California State University, Dominguez Hills School of Nursing

Student Handbook

Contents

August 2018

Welcome!

Welcome to the School of Nursing at California State University, Dominguez Hills. Our faculty and clinical instructors are committed to facilitating the learning of our nursing students in professional nursing practice. We appreciate their willingness to lend their expertise as instructors and mentors to our students who are seeking to advance their careers. They are making a most valuable contribution to the next generation of Nurse Leaders.

The purpose of Student Handbook is to provide an orientation to the roles and responsibilities of the student in the School of Nursing courses. Please read the Student Handbook carefully to understand the role that is required for successful learning. California State University, Dominguez Hills (http://www.csudh.edu)

One of 23 campuses in the California State University (CSU) System, California State University, Dominguez Hills (CSUDH) was established in 1960 and the first students were enrolled in the fall of 1965. The campus is located on the historic Rancho San Pedro, the oldest Spanish land grant in the Los Angeles area. The land grant was in the continuous possession of the Dominguez family through seven generations from 1784 to its acquisition by the people of California for the University.

The 346-acre campus is located in the heart of a major technological, industrial and transportation complex. Moreover, it is centrally located among a population that is international and multi-ethnic; cultural pluralism is a major characteristic of the University. CSUDH is the first campus in the CSU System authorized to offer state-supported academic degree programs (BSN and MSN) throughout the state of California.

Mission, Vision and Philosophy
http://www.csudh.edu/son/about/index

Mission
The mission of the School of Nursing is to provide excellent educational opportunities for adult learners, who reflect the diversity of our community, to apply knowledge, skills, and values that improve nursing practice and healthcare in our communities and the global society. The faculty achieves this mission by providing outstanding teaching, scholarship and service that empower the learners to be leaders in the nursing profession.

Vision
The School of Nursing envisions transforming healthcare to serve the needs of culturally diverse communities and the global society, in a dynamic teaching and learning environment, through the innovative caring practice of its nursing faculty, students and graduates.

- Health as a fundamental right for all
- Respect for each learner's uniqueness
- Ethic of caring
- Evidence-based practice
- Collaborative partnerships with the community
- Accessible, flexible, and progressive professional education
- Innovative instructional delivery and informational technology

Philosophy
The philosophy of the School of Nursing is a statement of beliefs and values held by the faculty about health, persons, environment, nursing, healthcare, education and learning. We believe that health is a dynamic continuum of interactive processes and health conditions, ranging from wellness to end-of-life. Persons participate in health-related activities based on their beliefs and values within the context of culture and society. The term "person" refers to individuals, families, communities and populations, especially those who are at risk, vulnerable or living in underserved communities. We believe the environment is global and dynamic in nature; it includes the constant, mutual interaction of internal and external forces upon individuals, families, communities and societies. We value diversity and strive to assure the provision of quality, cost-effective, culturally competent nursing care to all persons.

We believe that quality healthcare should be accessible to all people and that it should be delivered according to the principle of justice. Professional nurses assume multiple roles in providing healthcare services to persons in settings wherever nursing is required. Nurses adhere to the American Nurses Association Code of Ethics and the professional standards that define safe and effective nursing practice. Through political awareness and action, nurses shape the healthcare delivery system.

We believe that nursing education at the University level prepares registered nurses for roles that focus on prevention and health, as well as illness. We value ongoing opportunities to employ technological advances to make higher-degree programs accessible to registered nurses locally, nationally and internationally using distance education delivery systems. We believe that

education is a shared undertaking wherein the faculty is the facilitator and the learner is an active participant in knowledge development through the use of technology and student-centered learning activities. Further, we believe that learning is lifelong, and includes all facets of the adult learner's environment - home, workplace and society.

We believe that curricula are designed to prepare registered nurses for roles in an ever-changing, evolving society and healthcare system. Curricula reflect responses to current trends and the demands of nursing and healthcare delivery systems, and proactive thinking about the future of nursing and healthcare.

The undergraduate curriculum is a vehicle for registered nurse students to develop personal and professional accountability, critical thinking, and the ability to select and apply theories, principles, concepts and research to the delivery of quality nursing care. The graduate curriculum builds directly upon the undergraduate nursing program and prepares registered nurses for advanced practice roles as leaders, educators, and providers of health promotion, disease prevention and disease management for individuals, families, groups, and populations. Graduates are prepared with in-depth scientific knowledge and advanced skills to critically analyze information and systems to provide, or direct others to provide, evidence-based patient care, recognizing its contextual nature and novel circumstances. Success is achieved when students meet or exceed the program outcomes and fulfill their personal and professional goals for their career and stage of life.

Accreditation & Continuing Education

Accreditation

The Baccalaureate degree program in Nursing and the Master's degree program in Nursing at California State University Dominguez Hills are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

The post-graduate APRN certificate programs for Clinical Nurse Specialists at California State University Dominguez Hills are pursuing initial accreditation by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org). Applying for accreditation does not guarantee that accreditation will be granted.
Consensus Model for APRN Regulation: Licensure, Accreditation, Certification and Education [PDF] (July 2008).
Criteria for Evaluation of Nurse Practitioner Programs (National Task Force on Quality Nurse Practitioner Education, 2012).
Reference:
American Nurses Association. (2015). Code of Ethics for Nurses.
Implemented by School of Nursing faculty on 5/18/12

Continuing Education
Provider Information
All BSN and MSN courses taken for academic credit through the School of Nursing at California State University, Dominguez Hills, are approved for C.E. recognition by the California Board of

Registered Nursing at the rate of 15 contact hours per academic unit of credit. Non-nursing general education courses do not qualify. Your transcript is your certificate of completion. Although the Board of Registered Nursing does not approve individual continuing education offerings, providers are required by law to be approved by the Board. Complaints regarding continuing education providers or continuing education offerings should be addressed to the Board.

The **California BRN Provider Number** for the California State University Dominguez Hills Nursing Program is **16789**.

School of Nursing Programs

- Pre BSN
- RN to BSN
- Post Graduate Public Health Certificate
- MSN
    - Nurse Administrator
    - Nurse Educator
    - Pediatric Clinical Nurse Specialist
    - Adult-Gero Clinical Nurse Specialist
    - Family Nurse Practitioner
    - Post Masters Administrator, Educator and CNS

RN-BSN Program Description and Program Outcomes
http://www.csudh.edu/son/programs/rn-bsn/index

This program is for nurses who are a registered nurse or are nearing completion of their Associate Degree Program in Nursing. **This is not a program to become a nurse.** For more information on where to become a nurse see http://www.rn.ca.gov/education/programs.shtml. If you are a registered nurse who is an adult learner and your time, lifestyle or work schedule makes it difficult to complete a traditional course of study in residence on a campus, the online RN to Bachelor of Science in Nursing may be for you. Most BSN courses are offered online through the internet to deliver the curriculum wherever and whenever you are ready to learn. Tests are sometimes given on a specific date and time however you are given the information in enough time to accommodate your schedule. The courses must be completed within the semester, but you have the flexibility of accessing the courses at the time and place most convenient and for completing assignments by the due dates.

Post Graduate Public Health Certificate

The Public Health Certificate Program is for those Registered Nurses that hold a baccalaureate in a field other than nursing and want to complete a specialized Public Health Nursing Program that includes a supervised clinical experience (a baccalaureate School of Nursing accredited by Commission on Collegiate Nursing Education-CCNE).

MSN Program Description and Program Outcomes

http://www.csudh.edu/son/programs/msn/index

The MSN program prepares leaders for advanced practice in the roles of Nurse Administrator, Nurse Educator, Clinical Nurse Specialist and Family Nurse Practitioner. Courses are based on advanced knowledge and the critique and application of theory and research as a scientific base for nursing.

Upon the completion of the Master of Science in Nursing program, the student will be able to:

1. Demonstrate the use of scholarly inquiry to evaluate current and new knowledge from nursing theory, nursing science and related disciplines to inform and/or initiate change in nursing practice.
2. Analyze the effect of sociopolitical, cultural, and global influences on nursing practice.
3. Provide evidence-based, clinically proficient care and services using nursing critical thinking skills in advanced nursing roles.
4. Disseminate nursing knowledge to professionals within the health care system to improve health care outcomes for individuals, families, and communities.
5. Apply the research process to appraise and develop nursing's body of knowledge.
6. Use information systems/technology resources to implement quality improvement initiatives and support decision making and practice.
7. Implement effective strategies for managing ethical issues inherent in clinical practice, education, and research.
8. Analyze the effect of health policy, finance, technology and the organizational context on the development and implementation of quality nursing practice.
9. Apply leadership principles in inter-professional practice to effect change in health care and health policy on local, state, national and international levels.
10. Demonstrate commitment to lifelong learning to enhance the nursing profession

Additionally, graduate students (both degree and certificate seeking) will achieve the following role-specific outcomes:

Nurse Administrator –
- Apply concepts and theories of organizational management and nursing administration to the design of complex healthcare delivery systems.
- Incorporate the use of technology, contemporary practice, ethics, and professional standards into the ongoing delivery of healthcare.
- Integrate concepts of health policy, regulation, and financing to the organization of healthcare delivery, with a focus on responsible management of resources.

Nurse Educator –

- Synthesize nursing and other scientific knowledge in the design, implementation, and evaluation of nursing education programs across academic and clinical settings.
- Demonstrate advanced levels of clinical and academic nursing education including learner assessment, educational theories and models, measurement and evaluation strategies, instructional strategies, curriculum development, and achievement of learning outcomes.

Clinical Nurse Specialist –

- Demonstrate advanced clinical practice for the pediatric or adult-gerontology population in the three spheres of the clinical nurse specialist: client/patient, nursing, and organization/system.

Family Nurse Practitioner –

- Demonstrate competency in utilization of technology to find current evidence based information to guide diagnosis and treatment for the health, prevention and treatment of disease, in their patient populations.
- Utilize their advanced practice nursing and primary care knowledge and skills to assess, diagnose and provide safe and effective primary care to families and patients of all ages.
- Analyze data from psychosocial, cultural, ethical, and current scientific research to develop plans for individualized patient care.
- Be prepared to take national certification examinations for Family Nurse Practitioners.

The MSN degree student will complete the Culminating Activity during the final semester of coursework or may defer to the next semester. One purpose of the Culminating Activity is to demonstrate achievement of program outcomes. Students are encouraged to consider how specific learning from this course has contributed to the achievement of the program outcomes. For more information on the Culminating Activity visit: https://www.csudh.edu/son/programs/msn/

The Curriculum

The curriculum is composed of didactic courses and practice-based or clinical courses. Each course is comprised of specific learning objectives, activities, and evaluation measures. The didactic courses present the nursing knowledge, theoretical concepts, models, and research that inform patient care and evidence-based practice. The clinical courses provide opportunities for students to apply knowledge; practice skills; plan, implement and evaluate interventions and programs.

The curriculum is delivered in classroom-based, web-based (online), or a mix of the two (hybrid) courses on the Internet. Classroom-based courses are taught on campus. Web-based courses are available to students through the Blackboard application.

RN-BSN Curriculum
http://www.csudh.edu/son/programs/rn-bsn/curriculum/index

MSN Curriculum
Nurse Administrator: http://www.csudh.edu/son/programs/msn/msn-administrator/index
Nurse Educator: http://www.csudh.edu/son/programs/msn/msn-educator/index
Clinical Nurse Specialist: http://www.csudh.edu/son/programs/msn/msn-cns/index

Family Nurse Practitioner: http://www.csudh.edu/son/programs/msn/msn-fnp/index

The Faculty
http://www.csudh.edu/son/faculty-staff/index

The members of the CSUDH School of Nursing faculty have doctoral and/or master's degrees related to their field of nursing practice. They serve as master educators and professional mentors for students and colleagues, as well as facilitators, instructors, role models and resource persons in their particular area of expertise. The full-time faculty role encompasses teaching, scholarship, and service, including practice in their field.

As an instructor, the faculty guides and facilitates the learning process and evaluates the students according to the course objectives and the students' performance of the learning activities for a particular role outcome. Clinical instructors evaluate the student's performance in the clinical setting.

The SON Director and Program Coordinators are the faculty who administer the School of Nursing programs. They are responsible for scheduling courses and overseeing the contractual arrangements with the affiliated clinical sites. Together with the course faculty, they implement and interpret policies and procedures pertaining to the clinical learning component of the programs.

The Students

The School of Nursing students lead very full lives and may have difficulty making their educational studies a priority at all times. Our students are seeking educational opportunities that meet their own goals and build on their previous personal and professional experience. They are adult learners.

The faculty expects students who are adult learners to be self-directed and internally motivated. The faculty recognizes that as adult learners mature, they become more diverse and vary widely in learning styles, motivation, prior experience and patterns of participation in educational programs. Therefore, our programs use the learning strategies that meet the adult learner's need to participate in defining needs, goals, activities, and evaluation of outcomes.

Faculty and clinical instructors try to incorporate and build upon the assumptions that the adult learner:
- Is self-directed.
- Has accumulated experiences that serve as a resource for learning.
- Has a need to relate learning to real-life situations.
- Wants to apply newly acquired knowledge and skills immediately.

Incorporation of these assumptions into the educational experience facilitates and enhances learning and satisfaction.

Communication

Most communication from the School of Nursing comes through University email. Contact may include policy and procedure changes, announcements, events, new developments, and other business. Thus, it is vital that students check their University email regularly. CSUDH provides free email and internet access to students and all students are assigned an email address on the system.

Change of Address or Name

Students must report all change of address or contact information to http://www.csudh.edu/records-registration/records/change-of-nameaddress/index as soon as possible. The Department is not responsible for communication not received due to a change in e-mail address or home address. Students must also inform Admissions and Records/Registration of any change of contact information.

The Clinical Experience

Preparation and Clinical Requirements
The number of units for performance courses varies, from program to program. In addition to clinical hours, the student spends additional hours studying, preparing and completing assignments, usually double the amount of time spent in actual class or role activities, depending on the time necessary to complete assignments and meet individual objectives.
Clinical requirements and information for each program:

- **BSN Program**
  - BSN Clinical Handbook - http://www.csudh.edu/son/forms/index
- **MSN Program**
  - MSN Clinical Handbook- http://www.csudh.edu/son/forms/index
  - FNP Handbook - http://www.csudh.edu/son/forms/index

Prior to taking the courses, the student must satisfy all prerequisites and assemble important documents for verification. Students taking clinical courses will be required to have cleared status on background checks. You will obtain your own background check report online to show to the agency.

Transportation
Students must provide their own transportation **including insurance** to clinical agencies. Clinical sites are located throughout California. Therefore, students need to plan in advance to ensure they are able to reach these locations.

Identification Card
For student unable to physically come to campus to take a school photo ID. The following items are required in order to process a photo ID:
1. Submit email request indicating:

        1. You are a distance learning student and can't physically come in to take you photo ID.
        2. You are authorizing us to produce your photo ID.
        3. Address to where you want your ID to be mailed.
        4. Request must come from school email (Toro email).

2. Your request can be sent to our admit email account at admit@csudh.edu.
3. Attach valid photo identification (i.e., California driver's license, passport) for verification purposes.
4. Attach a JPEG of picture passport size to be used for your school id.
5. Contact Cashier's office (310-243-3780 or sfs@csudh.edu) to add the $5.00 fee to your account or mail check/money order for $5.00, payable to California State University Dominguez Hills.
6. Make payment for ID and send proof of payment to admit@csudh.edu.
7. Once proof of payment is received, please allow 7-10 business days for delivery of photo ID.

If you have the opportunity to be on campus you can process a photo ID here:
http://www.csudh.edu/son/info/index

Academic Policies

Nondiscrimination Policy & Anti-Harassment Policy Including Federal Title IX

California State University at Dominguez Hills (CSUDH) is an equal opportunity and affirmative action employer. No one will be denied employment at or admission to CSUDH on the basis of race, creed, color, religion, disability, gender, age, marital status, sexual orientation, national origin and veterans' status. The University does not discriminate on the basis of any of the aforementioned protected classes in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities as specified by federal law and regulations.

The Associate Vice President for Human Resources (AVP) serves as both the Campus Affirmative Action Officer and the Title IX Coordinator. The AVP is available to anyone seeking additional information or wishing to file a complaint related to Affirmative action and discrimination on the basis of the protected classes listed above. The AVP is located Welch Hall, Room 340 and can be reached at (310) 243-2587. The full policy can be seen at
https://www.csudh.edu/class-schedule/fa18/university-policies/non-discrimination-and-anti-harassment-policy

Student Grievance Policy

The purpose of this policy is to provide a mechanism to resolve student complaints against other members of the campus community. Students may wish to discuss their concerns with their academic advisor and/or the Chair of the Department. Students should be prepared to document such instances and potentially discuss their concerns. This procedure does not handle grade appeals for which there is a separate process.

In all cases, the University's commitment to the student is to provide a resolution of his/her complaint in a fair and reasonable manner. A complete copy of the Student Grievance Procedure may be viewed at: https://www.csudh.edu/Assets/CSUDH-Sites/PM/docs/2004-01.pdf. Students may also obtain a copy of that procedure from the Office of Student Affairs.

Social and Electronic Media Policy

Students, faculty and staff of CSUDH, College of Health, Human Services and Nursing (CHHSN), School of Nursing shall not post or contribute any inappropriate content to any social networking, or other internet site (e.g., Facebook, Twitter, MySpace, Smart phone texting, Instagram)

Inappropriate content includes but is not limited to: patient information, stories or pictures related to patients or families cared for during clinical, and information related to health care agencies, co-workers, faculty and/or managers. Information should not be shared with family members, friends, or posted on social media even if names or other identifying information are not used. Absolutely no pictures should be taken, saved, forwarded or posted of patients or family members, even with their permission. Patient confidentially must be upheld at all times. Taking picture and video in the classroom and/or student lab on campus may be allowed at the discretion of the faculty.

Students who violate this policy can be fined for a HIPAA violation*, and/or sued independently for breeching of confidentially or for ruining the reputation of patients, family members, faculty, or co-workers. Inappropriate material placed on these sites may also be subject to the Universities Code of Professional Conduct Policy. Individuals or groups within the College community are not permitted to present personal opinions in ways that imply endorsement by the College.

In response to concerns or complaints or information provided by individuals, CHHSN administrators may look up profiles on social networking sites and may use the information in formal proceedings. If CHHSN administrators find the information to be in violation of this policy it may lead to suspension or dismissal from the College.

Smart Phones:
All cell phones and social media devices should be turned off during class and clinical time. Cell phones may only be used during breaks and meal time (if meal time is not utilized as part of clinical time for conference). They may not be used in hallways or patient rooms. With permission from the faculty, cell phones may be used for research, data collection, or in family emergency situation in designated areas.
* HIPAA noncompliance fine is based on the level of negligence with a maximum penalty of $1.5 million per violation (U.S Department of Health and Human Services, 2013).

Reference: U.S Department of Health and Human Services. (2013). *New rule protects patient privacy, secures health information.* Retrieved from http://www.hhs.gov/news/press/2013pres/01/20130117b.html

Dismissal Policy & Impaired Behavior
Please see the Student Code of Conduct http://www4.csudh.edu/student-rights/student-conduct-procedures/student-code-of-conduct for more information.

Accommodation of Disability
The School of Nursing is committed to making the university's programs, activities, and facilities fully accessible to all students. Verification and arrangements for necessary accommodation(s) must be coordinated through the Student DisAbility Resource Center. Students who do not utilize the Student DisAbility Resource Center process will not be entitled to accommodations.

Students must also inform classroom instructors of their need for accommodations and present documentation provided by Student DisAbility Resource Center. Forms, procedures and contact persons can be found at: http://www.csudh.edu/sdrc/

Grade Requirement/Grading and Academic Probation
Grades are an evaluative tool for instructors to fairly and accurately measure a student's performance and attainment in courses. Students should not assume that they will generally receive an "A" in every course.

BSN Academic Regulations
A cumulative grade point average of 2.0 or better is required in all courses taken to satisfy the degree requirements. A student will be placed on probation if, in any term, he or she has failed to earn a grade point average of 2.0 or higher for the work taken that term. During the subsequent probationary term, the student must achieve a grade point average of 2.0 or better. Failure to do so may result in dismissal from the program.

All integrated nursing and support courses must be completed with a grade of "C" or better. A course may be repeated once according to University policy. Any student receiving a grade of "D" or lower must meet with an advisor before proceeding to enroll in additional courses.

Courses must be successfully completed according to the sequence in the student's approved program of study.

MSN Academic Regulations
To be eligible for automatic progression to the next semester a graduate student must:

- Earn a minimum of a B or Credit grade in each graduate course
- Maintain a 3.0 GPA or better on a 4.0 scale in all MSN courses

A student who earns a grade of B- or less or No Credit in a course has not successfully completed that course and must contact the Role Advisor to discuss program planning and progression status. It is expected that the failed course will be repeated immediately (the next semester it is offered). For the few courses that are not offered in both the fall and spring, the

student will be allowed to progress for one additional semester until he/she can enroll in the course needing to be repeated.

The role option courses are sequenced; therefore, if a role option course is not successfully completed, continuation in the role option course sequence is not permitted until the course is successfully repeated. If the role option is structured as a cohort group, membership in the subsequent cohort and enrollment to repeat the failed class will be on a space available basis.

A course may be repeated only once. Failure to successfully complete a course on the **second attempt** will result in an automatic dismissal from the MSN graduate program. A maximum of two courses may be repeated in the program; a third failure will result in automatic dismissal. A student may not graduate from the MSN degree program with a cumulative GPA of less than 3.0.

Expectations for Professional Conduct

Confidentiality, Ethics, and Professional Behavior

Confidentiality is of paramount importance to protect the privacy of patients, families, staff and agencies. Students must adhere to agency policies regarding protection of patient privacy. When students are given access to patients' records and reports, these must be treated as confidential. HIPAA regulations must be followed and no personal identifying information such as names, initials, birthdates or dates of service may be recorded and removed from the agency. If students transcribe patient data related to their assignments, they must omit full names, addresses, phone numbers, social security and medical record numbers. Students must not leave notebooks or other personal materials containing patient data unattended, nor should confidential information about patients be discussed with persons not directly involved with patient care or the student's education.

Students must practice in clinical role performance courses according to the ANA's *Code of Ethics for Nurses* (2015). The Code states the ethical ideals for which nurses should be accountable, including but not limited to: fully respecting patients, safeguarding patients' right to privacy, advocating for safe, ethical and legal care, and maintaining their own clinical competence.

Ethical behavior also extends to academic study by nursing students according to the concept of academic integrity. Nursing students must live their professional values as they write papers, do patient assessments, work together with peers in group projects, and give patient care in the clinical setting. The University's statement of Academic Integrity is published in the University Catalog. Disciplinary actions will be taken against students who do not abide by these standards. Students are expected to present themselves as professional nurses in the practice settings at all times. They are required to wear the official CSUDH nursing name pin and to dress in a manner that is appropriate to the practice setting. They must assume responsibility for their actions and be accountable for their behavior. They should take safety precautions to protect themselves and their patients.

Academic Integrity; Plagiarism and Cheating

Academic integrity is of the utmost importance to the School of Nursing. Integrity

concerns honesty and implies being truthful, fair, and free from lies and deceit.
All students are responsible for understanding university policies related to academic integrity. The university's stance on academic integrity is communicated to students in several ways:

- The University Catalog includes a section entitled Academic Integrity: Its place in the University Community.
- The Student Rights and Responsibilities Handbooks provide a guide to academic integrity as it relates to students.
- Each course syllabus includes a statement related to academic integrity, plagiarism, and cheating and references the relevant section of the University Catalog.

At the School of Nursing, the definition of academic dishonesty, as provided Kibler, Nuss, Paterson, and Pavela (1988) usually refers to forms of cheating and plagiarism which result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Cheating, as also provided by Kibler, et al., is the practice of intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. This includes fabrication and plagiarism.

Fabrication is the intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Plagiarism includes the following: copying of one person's work by another and claiming it as their own, false presentation of one's self as the author or creator of a work, falsely taking credit for another person's unique method of treatment or expression, or the presentation of one's self as the source of ideas or expression, or the presentation of someone else's language, ideas, or works without giving that person due credit. It is not limited to written work. A complete definition can be found in the University Catalog.

Any and all academic misconduct will be investigated and may result in sanctions against the student if the student is found to be culpable. When a student detects or has reason to believe that another student has been academically dishonest, the student has the obligation to address it. One option is to directly confront the person. Another option is to report the details of the incident to the instructor. If the student is unsure about the dishonesty of a student, they can see the instructor and simply inform him or her of their suspicion.

Additional Resources

There are several other handbooks that provide useful information about CSU Dominguez Hills and School of Nursing policies and procedures. You may find it helpful to bookmark the following websites, or download the handbooks and forms so that you have easy access. You may want to print copies and compile all the handbooks and forms in one binder or folder.

The *Graduate Policy Handbook* (2018) presents University policies and procedures that pertain to all graduate students.
https://www.csudh.edu/Assets/csudh-sites/graduate-studies/docs/graduate%20student%20handbook%202017-2018.pdf

Forms related to registration, petitions, workshops, clinical placement, etc. are located on the School of Nursing website at: https://www.csudh.edu/son/forms/

Websites:

California State University Dominguez Hills: http://www.csudh.edu

School of Nursing: https://www.csudh.edu/son/

School of Nursing Forms: https://www.csudh.edu/son/forms/

Academic Technology: http://www.csudh.edu/academic-technology/

School Mailing Address:

California State University Dominguez Hills

School of Nursing

1000 E. Victoria Ave.

Carson, CA 90747