



UCLA School of Nursing

STUDENT HANDBOOK **2014-2015**



Dear Nursing Student:

Welcome to the UCLA School of Nursing.

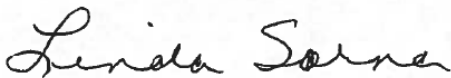
In the 65 years since the UCLA School of Nursing was founded, we have led the way in nursing education and today enjoy a national and international reputation for excellence.

The path on which you are about to embark – Bachelor of Science, Master’s Entry Clinical Nurse or Advanced Practice Nurse – will prepare you to become one of the nurse leaders of tomorrow. The nursing profession is changing rapidly, with each year bringing new advances in research, education, technology, treatments and practice. Our curriculum is rigorous and you will leave with the knowledge, skills and abilities to respond to the healthcare needs of a diverse population in whatever setting you decide to practice.

We are committed to your success. The outstanding faculty, administration, and staff collaborate to establish a culture of academic excellence and ensure that every student is able to access resources and navigate systems to be successful in her/his educational endeavors and professional development. We are dedicated to providing high-quality instruction, clinical supervision and mentorship.

UCLA is one of the great research universities in the world. For nearly 100 years, UCLA has been a pioneer with a can-do perspective that has brought the campus 12 Nobel Prizes, 12 Rhodes Scholarships and more than 250 Olympic medals. The university offers opportunities for research, fellowships and internships. Whether you want to change a life, a generation or the world, you can do it with the resources UCLA provides.

Being accepted to UCLA is more than a badge of honor – it is a responsibility. Take advantage of all we have to offer. You will be joining the most trusted profession. You are the future of healthcare.



Linda Sarna, PhD, RN, FAAN

Acting Dean and Professor

Lulu Wolf Hassenplug Endowed Chair

TABLE OF CONTENTS

HISTORY OF THE SCHOOL	1
PHILOSOPHY OF THE UCLA SCHOOL OF NURSING	2
MISSION OF THE UCLA SCHOOL OF NURSING	3
ACCREDITATION	3
PRE-LICENSURE PROGRAMS: BACHELOR OF SCIENCE (BS) & MASTER OF SCIENCE NURSING-MASTER’S ENTRY CLINICAL NURSE (MSN-MECN):	4
BACHELOR OF SCIENCE (BS) DEGREE PROGRAM	5
BS PROGRAM GOALS	5
BS PROGRAM CURRICULUM PLAN	6
BS PROGRESSION	8
MSN-MASTER’S ENTRY CLINICAL NURSE (MECN) PRE-LICENSURE PROGRAM	10
PROGRAM GOALS	10
MSN-MECN PROGRAM CURRICULUM PLAN	11
MSN-MECN PROGRESSION	13
ASSESSMENTS AND EXAMINATIONS FOR PRE-LICENSURE PROGRAMS	14
KAPLAN LEVEL/COURSE EXAMINATION	14
Scheduling	14
Mastery Score	16
Practicing for the KAPLAN Exams	16
Kaplan Exit Examination (RN Comprehensive Predictor)	16
ADDITIONAL EXAMINATIONS	16
MSN-MECN WRITTEN COMPREHENSIVE EXAMINATION	16
POST-LICENSURE PROGRAMS IN THE SCHOOL OF NURSING	17
DOCTOR OF PHILOSOPHY (PHD) DEGREE IN NURSING	17
MSN - ADVANCED PRACTICE NURSE (APN) /POST-LICENSURE PROGRAM	18
ADVANCED PRACTICE NURSE (APN)/POST-LICENSURE	19
OVERVIEW OF MSN-APN COURSE REQUIREMENTS	19
MASTER IN BUSINESS ADMINISTRATION/MASTER OF SCIENCE IN NURSING/POST-LICENSURE CONCURRENT DEGREE PROGRAM	24
MSN-APN WRITTEN COMPREHENSIVE EXAMINATION	25

GENERAL ACADEMIC POLICIES FOR THE SCHOOL OF NURSING	26
GRADING SCALE	26
GRADING POLICY.....	26
POSTING OF GRADES AND/OR DISTRIBUTION OF EXAMS	26
INCOMPLETE GRADES.....	27
POLICY ON ALTERNATE EXAMINATION DATES	27
ACADEMIC DISQUALIFICATION AND DISMISSAL	27
APPEAL PROCESS	28
EXPECTATIONS FOR BEHAVIOR.....	28
ESSENTIAL FUNCTIONS OF A NURSING STUDENT	28
COMMITMENT TO LEARNING.....	30
PROFESSIONAL COMMUNICATION.....	30
CLINICAL EDUCATION	31
CAMPUS SKILLS/SIMULATION LABORATORY	31
CLINICAL COURSE WORK.....	31
DOCUMENTATION OF INAPPROPRIATE BEHAVIOR OR UNSAFE CLINICAL PRACTICE	32
ISSUING AN ANECDOTAL NOTE	32
ELIGIBILITY FOR CLINICAL PRACTICE	33
HEALTH EVALUATION	33
Physical Exam	33
Tuberculosis Evaluation.....	33
Immunization Status.....	34
Basic Life Support Cardio Pulmonary Resuscitation (BLS/CPR).....	34
RN License: MSN-APN Students	34
Background Check.....	34
HIPAA Privacy and Security Screening	35
Insurance	35
PERSONAL APPEARANCE AND CONDUCT	36
HYGIENE	36
NURSING UNIFORM AND DRESS CODES: PRE-LICENSURE	36
PERSONAL APPEARANCE AND PROFESSIONAL CLOTHING APN/POST-LICENSURE.....	37
CLINICAL AGENCY RULES.....	37
CONFIDENTIALITY.....	38
HEALTH SITUATIONS INCREASING RISK IN THE CLINICAL SETTING.....	39
INJURED WHILE IN CLINICAL:	39
UCLA POLICY ON HIV/AIDS	39

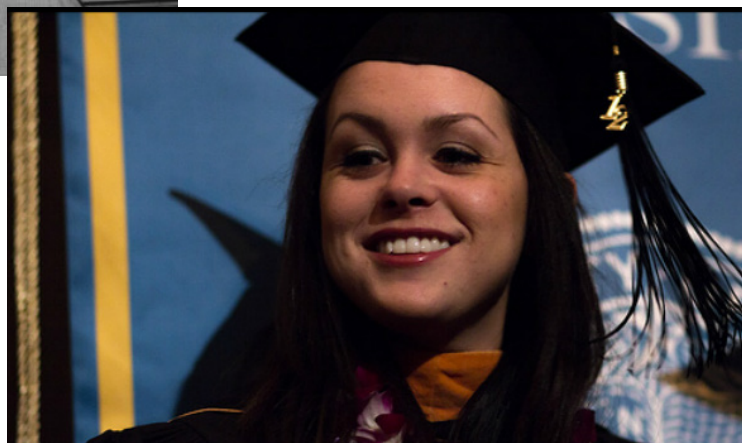
STUDENT-FACULTY COMMUNICATION	40
FACULTY ADVISEMENT	40
ATTENDANCE POLICIES	40
ABSENCES AND PUNCTUALITY	40
Theory Courses.....	40
Clinical Courses in the Pre-Licensure Programs	41
STUDENT INFORMATION	42
ACADEMIC INTEGRITY AND STUDENT CONDUCT	42
FINANCIAL ASSISTANCE.....	42
STUDENT INVOLVEMENT IN SCHOOL OF NURSING COMMITTEES	42
Curriculum Committee	42
Student Affairs Committee	43
CAMPUS SERVICES.....	43
Registration.....	43
Student Health.....	43
Waiving UC Ship	43
Counseling and Psychological Services (CAPS).....	44
Office for Students with Disabilities (OSD)	44
Graduate Writing Center (GWC)	44
Undergraduate Writing Center.....	44
Bruin Online	45
Housing.....	45
Parking and Transportation	45
UCLA Police Department	45
Crime Statistics and Reporting (Clery Act).....	45
Emergency Plan	45
Emergency Services	46
STUDENT ORGANIZATIONS	46
ELIGIBILITY FOR LICENSURE	47
ELIGIBILITY FOR ADVANCED PRACTICE CERTIFICATION	47
CHANGES TO POLICY AND/OR CURRICULUM REQUIREMENTS	47
SIGNATURE AND CONFIRMATION PAGE	48

HISTORY OF THE SCHOOL

In 1949, the Regents of the University of California authorized the School of Nursing as one of the professional schools of the UCLA Center for the Health Sciences. This action paved the way in 1950 for the opening of an undergraduate program in nursing leading to the Bachelor of Science (BS) degree and made possible the establishment of a graduate program to award a Master of Science (MS) degree in Nursing in 1951. In 1966, the Master of Nursing (MN) degree was established as an alternate option to the MS degree. The MS degree program was discontinued in 1969. The Regents approved the Doctor of Nursing Science (DNSc) degree program in 1986, and in 1987 the first doctoral students were admitted. In 1996, the Office of the President and the Regents approved the change in the master's degree designation from MN to Master of Science in Nursing (MSN); the change in doctoral degree designation from DNSc to PhD in Nursing was approved in 1995. In 2013, an en route MS option was established within the existing PhD program for students in the BS to PhD pathway.

To meet the educational needs of students who are registered nurses with Associate Degrees or diplomas in nursing, the original BS program curriculum was revised in 1997 and the RN to BS Bridge Program was established and continued until 2010.

In 2006, the School of Nursing reinstated the pre-licensure bachelor's program (BS/pre-licensure) with admission at the freshman level and launched the Master's Entry Clinical Nurse (MECN/pre-licensure) program within the MSN degree, which is designed for pre-licensure students with bachelor's degrees in other discipline.





PHILOSOPHY OF THE UCLA SCHOOL OF NURSING

The UCLA School of Nursing is guided by a philosophy that embodies the mission and goals of the University of California. The philosophy addresses nursing, the clients of nursing, and nursing students. The school is committed to an interdisciplinary learning environment.

Nursing encompasses clinical practice, education, research, consultation, leadership, management and service to the profession at both the local and global communities. Nursing involves individuals, families, groups, organizations and communities as clients. The profession must consider the human, physical and social environments that affect these clients, who may have health conditions that range from wellness to illness. Nursing activities must, therefore, include health promotion and maintenance, intervention and treatment, rehabilitation and restoration, and palliation. At an advanced practice level, nursing involves comprehensive healthcare, which encompasses the responsibility and accountability for continuity of care across the health-illness spectrum.

Nursing research is both applied and basic and has as its core actual or potential human responses to illness and as its goal the development of nursing science. Guided by ethical standards that consider the perspectives of the patient, the healthcare provider and the larger society, nursing has a social mission that encompasses the right and responsibility to provide leadership in health policy, as well as healthcare to all clients regardless of disease status, gender, race or culture.

People who receive patient-centered nursing care are complex individuals who exist in relationship to others in their family and community. This complexity of person involves biological, behavioral, emotional, psychosocial, cultural and spiritual dimensions. Each individual reflects a unique combination of these dimensions that interacts dynamically with the environment. The patients of nursing are autonomous decision makers who have certain values and knowledge about themselves that not only are relevant, but also essential to successful healthcare outcomes. As a result, nurses have the responsibility to protect the patient's right to collaboratively participate with healthcare professionals involved in their care.

Successful nursing students are active learners who bring unique gender, cultural and ethnic life experiences to the professional practice of nursing and its advancement as a discipline. Students at all levels learn relevant theory, acquire practice skills and are socialized into the profession of nursing. Increasing levels of complexity and sophistication of learning and socialization are expected of students in the different programs. Whether at the beginning practice, advanced practice, or scholar level, nursing students learn to apply knowledge, skills and professional attitudes in their work, which may include educative, administrative and research arenas. While students have the right and responsibility to participate in their own learning, faculty members have the right and responsibility to structure the teaching/learning environment to facilitate learning. Individual academic counseling and a variety of one-on-one, small-group, and interactive learning formats assist students to meet program and individual learning goals.

MISSION OF THE UCLA SCHOOL OF NURSING

The mission of the UCLA School of Nursing is to advance nursing science through the conduct and dissemination of research and expand its national and international leadership in the educational preparation of nurses. The school is committed to preparing scholarly and highly qualified nurses at all levels for the provision of quality nursing care for a diverse, multicultural society. The mission of the school focuses on three areas: education, research and practice.

The dominant mission is education of nurses at the undergraduate, master's and doctoral levels. At the bachelor's level, nurses are prepared as generalists with special skills in primary, secondary and tertiary prevention and care within a population-based context, leadership, and evidence-based practice. At the master's level, nurses are prepared as generalists in hospital-based care or for advanced nursing practice as nurse practitioners, clinical specialists or administrators in a variety of settings and specialized areas of healthcare. At the doctoral level, students are prepared as emerging scholars to advance nursing knowledge and science through systematic research. As graduates of the programs, all students are prepared to function as leaders in academic, healthcare and governmental/policy settings.

Advancing nursing science through significant and methodologically rigorous research is a critical component of the school's mission. The school is recognized as being one of the top schools of nursing in the country. The faculty is committed to increasing its standing in national and international research arenas. To this end, the faculty continues collaborative relationships with scientists and clinicians in other schools and departments at UCLA, within the University of California, at other university campuses and at cooperative, clinical and research-oriented institutions locally, regionally and internationally.

The promotion of expert clinical practice is inherent with the mission and encompasses contributions of clinical expertise and knowledge to the community. This is accomplished by sharing innovations in nursing care and health promotion and by the participation of the faculty in the delivery of expert nursing care to special populations, including the underserved and vulnerable populations.

ACCREDITATION

The UCLA School of Nursing programs of study are approved by the Academic Senate of the University of California, the California Board of Registered Nursing, and are accredited by the Commission on Collegiate Nursing Education (CCNE). Curricular oversight and periodic reviews are conducted by the UCLA Academic Senate's Undergraduate and Graduate Councils. The University of California, Los Angeles holds accreditation from the Western Association of Schools and Colleges (WASC). In 2010, the Commission on Collegiate Nursing Education (CCNE) accredited the existing bachelor's and master's degree programs for a term of 10 years.



PRE-LICENSURE PROGRAMS:

BACHELOR OF SCIENCE (BS) & MASTER OF SCIENCE NURSING - MASTER'S ENTRY CLINICAL NURSE (MECN)

PURPOSE

The purpose of the pre-licensure nursing programs at the UCLA School of Nursing is to prepare graduates to provide therapeutic nursing care to all entrusted to care regardless of race/ethnicity, age, gender, culture, religion or social status. At the pre-licensure level, two programs are offered, the Bachelor of Science/Pre-licensure (BS) program and the Master of Science in Nursing-Master's Entry Clinical Nurse (MECN) program.

This Handbook provides information to facilitate the progression of pre-licensure students in the UCLA School of Nursing. Students are also expected to read and utilize information on the [School of Nursing Academic Publications](#) webpage, the [UCLA General Catalog](#), the [Graduate Division Program and Degree Requirements](#) and the [UCLA Schedule of Classes](#)

BACHELOR OF SCIENCE (BS) DEGREE PROGRAM

PROGRAM GOALS

Graduates of the UCLA Bachelor of Science (BS) program are able to assume responsibility for organizing, implementing and evaluating hospital-, population- and/or community-based plans of nursing care for a highly complex and culturally diverse society. The Pre-licensure program prepares students with a focus on primary, secondary and/or tertiary prevention and treatment. This program integrates concepts of multiculturalism and prepares students well for the changing healthcare system and the healthcare needs of California's demographically diverse population. Students successfully completing this program are prepared as nurse generalists with special skills to provide nursing care across the lifespan, and eligible to take the [National Council Licensing Examination \(NCLEX\)](#) to be certified as an RN.

The capstone project, designed to be the culmination of a UCLA undergraduate experience, is completed in the students' final quarter. Students successfully completing the BS degree also acquire an educational foundation for entry to the graduate program, which at the master's level prepares advanced practitioners, clinical specialists and administrators in primary and acute care and, at the doctoral level, prepares nurse scientists and scholars.

After completing the BS program, graduates achieve the following objectives:

1. Select, evaluate and apply appropriate theory and research findings concerning individual- and population-based health promotion and disease prevention, biobehavioral and health systems, social-environment, and cultural and human diversity to the nursing process with a variety of clients, families and communities from ethnically diverse cultural backgrounds
2. Utilize the nursing process to promote biopsychosocial health and disease prevention, and to support the resources of culturally diverse clients and families in community- and/or hospital-based settings
3. Demonstrate effective communication and collaboration skills with clients and their families, research participants, other health professionals, colleagues and policy makers
4. Identify practice-based problems and hypotheses and critique research on issues of importance to nursing and healthcare delivery within culturally diverse hospital- and community-based settings
5. Participate in professional and community organizations and/or interest groups relevant to healthcare delivery and modify nursing standards and practices in keeping with current trends
6. Demonstrate leadership as a member of the health team to plan, manage and evaluate care of individuals, families and communities for culturally diverse populations
7. Practice hospital- and community-based nursing on the principles of ethics and law.

BS PROGRAM CURRICULUM PLAN

BS Sample Course Schedule

This sequence is only a sample and subject to change.

FIRST YEAR

Fall	Units	Winter	Units	Spring	Units	Summer	Units
N10	2	N20	2	N13 Anatomy (GE)	5		
Chem 14A (GE)	4	Chem 14B (GE)	4	Chem 14C	4		
English 3/Writing I	5	Life Science 2	4	GE (Com or Psych)	5		
Math 3A or 31A	4	GE (Liberal Arts)	5				
Total	15	Total	15	Total	14		

SECOND YEAR

Fall	Units	Winter	Units	Spring	Units	Summer	Units
N50	4	Biostat 100A	4	N54A	3		
Life Science 3	4	GE (Liberal Arts)	5	N173	4		
GE (Com or Psych)	5	N3 Physiology	5	Microbiology 10	4		
				GE (Liberal Arts)	5		
Total	13	Total	14	Total	16		

THIRD YEAR

Fall	Units	Winter	Units	Spring	Units	Summer	Units
N54B	2	N174	4	N160	4	N164	3 _T +2 _C
N152W	5	N115	4	N162C	4 _T +4 _C	N165	3 _T +2 _C
N150A	3 _T +1 _C	N150B	3 _T +1 _C				
N162A	3 _T +1 _C	N162B	4 _T +2 _C				
Total	15	Total	19	Total	12	Total	10

FOURTH YEAR

Fall	Units	Winter	Units	Spring	Units	Summer	Units
N161	3 _T +2 _C	N162D	3 _T +1 _C	N169	12 _C		
N168	5	N171	3 _T +3 _C				
GE (Liberal Arts)	5	UD Elective	4				
Total	15	Total	14	Total	12		

T: Theory Units

C: Clinical Units

The Bachelor of Science degree must be completed within the 180-216 unit limit.

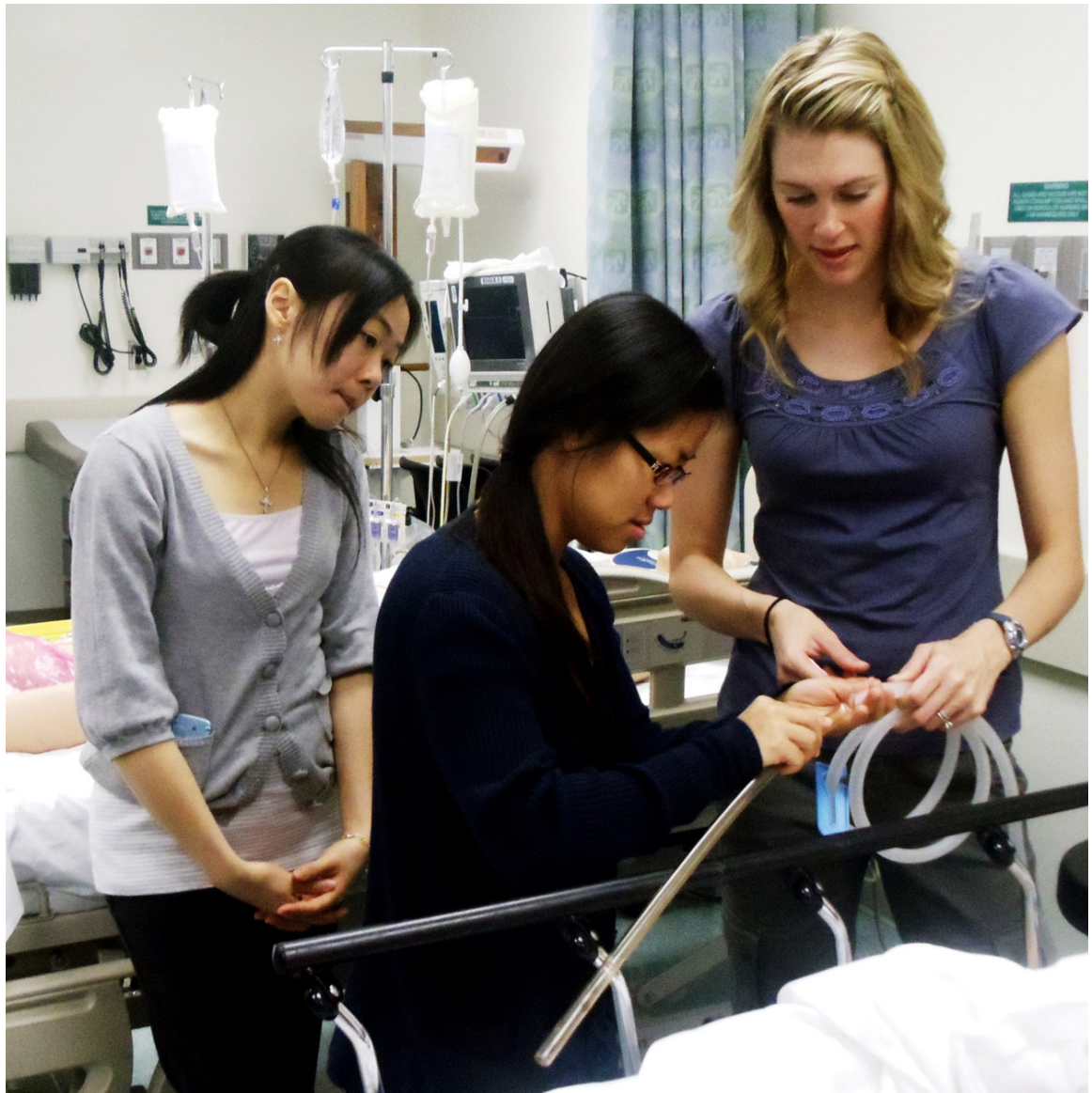
BS NURSING COURSES

COURSE NUMBER	COURSE NAME	THEORY	CLINICAL	TOTAL	QUARTER
N3	Human Physiology	5 units		5 units	Winter Year 2
N13	Introduction to Human Anatomy	5 units		5 units	Spring Year 1
N10	Introduction to Nursing and Social Justice I	2 units		2 units	Fall Year 1
N20	Introduction to Nursing and Social Justice II	2 units		2 units	Winter Year 1
N50	Fundamentals of Epidemiology	4 units		4 units	Fall Year 2
N54A	Pathophysiology I	3 units		3 units	Spring Year 2
N54B	Pathophysiology II	2 units		2 units	Fall Year 3
N115	Pharmacology and Therapeutics	5 units		5 units	Winter Year 3
N150A	Fundamentals of Professional Nursing	3 units	1 unit	4 units	Fall Year 3
N150B	Fundamentals of Professional Nursing	3 units	1 unit	4 units	Winter Year 3
N152W	Human Development/Health Promotion in Culturally Diverse Populations	5 units		5 units	Fall Year 3
N160	Secondary Prevention	4 units		4 units	Spring Year 3
N161	Mental Health Nursing	3 units	2 units	5 units	Fall Year 4
N162A	Medical-Surgical A	3 units	1 unit	4 units	Fall Year 3
N162B	Medical-Surgical B	4 units	2 units	6 units	Winter Year 3
N162C	Medical-Surgical C / Gerontology	4 units	4 units	8 units	Spring Year 3
N162D	Critical Care	3 units	1 unit	4 units	Winter Year 4
N164	Maternity Nursing	3 units	2 units	5 units	Summer Year 3
N165	Pediatrics Nursing	3 units	2 units	5 units	Summer Year 3
N168	Advanced Leadership and Role Integration	5 units		5 units	Fall Year 4
N169	Clinical Internship: Integration		12 units	12 units	Spring Year 4
N171	Public Health Nursing	3 units	3 units	6 units	Winter Year 4
N173	Introduction to Research	4 units		4 units	Spring Year 2
N174	Physical Assessment	4 units		4 units	Winter Year 3

BS PROGRESSION

1. Progression within a course, from course to course and in class level (freshman, sophomore, junior and senior) is governed by the Student Affairs Committee regulations as stated in this section. Students are responsible for completing all pre-major and nursing courses at the designated class level before going on to the courses in the following quarter.
2. Faculty may ask the Student Affairs Committee to review a student's record on the basis of classroom and/or clinical performance, professionalism, attendance or tardiness. The committee may choose to put the student on probation, make conditional requirements, or recommend for dismissal from the program. The Chair of the Student Affairs Committee will give a letter to the student stating the action of the committee. Appeal of this action by the student is made to the Chair of the Student Affairs Committee.
3. A minimum cumulative grade point average of 2.0 (on a 4.0 scale) must be maintained throughout the program. Failure to maintain a 2.0 term or cumulative GPA will result in probation or cause the student to become subject to dismissal.
4. A grade of "C-" or better (at least 70%) must be achieved in all general education and pre-major science courses. These courses include Math 3A, Chemistry 14ABC, Life Science 2 and 3, Microbiology 10 and Biostatistics 100A. A student receiving a grade below a "C-" in any such course is considered to have failed the course and must repeat that course before progressing to the next level. A grade of "C" or better is required in Writing I.
5. Students must receive a grade of "C" or better in all Nursing courses: N3, N10, N13, N20, N50, N54AB, N115, N150AB, N152W, N162A-D, N160, N161, N164, N165, N168, N169, N171, N173, and N174. For progression within the BS program, clinical theory and clinical practice courses, usually taken in the last two years of study, are linked. Students must satisfactorily pass both the theory and corresponding clinical components of the course and achieve a "C" (74% or better) to pass the course and progress to the next set of linked nursing theory and clinical course(s). If a student receives a grade of "C-" or below in any nursing course or Writing I, he or she is required to repeat the course and achieve a passing grade.
6. Since nursing courses are offered once a year and follow a defined sequence, students may need to wait until the following year to repeat a course. Students who do not maintain continuous enrollment need to reapply and be interviewed by the Student Affairs Committee. Admission is not guaranteed if the student's status lapses. A petition must be submitted if the student's program is extended beyond the established plan of 4 years for traditional BS students and 3 years for transfer students. Please refer to the academic policies for [Absence and Readmission](#) outlined in the UCLA General Catalog.

7. A student is only permitted to repeat one nursing course in the process of completing the BS program. The student may retake one course; however, if the student receives below passing in that course again, or subsequently fails to pass any other nursing course, the student may be recommended for dismissal from the program.
8. A student may not drop a nursing course (NXX or NXXX) to avoid receiving a failing grade. Students must seek counsel from their faculty advisors, course instructor, and the Student Services Coordinator before dropping a course.
9. A pre-major science course, taken before the last two years of study, may be repeated only once; however, a student can repeat more than one pre-major science course to a maximum of sixteen (16) units. If a student completed a science course more than seven years ago, this science course must be repeated and this does not count as repeating a course for progression.
10. Failure to meet any of the above requirements may result in recommendation for dismissal from the program.



MSN-MASTER'S ENTRY CLINICAL NURSE (MECN) PRE-LICENSURE PROGRAM

PROGRAM GOALS

The Master of Science in Nursing-Master's Entry Clinical Nurse (MSN-MECN) program option is designed to produce nurse generalists with special leadership skills and cultural competency who assume accountability for healthcare outcomes for a specific group of clients through the assimilation and application of evidence-based research. These nurses function in the acute hospital-based setting as well as a variety of community settings. MSN-MECN nurses apply core concepts of ethical and social justice, research, primary, secondary and tertiary prevention, advanced research and systems theory, and healthcare policy to their role as provider and manager of care at the point of care to individuals and cohorts. After program completion, the MSN degree is awarded and the graduate is eligible to take the [National Council Licensing Examination \(NCLEX\)](#) to be certified as an RN. Graduates are prepared to implement outcomes-based practice and quality improvement in clinical settings.

After completing the MSN-MECN, graduates are able to complete the following objectives:

1. Select, evaluate and apply, in an acute hospital and a variety of other settings, basic and advanced theoretical knowledge of core concepts, including advanced leadership and healthcare systems to the nursing process in order to deliver healthcare to clients from ethnically diverse cultural backgrounds
2. Analyze health problems at a unit, aggregate (community) and systems level, and develop nursing interventions that balance the health needs at the unit and cohort levels
3. Demonstrate effective communication and collaboration skills with clients, research participants, other health professionals, colleagues and policy makers
4. Evaluate existing nursing and healthcare systems research, apply findings to nursing practice and participate in the development of new knowledge
5. Demonstrate leadership and system skills and critical thinking that contribute to the effectiveness and efficiency of nursing and healthcare
6. Practice hospital- and community-based nursing, based on the principles of ethics and law
7. Participate in professional and community organizations and/or interest groups relevant to healthcare delivery and modify nursing standards and practices in keeping with current trends

MSN-MECN PROGRAM CURRICULUM PLAN

MSN-MECN Sample Course Schedule

Please note this is only a sample and subject to change.

FIRST YEAR

Fall	Units	Winter	Units	Spring	Units	Summer	Units
N230A	3	N174	4	N204	4	N461	3 _T +2 _C
N250	5	N225A	3	N225B	2	N465C	4 _T +4 _C
N252	4	N230B	2	N260	4		
N254A	3 _T +1 _C	N254B	3 _T +1 _C	N266	3		
		N465A	3 _T +1 _C	N465B	4 _T +2 _C		
Total	16	Total	17	Total	19	Total	13

SECOND YEAR

Fall	Units	Winter	Units	Spring	Units	Summer	Units
N269	4	N467	12	N171	3 _T +3 _C		
N462	3 _T +2 _C			N267	3		
N464	3 _T +2 _C			N268	4		
N465D	3 _T +1 _C			N597	2		
Total	18	Total	12	Total	15		

NURSING CORE COURSES

COURSE NUMBER	COURSE NAME	TOTAL	QUARTER
N225A	Advanced Pharmacology I	3 units	Winter Year 1
N225B	Advanced Pharmacology II	2 units	Spring Year 1
N230A	Advanced Pathophysiology I	3 units	Fall Year 1
N230B	Advanced Pathophysiology II	2 units	Winter Year 1
N250	Ethical Issues, Social Justice, and History of Nursing	5 units	Fall Year 1

RESEARCH COURSES

COURSE NUMBER	COURSE NAME	TOTAL	QUARTER
N204	Research Design and Critique	4 units	Spring Year 1
N597	Individual Study for Comprehensive Examination	2 units	Spring Year 2

ADMINISTRATIVE COURSES

COURSE NUMBER	COURSE NAME	TOTAL	QUARTER
N266	Healthcare Systems/Organizations	3 units	Spring Year 1
N267	Healthcare Policy	3 units	Spring Year 2
N268	Systems (Hospital Unit): Individual Level	4 units	Spring Year 2
N269	Quality Improvement & Population-Based Quality of Practice	4 units	Fall Year 2

CLINICAL THEORY AND PRACTICE COURSES

COURSE NUMBER	COURSE NAME	TOTAL	QUARTER
N171	Public Health Nursing	6 units	Spring Year 2
N174	Physical Assessment	4 units	Winter Year 1
N252	Health Promotion/Risk Reduction Systems: Population Level	4 units	Fall Year 1
N254A	Theoretical Foundations of Professional Nursing	4 units	Fall Year 1
N254B	Theoretical Foundations of Professional Nursing	4 units	Winter Year 1
N260	Secondary Prevention	4 units	Spring Year 1
N461	Mental Health	5 units	Summer Year 1
N462	Maternity Nursing	5 units	Fall Year 2
N464	Pediatric Nursing	5 units	Fall Year 2
N465A	Medical-Surgical A	4 units	Winter Year 1
N465B	Medical-Surgical B	6 units	Spring Year 1
N465C	Medical-Surgical C / Gerontology	8 units	Summer Year 1
N465D	Critical Care	4 units	Fall Year 2
N467	Clinical Internship: Integration	12 units	Winter Year 2

MSN-MECN PROGRESSION

1. Progression within a course, from course to course and level to level is governed by the Student Affairs Committee regulations as stated in this section. Students are responsible for completing all courses at the designated level before going on to the courses in the following quarter.
2. Faculty may ask the Student Affairs Committee to review a student's record on the basis of classroom and/or clinical performance, professionalism, attendance or tardiness. The committee may choose to put the student on probation, make conditional requirements, and/or recommend for dismissal from the program. The Chair of the Student Affairs Committee will give a letter to the student stating the action of the committee. Appeal of this action by the student is made to the Chair of the Student Affairs Committee.
3. A minimum cumulative grade point average of 3.0 (on a 4.0 scale) must be maintained throughout the program. Failure to maintain a term or cumulative GPA of 3.0 will result in probation and possible recommendation for dismissal from the program.
4. For progression within the MSN-MECN program, clinical theory and clinical practice courses are linked. Students must satisfactorily pass both theory and clinical components of the course and achieve a "B" (>84%) to pass the course and progress to the next theory-clinical course(s). If a student does not receive a grade of "B", >84%, she or he will repeat the theory-clinical course during the next academic year. A student may not continue on to the next quarter until the class is repeated and satisfactory grade is earned.
5. For designated nursing courses N250, N252, N260, N225AB, N230AB, students may progress within the program if a grade of "C" (i.e., a score >74%) is earned.
6. Since nursing classes are offered once a year and follow a strict sequence, students may need to wait until the following year to repeat a course. Students who do not maintain continuous enrollment will need to reapply and be interviewed by the Student Affairs Committee. Admission is not guaranteed if the student's status lapses. Please refer to the academic policies for [Absence and Readmission](#) stated in the UCLA General Catalog.
7. A student is only permitted to repeat one nursing course in the process of completing the MECN program. The student may retake one course; however, if the student receives below passing in that course again, or subsequently fails to pass any other nursing course, the student maybe recommended for dismissal.
8. A student may not drop a nursing course to avoid receiving a failing grade. Students must seek counsel from their faculty advisor, course instructor, and the Student Affairs Coordinator before dropping a course.
9. Failure to meet any of the above requirements may result in recommendation for dismissal from the program.

ASSESSMENTS AND EXAMINATIONS FOR PRE-LICENSURE PROGRAMS

KAPLAN LEVEL/COURSE EXAMINATION

PURPOSE

The Kaplan exams are administered to School of Nursing pre-licensure nursing students to assess whether each student has acquired the necessary skills and knowledge to successfully pass the respective content areas on the RN-NCLEX. These tests are administered as coursework is completed and at the end of the program. Participation in the Kaplan testing program is mandatory for all pre-licensure nursing students. The cost of exam and review materials is the responsibility of each nursing student. The current cost of the Kaplan testing program and accompanying materials is \$450. The fee for in-program examination materials does include access to NCLEX-RN® Prep offered by Kaplan Nursing following graduation.

SCHEDULING

Each student must plan to be present on the days in which the respective Kaplan Level/Course examinations are administered. The schedule indicates the timeframe when the respective exams are administered. Students may not lobby to pressure faculty or other students to change test dates. Tests are generally scheduled during finals week of the specified quarters and students must plan personal commitments and travel so that they can attend the examination. The course syllabus for any given quarter will contain the exact date when the Kaplan Level/Course Examination will be administered.



EXAM ADMINISTERED AT THE CONCLUSION OF THE CORRESPONDING COURSE:	BS	
	CORRESPONDING COURSE	QUARTER
Fundamentals	N150A Fundamentals A	Fall Year 3
Fundamentals	N150B Fundamentals B	Winter Year 3
Medical-Surgical	N162A Med-Surg A	Fall Year 3
Medical-Surgical	N162B Med-Surg B	Winter Year 3
Pharmacology	N162C Med-Surg C/ Gero	Spring Year 3
Medical-Surgical Comprehensive	N162C Med-Surg C/ Gero	Spring Year 3
Pediatric Nursing	N165 Pediatric Nursing	Summer Year 3
OB Nursing, including growth and development	N164 Maternity Nursing	Summer Year 3
Psychosocial Nursing	N161 Mental Health Nursing	Fall Year 4
Management/Professional Issues	N168 Leadership Role	Winter Year 4
Community Health	N171 Public Health Nursing	Winter Year 4
Comprehensive	N169 Immersion	Spring Year 4

EXAM ADMINISTERED AT THE CONCLUSION OF THE CORRESPONDING COURSE:	MSN-MECN	
	CORRESPONDING COURSE	QUARTER
Fundamentals	N254A Fundamental A	Fall Year 1
Fundamentals	N254B Fundamental B	Winter Year 1
Medical-Surgical	N465A Med-Surg A	Winter Year 1
Medical-Surgical	N465B Med-Surg B	Spring Year 1
Pharmacology	N465C Med-Surg C/ Gero	Summer Year 1
Medical-Surgical Comprehensive	N465C Med-Surg C/ Gero	Summer Year 1
Psychosocial Nursing	N461 Mental Health	Summer Year 1
Pediatric Nursing	N464 Pediatric Nursing	Fall Year 2
OB Nursing, including growth and development	N462 Maternity Nursing	Fall Year 2
Management/Professional Issues	N268 Systems	Spring Year 2
Community Health	N171 Public Health Nursing	Spring Year 2
Comprehensive	N171 Public Health Nursing	Spring Year 2

MASTERY SCORE: Kaplan Examination scores are bench marks for the curriculum and are mandatory. Students will receive up to 10% of the assigned course grades based on their percent score for each examination, as outlined in the course syllabus.

PRACTICING FOR THE KAPLAN EXAMS: To assure the success of each student in taking the Kaplan course/level examinations, Kaplan has made available online practice examinations and remediation tools. Students should refer to the [Kaplan website](#) to access and take these practice exams.

KAPLAN EXIT EXAMINATION (RN COMPREHENSIVE PREDICTOR)

The Kaplan Exit Examination is administered at the end of the student's final quarter. This exam is required for completion of the program and serves as a valuable assessment tool to determine the level of knowledge and skill of the nursing student near the end of the BS or MECN program.

ADDITIONAL EXAMINATIONS

MED MATH: A medication-focused math test (Med Math) will be given each clinical quarter, beginning junior year for BS students and first year for MECN students. Medication knowledge and dosage calculation is critical to patient safety; therefore, students must pass with 95%. Students will have 3 chances to take the test and may not continue in the clinical if 95% is not achieved on the 3rd Med Math test. Refer to the course syllabus for detailed information.

OSCE: An Objective Standardized Clinical Exam (OSCE) will be given at the end of each clinical course during finals week as a summative evaluation. OSCE test will be reflective of the content and skills of the course. Grading of an OSCE is Pass/Fail and remediation and repeat testing may occur on the same day. Failure to pass OSCE after remediation may prevent students from continuing in the clinical. Refer to the course syllabus for detailed information.

MSN-MECN WRITTEN COMPREHENSIVE EXAMINATION

Pursuant to requirements of the UCLA graduate division for graduation, the written Master's Comprehensive Examination is administered in the second year of study. Written instructions are distributed to students at least 10 weeks in advance of the examination due date. Each student completes the Comprehensive Examination out of class and independently. A passing score is 70% or more of possible points. The Comprehensive Examination may be attempted three times. The two retakes will be scheduled during the summer and fall quarters. Late examinations are not accepted for grading, will count as an attempt at passing, and will be given a failing grade.

Students who fail to achieve a passing score on their first attempt are eligible to participate in graduation ceremonies. However, the degree will be awarded in the quarter during which the Comprehensive Examination is passed.

Successful completion of the Master's Comprehensive Examination is a requirement for completion of required nursing curriculum. Students will **not** be certified to any Board of Registered Nursing as having completed nursing course requirements until they have successfully completed the Master's Comprehensive Examination.



POST-LICENSURE PROGRAMS IN THE SCHOOL OF NURSING

PURPOSE

The purpose of the post-licensure nursing programs at the University of California at Los Angeles School of Nursing is to prepare graduates to provide advanced practice health care, leadership, and scholarship. At the post-licensure level, two programs are offered, the Master of Science in Nursing-Advanced Practice Nursing (APN) and the Doctor of Philosophy (PhD) program.

This Handbook provides information to facilitate the progression of post-licensure students in the UCLA School of Nursing. Students are also expected to read and utilize information on the [School of Nursing Academic Publications](#) webpage, the [UCLA General Catalog](#), the [Graduate Division Program and Degree Requirements](#) and [Standards and Procedures for Graduate Study](#), [School of Nursing PhD Guidelines](#), and the [UCLA Schedule of Classes](#).

DOCTOR OF PHILOSOPHY (PHD) DEGREE IN NURSING

The goal of the UCLA School of Nursing (SON) Doctor of Philosophy (PhD) degree program is to develop the foundation of knowledge upon which the practice of the profession is based. The UCLA SON PhD program aims to develop nurse scientists who can conduct research and generate theory that incorporate the influence of the biologic, psychosocial and physical environments on health and healthcare. Areas of focus and interest include, but are not limited to: health of diverse and vulnerable populations, older adults, and persons with chronic and communicable diseases. Doctoral graduates serve as leaders who educate, influence practice, advance science, optimize healthcare delivery and influence healthcare policy worldwide.

For more information about the PhD program, see the UCLA School of Nursing [PhD Guidelines](#).

MASTER'S OF SCIENCE NURSING - ADVANCED PRACTICE NURSE (APN) /POST-LICENSURE

The School of Nursing offers graduate studies and preparation in the Nurse Administrator role, the Advanced Practice Nurse Practitioner role or the Clinical Nurse Specialist role. The following specialties are available for the nurse administrator role: Nursing Administration or Nursing Administration/Occupational and Environmental Health. Advanced Practice is divided into four distinct population foci: Adult/Gerontology Primary Care, Adult/Gerontology Acute Care, Family and Pediatrics. Adult/Gerontology Acute Care students may also select a specialty in Oncology. Adult/Gerontology Acute Care and Pediatrics students may select either the nurse practitioner, clinical nurse specialist or the dual nurse practitioner and clinical nurse specialist role. Students in the Family, Adult/ Gerontology Primary and Occupational and Environmental Health specialization are prepared in the Nurse Practitioner role only. Students in the family nurse practitioner specialty may take the underserved populations subspecialty.

Please note that admissions to the following specialties are temporarily suspended: Nursing Administration, Nursing Administration/Occupational and Environmental Health, Adult/ Gerontology Acute Care Oncology, and the Underserved Populations subspecialty.

In their practice, MSN-APN students use logic and reason distinguished by intellectual curiosity and individual creativity. MSN-APNs apply multidisciplinary theories, including nursing, biologic, behavioral, management, social/environmental and organizational theories to develop, implement and evaluate models of patient care and quality of services. They are able to competently assess, diagnose, plan, implement, manage and evaluate the care of patients, groups of patients and families from diverse cultural backgrounds. The curriculum prepares students for careers in advanced practice or management.

Program Goals

After completing the MSN-APN Degree within an area of advanced practice, graduates achieve the following objectives:

1. Evaluate and apply, in a variety of settings, advanced theoretical knowledge in order to deliver healthcare to clients from diverse cultural backgrounds, including organizations and communities
2. Demonstrate communication skills through collaboration with clients in healthcare plans
3. Evaluate existing nursing research, utilize research findings in advanced nursing practice, and participate in the development of new knowledge
4. Demonstrate leadership skills and critical thinking that contribute to the effectiveness and efficiency of nursing and healthcare
5. Develop and maintain a practice environment based on the principles of ethics and law in which ethical dilemmas are rightfully resolved
6. Consult and collaborate with clients and other health professionals in the development, implementation and evaluation of healthcare delivery, policies and programs at the local, state and national levels

In addition, functional objectives for each area of advanced practice for the MSN degree provide role preparation for:

1. Nurse practitioners to deliver advanced nursing care through the assessment, diagnosis and management of health/illness needs in primary healthcare, assuming responsibility and accountability for the continuity of healthcare in both health and illness.
2. Clinical nurse specialists to deliver advanced nursing care in a clinical specialty and perform advanced practice consultative, educative, leadership and research roles in inpatient and outpatient settings.
3. Nurse administrators to provide leadership and perform administrative roles, including direct healthcare administration, risk management, quality improvement, case management, education or research support within acute, long-term, ambulatory and community settings with a focus on improving patient and organizational outcomes.

ADVANCED PRACTICE NURSE (APN)/POST-LICENSURE

The MSN-APN curriculum includes core courses, and additional specialty courses that vary by concentration. The APN core coursework, as specified in the Essentials of Masters Education for Advanced Practice Nursing (2011), include: N231, Advanced Pathophysiology; N224, Advanced Pharmacology; and N440, Advanced Assessment and Clinical Diagnosis. These courses are presented in the table below. The number of directly supervised clinical practice hours required for the degree ranges from 600-1590. Please note: A total of 500 clinical hours in the CNS role is required for completion of the CNS and dual NP/CNS programs. This requirement assures that our CNS programs are in compliance with the LACE model and insures that CNS graduates are eligible to obtain CNS certifications in California and sit for national CNS certification exams. Graduates are eligible to sit for national CNS certification examinations in the role and population in which they are prepared.

The core and required courses for each program are summarized in the following table:

OVERVIEW OF MSN-APN COURSE REQUIREMENTS

Please note that this is only a sample and subject to change.

MSN-APN/Post-licensure Nurse Practitioner Sample Course Schedule

FAMILY NURSE PRACTITIONER SPECIALTY	
MSN CORE COURSES	SPECIALTY CORE CONCENTRATION COURSES
N200 - Biobehavioral Theoretical Foundations of Health Assessment	N211 - Theoretical Foundations of Women's Health Care during the Reproductive Years
N204 - Research Design and Critique	N212 - Health Related Family Theory
N224 - Pharmacology for APNs	N236 - Essential Theoretical Foundations of Primary Care of Children
N231 - Pathophysiology for APNs	N239 A,B,C - Assessment and Management of Adult Healthcare I, II, III
N264 - Professional Issues in Nursing	N429 A,B,C, D, E - Family Nurse Practitioner Clinical Practicum I, II, III, IV, V
N440- Advanced Assessment and Clinical Diagnosis I	

ADULT/GERONTOLOGY PRIMARY CARE NURSE PRACTITIONER

MSN CORE COURSES	SPECIALTY CORE CONCENTRATION COURSES
N200 – Biobehavioral Theoretical Foundations of Health Assessment	N211 – Theoretical Foundations of Women’s Health Care during the Reproductive Years
N204 – Research Design and Critique	N232 – Human Responses to Aging and Chronic Illness
N224 – Pharmacology for Advanced Practice Nurses	N233 – Human Responses to Aging and Chronic Illness
N231 – Pathophysiology for Advanced Practice Nurses	N239 A,B,C – Assessment and Management of Adult Healthcare I, II, III
N264 – Professional Issues in Nursing	N439 A,B,C, D, E – Advanced Practice Nursing: Clinical Practicum I, II, III, IV, V
N440 – Advanced Assessment & Clinical Diagnosis I	

PEDIATRIC SPECIALTY NURSE PRACTITIONER AND CLINICAL NURSE SPECIALIST

MSN CORE COURSES	SPECIALTY CORE CONCENTRATION COURSES
N200 – Biobehavioral Theoretical Foundations of Health Assessment	N212 – Health Related Family Theory
N204 – Research Design and Critique	N223 – Childhood Development Research and Application to Nursing
N220 – Theories of Instruction and Learning in Nursing (for CNS and Dual only)	N 238 A,B,C – Assessment and Management in Pediatric Health Care I, II, and III
N224 – Pharmacology for APN	N245 – Theoretical Foundations for Clinical Nurse Specialist Practice (for CNS and Dual only)
N231 – Pathophysiology for APN	N438 A,B,C, D – Pediatric Nurse Practitioner: Clinical Practicum I, II, III, IV
N264 – Professional Issues in Nursing	N445 – Advanced Practice Nursing: Clinical Nurse Specialist Practicum (for CNS and Dual only)
N440 – Advanced Assessment & Clinical Diagnosis I	

ADULT/GERONTOLOGY PRIMARY CARE OCCUPATIONAL AND ENVIRONMENTAL HEALTH NURSING ADULT NURSE PRACTITIONER SPECIALIST

MSN CORE COURSES	SPECIALTY CORE CONCENTRATION COURSES
N200 – Biobehavioral Theoretical Foundations of Health Assessment	N213 – Occupational and Environmental Health Nursing Role, Theory, and Research
N204 – Research Design and Critique	N232- Human Responses to Aging and Chronic Illness
N224 – Pharmacology for APN	N233- Human Responses to Aging and Chronic Illness
N231 – Pathophysiology for APN	N239 A,B,C – Assessment and Management of Adult Healthcare I, II, III
N440 – Advanced Assessment & Clinical Diagnosis I	N439 A,B,C, D, E – Advanced Practice Nursing: Clinical Practicum I, II, III, IV, VN 233- Human Responses to Aging and Chronic Illness
	10 units of interdisciplinary occupational and environmental health nursing courses

ADULT/GERONTOLOGY ACUTE CARE SPECIALTY NURSE PRACTITIONER AND CLINICAL NURSE SPECIALIST

MSN CORE COURSES	SPECIALTY CORE CONCENTRATION COURSES
N200 – Biobehavioral Theoretical Foundations of Health Assessment	N216 A, B, C – Adult/Gerontology Concepts for APN in Acute Care I, II, III
N204 – Research Design and Critique	N245 Theoretical Foundations for Clinical Nurse Specialist Practice (for CNS and Dual only)
N220 – Theories of Instruction and Learning in Nursing (for CNS and Dual only)	N416 A, B, C, D, E – Adult/Gerontology- Acute Care Nurse Practitioner Practicum I, II, III, IV, V
N224- Pharmacology for APN	N229A, B, C – System-Based Health Care, 1, 2, 3
N231 – Pathophysiology for APN	N 445 – Advanced Practice Nursing: Clinical Nurse Specialist Practicum (for CNS and Dual only)
N440 – Advanced Assessment & Clinical Diagnosis I	N267 – Healthcare Policy (for CNS and Dual only)
N444 – Advanced Assessment & Clinical Diagnosis II	N269 – Quality Improvement and Population-Based Quality of Practice (for CNS and Dual only)

ADULT/GERONTOLOGY ACUTE CARE ONCOLOGY SPECIALTY NURSE PRACTITIONER AND CLINICAL NURSE SPECIALIST

MSN CORE COURSES	SPECIALTY CORE CONCENTRATION COURSES
N200 – Biobehavioral Theoretical Foundations of Health Assessment	N214 – Seminar for Advanced Concepts in Oncology
N204 – Research Design and Critique	N216 A,B,C – Acute Care Nurse Practitioner Practicum I, II, III, IV, V
N220 – Theories of Instruction and Learning in Nursing (for CNS and Dual only)	N245 Theoretical Foundations for Clinical Nurse Specialist Practice (for CNS and Dual only)
N224 – Pharmacology for APN	N414 A, B – Clinical Practicum Acute Care Oncology Nurse Practitioners
N231 – Pathophysiology for APN	N416 A, B, C, D, – Advanced Practice Nursing: Clinical Practicum I, II, III, IV, V
N440 – Advanced Assessment & Clinical Diagnosis I	N425 A, B, C – System Based Health Care
N444 – Advanced Assessment & Clinical Diagnosis II	N445 – Advanced Practice Nursing: Clinical Nurse Specialist Practicum (for CNS and Dual only)
	N267 – Healthcare Policy (for CNS and Dual only)
	N269 – Quality Improvement and Population-Based Quality of Practice (for CNS and Dual only)

NURSING ADMINISTRATION

MSN CORE COURSES	SPECIALTY CORE CONCENTRATION COURSES
N204 – Research Design and Critique	N218 A, B, C, D – Nursing Administration Theory
	N219 A – Essentials of Accounting and Budgeting in Health Care Organizations
	N219 B – Operations Planning and Control for Nurse Administrators
	N418 A, B, C – Nursing Administration Practicum
	N418 D – Nursing Administration Residency

NURSING ADMINISTRATION/OCCUPATIONAL AND ENVIRONMENTAL HEALTH

MSN CORE COURSES	SPECIALTY CORE CONCENTRATION COURSES
N204 – Research Design and Critique	N213 – Occupational and Environmental Health Nursing Role, Theory, and Research
	N218 A,B,C, D – Nursing Administration Theory
	N219 A – Essentials of Accounting and Budgeting in Health Care Organizations
	N219 B – Operations Planning and Control for Nurse Administrators
	N418 A,B,C – Nursing Administration Practicum
	N418 D – Nursing Administration Residency
	10 units of interdisciplinary occupational and environmental health nursing courses

**SUSPENDED
ADMISSION**

MASTER IN BUSINESS ADMINISTRATION/ MASTER OF SCIENCE IN NURSING/POST- LICENSURE CONCURRENT DEGREE PROGRAM

This three-year program of study leads to a combined MASTER IN BUSINESS ADMINISTRATION/MASTER OF SCIENCE IN NURSING (MBA/MSN) degree. Course offerings from the School of Nursing and the Anderson Graduate School of Management provide opportunities to learn about management of healthcare services and organizations from both a business and a nursing perspective. Separate applications are needed for admission to each school, and dual admission is required to participate in this program.

Please note that admission to the Nursing Administration program is temporarily suspended.

MSN-APN PROGRESSION

1. Progression within a course, from course to course and level to level, is governed by the Student Affairs Committee regulations as stated in this section. Students are responsible for completing **all** courses at the designated level before going on to the courses in the following quarter.
2. Faculty may ask the Student Affairs Committee to review a student's record on the basis of classroom and/or clinical performance, professionalism, attendance or tardiness. The Committee may choose to put the student on probation, make conditional requirements, or recommend for dismissal from the program. The Chair of the Student Affairs Committee will give a letter to the student stating the action of the Committee. Appeal of this action by the student is made to the Chair of the Student Affairs Committee.
3. A minimum cumulative grade point average **of 3.0** (on a 4.0 scale) must be maintained throughout the program. Failure to maintain a term or cumulative GPA of 3.0 will result in probation and possible dismissal from the program.
4. For progression within the MSN-APN program, students must satisfactorily pass the "specialty core concentration" courses and achieve a "B" (>84%) to pass the course and progress to courses in the following quarter. If a student does not receive a grade of "B" (>84%) he or she will need to repeat the theory or clinical course during the next academic year.
5. For the "MSN core" courses, the student may progress within the program if a grade of "C" (a score >74%) is earned.
6. A student is only permitted to repeat one nursing course in the process of completing the MSN-APN program. The student may retake one course; however, if the student receives below passing in that course again, or subsequently fails to pass any other nursing course, the student may be recommended for dismissal from the program.
7. Since nursing classes are offered once a year and follow a strict sequence, students may need to wait until the following year to repeat a course. Students who do not maintain continuous enrollment will need to reapply and be interviewed by the Student Affairs Committee. Admission is not guaranteed if the student's status lapses. Please refer to the academic policies for [Absence and Readmission](#) stated in the UCLA General Catalog.
8. A student may not drop a nursing course to avoid receiving a failing grade. Students must seek counsel from their faculty advisors, course instructor, and the Student Services Coordinator before dropping a course.
9. Failure to meet any of the above requirements may result in recommendation for dismissal from the program.

MSN-APN WRITTEN COMPREHENSIVE EXAMINATION

Pursuant to requirements of the UCLA graduate division for graduation, the written Master's Comprehensive Examination is administered in the second year of study. Written instructions are distributed to students at least 10 weeks in advance of the examination due date. Each student completes the Comprehensive Examination out of class and independently. A passing score is 70% or more of possible points. The Comprehensive Examination may be attempted three times. The two retakes will be scheduled during the summer and fall quarters. Late examinations are not accepted for grading, will count as an attempt at passing, and will be given a failing grade.

Students who fail to achieve a passing score on their first attempt are eligible to participate in graduation ceremonies. However, the degree will be awarded in the quarter during which the Comprehensive Examination is passed.

Successful completion of the Master's Comprehensive Examination is a requirement for completion of required nursing curriculum. Students will not be certified to any Board of Registered Nursing as having completed nursing course requirements until they have successfully completed the Master's Comprehensive Examination.



GENERAL ACADEMIC POLICIES FOR THE SCHOOL OF NURSING

GRADING SCALE

The following grades are used to report the quality of student work at the UCLA School of Nursing. The grading scale is consistent with the grading scale at UCLA as stated in the Academic Policies of the [UCLA General Catalog](#). The grading is also consistent for each nursing course.

UNDERGRADUATE (BS)		GRADUATE (MSN)	
PERCENTAGE	LETTER GRADE	PERCENTAGE	LETTER GRADE
97-100	A+	97-100	A+
94-96	A	94-96	A
90-93	A-	90-93	A-
87-89	B+	87-89	B+
84-86	B	84-86	B
80-83	B-	80-83	B-
77-79	C+	77-79	C+
74-76	C	74-76	C
70-73	C-	73	C-
67-69	D+	<73	F
65-68	D		
60-64	D-		
<60	F		

GRADING POLICY

POSTING OF GRADES AND/OR DISTRIBUTION OF EXAMS

1. Examination and final course grades are the purview of the faculty as outlined in the course syllabus.
2. For the Master's Comprehensive Examination, scores are rounded.
 - A. Examinations and answer sheets are the property of the UCLA School of Nursing.
 - B. Exam results will be reported to students or posted in the [MyUCLA](#) Gradebook system within a reasonable time after the administration of an exam.

INCOMPLETE GRADES

The instructor may assign the “I” grade when work is of passing quality but is incomplete for a good cause (such as illness or other serious problem). It is the student’s responsibility to discuss with the instructor the possibility of receiving an “I” grade as opposed to a nonpassing grade. Once an Incomplete (I) grade is assigned, it remains on the transcript along with the passing grade students may later receive for the course.

If an “I” grade is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students should not reenroll in the course; if they do, it is recorded twice on the transcript. If the work is not completed by the end of the next full term in residence, the I grade lapses to an F, NP, or U as appropriate. The College or school may extend the deadline in unusual cases (not applicable to graduate students).

For Academic Policies on Grades, please refer to the [UCLA Undergraduate Catalog](#).

POLICY ON ALTERNATE EXAMINATION DATES

In compliance with Section 92640 of the California Education Code, the University must accommodate requests for alternate examination dates for any test or examination at a time when that activity would not violate a student’s religious creed. This requirement does not apply in the event that administering the test or examination at an alternate time would impose an undue hardship which could not reasonably be avoided.

Accommodation for alternate examination dates are worked out directly and on an individual basis between the student and the faculty member involved. Students should make such requests of the instructor during the first two weeks of any given academic term.

ACADEMIC DISQUALIFICATION AND DISMISSAL

UNIVERSITY POLICY

A student may be disqualified from continuing in the program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.0 for graduate or 2.0 for undergraduate students) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those not meeting the minimum cumulative grade point average) are subject to immediate dismissal upon the recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in [Standards and Procedures for Graduate Study at UCLA](#).

SPECIAL DEPARTMENTAL OR PROGRAM POLICY

In addition to the standard reasons outlined above, a Nursing student may be recommended for termination because of grades of B- or lower in clinical theory and practice courses, regardless of overall grade point average, or for unprofessional or unethical conduct. A master’s student may also be specifically recommended for termination for failure of the comprehensive examination a third time.

APPEAL PROCESS FOR GRADES AND PROGRESSION THROUGH THE PROGRAM

Students wishing to challenge a test or clinical grade or a final grade in a course must first speak with the instructor of record within one week of issuance of the grade. If the grade prevents progression through the program, the student may choose to submit a written letter of appeal regarding his/her concerns to the Student Affairs Committee (SAC). The student may choose to work with his/her advisor or consult the [University Ombudsman](#) for help with constructing the appeal. The following guidelines are meant to help the student understand the process and submit a detailed appeal:

1. The student should review the course syllabus, the course objectives and other aspects of the syllabus as it relates to the student appeal.
2. The appeal letter must clearly highlight the concern/ issue and the requested remedy. Please note that the Student Affairs Committee may not change a grade, as that is the exclusive purview of the faculty of record.
3. The student should provide any supplemental information that is pertinent to the issue and reinforces his/her appeal.

After submitting the appeal letter, the Chair of SAC, in conjunction with the Director of Student Services, will review the appeal and request pertinent information from the faculty of record. Once the information is received, a sub-committee will be convened to review the appeal and determine if the student may progress in the program.

The Chair of SAC will send the results of that meeting to the student and the faculty of record within one week after the meeting. If the graduate student determines that the final decision of the SAC is not satisfactory, the written appeal may be presented to the UCLA Graduate Division for further determination.

EXPECTATIONS FOR BEHAVIOR

The American Nurses Association has developed [The Code of Ethics for Nurses](#) as a guide to carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. Nursing faculty affirms these professional standards and believes that nursing students should perform in accordance with the provisions of the code.

Violation of any of these general standards of conduct or provisions of the code is grounds for discipline and possible dismissal from the nursing program and/or the University.

ESSENTIAL FUNCTIONS OF A NURSING STUDENT

In order to practice nursing, a person must possess a variety of cognitive, sensory, affective and psychomotor skills. These functions are essential to successful progression in and completion of the nursing program requirements, and are a required part of each course. If a nursing student cannot meet these standards, the student must communicate with the [Office for Students with Disabilities \(OSD\)](#), as well as with the Director of Student Services to explore options for reasonable accommodations or modifications in order to meet program requirements. Faculty in the School of Nursing will work with OSD to provide accommodations for learning.

ESSENTIAL FUNCTIONS OF A NURSING STUDENT

FUNCTION	DESCRIPTION/STANDARDS	REPRESENTATIVE ACTIVITIES (NOT ALL-INCLUSIVE)
Interpersonal Skills	Abilities sufficient to interact appropriately with diverse individuals, families and groups	Establish therapeutic relationships with clients, establish rapport with healthcare team members, negotiate interpersonal conflict
Communication Skills	Communicate effectively in English in verbal and written form	Explain treatment procedures, initiate health teaching, give oral reports, speak on the telephone, document on agency records
Mobility	Ability to move from place to place and to maneuver to perform nursing activities in small spaces, stand and walk for extended periods	Bend, twist, stoop, move around in rooms, administer CPR, push and pull 25 pounds, move quickly, climb stairs
Motor Skills	Gross and fine motor skills sufficient to provide safe, effective nursing care	Calibrate and use equipment, position clients, basic key board skills, squeeze with fingers, pinch with fingers, grasp small objects with hands/fingers, reach above shoulders, below waist, maintain balance
Critical Thinking	Ability to exercise sound nursing judgment	Sequence information, identify cause effect, plan/control activities for others
Hearing	Auditory ability enough for assessment and monitoring of client needs	Hear normal speaking level sounds, hear faint body sounds, auditory alarms
Visual	Ability enough for accurate assessment and monitoring of client needs	Distinguish color, see objects up to 20 inches or 20 feet away, use peripheral vision, perceive non-verbal communication, observe specimens
Tactile	Ability enough for accurate assessment and monitoring of client needs	Feel vibrations, detect temperature, feel differences in size
Emotional Stability	Ability to assume responsibility/accountability for actions	Provide client with emotional support, adapt to stressful situations, monitor own emotions, perform multiple responsibilities concurrently

COMMITMENT TO LEARNING

The UCLA nursing faculty is committed to helping students learn. Learning is seriously compromised if assignments are not completed. Therefore, in order to pass each course in nursing, the student must satisfactorily complete each of the following criteria:

1. The student must submit all course work on time in the format described in the course syllabus. Any late or missed assignment may be subject to a grade reduction, as specified in the course syllabus or by the faculty.
2. The student must be present and is expected to verbally participate in classroom and clinical activities including pre- and post-conferences in the clinical area ([see Attendance Policies on page 40](#)).
3. The student must meet all assigned scheduled commitments.
4. The student must complete pre-assessment activities as required in each course.
5. Pre-licensure students must purchase and take the periodically scheduled Kaplan Examination series, as well as Medication and OSCE examinations as outlined in the course syllabi.
6. Students may not bring anyone not enrolled in the course to class or leave such persons unattended on campus or at off-site clinical facilities.

Learning is also seriously compromised by classroom disruptions. Therefore, in order to maximize learning, cellular devices must be turned off and stowed in book bags during class. Any student using a cellular device for any reason (without permission) will be asked to leave clinical site or classroom and an unexcused absence will be recorded. Students using cellular devices during exams or graded activities may be cited for cheating (at the professor's discretion). In the case of an unexpected emergency, students may seek permission from the professor to leave their cellular device on during class, but the device must remain in silent or vibrating mode and placed in a pocket. Internet access at agencies will be limited to obtaining information directly related to patient care.

Other prohibited classroom behaviors include refusing to be seated, talking during lectures, sleeping, eating, non-class reading, entering the classroom late or leaving early without authorization. Faculty may also communicate the time and manner for student questions and expression of points of view in the instructional setting. Faculty will establish, communicate and enforce reasonable rules of classroom behavior and decorum. Behavior expectations are specified in the syllabi. These rules are not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions. Disruptive or disrespectful behaviors in the classroom are grounds for disciplinary action and possible recommendation for termination.

PROFESSIONAL COMMUNICATION

Behavior and communication that is disrespectful to faculty, Teaching Assistants (TAs), or fellow students are equally disruptive and prohibited. This includes communications that are aggressive or hostile in tone, including emails that demand immediate replies from faculty, TAs, or staff. Students who exhibit a chronic pattern of hostility and intimidation as indicated by the issuance of more than one Anecdotal Note, including (but not limited to) verbal abuse, shouting, profanity, stalking, swearing, sexually suggestive talk, threatening communication of any kind, or any other activity that meets the legal definition of harassment, shall be referred to the Director of Student Services and may be recommended for dismissal from the program.

CLINICAL EDUCATION

SKILLS/SIMULATION LABORATORY

1. Students are required to meet all scheduled nursing skills laboratory appointments.
2. Each student is expected to utilize the laboratory to become proficient in all skills before his/her clinical experience and demonstrate proficiency in particular skills to the appropriate faculty member.
3. Each student is expected to utilize the equipment during posted laboratory hours.
4. Due to the nature of some nursing courses, the student may be required to spend time outside of regularly scheduled class/clinical time to gain nursing skills. Students will be notified early in the quarter when practice laboratory sessions will be held.
5. Faculty may request that the student return to the clinical laboratory for practice to gain proficiency. Inability to demonstrate proficiency in an assigned skill during return demonstrations may result in the student being excluded from the associated clinical experience and/or failing to meet the course objectives.
6. A clinical experience missed due to inadequate preparation will be considered an unexcused absence.
7. The School of Nursing does not hold appropriate liability coverage for the event in which one student injures another; therefore, practicing any invasive technique (i.e., NG tube insertion, injections or IV insertion) is **strictly prohibited**.
8. Associated lab costs for the Advanced Practice Program may range between \$250 and \$350. Students will be expected to pay all lab costs.

CLINICAL COURSE WORK

1. Clinical experience provides the student the opportunity to apply theory to clinical situations. Participation in assigned clinical experiences is mandatory ([see Attendance Policies on page 40](#)).
2. Clinical evaluation tools are standard tools that are modified for each clinical course as appropriate. Each evaluation tool provides specific, measurable objectives that cover the scope and extent of each clinical course objective. These specific tools are essential if learning objectives are to be achieved. A clinical evaluation tool must be completed by each student and signed off by the clinical preceptor or liaison on a weekly basis in every clinical course. Pre-licensure students should remember that evaluations are designed to keep the student apprised of his/her progress.
3. The student must submit a weekly log on his or her clinical activities. Failure to submit such a log to the appropriate clinical liaison on time will result in the issuance of an Anecdotal Note ([see section on Anecdotal Notes on page 32](#)). The student is required to retain a copy of his or her entire clinical log.
4. The clinical evaluation process is ongoing. The clinical liaison will provide documentation on each student's clinical evaluation tool at the mid-term and the final clinical conferences.
5. Pre-licensure students receiving a no-pass in the clinical component of a nursing course may not continue the progression to the next didactic/clinical course, but must repeat the entire course since didactic and clinical are linked. Students are urged to read the section on grades preventing progression.
6. Pre-licensure students and clinical liaison will sign the final summary page indicating that the mid-term and the final evaluations were read and discussed. Students in APN program review and sign the summary of clinical hours as part of their permanent folder.

7. When a pre-licensure student's clinical work does not meet minimal expectations, the clinical liaison will immediately notify the assigned clinical instructor. Together they will intervene with the student.
8. Students must pass each clinical rotation and must do so by satisfying each clinical objective. A student who does not achieve the above requirements in the clinical rotation will not receive a passing final grade) for the course (grade "C" or above for BS; grade "B" or above for MECN and APN).
9. Both the theory and related clinical practice experiences must be passed in each clinical rotation in order to progress to the next rotation, course and/or level.
10. There may be occasions when dismissal of a student by the Student Affairs Committee becomes necessary prior to the end of a rotation or course. Examples include three or more anecdotal notes, serious medication and patient safety errors, as determined unsafe by student's faculty after remediation, gross negligence/ misconduct involving patients and/or professional misconduct. Reasons for prompt dismissal are not limited to these examples (see the Attendance Policy for specific details regarding attendance requirements and their impact on dismissal).

DOCUMENTATION OF INAPPROPRIATE BEHAVIOR OR UNSAFE CLINICAL PRACTICE

Students engaged in inappropriate or unsafe behavior in class, at office hours, in the clinical setting, or in any other interaction in their role as a student of the School of Nursing will have their actions documented in an Anecdotal Note.

ISSUING AN ANECDOTAL NOTE

1. Should a specific situation occur in lecture or clinical warranting documentation, the exact incident should be described on an Anecdotal Note. The Anecdotal Note is given to the student to read within twenty-four (24) hours of the specific incident, when possible. All documentation is filed in the student's record in the Office of Student Affairs. The student is encouraged to sign indicating that the note has been read and understood. The student may submit a written statement to be added to his/her file responding to the Anecdotal Note.
2. If a student's clinical performance is unsafe, the student will be sent home from the clinical area. This will be considered an unexcused absence and a "U" will be given for the day on the clinical evaluation tool with documentation of the unsafe conduct.
3. If the student's behavior or clinical performance is determined inappropriate or clinically unsafe, an Anecdotal Note will be issued. Faculty will clearly detail on an Anecdotal Note what is deemed "unsafe clinical practice" and discuss the behavior with the course coordinator. Concise written guidelines for improvement will be given to the student.
4. *If three reports of inappropriate behavior or unsafe clinical practice are filed for a single course, the student will fail that course.*
5. If a student receives more than three Anecdotal Notes during the academic program, he/she will meet with their faculty advisor and be referred to the Director of Student Services for counseling and to the Student Affairs Committee for review.

ELIGIBILITY FOR CLINICAL PRACTICE

In order to be eligible for clinical practice, each student is required to provide the Clinical Clearance Office with documentation of the items indicated in the following sections.

HEALTH EVALUATION

GENERAL

1. Students must meet the following School of Nursing minimum health evaluation requirements.
2. Depending on clinical placement, students will be required to meet any additional health evaluation requirements per individual institution's policy ([see also UCLA SON website](#)).

PHYSICAL EXAM

1. Students shall have a health examination by a person lawfully authorized to perform such an examination within six (6) months prior to entering the clinical nursing program.
2. Each examination shall include a medical history and physical evaluation.
3. The examination shall include laboratory work if indicated by the practitioner.
4. The report signed by the practitioner shall indicate that the person is able to perform assigned duties and that no health condition exists that would create a hazard for the student, colleagues, patients or visitors.
5. If a student is returning from an absence greater than or equal to one year, the student must complete a new health evaluation within six (6) months prior to reentering the program.
6. All persons working in a clinical setting who have symptoms of infectious disease shall be removed from contact with patients ([see Health Situations Increasing Risk in the Clinical Setting on page 39](#)).

TUBERCULOSIS EVALUATION

1. The initial health examination shall include a purified protein derivative intermediate strength intradermal skin test for tuberculosis. The 2-step TB test may be required.
2. Positive reaction to the skin test shall be followed by a 35.56 cm x 43.18 cm (14" x 17") chest X-ray or a blood test.
3. Annual tuberculosis screening by a person lawfully authorized to perform such an examination that includes symptom/risk factor assessment must be performed prior to beginning each academic year.
4. A negative 2-step PPD tuberculin skin test, a negative chest x-ray, or a negative blood test within six (6) months prior to entering the program is required. The PPD must be repeated prior to beginning each academic year. If a student has a positive PPD and a negative chest x-ray prior to beginning the program, she or he must complete the TB questionnaire prior to beginning the next academic year.
5. Depending upon the clinical site, additional requirements may be necessary, such as a urine drug screen or fire card.

¹California Code of Regulations, Title XXII, §75051

IMMUNIZATION STATUS

1. Students must demonstrate immunity to Rubella (Measles), Rubeola (Mumps), Varicella (Chicken Pox), Hepatitis B with documentation of adequate antibody titer levels post vaccination.
 - a. If insufficient immunity status has developed, documentation of completion of vaccination series for above immunizations must be demonstrated.
2. Students must provide documentation of tetanus and pertussis immunization [tetanus-diphtheria-acellular pertussis (TDaP)] within ten (10) years prior to entering the program.
3. Per clinical placement requirements, students are required to take the seasonal flu shot. Note: many of our clinical placements no longer accept a waiver and wearing of a mask.

BASIC LIFE SUPPORT CARDIO PULMONARY RESUSCITATION (BLS/CPR)

1. All students are required to obtain, maintain and provide documentation of continuous Basic Life Support CPR certification during enrollment in the program. Such documentation must be given to the Clinical Clearance Office.
2. Students returning from an absence will be required to provide current documentation of Basic Life Support CPR prior to re-enrolling.
3. All students are required to obtain and provide documentation of an annual Respirator Fit Test.

RN LICENSE: MSN-APN STUDENTS

1. APN students must provide documentation of an RN License. The License must remain current at all times.

BACKGROUND CHECK

1. A background check is required of all students of the School of Nursing because nurses perform sensitive tasks that include:
 - a. the care and security of patients, children, the elderly, the handicapped, the mentally impaired;
 - b. direct access to controlled substances;
 - c. issuance of keys to offices, rooms or buildings.
2. Students are required to submit to, and satisfactorily clear, a criminal background check prior to performing such duties.
3. Students must authorize the background check by signing the *Background Check (Criminal Record) Authorization for UCLA Nursing Students* form.
4. Students are also required to complete [background check documentation](#).
5. Some agencies require additional background and security clearances that must be completed by students in advance of their clinical placement. Students will be given adequate time to prepare for and submit all documents for background clearances.
6. The Director of Student Services is responsible for checking each student's background check. All background checks are kept in a locked office and results are shared with the healthcare facility to which the student will be assigned. Once the student graduates, all background checks will be destroyed. Students who have a negative background check will need to meet with the Director of Student Services to in order to be cleared for their clinical experiences.

HIPAA PRIVACY AND SECURITY SCREENING

1. The Health Insurance Portability and Accountability Act (HIPAA) was passed in 1996 in an effort to make health insurance more efficient and portable. Additionally, because of public concerns about confidentiality, the Act also addresses information protection.
2. Because nurses have access to individual's protected health information, all students must
 - a. have an understanding of what information must be protected under HIPAA privacy laws;
 - b. have an understanding of the HIPAA patient rights;
 - c. have an understanding of the nurse's role as a healthcare provider in maintaining privacy of protected health information for patient care, teaching, research, fund raising, marketing and media;
 - d. be aware of consequences for non-compliance with federal regulations;
 - e. successfully complete the HIPAA Privacy and Information Security Training for New Workforce Members.

INSURANCE

Students may, at the University's sole discretion, be provided a University defense and indemnity for allegations of medical negligence arising out of clinical activities rendered pursuant to a University approved affiliation agreement. Such defense and indemnity, if provided, would be limited to allegations of medical negligence for those clinical activities performed within the State of California that are required as part of their University of California degree requirements. The University may require the student to purchase liability coverage. University students are not considered to be employees of the University of California and any coverage provided by the University is subject to the University's sole determination and consideration of University excess insurance and legal requirements. Students provided a University defense and indemnity must cooperate with University assigned counsel and will not be reimbursed for personal expenses incurred, including travel or lost income resulting from participating in defense of any action. Nothing herein should be construed as a promise to provide defense and indemnification nor should it be construed to discourage students from purchasing their own liability insurance policies.

The University does not provide workers compensation to students.

PERSONAL APPEARANCE AND CONDUCT

These are general guidelines for personal appearance and professional conduct. Any infractions will be noted in the student's record.

HYGIENE:

1. Good personal hygiene is an important aspect of professional nursing. Regular bathing and the use of body deodorant are essential.
2. Adornments are not to be worn in the hair. Small functional and conservative hair fasteners may be worn in order to secure a student's hair. Hair must be clean and secured off the collar. Beards and mustaches must be clean, short and neatly trimmed; otherwise male students should be clean-shaven.
3. Because odors can be offensive to ill patients, no perfume, colognes or after-shave lotions may be worn.
4. Make-up is to be in good taste and should not be used excessively.
5. Fingernails must be clean and short. Clear polish may be worn, except in the maternity areas where no polish may be worn. No artificial nails may be worn in clinical areas.
6. Jewelry will be limited to a plain wedding band, a watch with a second hand and one pair of earrings. Necklaces are **not permitted**. Earrings should be **small single posts**. For safety reasons, earrings that dangle are inappropriate. No other visible body piercing ornaments are allowed other than earrings. Multiple earrings or decorative pins on uniforms are not allowed.
7. Sweaters are not to be worn in the clinical area.
8. Gum chewing is not permitted in any clinical agency.
9. All visible tattoos are to be covered.

NURSING UNIFORM AND DRESS CODES: PRE-LICENSURE

1. Dress codes and uniforms will vary somewhat across the programs, based upon the role and the settings for clinical practice. For pre-licensure students, the uniform will consist of a Royal blue top and bottom set embroidered with SON logo. Students are required to purchase their uniforms from the vendor selected by the School of Nursing.
2. Some attire is never acceptable in the clinical or lab area, including short pants, skirts shorter than 2" above the knee, open-toed shoes, sandals, visible piercings (e.g., noses, tongues, lips) or revealing attire (e.g., low-cut blouses). If students dress inappropriately, they may be dismissed from the clinical and lab setting and some penalties may apply.
3. Every pre-licensure student will have the following articles in order to attend clinical, unless otherwise specified:
 - a. UCLA School of Nursing Security ID
 - b. A watch with second hand/digital read out
 - c. Bandage scissors
 - d. Black ballpoint pen
 - e. Stethoscope

- f. Blood pressure cuff
 - g. Fit test respiratory and surgical mask
 - h. Penlight
 - i. White laboratory coat
4. Uniforms must be clean, pressed, and fit well. Baggy or excessively loose clothing is unacceptable and unsafe for the clinical setting.
 5. Appropriate footwear is essential in the clinical setting. No open-toed, open-air or backless footwear is acceptable. White tennis shoes with few accent colors and Danskos are acceptable. Crocs are not permitted. Shoes should be clean and polished for every clinical visit.
 6. In clinical facilities where uniforms are not worn, students are to follow the dress code for that agency. The student should consult the clinical instructor for clarification. Students going to pre-assessment or orientation at clinical sites should wear a lab coat with business casual street clothes underneath (e.g. no denim clothing, sweat suits, or shirts with sayings or logos are permitted).
 7. The UCLA School of Nursing Student Security ID must be worn at all times, both in the classroom and in all clinical settings. Students may need additional IDs for individual facilities. The UCLA School of Nursing Security ID is the property of UC Health System and must be surrendered upon leaving the program. There is a fee for lost or damaged badges.

PERSONAL APPEARANCE AND PROFESSIONAL CLOTHING: APN/POST-LICENSURE

As described above, MS-APN students are expected to use good judgment in personal hygiene and professional clothing. Clothing options for MSN-APN students vary according to the clinical agency. They may consist of scrub suits in acute-care clinical settings or business casual and laboratory coats in office or clinic settings.

CLINICAL AGENCY RULES

Students are educational guests in the clinical facility and are expected to abide by each facility's policies and procedures manuals. Students are expected to be familiar with emergency protocols for each clinical facility.

No personal calls are to be placed or received while in the clinical setting. Students are not allowed to carry a beeper or use a cellular device when in clinical unless doing so is required by the policies of the clinical site. Should a family member need to reach the student (in case of emergency only), they should call the clinical facility nursing office/ nursing office manager who will notify the faculty supervising the student.

Students who fail to comply with ongoing health-related documentation will not be allowed to attend clinical and will be required to make up lost time.

Students are expected to follow dress codes and/or specific rules unique to each facility, and to display professional demeanor while in the facility.

CONFIDENTIALITY

1. Nurses are ethically committed to a nonjudgmental attitude, to honesty, and to protecting the confidentiality and the right to privacy of the patient.
2. Patients often confide highly personal information to nurses, trusting them not to divulge that information carelessly.
3. Patient names should never be used when writing nursing care plans or presenting case studies, except when these care plans are recorded directly in the patient's chart and are used as a basis for ongoing patient care. Instead, the patients should be referred to by their initials to conceal identity.
4. Any information seen or heard concerning a patient's diagnosis, condition, treatment, financial or personal status must be held in absolute confidence.
5. Details of a patient's history or status should not be discussed in elevators, restrooms, cafeterias, or in any other public place. Discussing a patient's medical history merely for the sake of gossip is highly unethical and unprofessional and may result in dismissal from the nursing program.
6. When the clinical experiences terminate, the need to respect the patient's confidentiality continues. Internet access at agencies will be limited to obtaining information directly related to patient care.
7. Under no circumstances should a student photocopy any part of the patient's record.
8. Theory examinations, clinical skills and other testing situations are confidential. Details of these examinations should be discussed or shared only with other students and SON faculty.

HEALTH SITUATIONS INCREASING RISK IN THE CLINICAL SETTING

Changes in student health status that may affect the safety of the student and/or patient in healthcare agencies must be reported to the Director of Student Services. This includes pregnancy, accident that causes injury, or other mental or physical condition including infectious diseases. A healthcare provider statement may be required indicating it is safe for the student to function in the clinical area. The School of Nursing will provide reasonable accommodations for student with specific needs stemming from a change in health status.

As a part of providing care to ill persons, the student may be exposed to infectious and/or communicable diseases. Costs of testing, diagnosis, and treatment of any infectious and/or communicable disease, including those contracted while acting as a caregiver in a clinical experience, will be the responsibility of the student. The School of Nursing provides instruction to each student regarding Universal Precautions according to the recommendations of the Centers for Disease Control.

IF THE STUDENT IS INJURED WHILE IN CLINICAL:

1. The student should immediately notify the Clinical Liaison or Preceptor.
2. The Clinical Liaison or Preceptor will immediately notify Clinical Faculty/Course Instructor.
3. The Clinical Liaison or Preceptor will complete the "Student Medical Emergency" form, which documents medical incidents and send it to the Clearance Coordinator.
4. The Clinical Faculty will notify the Director of Student Services immediately.
5. If necessary, the student will be excused from clinical for the day to seek medical treatment.
6. If required, emergency care will be provided by the clinical site at the student's expense (a needle stick is considered an urgent medical concern).
7. The student is responsible for contacting his/her healthcare provider (often the [Arthur Ashe Center](#)) immediately following emergent care (ideally within 4 hours) to arrange for post-injury follow-up.
8. All costs associated with immediate and follow-up treatment are the responsibility of the student.

UCLA SCHOOL OF NURSING POLICY ON HIV/AIDS AND OTHER BLOOD BORNE DISEASES

For more information about definitions, policy, and post-exposure prophylaxis instructions, please review the [UCLA School of Nursing Policy](#).

STUDENT-FACULTY COMMUNICATION

FACULTY ADVISEMENT

On acceptance to the school, students are assigned a faculty advisor to aid in planning their total program. Students are encouraged to meet with their advisor face-to-face each quarter and when problems or questions arise to evaluate progress, to identify academic and personal needs and match them with available school and University resources, to confirm University and course requirements, and to maximize the student's abilities to reach educational and professional goals. Students experiencing academic difficulties should refer to the policy progression.

Upon entering their junior year, all BS students will be assigned to a faculty advisor who offers mentorship and support throughout the program. Students are encouraged to take clinical or classroom-related concerns to the appropriate faculty member. If a concern is not resolved, the student should contact their faculty advisor, the Director of Student Services, and the Associate Dean of Academic and Student Affairs. Clinical and course evaluations as well as the Exit Survey provide additional mechanisms for students to provide feedback to faculty and the School of Nursing.

In addition to the faculty advisor, the Student Services Coordinator offers support to pre-licensure students throughout their course of study. The coordinator's main responsibilities are to ensure the students' proper enrollment and satisfactory progress through the nursing program, facilitate the licensure process and provide educational verification for alumni. The coordinator meets with students collectively and on an individual basis to plan their program of study.

ATTENDANCE POLICIES

In accordance with the University's philosophy, regular class and clinical attendance are considered necessary if the student is to complete the course objectives in a satisfactory manner. Attendance is considered a legitimate basis for grading. Due to the nature of the curriculum and obligations to patients, pre-licensure students cannot easily make up time missed in the clinical area, eliminating the option for voluntary absences. Students are expected to attend all classes and every clinical session for which they are scheduled. Students are expected to come to class and clinical on time.

ABSENCES AND PUNCTUALITY

THEORY COURSES

Regular class and lecture attendance is expected of all nursing students. The instructor for a given theory course determines how student attendance is incorporated in the final grading, as indicated in the course syllabus.

Acceptable absence excuses for missing a quiz or examination for a theory course include one's own illness, serious illness in one's immediate family or death of a family member, or other exceptional circumstances. Ideally, the instructor or school must be notified at least two (2) hours prior to a scheduled examination. A student who misses a quiz or examination must take the missed quiz or examination within one (1) week of the scheduled examination at the discretion of the faculty member. There is no reduction applied to the grade on the examination for an excused absence.

If a student is absent on the day of a quiz or examination without explanation, that absence is considered to be unexcused. In general, failure to notify the instructor or school prior to the exam time will render the absence unexcused, even if the absence was due to one's own illness, serious illness in one's immediate family or death of a family member.

CLINICAL COURSES IN THE PRE-LICENSURE PROGRAMS

Clinical scheduling may include days, evenings, nights or weekends. This will be determined by the clinical site. An absence for missing a scheduled clinical may be considered excused if it is for one's own illness, serious illness in one's immediate family, death of a family member, or an unforeseen catastrophic event. **Missing a scheduled clinical for any other reason will be considered an unexcused absence and make-up time is not guaranteed.** The instructor and/or clinical agency must be notified at least one (1) hour prior to the scheduled clinical before.

The following rules apply to the permissibility of absence from any clinical hours:

1. The maximum number of absences which can be allowed before learning is considered to be compromised is one (1) clinical day in a quarter, and this absence must be made up or the student will fail the course. This is only permitted if the student has satisfactorily met all clinical objectives in all clinical rotations. Exceptions to this rule will be considered on a case by case basis.
2. If possible, makeup time for excused absences will be arranged by the Clinical Liaison or Preceptor and Clinical Faculty.
3. An unexcused absence will result in the issuance of an Anecdotal Note ([see section on Anecdotal Notes on page 32](#)). It is the student's responsibility to complete all clinical hours. If the clinical time is not made up, the student will not pass the course.
4. A release statement from a physician or Nurse Practitioner is required following a major injury, medical illness, surgery, or extended absence to indicate suitability to return to clinical and class. This applies to illnesses and/or surgeries that occur during the holiday or summer breaks.
5. Students who become aware that they have a communicable illness should notify their Clinical Liaison or Preceptor and Clinical Instructor promptly. In this case, the student should not attend the scheduled clinical and should also notify the appropriate clinical facility within two (2) hours of the scheduled clinical.
6. Clinical makeup scheduling may include days, evenings, nights or weekends, depending on the clinical site availability. This will be determined by the individual faculty member involved.
7. If a pre-licensure student has more than one (1) unexcused clinical experience, he/she will fail the course and must repeat it.
8. If a student receives an incomplete because of an excused clinical absence due to a documented condition/illness or unforeseen catastrophic event, the student will be unable to proceed to the next course or the next rotation until the incomplete is removed.
9. If a student becomes ill during clinical time, the Clinical Liaison or Preceptor will determine if the student should be excused. If the student is sent home, this will be considered an excused absence and must be made up.
10. If the Clinical Liaison or Preceptor deems a student unprepared for clinical, he/she may be sent home. The time missed will be considered an unexcused absence and must be made up.
11. A student who has not turned in a completed health form by the designated deadline **will not** be permitted to go to clinical. **The time missed will be considered an unexcused absence and must be made up.**

12. Pre-licensure students are expected to report to the clinical facility on time. Because of the nature and demand of the profession, patients assigned to students who are more than thirty (30) minutes late will be returned to the care of the facility's staff, which will result in an unsatisfactory rating on the clinical evaluation tool. If a student knows he/she will be late, the Clinical Liaison must be notified as soon as possible. Lateness of greater than thirty (30) minutes is considered an unexcused absence and must be made up.
13. Students who fail to comply with ongoing health-related documentation will not be allowed to attend clinical and will be required to make up lost time, which will be an unexcused absence.

STUDENT INFORMATION

ACADEMIC INTEGRITY AND STUDENT CONDUCT

UCLA is a community of scholars. All members, including faculty, staff and students, are responsible for maintaining standards of academic honesty. Cheating, plagiarism, unassigned collaborative work, multiple submissions without permission of the professor or other kinds of academic dishonesty are considered unacceptable behavior and will result in formal disciplinary proceedings, usually resulting in **suspension** or **dismissal**. All reports of dishonesty will be reviewed by the Curriculum Committee and may be referred to the [UCLA Office of the Dean of Students](#).

Every student is responsible for following the [UCLA Student Conduct Code](#).

FINANCIAL ASSISTANCE

To apply for financial aid, you must complete a Free Application for Federal Student Aid (FAFSA). The application is available online at www.fafsa.gov in January and should be completed by the March 2 priority filing deadline in order to receive optimum consideration for limited financial aid resources.

Financial aid may include: loans, grants, scholarships and work-study for undergraduate students and loans, fellowships, and scholarships for graduate students.

The UCLA School of Nursing has a Director of Financial Aid to assist students with any financial aid questions. Craig Kusunoki can be reached via email at ckusunoki@sonnet.ucla.edu, by phone at **(310) 825-2583**, or in person in **2-151 Factor building**.

STUDENT INVOLVEMENT IN SCHOOL OF NURSING COMMITTEES

Student input is valued in the governance of the School of Nursing and UCLA. Thus, students may be nominated, asked to volunteer, or be appointed to serve on various committees within the School of Nursing and the University. Students are encouraged to be actively involved in the School of Nursing and University-wide activities.

CURRICULUM COMMITTEE

The duties of the committee shall be to monitor curricular matters, changes in courses, instruction and degree requirements; to oversee comprehensive and qualifying exams; to recommend cognate courses for doctoral students; and to recommend policies regarding the programs.

STUDENT AFFAIRS COMMITTEE

The duties of the committee shall be to select students for admission to the baccalaureate, master's and doctoral programs, to review student candidates for awards, honors and scholarships, to make decisions and/or recommendations to appropriate funding bodies for recipients of awards, honors and scholarships, and to oversee all matters related to recruitment, progression and retention of students. Student participation is not allowed on this committee pursuant to the University Bylaws.

CAMPUS SERVICES

REGISTRATION

The Registrar's Office is located in 1113 Murphy Hall: <http://www.registrar.ucla.edu>

Registration consists of paying fees and enrolling in classes.

1. Registration fees and other University charges are due the **20th** of each month. BruinBill accounts can be viewed through [MyUCLA](#).
2. Enrollment in classes is completed through [MyUCLA](#).

Students must complete both processes by the established deadlines to be officially registered and enrolled for the term.

NURSING STUDENT-ALUMNI LOUNGE

The Student-Alumni Lounge is located on the second floor of the Louis Factor Building (2-146 Factor Building). This room is available to all students and School of Nursing Alumni.

STUDENT HEALTH

The [Arthur Ashe Student Health and Wellness Center](#) (The Ashe Center) is devoted to providing quality, accessible, state-of-the-art healthcare and education to support the unique development of UCLA students. Their comprehensive services include Primary Care, Women's Health, Immunizations, Travel Medicine, Physical Therapy, Specialty Clinics, Optometry, Acupuncture and Massage – all under one roof! Students can schedule appointments online, in person, or by phone and can communicate with their primary care providers via secure electronic messaging. For more immediate concerns, Urgent Care is available during business hours, and after hours, students can access their 24/7 Nurseline for advice and information by phone. The Ashe Center also houses its own full-service Pharmacy, Laboratory and Radiology units. The 1st Floor Scheduling Station can be reached at **(310) 825-4073**.

STUDENT HEALTH INSURANCE PLAN (UC SHIP)

Having health insurance is a condition of enrollment at UCLA. All students are automatically enrolled into the UCLA Student Health Insurance Plan (UC SHIP) but the decision to stay enrolled in UC SHIP is a personal one. Some will choose to keep UC SHIP, others will choose to waive, and still others will choose to keep both (dual coverage). Take the time to consider the UC SHIP plan benefits and compare them to your existing private insurance before choosing the best fit for you.

WAIVING UC SHIP

Students may waive UC SHIP if they maintain active enrollment in a qualified medical/health insurance plan and apply for a UC SHIP waiver within established deadlines: September 1-20 for Fall quarter; December 1-20 for Winter quarter; March 1-20 for Spring quarter.

Students must apply for a UC SHIP waiver online. A pre-waiver worksheet is available to assist students before they complete an actual waiver. See the Ashe Center website for details, including a definition of qualified private medical/health insurance. Select the Insurance tab on <http://www.studenthealth.ucla.edu>, then choose UC SHIP Waiver.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

[Counseling and Psychological Services \(CAPS\)](#) is a multidisciplinary student mental health center for the UCLA campus. CAPS supports the academic and student development missions of the University and the Division of Student Affairs. You can reach CAPS 24/7 at **(310) 825-0768**.

OFFICE FOR STUDENTS WITH DISABILITIES (OSD)

OSD services are designed to meet the unique educational needs of regularly enrolled UCLA students with documented permanent and temporary disabilities. The philosophy and mission of the program is to encourage independence, assist students in realizing their academic potential, and to facilitate the elimination of programmatic and attitudinal barriers. If you need any accommodation for a disability, please contact the [Office for Students with Disabilities \(OSD\)](#) at **(310) 825-1501**. The School of Nursing is committed to working with all students to create a successful learning environment.

GRADUATE WRITING CENTER (GWC)

[The Graduate Writing Center](#) offers a variety of workshops and programs throughout the year. During the summer, we offer various dissertation “boot camps” for graduate students working on dissertation proposals and dissertations. The GWC offers FREE appointments with friendly, experienced writing consultants to all registered UCLA graduate and professional school students. *Please keep in mind that the consultation appointments are interactive sessions, not proofreading sessions.* The goal of the GWC is to help you become an effective writer and communicator in your academic or professional field.

UNDERGRADUATE WRITING CENTER

As part of UCLA Writing Programs, the [Undergraduate Student Writing Center](#)’s mission is to enrich the education of undergraduate students in all disciplines through individualized consultations on writing. Their goal is not only to help students with a particular writing assignment, but also to help students become more effective and confident writers.

GRADUATE STUDENT RESOURCE CENTER

[The GSRC](#) is a resource, referral and information center for graduate students, offering [programs and workshops](#) on a variety of topics, drop-in advice and assistance, meeting and study space, and the opportunity for social interaction. The GSRC works with GSA to organize the [Graduate Student Orientation](#) and [Equity, Inclusion & Diversity Graduate Welcome Day](#) each fall. The Graduate Student Resource Center is also the home of the new [Graduate Writing Center](#). All graduate and professional students are welcome. They are located in B11 of the Student Activities Center.

UCLA RECREATION

Reflecting the varied leisure and wellness needs of the University community, [UCLA Recreation](#) provides extensive access to a broad range of recreational activities and services. The Department offers programming which encompasses the competitive, passive, social, cultural, and instructional aspects of recreational activity. In addition, UCLA Recreation manages 14 of the University's recreational and athletic facilities offering recreation, sport, and numerous multi-use options for student and university events.

BRUIN ONLINE

[Bruin OnLine \(BOL\)](#) is a collection of services that provides UCLA students, faculty, and staff with email, web hosting services, network connectivity including wireless, and free software support. In order to have access to BOL services, you must have a UCLA Logon ID. You can create your UCLA Logon ID at <https://logon.ucla.edu>.

All students must have a UCLA email account.

Telephone Technical Support: **(310) 267-4357**

HOUSING

[UCLA's Housing Office](#) offers a variety of services to help with undergraduate and graduate housing needs. Their experienced staff is available to answer questions and assist students with housing options, meal plans, budget counseling, and payment information.

PARKING AND TRANSPORTATION

The [Parking and Transportation Office](#) coordinates the variety of transportation options available to students and staff at UCLA including, issuing parking permits, coordinating ride-share programs, overseeing campus shuttle services, and much more. Parking is not guaranteed, including at clinical sites, and all students are expected to have transportation to and from their clinical experience.

UCLA POLICE DEPARTMENT

The [UCLA Police Department \(UCPD\)](#), **(310) 825-1491**, is located at 601 Westwood Plaza. The sworn State of California Police Officers are empowered by the State of California with the authority to enforce all state and local laws. UCLA police officers patrol the campus 24 hours a day, 365 days a year. They enforce all applicable local, state, and federal laws, arrest violators, investigate and suppress crime, and provide a full range of police services and community safety programs.

CRIME STATISTICS AND REPORTING

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, UCLA prepares an annual report describing campus security policy and information concerning alcohol and drug use, crime prevention, crime reporting, and includes three years of crime statistics. The report can be accessed at <http://map.ais.ucla.edu/go/1000958>.

EMERGENCY PLAN

The evacuation area for the Factor Building is at the corner of Tiverton and Charles Young Drive, across the street from the building. If a fire alarm sounds, you **MUST** leave the building immediately. Take only your personal belongings with you. Re-enter the building only when the fire department tells you it is safe. Do not leave the evacuation area until instructed to do so. If an earthquake occurs, take cover immediately under a desk or table. Cover your head and neck and stay away from windows. Follow the evacuation plan when it is safe to do so.

EMERGENCY SERVICES

For any other emergencies on campus, please dial 911 from prefixes 206, 267, 794, or 825, or 8-911 from off-campus ECS prefixes 312, 411, or 794. Call campus police at **310-825-1491** when calling from a cellular phone from campus or adjacent locations.

To report any damage to the physical plant, call 310-825-9236

UCLA EMERGENCY HOTLINE: 1-800-900-UCLA (1-800-900-8252) OR 1-800-900-1234

STUDENT ORGANIZATIONS

There are many opportunities for students to be involved in nursing and UCLA organizations. Visit the [UCLA Student Groups website](#) for a complete list of these opportunities.

For a full list of nursing organizations, please visit the [School of Nursing Organizations](#) link.



Photograph © 2003 by Alan Nyiri, courtesy of the Atkinson Photographic Archive.

ELIGIBILITY FOR LICENSURE

After completion of either the BS or MSN-MECN program, students should be eligible to take the [RN-National Council Licensing Examination \(RN-NCLEX\)](#), and upon successful passage of the RN-NCLEX, graduates should be able to use the designated title RN (Registered Nurse). Eligibility to write the RN-NCLEX is determined by each respective State Board of Nursing. For requirements on sitting for the RN-NCLEX, students should review the guidelines for the respective state board where they wish to seek licensure. The UCLA School of Nursing offers the CNL (Clinical Nurse Leader) Exam for MECN students every May.

ELIGIBILITY FOR ADVANCED PRACTICE CERTIFICATION

Students should review the guidelines for the respective certifying bodies and determine their eligibility. Faculty, the Director of Student Services, and the Associate Dean of Academic and Student Affairs will assist students in this process.

CHANGES TO POLICY AND/OR CURRICULUM REQUIREMENTS

Due to the nature and demands of an educational program and the nursing profession, the School of Nursing reserves the right to change specific policies and/or curricular requirements to enhance and update the curriculum design for the program of nursing. These changes will be made known to the students as they occur.

A signature page at the end of the Student Handbook must be read, signed and returned to the Office of Student Affairs prior to the first day of instruction. *Students will not be allowed in any nursing class without having a signed signature page on file with the Office of Student Affairs.*

It will be assumed that the student has read the Student Handbook and is familiar with its contents.

SIGNATURE AND CONFIRMATION PAGE

ACKNOWLEDGEMENT OF RECEIPT OF INFORMATION ABOUT UCLA SCHOOL OF NURSING ACADEMIC POLICIES

Each student is responsible for reading and understanding the content of the UCLA School of Nursing Student Handbook, and acting in accordance within the guidelines and spirit of the provisions outlined therein.

I _____ have read the UCLA School of Nursing Student Handbook
Student's Name (Print)

and my signature below indicates that I understand the content of the handbook as it applies to my course of study, and agree to abide by the policies and regulations outlined therein

Sign

Date

The date of receipt will be noted in the Student Record.