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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 chose SDSU for your graduate education. Graduate education should be stimulating and help you develop as a professional nurse capable of leadership in this current healthcare system. 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. The faculty and staff are here to support you and your success as an adult learner.

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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.
QUICKREFERENCE 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 https://library.sdsu.edu/

Student Affairs is http://go.sdsu.edu/student_affairs/ 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-gerontology primary care nurse practitioners and adult-gerontology acute/critical care clinical nurse specialists.

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.

2019: Community Health, Nursing Education, and Women’s Health and Midwifery concentrations were closed.

ACCREDITATION/APPROVAL
The master's degree in nursing at San Diego State University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, DC 20036, 202-887-6791.

SDSU SON has maintained continuous approval 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 ongoing full 10-year accreditation was granted in 2006 and, again, in 2016. The advanced practice program (nurse practitioner and clinical nurse specialist) are approved by the California Board of Registered Nursing.
PURPOSE OF THE GRADUATE PROGRAM
The purpose of the graduate programs is to prepare nursing professionals for advanced practice nursing roles as a nurse practitioner and clinical nurse specialist and for leadership roles in the healthcare system.

PHILOSOPHY OF THE GRADUATE PROGRAM
The graduate program is built on the foundation of the AACN Essentials of Master’s Education in Nursing (2011) along with the standards of other professional organizations.* The faculty believes that a graduate degree in nursing builds on professional knowledge, clinical experiences and skills acquired through formal professional education that is further 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 (2008). 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 values 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), National Organization of Nurse Practitioner Faculties (NONPF), American Nurses Credentialing Center (ANCC), and Quality and Safety Education for Nurses (QSEN).*
Bibliography


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 PROGRAM IN NURSING

There are two concentrations in the MS program:

1. **Advanced Practice Nursing of Adults and the Elderly**
   Judy Dye, PhD, APRN, GNP, ANP-BC - Concentration Chair
   - Dual preparation as Adult Gerontology Primary Care Nurse Practitioner (NP) and Adult Gerontology Acute/Critical Care Clinical Nurse Specialist (CNS)

2. **Nursing Leadership in Healthcare Systems**
   Amanda Mason-Choflet, DNP, RN, OCN - Concentration Chair

ADMISSION
ADMISSION POLICY- please see the SDSU Graduate Bulletin
http://arweb.sdsu.edu/es/catalog/bulletin/

ADMISSION POLICY FOR REGISTERED NURSES WITH BACCALAUREATE DEGREES IN NON-NURSING DISCIPLINES - please see the SDSU Graduate Bulletin http://arweb.sdsu.edu/es/catalog/bulletin/

TRANSFER OF UNITS FROM OTHER UNIVERSITIES - please see APPENDIX D and the SDSU Graduate Bulletin http://arweb.sdsu.edu/es/catalog/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 http://arweb.sdsu.edu/es/catalog/bulletin/

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. 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.

DISRUPTIVE/DISTRESSED STUDENT POLICY
The SON Faculty will follow school policy in responding to disruptive or distressed students in the classroom, office, or clinical environment. Such action may include asking the student to leave the classroom/office or clinical site and/or contacting campus or facility police. Students are to comply with faculty directions at all times.

- Disruptive Student is defined as: a student whose conduct is clearly and imminently reckless, disorderly, dangerous, or threatening, including self-harmful behavior.
- Distressed Student is defined as: a student with persistent behavior such as: overly anxious, sad, irritable, withdrawn, confused, lacks motivation and/or concentration, seeks constant attention, demonstrates bizarre or erratic behavior, expresses suicidal thoughts.

REPETITION OF COURSES - please see the SDSU graduate bulletin
http://arweb.sdsu.edu/es/catalog/bulletin/

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 web portal 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.

WAIVER FROM COURSEWORK
All applications for waiver of existing requirements for coursework 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 the nurse practitioner program 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 [www.apastyle.org](http://www.apastyle.org) and [http://owl.english.purdue.edu/owl/resource/560/01/](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>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D</td>
<td>63-69</td>
</tr>
<tr>
<td>F</td>
<td>62 or less</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.

There are two Plan B (Non-Thesis) options offered by the SON. Option 1 requires completion of a comprehensive examination (see APPENDIX E). 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 the 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. The Graduate Division enrolls the student in 799A (thesis) after the Thesis Committee Form is returned and approved.

- Information about the steps in the Thesis process is available at: http://grad.sdsu.edu/current_grad_students/forms

- 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 https://research.sdsu.edu/research_affairs/human_subjects

- 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 the APN program. The School of Nursing guidelines related to Plan B, Option 1 are provided in Appendix D.

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

Option 2, The Comprehensive Evidence-Based Change Project is available to students in the Leadership in Health Care Systems program. The directions for the Comprehensive Evidence-Based Change Project are outlined in Appendix E.
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.

All compliance requirements must be completed 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.

STUDENT INJURY
In the event of an injury, the student must report the incident to their course faculty and complete the SDSU Student Incident/Injury Report form. Directions for student injuries are available at http://bfa.sdsu.edu/safety/riskmanagement/accidents-claims/student-injuries.aspx These directions and the needed form are also located on the Graduate Homeroom BB site.

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
Graduate nursing students are invited to 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 (formerly SIGMA THETA TAU), GAMMA GAMMA CHAPTER
Sigma 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’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 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.

http://gammagamma.nursingsociety.org/home
https://www.sigmanursing.org/

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 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 and Fall semesters will be considered for the award during the next Spring 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://grad.sdsu.edu/current_grad_students/Grad_Handbook_v9.pdf 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/

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: www.shs.sdsu.edu
LEAVE OF ABSENCE POLICY please see the SDSU Graduate Bulletin
http://arweb.sdsu.edu/es/catalog/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/

POLICY ON STUDENT GRIEVANCES please see the SDSU Graduate 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 please see the SDSU 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/results.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 https://library.sdsu.edu/ 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.
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/2013-14/466-480_U_Policies.pdf](http://arweb.sdsu.edu/es/catalog/2013-14/466-480_U_Policies.pdf)

Nursing Students are expected to adhere to the following:

**The Code of Ethics for Nurses.** See:
Appendix B
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 C

Procedure to Request Evaluation for Transfer Credit

It is typically difficult to transfer between programs, but it is possible with limitations. Each course a student would like to transfer must be evaluated in terms of equivalency with required courses in our program.

*Note that SDSU limits graduate transfer credits to a total of 12 units.

The first consideration is qualification for admission to the graduate nursing program. Before any other steps are taken, the admission criteria must be examined and further steps taken only if these criteria are met.

Once eligibility requirements are met, the following steps are to be taken:

1. Examine the course requirements for the program. This involves reviewing the Graduate Bulletin for the required course list for a specific program and the course descriptions for each course. The bulletin is located at https://arweb.sdsu.edu/es/catalog/bulletin/

2. Identify which courses have been completed at another institution and determine which are thought to be equivalent to one or more of the SDSU courses.

3. Complete the Request for Transfer Credit Evaluation Form.

4. Send the following to the SDSU SON Graduate Advisor at nursing@sdsu.edu
   1. CV and transcripts of all academic coursework following high school graduation.
   2. Completed “Request for Transfer Credit Evaluation Form” with the information for each course to be considered for transfer and which SDSU courses are believed to be a match in terms of equivalency (units and content).
   3. The course syllabus and detailed topical outline for each course to be evaluated for equivalency.

If an initial review of qualifications indicates that potential eligibility for admission, a detailed evaluation of transferability of requested courses will be conducted.

All transfer students must still complete the SDSU Graduate admission process during the admission period that opens October 1st of the year prior to the year of admission.

Any questions should be directed to the Graduate Advisor.
APPENDIX D
Plan B, Option 1 - Comprehensive Examination

The School of Nursing offers Plan B, Comprehensive Examination, Option 1 to fulfill the requirements for the Master of Science degree with a major in Nursing. Option 1 is available to students in select programs. Graduate students should consult with their Concentration Chair or Specialization Advisor regarding available options to meet graduation requirements.

1. To be eligible for Plan B, Option 1, the student must have a Program of Study on file and have been advanced to candidacy.

2. The student, who is eligible to take the Plan B Option 1 exam, should register for NURS 798 (3 units) in the semester of the academic year of intended completion of the program.

3. The Plan B, Option 1 exam shall be administered once a year during spring semester, on the third Friday of April at a time to be announced. Special arrangements as scheduled by the faculty may be considered for students who are eligible to retake the exam.

4. The Plan B, Option 1 exam will test knowledge acquired in the student's program of study. The exam will be a closed-book objective exam with questions from the graduate core courses including theory and research (NURS 604A, 604B), issues and health policy (NURS 608), information systems (NURS 684), and quality improvement and program evaluation (NURS 622) and from coursework in the student's concentration and specialization. The proctored exam will be administered on the SDSU campus. A test blueprint will be provided.

5. Satisfactory completion of Plan B, Option 1 will be achieved by a score of 75% or higher on the exam. Exam results will be posted on the NURS 798 Blackboard site within two weeks of exam administration.

6. Plan B, Option 1 results will be submitted to the Graduate Division by the School of Nursing Graduate Advisor to ensure graduation in spring semester. The deadline for submission will be in accord with the timeline cited in the University academic calendar.

7. A student who does not pass the Plan B, Option 1 exam may repeat the exam once in a subsequent semester. A personal remediation plan will be required and may include repetition of prior coursework. The examination may be taken only twice.

Approved by GPC: 4/14/19
The Comprehensive Evidence-Based Change Project (CEBCP) requires completion of the following six phases:

**Phase I:** Site selection and identification of a project; Completion of the CEBCP Intent form

**Phase II:** Proposal development and approval; Completion of the Institution Sponsor Forms

**Phase III:** Project completion

**Phase IV:** Manuscript preparation

**Phase V:** Presentation

**Phase VI:** Completed Project Evaluation

**PHASE I: SITE SELECTION AND IDENTIFICATION OF PROJECT (NURS 797)**

The student should prepare a one page summary description of the project that includes: purpose, proposed institutional setting for the change, and proposed project timeline to present to the desired faculty advisor for consideration. Students are expected to consult with the faculty advisor regarding the advisability and feasibility of undertaking the comprehensive evidence-based change project as a Plan B option and complete the Comprehensive Evidence-based Change Project Intent Form that will be given to the faculty advisor who will provide oversight and direction for the project. The student selects an organization or setting that will serve as the site for undertaking the project, seeks the assistance of an institutional sponsor and identifies a project opportunity appropriate for focus.

Project opportunities may include:

- organizational improvement projects
- projects to improve or enhance patient outcomes
- projects with relevance to nursing practice.

Students must have "intimate access" to the organization and its management to ensure project completion. This will necessitate that the student be employed by, or have completed his/her practicum at the organization in which the project will be undertaken. The organization must agree to serve as the site for the project and a member of the management team must be willing to serve as the student's institutional sponsor for the duration of the project. The organizational sponsor must write a letter of support on institutional letterhead indicating their willingness to sponsor the change project. The student will assure institutional sponsor that strict confidentiality will be maintained.
The identification of the focus and purpose of the project is a critical decision. The student is expected to consult closely with both his/her institutional sponsor and faculty advisor in making this selection.

This project must meet the following requirements:

- It must be important to the organization. That is, the identified opportunity/project should be one that has a significant impact upon the organization's strategic effectiveness and/or operational efficiency.
- It must be broad enough in scope to allow for demonstration of the student's ability to integrate and apply the range of theory, knowledge and skills gained in course work.
- There must be sufficient literature available to assist the student in framing, defining, and forwarding recommendations including a cost/benefit analysis, relevance for nursing practice and/or improvement of patient outcomes.
- There must be adequate data available to rigorously analyze the effectiveness of the change process and craft recommendations based upon such analyses.
- The project must follow the prescriptive steps of a published evidence-based model.

**PHASE II: PROPOSAL DEVELOPMENT AND APPROVAL (NURS 797)**

No later than 6 months prior to the anticipated date of graduation the student is expected to prepare and submit a proposal for his/her Comprehensive Evidence-based Change Project. This proposal should not exceed ten double spaced, typewritten pages, and must contain the following sections as headings in the paper. This proposal must also be submitted to the institutional sponsor.

- Purpose and significance of the proposed project
- Description of the site in which the project will take place
- Identification of the institutional sponsor who will advise the student in the completion of the project
- Precise statement of the opportunity identified and a description of its significance to the organization, including cost/benefit analysis, relevance for nursing practice and/or improvement of patient outcomes.
- Description of any problems anticipated in conducting the project
- Specification of topics and problems the project will address and/or answer in the form of a PICO(T) question
- Description of a conceptual framework and its relevance for use as a framework for the project (organizational or change theory)
- Review of relevant literature
- Description of any problems anticipated in conducting the project
- Proposed methodology for including the EBP methodology used such as SQUIRE, ACE, IOWA model, John Hopkins, San Diego EBPI model:
  - Implementing the plan
- Data collection for evaluation and analysis the effectiveness of the plan
- Instruments/surveys for data collection for evaluation
- Methods to protect human subjects
  - Project schedule that outlines tasks, milestone dates, and approval points for completion of the project.
  - Forms for IRB submittal at SDSU and at host organization if required or administrative approval forms
  - Plan for dissemination and publication of findings

This proposal must be approved by both the institutional sponsor and faculty member before proceeding to the next phase.

**Once the project has been approved by the institutional sponsor and faculty member, the student will apply for SDSU and other required Institutional Review Board (IRB) approvals. Data collection will commence only after required IRB approvals.**

**PHASE III: PROJECT COMPLETION (NURS 798)**

In this phase, the student implements the proposed project and completes a comprehensive program evaluation for its effectiveness. Since this is typically the most time consuming and intensive phase of the project, approximately three months should be allowed for its completion. Students are expected to work closely with the institutional sponsor and faculty member during this phase, keeping both informed of progress and any problems that arise. The faculty member is available for consultation and assistance as needed. It is the student’s responsibility to maintain contact with his/her faculty member regarding this project.

**PHASE IV: REPORT PREPARATION (NURS 798)** -

The final report will be written as a manuscript for a peer reviewed journal submission in a journal acceptable to the faculty advisor. Specific criteria are dependent on the journal identified for submission. Please acquire identified journal author guidelines and share with faculty and organizational sponsor.

**PHASE V: DISSEMINATION OF FINDINGS**

The student will make a formal PowerPoint or other electronic media presentation of the project to the faculty and key individuals selected by the sponsoring organization. The presentation should follow the outline for the manuscript.

**PHASE VI: COMPLETED PROJECT EVALUATION**

The completed project package must include:
- Completed manuscript with tables and figures that follow journal guidelines
- Copy of SDSU and sponsoring organization IRB or administrative approval
- Copy of instruments/surveys and author permissions if appropriate
- Completed PowerPoint or other electronic media used for presentation

The completed package must be submitted no later than four weeks prior to the end of the semester in which the student hopes to graduate. The institutional sponsor and faculty advisor will evaluate the completed project package. The faculty member (based on his/her assessment and input provided by the institutional sponsor) will make a determination of whether the completed study fulfills degree requirements. Consultation may be sought from other faculty members; however, the evaluation of the faculty advisor is final. Studies will be judged as either passed or not passed.

If, in the opinion of the faculty member, the project meets standards in most areas, but has minor problems that must be corrected, the manuscript will be returned to the student for modifications. Specific deadlines will be established for completion of this work. Studies that are returned for modifications may delay graduation of the student. In such cases the student will be required to reapply for graduation the following semester. Should the project have major deficiencies and not meet standards, the student will be allowed to make necessary modifications and resubmit for review one additional time. An intent form must be submitted within 2 weeks following notification of the need to submit a revised project package.

Approved by GPC: 9/24/2012
APPENDIX F

Procedure for Application to California Board of Registered Nursing (CA-BRN) for Advanced Practice Certificates and Furnishing

1. A student who successfully completes his/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)
   - 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