Chair.

F. The Concentration Chair will formulate a written schedule for credit-by-examination courses. The schedule will be agreed upon by the student and the Concentration Chair. A copy of this agreement will be placed in the student's record. Agreements may be renegotiated for serious and compelling reasons by both the student and the faculty.

G. Scheduling of both written and clinical credit by examinations is variable, and is mutually agreed upon by the faculty administering the exam and the student participating in the examination process.

H. All course prerequisites must be successfully met prior to credit-by-examination.

I. Credit-by-examination must be earned in a concurrent theory course prior to the clinical course credit-by-examination.

J. Written criteria for theory and clinical examinations will be provided in course syllabi. Credit-by-examination students will be provided access to course syllabi and course materials.

K. Grading will follow the grading policy of the individual course. The grade will be computed in the student’s grade point average (GPA). Should a student fail the credit-by-examination and take the course, both grades will appear on the student's transcript.
L. Auditing of courses prior to attempting credit-by-examination is not permitted. Permission to take an examination for course credit will be denied to any student found auditing the course.

M. A student may only apply once for credit-by-examination for each course. Unsuccessful completion of an examination necessitates enrollment and completion of all course requirements on a space available basis.

Registration for Credit-by-Examination

A. Credit-by-examination courses are added during the add/drop period by filing a change in program form.

Accepted by the Graduate Program Committee: 12/9/97
Accepted by Faculty: 12/16/97
APPENDIX D
Procedure for Application to California Board of Registered Nursing (CA-BRN) for Advanced Practice Certificates and Furnishing

1. A student who successfully completes h/her last semester courses and Plan A or Plan B requirements shall identify the credentials they seek and complete the appropriate application(s) located on the CA-BRN website (see Applicants, Advanced Practice)

Options include:
- Nurse Practitioner (Method One)
- Clinical Nurse Specialist (Method One)
- Midwife (Method One)
- Furnishing

2. The student shall provide hard copies of completed application(s) and an unofficial copy of his/her transcript to the SON staff member for completion no later than 2 weeks prior to the end of the semester. The SON staff member shall notify the Concentration Chair the day the application is placed in the Concentration Chair’s SON mailbox.

3. The Concentration Chair will complete the applications and provide the originals to a SON staff member within 2 weeks of the receipt date.

4. The SON staff member shall make a copy of applications and place them in the applicant’s graduate file.

5. The Concentration Chair will compile a list of applicants seeking each credential and forward it to the CA-BRN Advanced Practice Division.

6. Original applications shall be returned to the student by the SON staff member.

7. The graduate will submit the completed applications and forward them to the CA-BRN with an official transcript with the degree conferred.

8. The SON nursing staff member will check the CA-BRN website at least quarterly for certificates issued by the CA-BRN.

Approved by GPC, 4/28/14