

**ENTRY LEVEL MASTER OF SCIENCE IN NURSING
(ELMSN) DEGREE PROGRAM**

STUDENT HANDBOOK

2024-2025

Disclaimer

This Student Handbook will be your primary source of information for the Program. The Program will expect you to refer to it prior to asking or emailing a question. The Program reserves the right to modify this handbook during enrollment and students will be notified of changes made via email.

UNIVERSITY OF THE PACIFIC, ELMSN PROGRAM
Student Handbook

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SECTION 1 GENERAL INFORMATION

Introduction

This Student Handbook contains policies and requirements that govern academic performance and student conduct for students enrolled in the Entry Level Master of Science in Nursing Program (Program) within the School of Health Sciences (SHS) at the University of the Pacific (Pacific). It is the responsibility of all students to be knowledgeable about Program, SHS, and Pacific policies. Students are advised to refer to Pacific resources for additional information and material when referenced. These policies will be applied to all aspects of the student's academic progress and personal conduct for as long as the student is enrolled. Some policies are unique to the Program and are designed to promote standards for academic competence, professional discipline, and personal responsibility. The Program reserves the right to outline policies and requirements more stringent than Pacific policy. The policies represent the parameters of achievement and professional behavior the faculty expect of all nursing students.

The Program and Pacific reserve the right to make changes at any time in this Handbook or in the requirements for admission, graduation, tuition, fees, and any rules or regulations. Pacific maintains the right to refuse to enroll or matriculate a student deemed by the faculty to be academically unqualified for the program.

Non-discrimination Policy

It is Pacific policy to admit qualified students irrespective of race, age, gender, color, creed, national origin, religion, sexual orientation, or disability. To be considered for admission to any program offered by Pacific, the student must possess the academic credentials and professional attributes deemed essential by the respective program admissions committee for admission to the program.

Accreditation

University of the Pacific

Pacific is fully accredited by the WASC Senior College and University Commission (WSCUC). WSCUC reaffirmed Institutional Accreditation in June 2019. The next accreditation review is scheduled for 2027.

ELMSN Program

Pacific's ELMSN program was approved by the California Board of Registered Nursing in November 2021.

The Entry Level Master of Science in Nursing (ELMSN) Program at the University of the Pacific is accredited by the Commission on Collegiate Nursing Education (www.ccnaccreditation.org).

Mission, Vision, Values, & Program Goals

Mission

To educate nursing professionals as socially conscious leaders to improve health and promote equity.

The mission will be achieved through innovative education, community engagement, and inter-professional and evidence-based practice.

Vision

The Pacific nursing program, as a community partner, collaborates to advance nursing education, practice, health policy, equity, and inclusion.

Values

- Academic excellence
- Compassion
- Community collaboration
- Integrity
- Diversity, equity, and inclusion
- Lifelong learning
- Leadership

Program Goals

1. Prepare professional nurses to deliver safe, equitable, patient-centered care with cultural humility to improve healthcare outcomes of diverse clients, families, and communities.
2. Lead and collaborate with interdisciplinary teams to advance healthcare.
3. Prepare nurse leaders to utilize evidence-based practice, innovation, health policy, and population health science to improve the health of communities.
4. To prepare professional nurses to actively engage in mindfulness and self-reflection to promote personal health and well-being.

Philosophy of Teaching and Professional Nursing Education

Learning is an active experiential process that is dynamic and continuous to promote life-long learning. Thus, faculty believes that teaching is a deliberate endeavor to guide learning to meet expected learning outcomes. Faculty serve as experts, facilitators,

coaches, and mentors. Together students and faculty co-create a milieu of respectful questioning, mutual growth, and evaluation. Faculty view students as self-directed learners who seek to excel, are reflective, respectful, and demonstrate a willingness to participate in active engagement.

Evidence-based research and competency-based educational strategies will be used to advance the practice of nursing. It is the belief of the faculty that nursing education must prepare not only knowledgeable graduates, but competent graduate nurses to be accountable to society (AACN's Vision for Academic Nursing, 2019). Therefore, nursing must encompass the larger context of the healthcare system.

Professional Nursing Conceptual Model

The Nursing Metaparadigm Concepts

The faculty of the ELMSN Program further define the Nursing Metaparadigm concepts of Nurse, Person, Health, and the Environment that provide clarity to the philosophy.

Philosophy of the Nurse

Faculty view nursing as a scientific discipline that draws upon the natural and social sciences, humanities, and nursing science for its theory as a foundation for practice. Through research and scientific inquiry, nursing continues to build its knowledge base to advance nursing practice. The nursing process of assessment, diagnosis/outcome identification, planning, implementation, and evaluation serves as the foundation for critical thinking and clinical reasoning to assure clinical judgements and decision-making are directed to maximize the functional status of the client. Further, the nurse is guided by the science, best evidence, and best practices to achieve positive outcomes for all persons. The systematic use of the nursing process results in complex clinical judgements based on accurate data and knowledge to optimize outcomes.

Philosophy of Health

Health is viewed as a continuum that includes physical, environmental, emotional, social, spiritual, and mental factors.

Philosophy of Persons

The recipient of nursing care can include individuals, families, and populations across the lifespan within a community or healthcare setting. Persons are unique and influenced by genetic factors, spiritual beliefs, education, occupation, socio-economic, environmental factors, cultural, and ethnic membership; all of which interact with human development. The person is viewed as an "open system" that interacts with, is part of, and influences other systems. Therefore, the social determinants of health can positively or negatively impact the health of persons.

The integrity, dignity, and worth of the person as a goal-directed human being is valued along with the right for self-determination. Person-centered care that is just, equitable, respectful, and values the uniqueness of each person is the goal of nursing practice.

Philosophy of the Environment

The environment is composed of the external elements and systems that influence the development and health of persons and their communities. The environment may be conceptualized as human, social, political, economic, geographic, and physical factors that interact. Society is a network of dynamic relationships that links individuals to other systems, such as family, other individuals, groups, communities, the nation, and the planet.

Program Learning Outcomes

The curriculum incorporates the state requirements for RN licensing by the California Board of Registered Nursing (BRN) and *The Essentials of Baccalaureate Education for Professional Practice (2008)* and *The Essentials of Master's Education in Nursing (2011)* which outlines the necessary curriculum content and expected competencies for baccalaureate, master, and Doctor of Nursing programs. The Program is also aligned with the Interprofessional Education Collaborative Expert Panel, Core Competencies for Interprofessional Collaborative Practice (2011).

Upon successful completion of the ELMSN Program the student will:

1. Apply evidence from nursing and other disciplines to inform clinical judgment and promote innovation in nursing practice at diverse healthcare settings. (BE I, III, ME I) (IPEC 1, 2)
2. Demonstrate caring in the delivery of competent, holistic, just, person-centered nursing care with cultural humility. (BE IX, ME IX) (IPEC 1, 4)
3. Integrate clinical prevention, health promotion, and population health knowledge across healthcare settings in the provision of services for individuals, families, aggregate populations, and communities. (BE VII, ME VIII) (IPEC 2, 3, 4)
4. Advance scholarship of the profession through the application of nursing knowledge to improve health and transform care. (BE III, ME IV) (IPEC 2,3)
5. Analyze organizational leadership and systems of care using quality improvement strategies, tools, methods, and performance measures that impact quality and safety outcomes. (BE II, ME II, III) (IPEC 3,4)
6. Demonstrate leadership and communication skills in collaboration across professions to optimize system-based care outcomes. (BE VI, ME VII) (IPEC 1,3,4)
7. Integrate data obtained from information and healthcare technologies to monitor, manage, and improve the delivery of nursing and healthcare services in accordance with best practices. (BE IV, ME V) (IPEC 2,3)
8. Participate in analysis of health care policy and advocate for strategies to influence improvement in health and healthcare systems. (BE V, ME VI) (IPEC 1, 4)
9. Formulate a professional identity that reflects nursing's characteristics and values. (BE VII, ME IX) (IPEC 1,2)
10. Participate in activities and self-reflection that foster personal health, resilience, well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership. (BE VIII, ME IX) (IPEC 1,2)

Program Technical Standards

The student must be able to achieve and maintain certain technical standards of knowledge and skill to successfully complete the Program. The technical standards in this document apply to satisfactory performance in all academic and clinical course work, as well as fulfillment of non-academic essential functions of the curriculum involving physical, cognitive, and behavior factors that are essential to a professional nurse.

More specifically, a student in the Nursing Program must have adequate abilities and skills in the following five areas: 1) Observation; 2) Communication; 3) Sensory and Motor Function; 4) Intellectual, Conceptual, Integrative, and Quantitative Abilities; and 5) Behavioral and Social Attributes.

1. **Observation:** A student must be able to observe a patient accurately at a distance and close at hand to assess patient cues and data (e.g., respiratory effort, gait, posture, appearance). Observation necessitates the functional use of the sense of vision and other sensory modalities. A student must be able to integrate all information visually and through the other senses.
2. **Communication:** A student must be able to communicate effectively and sensitively in English with patients, family members, and members of the health care team. A student must be able to elicit information from patients, perceive nonverbal communications, and describe changes in mood, activity, and posture. Communication also must demonstrate respect for individuals and populations to embrace diversity, equity, and inclusivity. Communication includes not only speech, but non-verbal communication, writing, reading, interpreting tables, figures, graphs, and computer literacy.
3. **Sensory and Motor Function:** A student must have the physical stamina sufficient to complete the rigorous course of didactic and clinical study. A student must be able to perform the following functions independently. A student must have sufficient sensory and motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A student will be required to coordinate both gross and fine muscular movements, equilibrium, and functional use of the senses of hearing, touch, and vision. More specifically, a student must be able to exercise such fine motor skills as to adequately perform laboratory tests, procedural skills, perform required general nursing care and emergency treatments. A student must exercise such level of dexterity, sensation, and visual acuity as to accurately complete such processes as administering intravenous medication, making fine measurements of angles and size, measuring blood pressure, respiration, and pulse, performing physical examinations, and performing therapeutic procedures and standardized procedures. A student must be able to hear sufficiently to accurately differentiate percussive notes and auscultatory findings, including but not limited to, heart, lung, and abdominal sounds, as well as discern normal and abnormal findings using instruments such as stethoscopes, sphygmomanometers, and physiological monitoring devices. A student must be able to meet all physical

requirements of clinical rotations and patient care. Clinical rotations may include any shift (days, evenings, and nights) and the length of the shift may vary between 8-12 hours. Physical requirements include but are not limited to the ability to safely assist with patient transfers for those who may require physical assistance, such as moving in and out of beds or chairs, when necessary, demonstrate strength to position, lift, move, and transfer patients; transport themselves in a manner which provides timely response in both general and emergency care situations, stand for extended periods of time, and move in tight quarters and demonstrate proper body mechanics. Additionally, a student must be able to demonstrate the ability to freely walk, stand, sit, squat, balance, climb, reach, grip, lift, pull, and push as needed in the performance of clinical duties. Engaging in some procedures, such as CPR, will require a necessary level of physical strength.

4. **Conceptual, Integrative and Quantitative Abilities:** A student must have the intellect necessary to quickly analyze situational and clinical problems to formulate appropriate judgements and interventions. These intellectual abilities include numerical recognition, measurement, calculations, reasoning, analysis judgment and synthesis. The student must be able to identify significant findings from the patient's history, the physical examination and laboratory data, provide a reasoned explanation for likely diagnoses, and choose appropriate medications, nursing interventions, and therapy. The ability to incorporate new information from many sources in formulating diagnoses and plans is essential. Diagnostic reasoning and clinical judgment in patient assessment, diagnostic and therapeutic planning is primary. When appropriate, students must be able to identify and communicate the limits of their knowledge to others.
5. **Behavioral and Social Attributes:** A student must possess the emotional health required for full use of his or her intellectual abilities, exercise good judgment, and the prompt ability to care for patients and aggregates. The development of mature, sensitive effective and professional relationships with patients and members of the health care team is essential. They must be able to adapt to changing environments, to display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, inclusivity, interpersonal skills, interest, and motivation are all personal qualities that are desired in a health professional and assessed during admissions and throughout the education program.
6. **Ethical Standards:** A student must demonstrate the ability to reason morally and practice nursing in a professional ethical manner. This includes all practice and academic settings when working with patients, families, aggregates, community populations, faculty, peers, and all members of the healthcare team. Ethical standards further guide nursing practice to provide equitable care, embrace inclusivity, and value diversity of our clients. Professional nursing practice is held to a high standard as outlined by the American Nurses Association Code of Ethics with interpretive statements (ANA, 2015).

Pacific will provide reasonable accommodations to students with disabilities otherwise qualified to complete the essential functions of the curriculum.

However, such essential functions must be completed by the student in a reasonably independent fashion. The safety and welfare of a patient shall not be put in jeopardy because of an effort to reasonably accommodate a disability.

Academic Year

The ELMSN curriculum has a 2-year, twelve-month academic calendar with three trimesters per year.

Fall: August – December; Spring: January – April; Summer: April – August.

Orientation

During orientation, students are required to bring their laptop to verify connectivity and virus protection and attend all learning sessions. Students will be provided with an overview of the curriculum, academic policies, and student resources.

Students are required to submit all required compliance documentation one month prior to matriculation. Students will also upload all required compliance documentation to a platform called Exxat.

Instructional Design

The program uses educational and instructional learning theories that emphasize outcome competencies as the desired goal. Select courses in year two may be hybrid or online. Each course provides weekly and/or module learning objectives, content, learning activities, and evaluation and grading criteria. Each trimester is 15 weeks in length. Learning activities may include lectures, discussions, small group assignments, clinical skills training, simulation, clinical practice experiences, quizzes, exams, case presentations, scholarly written papers, and reflective journaling.

All students will complete an evidence-based quality improvement project as a culminating experience. This experience will assist the student to integrate and synthesize new learning.

Curriculum Overview

The accelerated two year, 90-unit graduate program is completed in 6 trimesters (3 trimesters a year). Upon completion of the program, graduates are eligible to sit for the NCLEX exam for RN licensing, obtain a Public Health Certificate, and receive a Master of Science in Nursing degree.

Students will engage in campus-based classes, clinical skills, and simulation laboratory experiences, and approved clinical agencies. Supervised clinical experiences to meet the BRN requirements include Medical Surgical Nursing (Adult/Gero), Pediatric Nursing, Maternity and Women's Health, Mental Health, and Public Health Nursing.

The ELMSN Program prepares students to meet society's need for professional nurses who think critically and exercise leadership in providing safe and effective nursing care.

Program of Study (ELMSN) Cohorts 2, 3, and 4

First Year, Trimester One		
Course	Title	Credit Hours
NURS 200	Pathophysiology	3
NURS 202	Professional Nursing	1
NURS 204	Health Assessment	4
NURS 206	Pharmacology	3
NURS 208A	Nursing Fundamentals	3
NURS 208B	Nursing Fundamentals Lab/Practicum	2
Semester Total:		16
Trimester Two		
Course	Title	Credit Hours
NURS 210	Health Promotion and Disease Prevention	2
NURS 212 A	Nursing of Adults and Older Adults I	4
NURS 212B	Clinical Practicum: Nursing of Adults and Older Adults I	3
NURS 214A	Mental Health Nursing Care	3
NURS 214B	Clinical Practicum: Mental Health Nursing Care	2.5
Semester Total:		14.5
Trimester Three		
Course	Title	Credit Hours
NURS 216A	Nursing of Adults and Older Adults II	4
NURS 216B	Clinical Practicum: Nursing of Adults and Older Adults II	3
NURS 230	Informatics and Technology in Health Care	3
NURS 220A	Nursing Care of Children	3
NURS 220B	Clinical Practicum: Nursing Care of Children	3
Semester Total:		16
Second Year, Trimester Four		
Course	Title	Credit Hours
NURS 222	Evidence-Based Research in Health Care	3
NURS 224	Leadership and Management in the Clinical Setting	3
NURS 226	Quality and Safety in Health Care	3
NURS 228	Population Health and Applied Epidemiology	3
NURS 218A	Maternity and Women's Health Care	2
NURS 218B	Clinical Practicum: Maternity and Women's Health Care	2
Semester Total:		16
Trimester Five		
Course	Title	Credit Hours
NURS 232	Clinical Improvement Project I	2
NURS 234	Health Systems Leadership	3
NURS 236	Advanced Pharmacology	3
NURS 238A	Public Health and Population-Based Nursing	3

NURS 238B	Clinical Practicum: Public Health and Population-Based Nursing	2.5
Semester Total:		13.5
Trimester Six		
Course	Title	Credit Hours
NURS 240	Advanced Concepts in Nursing Practice	2.00
NURS 242	Advanced Preceptored Clinical Immersion	5.00
NURS 244	Advanced Professional Role & Advocacy	2.00
NURS 246	Care Coordination and Transition Management	2.00
NURS 248	Clinical Improvement Project II	3.00
Semester Total		14.00
Program Total		90.00

Program of Study (ELMSN) Cohorts 5 and later

First Year, Trimester One		
Course	Title	Credit Hours
NURS 200	Introduction to Pathophysiology & Pharmacology	5
NURS 202	Professional Nursing & Current Issues	3
NURS 208	Nursing Fundamentals & Intro to Health Assessment	7
Semester Total		15
Trimester Two		
Course	Title	Credit Hours
NURS 212	Nursing of Adults I	7
NURS 214	Mental Health Nursing	5
NURS 213	Intro to Evidence-based Practice & Informatics	3
Semester Total		15
Trimester Three		
Course	Title	Credit Hours
NURS 216	Nursing of Adults II	7
NURS 224	Leadership & Management	3
NURS 228	Population Health & Applied Epidemiology	3
NURS 239	Advanced Health Assessment	3
Semester Total		16
Second Year, Trimester Four		
Course	Title	Credit Hours
NURS 218	Maternity and Women's Health Care	5
NURS 220	Nursing Care of Children	5
NURS 222	Evidence-Based Research in Health Care	3
NURS 226	Quality and Safety in Health Care	3
Semester Total		16

Trimester Five		
Course	Title	Credit Hours
NURS 232	Clinical Improvement Project I	3
NURS 233	Teaching & Learning in Nursing	6
NURS 238	Public Health Nursing	5
Semester Total		14
Trimester Six		
Course	Title	Credit Hours
NURS 236	Advanced Pharmacology	3
NURS 237	Advanced Pathophysiology	3
NURS 242	Advanced Concepts & Clinical Immersion	5
NURS 248	Clinical Improvement Project II	3
Semester Total		14
Program Total		90

*Please see [Pacific Catalog](#) for Course Descriptions

SECTION 2 ELMSN PROGRAM POLICIES AND PROCEDURES

Introduction

This section contains policies and requirements that govern academic performance and professional conduct for ELMSN Pacific students in any phase of the Program. These policies are unique to the Program and are designed to promote standards for academic competence, professional behavior and integrity, conduct, and personal responsibility necessary for practice as a health care professional. They represent the parameters of achievement and behavior the Program faculty expects of its students as future health practitioners who will be serving the public and consumer. It is the responsibility of all students to be knowledgeable about Program policies and to document their understanding with a signature at orientation. The policies will be applied to all aspects of the student's academic progress and conduct for as long as the student is enrolled in the Program. Continuation in Program enrollment implies student agreement to comply with all provisions listed in this Handbook and any future amendments, without needing an additional attestation page.

The Program has a responsibility to safeguard the patient and the public by educating competent students. The Program maintains the right to stop a student from progressing who is deemed by the faculty to be academically, clinically, or professionally not meeting program and/or course objectives.

The Program-specific policies may be more stringent than, the Pacific policies. Please read this section carefully and thoroughly. Students are expected to refer to these policies as needed.

Student Identification

Student identification is always required when on campus. Students will be provided with a student identification card, also known as the PacificCard. The card provides access for building entry, residential facility entry (if applicable), allows book check out from the library, and to gain entry at Pacific sporting events. Additionally, this card can serve as PacificCash, a debit card system, attached to the student's account.

PacificCash allows students to access PacificPrint copy machines, campus laundry facilities, the cafeteria, meal plan purchases, etc.

The ELMSN Program nametag (for clinical rotations) does not replace a student's Pacific identification card. Students are financially responsible for the replacement of any identification items.

ATTENDANCE POLICIES

The Program requires students to attend all classes, clinical skills, and simulation sessions in addition to clinical rotations throughout the two-year Program. The Program is a cohort model that builds on previous instruction. Pacific and Program educational models assume graduate students are active, self-directed adult learners committed to safe and effective professional practice and rigorous courses of study. As learning is a personal responsibility, graduate students are accountable for the integrity of their academic accomplishments, professional practice, and on-going self-assessment.

Punctuality and attendance are markers of professional behaviors and attitudes. It is the student's responsibility and an expectation of professional behavior to arrive on time, be prepared for class, and remain for the entire class period. Arriving on time demonstrates respect for instructors and peers. Students that are late to class more than twice will be placed on a Performance Improvement Plan (PIP). Students that arrive late to clinical the first time will be counseled and on the second offense will be placed on a Performance Improvement Plan (PIP) and referred to the Student Academic & Behavior Standards Committee.

Students must attend all clinical rotations and adhere to the Program's schedule. Students may not switch assignments for clinical, lab, or simulations. Missed days/hours in clinical, lab, or simulations will place students at risk for successful completion of the course. While some missed clinical experiences may be remediated in (clinical skills/simulation), students must meet Program requirements. Therefore, it is a possibility that students will be required to repeat a course(s) to meet Program requirements.

Absences

It is the Program policy that students attend all classes, labs, and other Program-related functions. Students are not permitted to take "vacations" while enrolled in the Program. The faculty understands a student may have extenuating circumstances which might keep them from classes or Program activities. In the event of an unplanned and unavoidable absence, students are responsible for all material and assignments missed during their time away. Assignments that are due during an absence must be submitted before departure unless other arrangements have been agreed upon with the course faculty.

Illness and family emergencies are the only acceptable reasons for absences.

Program Notification of Absences

Students are required to notify the faculty/clinical faculty of any absence and the reasons for the absence via email to the faculty if the absence is anticipated 24 hours in advance. If 24-hour advance notice is not feasible (e.g., the student got sick during the night), notification of faculty should be done via email in Canvas. Clinical faculty

should be notified by phone and to the Nursing Program main number (916.340.6187) as soon as possible. Sending messages through classmates is not an acceptable form of notification.

CLINICAL POLICIES

Student Role on Clinical Rotations

Students must be aware of their limitations as students and of the limitations and regulations pertaining to RN practice. Students at clinical sites must always work with the supervision of a nurse, nurse preceptor, or clinical faculty member. Students may not function in the place of an employee or assume primary responsibility for a patient's care. The licensed provider retains all legal responsibility for all patient care. Students cannot treat and/or discharge a patient from care without consultation with the staff nurse. Students should seek advice when appropriate and should not evaluate or treat patients without supervision from, and direct access to a supervising nurse. A licensed provider must confirm unusual or abnormal physical findings. Students shall perform only those procedures authorized by the staff nurse mentor, clinical faculty, or nurse preceptor. Students must adhere to all regulations of the Program and the clinical sites.

Dress Code for Clinical Activities

1. Students must maintain a professional appearance. Expectations include clean scrubs (required uniform) and good personal hygiene, including short, clean, and natural fingernails (**all types of artificial fingernails** are not allowed for infection prevention). Scrubs and close-toed shoes are to be worn in the clinical agencies and skill/simulation lab. Scrubs should be worn unadorned. Jewelry can pose a safety risk to both nurses and patients in a clinical setting as it may snag on equipment, pose an infection control issue, or puncture gloves. Jewelry may not be worn, except for, wristwatches, plain wedding bands/or engagement rings, and earrings that are flush to the skin. Hair should be neatly groomed and pulled back or short (infection prevention). Beards and moustaches are to be neatly trimmed to allow for face coverings to be compliant with infection control measures. Perfumes and colognes are not appropriate in the clinical setting. Use of deodorants is encouraged. Tattoos must be covered in the clinical setting (unless covering arms is not allowed by the facility).

Specialty rotations or specific training sites may designate other prescribed clothing. Students must conform to the dress code of clinical agencies. Clinical facilities' policies take precedent over program policies.

Participation in Clinical Activities

Students are not allowed to participate in unauthorized clinical activities, including observation, as a representative of the Program or as a nursing student at a clinical site

during enrollment unless the experience is approved and arranged by the Program. Participation in unauthorized clinical experiences while enrolled is grounds for disciplinary action, including dismissal from the Program.

Math Proficiency

Safe administration of medications is essential for safe nursing practice and requires students to demonstrate proficiency and accuracy to calculate dosages (oral or GI) intramuscular, subcutaneous, intravenous, concentrations/solutions, and calculate drip rates for fluid administration. Students will complete assignments/coursework in every clinical course to demonstrate math proficiency and safe medication administration. Students are required to achieve 90% before administration of any medications. Any student that does not pass the required examinations will be given 2 additional opportunities to pass. Students are not allowed to work in the clinical setting until proficiency and competency is demonstrated.

Clinical Attendance

Students are expected to attend all scheduled clinical experiences. Attendance requires students to arrive on time, dressed according to the dress code, and prepared for work. Any absence must be reported **prior** to the start of the clinical experience to the clinical instructor and the Nursing Program (916.340.6187). Students in a precepted experience must notify the preceptor and the unit/facility. Students demonstrate professionalism by attending and being punctual for clinical experiences and demonstrate being fully engaged in the clinical environment for the assigned clinical hours. The California BRN mandates students complete a minimum number of clinical practice hours in required areas to be eligible for taking the NCLEX exam. Therefore, repeated absences jeopardize academic progression in the program. Clinical absence due to extenuating circumstances (illness) must be made up. Clinical make up sessions are dependent on availability of clinical placement and supervising faculty. Students are required to submit written documentation of illness by a physician or provider.

Tardiness

If a student anticipates clinical tardiness, the faculty member and clinical agency must be notified **prior** to the start of the clinical day. Two or more incidences of tardiness will result in a Performance Improvement Plan (PIP) and referral to the SABSC.

Unexcused Absence

A student who does not notify clinical faculty and does not come to the clinical experience on the scheduled day will be issued an unexcused absence and referred to the Student Academic & Behavior Standards Committee for action. Documentation will be placed in the student files. A second offense may result in dismissal from the ELMSN Program.

Illness

Students are required to submit written documentation of illness by a provider with the following information, student name, date seen, and provider name/signature. Nursing

students under the care of a physician or provider should bring a statement from the provider verifying that the student is able to return to the clinical setting following an absence. The physician/provider statement can be provided to the faculty.

Clinical Make-Up

All required clinical hours as stated on the course syllabus and the California Board of Registered Nursing regulations must be met to achieve program outcomes. Faculty and the clinical faculty will attempt to accommodate the student with alternate assignments. However, clinical experiences are limited, and students may be required to re-enroll in a subsequent trimester. If the student is required to take a leave of absence and is in good academic standing, efforts will be made to accommodate the student however, because the Program is a cohort-based, sequential curriculum that requires continued academic progression for graduation, accommodation may not be possible.

Illness or Emergency in the Clinical Setting

If a student incurs an illness or injury while participating in Program courses or while engaging in clinical rotations in the clinical setting, the following shall apply:

- **Medical Emergency**

Dictated by the circumstances, the instructor, student, or designee should call 911 or the student should go to the nearest emergency room. If a student is in a clinical rotation, they should be taken to the facility's emergency department for evaluation and treatment. The instructor is required to notify the Program Director at (916) 325-4617 who will forward the incident information to the Office of Risk Assessment.

- **Exposure to Body Fluids**

If the exposure occurs during a clinical rotation, the supervising faculty will escort the student to the agency's Emergency Department for evaluation and treatment. Hospital policy regarding release of confidential blood testing and exposure risk will be followed. Facility policy may also require an incident report and evaluation by the Employee Health Nurse requiring follow-up testing. The faculty will notify the Pacific Risk Management Department and the Director of the Program. The student will be billed for services rendered, and the student will be directed to seek further evaluation by their primary care provider. The supervising faculty will contact the course lead instructor or the Program Director as soon as circumstances allow. The supervising faculty member is required to document the incident. The report of student injury is required to be turned into the Director of the Program to forward to Risk Management.

- **Non-Emergency**

For Illness/injury not requiring emergency medical care, the Director or the Associate Program Director/ instructor will notify Risk Management within 24 hours. This step is crucial to obtain authorization for treatment. If the student is not sure he/she wants

medical care, the student should be dismissed as soon as possible and advised by the faculty to seek treatment at the Sacramento based Student Health Center, the Stockton based Student Health Services, or the student's healthcare provider.

Transportation

All nursing students are expected to have a valid California Driver's License and provide their own transportation to the clinical agencies. Students may be required to travel 50 or more miles to program approved clinical experiences/facilities. While carpooling can be utilized, when possible, students should secure their own transportation. While distance is considered for clinical placements, the Program reserves the right to place students in clinical agencies that best meet the Program and student learning objectives. As well, enrolled students are required to maintain automobile insurance throughout the Program.

Documentation in the Medical Record

Students are expected to follow agency/institutional guidelines for clear standardized documentation for medications and nursing care. When recording clinical observations, vital signs, or medication administration, the student is acting in a student role under the direction and oversight of the clinical instructor or nurse preceptor. The student is required to designate student status in the medical record and obtain a co-signature as per clinical agency policy.

Preceptorships

In the final semester of the program students will have a precepted clinical capstone experience. Due to available clinical sites, students are not guaranteed a specific site and will be placed to meet Program objectives. The objective for this experience is to assist students to transition from student to be employment ready upon graduation. This experience can often prepare students for employment and success on the NCLEX exam.

Confidentiality

All information acquired in student nurse-patient interactions and/or from the medical record must be held as strictly confidential. To breach this expectation is a violation of patient trust and the social contract of nursing as a profession. All clinical documentation for clinical assignments must not reveal the identity of the patient.

Clinical Performance that Threatens Patient Safety

If, in the judgment of the clinical faculty, a student's clinical performance constitutes a threat to patient safety, the student will be removed from the clinical area and may be at risk of dismissal from the Program. This could involve substance abuse, reckless behavior, or not meeting agency policies for safe patient care. Documentation by the clinical faculty member will be reviewed by the Student Academic and Behavior

Standards Committee for assessment and evaluation for academic progression and/or dismissal from the Program.

CLASSROOM POLICIES

Expectations of Students

Students are responsible for their own learning and behavior, the parameters of which include, but are not limited to:

- Abide by the [Honor Code](#) at the University of the Pacific.
- Follow Program policies as outlined in this Handbook.
- Come prepared with laptop computer, smart phone with cellular and/or Wi-Fi capability.
- Attend all classes and be on time.
- Lecture/Lab attendance and engagement in active learning.
- Participate in group discussions and group/team projects and presentations.
- Timely completion of course assignments.
- Participate in interactive educational activities.

Use of Wireless Devices in the Classroom

Laptops, tablets/iPads, and smart phones may be used in the classroom at the discretion of the course coordinator for educational purposes only. The use of these and other electronic equipment in a manner not consistent with classroom topics often creates unacceptable disruptions when used during class. Instructors will notify students if electronic equipment is required for an in-class activity.

Disruptions in class are considered a professionalism issue and will be addressed individually by the course coordinator or referred to the SABSC for disciplinary action. The following activities are examples of disruptions:

- Texting
- Cell phone use
- Web surfing
- Checking emails
- Playing games

On-Campus Curriculum Delivery

The Program may record live class presentations and discussions to assist students with knowledge acquisition and concept clarification. Recording of lectures is solely at the discretion of the instructor of record and lecturer. Lecture recordings, if done, will be available via the CANVAS learning management system.

Personal Recording

Permission to individually record lectures is solely at the discretion of the instructor of record and lecturer unless the recording is a Pacific-approved accommodation.

Otherwise, prior approval must be obtained. The instructor of record's approval is voluntary and, as such, a privilege, which may be withdrawn at any time. Group discussions and exam reviews may not be recorded.

Intellectual Property

Students will be provided copies (electronic or printed) of instructional lecture materials for individual student use only. Such materials are the intellectual property of Pacific. Distribution or alteration of original lecture content without prior approval of the lecturer constitutes academic dishonesty.

Laptop/Tablet Requirements

Students are required to have a laptop computer and mobile device. Laptop computers provide students access to primary and supportive information to better prepare for and supplement the learning process. Pacific utilizes CANVAS, a web-based educational program, as the central component of the “electronic classroom” employed throughout much of the curriculum. Syllabi, assignments, course material, assessments, and other tools are available for each class through CANVAS. Additionally, the Program utilizes computer-based examinations and survey tools. The campus offers a wireless environment enabling access to informational resources via the internet and proprietary Pacific sites such as the on-line library and other Pacific resources. By making these a Program requirement, the cost is accounted for by Financial Aid.

Any laptop computer made within the last 4 years with at least 2GB of memory is acceptable and should work well. However, please check that your laptop hardware and software meet each requirement.

TUITION AND FEES

In addition to registration fees, textbooks, and health insurance, a student enrolled full-time can estimate the following expenses.

Pre-Entry One-Time Expenses

Criminal Background Check: Approximately \$50 (may be required to repeat)

Uniform: Approximately \$150.

Tuition (Each Trimester)

\$1,088/unit – 90 units: \$97,920.

Clinical Lab fee of \$700 for each semester (semesters 1-6: \$3,000).

Textbooks vary per semester. See textbook list, which includes prices for required textbooks per semester.

Clinical Skills/Simulation Lab Supplies

The cost of the required medical equipment will range from approximately \$150 to \$200, depending on the exact equipment models and/or styles chosen.

- Stethoscope
- Sphygmomanometer (optional)
- Calipers
- Penlight
- Measuring tape
- Watch with a second hand
- Bandage scissors
- Scrubs (2 sets)

Professional Liability Insurance

Nursing students' professional liability insurance is maintained by the Provost's Office throughout the program.

Textbooks

Students can plan on spending approximately \$2,500 to \$3,000 for required textbooks, learning technology, NCLEX preparation. Course syllabi and the Program Textbook List also include recommended books which students are not required to purchase but may wish to have as important reference materials. The Program recommends students purchase all required textbooks.

Students may purchase books through any other source, such as Amazon.com or publisher sites. When purchasing textbooks, please be sure to obtain the correct edition, which is listed next to the title of the book on the book list. Older editions of certain texts may be inadequate as they may provide old information. The ISBN is provided on the list and is the unique identifier for a specific edition of a text.

Background Screening

The Program requires students to undergo background screenings prior to matriculation. Discrepancies noted on the pre-matriculation background screening will be investigated and may result in denial of matriculation or dismissal from the Program. Recent violations which have yet to be adjudicated and positive findings on a background check may result in dismissal from the Program. Applicants are required to be truthful. Some clinical practicum sites require an additional background screening immediately prior to the start of the practicum. Therefore, students may be required to complete multiple background screenings throughout enrollment. Students have a fiduciary responsibility for the costs associated with any background screenings. For new or continuing students that have a positive CBC, students are required to meet with the Program Director to evaluate their eligibility for RN licensing.

Criminal Background Screening Procedures

- Upon request of the Program, each student must sign a Release and Authorization Form.
- Background checks will be conducted through a third-party company, Exxat.
- Each student's background may be checked by name, social security number, and license number (if applicable), for up to the prior 7 years, and in state, local, and federal databases for each of their reported addresses showing any activity for that social security number. The screening will include healthcare provider databases. The screening will include criminal records, including arrests and convictions for all offenses of any type, and a review of the registries of reports of child and dependent adult abuse. The screening may include records that have been reported as expunged and judgments that have been deferred.
- Findings from the background screening may be provided to the student for comment, if determined by the Program in its discretion.
- Findings from the background screening will be reviewed and maintained by authorized personnel of the Program in accordance with FERPA laws and regulations.
- A copy of the student's criminal background screening will be provided to any clinical practicum site that is participating in the academic training of that nursing student, upon written request from the practice site and/or if determined by the Program in its discretion. The clinical site is responsible for determinations whether the student may participate in clinical educational activities in the facility, department or setting. Prior to beginning community health nursing, clinical agencies may require an additional screening.

Toxicology Screening

The Program requires students to undergo toxicology screenings periodically throughout enrollment. Students have the responsibility for the costs associated with toxicology screening. Toxicology screening will be completed on all students prior to placement at clinical practicum sites. Toxicology screening may be via urine or serum. Some clinical practicum sites require an additional toxicology screens immediately prior to the start of the rotation, therefore, students may be required to complete multiple screens throughout enrollment. Students with abnormal findings on these screening tests may be referred to the Student Academic and Behavior Standards Committee (SABSC) for review, which may result in disciplinary action.

Toxicology Screening Procedures

- Upon request of the Program, each student must sign a Release and Authorization Form.
- Toxicology screening will be conducted through a third-party company, Exxat.
- Each student's toxicology screening shall include a 10-drug panel toxicology. Urine toxicology screens will include a urine creatinine.

- Findings from the toxicology screenings may be provided to the student for comment, if determined by the Program in its discretion.
- Findings from the toxicology screenings will be reviewed by authorized personnel of the Program in accordance with FERPA laws and regulations.
- A copy of the student's toxicology results will be provided to any clinical practicum site that is participating in the academic training of that nursing student, upon written request from the practice site and/or if determined by the Program in its discretion. The practice site is responsible for determinations whether the student may participate in that setting.

Communication Policies

Students are assigned a Pacific (u.pacific.edu) email address. ELMSN Program and/or Pacific personnel will only respond to correspondence from the student's official Pacific email address. Forwarding your Pacific email to another email account is discouraged. These accounts can lack the security, capability, or sufficient space necessary for downloading important attachments.

The following are additional information for email communication:

- Students are expected to check their Pacific email accounts at least once every 48 hours. Students are expected to respond to Program emails within 48 hours or the first business day following a holiday.
- Email responses and forwarded emails should include the original message, when appropriate.
- Students are responsible for maintaining access to their email account if the student moves during their time in the educational program.
- Signature line requirements:

First Name Last Name
University of the Pacific
ELMSN/Class of XXXX
(123) 456-7890

Student Participation in Student Governance

The ELMSN program promotes student governance and values student input to advance the mission and vision of the Program. The purpose of student governance is to provide for more informed decision-making involving student's view and perspectives. Students will participate in student governance activities. Student cohorts can use various models to select student representatives. These could be consensus, election, or volunteer as desired by the student group. Student representatives who participate in governance activities are those graduate students who are in good standing with the Program.

The Program committees, including the Curriculum committee. Agendas, minutes of all committee meetings are archived. Student representatives are encouraged to attend scheduled meetings (in-person, via telephone or through meeting conferencing). At any time during the semester students are encouraged to submit agenda items to the committee chair for discussion. As well, the program director and associate directors strive to provide an “open door” for all students.

Additionally, student input is obtained and reviewed at the conclusion of each course/semester via an on-line anonymous tool to measure student’s satisfaction with course content, teaching modalities and faculty effectiveness, assessment methods, and course relevance. Aggregate results of the evaluation of student satisfaction are shared with students. Other periodic surveys of student satisfaction include Orientation, End of Year One and End of the Program. Alumni surveys will be conducted one year following graduation and at three-year intervals.

Change of Address, E-mail Address, or Phone Number

Students are required to keep the Program and the Registrar informed of any changes to mailing address, email address and/or phone numbers within one business day of the change. To make changes to official Pacific records, go to <http://my.pacific.edu> and access Academic Services under the “Academic” tab.

STUDENT SUPPORT

Student advising is an important component of the educational process. Regular meetings with advisors keep communication channels open and enable mentoring relationships to develop. Each student will be assigned a faculty advisor. The Program has an open-door policy allowing students to consult with faculty as desired for academic, psychological and/or psychosocial issues. Students may also self-refer to the Pacific student support services for academic, graduate writing, psychological and/or psychosocial issues. Students are required to meet (conference call, or video conference) with their faculty advisor at least once each semester to review and address academic, psychological, psychosocial, and professionalism issues. Scheduling this meeting is the student’s responsibility. When possible, time will be allocated in the schedule to allow for routine advisor meetings. Non-routine advising appointments can be requested by students at any time, in accordance with the Program’s open-door policy. Additionally, faculty may request additional meetings with a student for academic, psychological, psychosocial, or professional issues. Advising is particularly important when a student encounters academic or clinical difficulty.

Therefore, students are advised to meet with a faculty advisor or course instructor in the event of poor performance on an exam or if cumulative grades in a course could result in failure.

Psychological support of enrolled students is important to the Program and students are strongly encouraged to utilize the Pacific's counseling services, located on the Sacramento campus. On-line and after-hours resources are also available. The Pacific's counseling services are adept at helping students with both personal and academic psychological issues, including testing anxiety and stress management. Students are advised to contact the counseling office early in the educational experience for support and guidance. The Program may also initiate or recommend student referrals for observed academic, psychological and/or psychosocial issues.

The Counseling & Psychological Services (CAPS) contact information is as follows:

Telephone: (209) 946-2315, extension 2.

<https://www.pacific.edu/campus-life/student-services/counseling-and-psychological-services.html>

Confidential and free services are available as part of the Wellness Fee. For information about the services available visit <https://students.pulse.pacific.edu/x4867.html>

You can request an appointment with Counseling and Psychological Services and access resources online to engage in self-help at <https://www.pacific.edu/student-life/safety-wellness/counseling-and-psychological-services>

If you or someone you know are experiencing a mental health emergency or crisis, please call:

209.946.2315 OR text texting CONNECT to 741741

If at any time you are in danger of hurting yourself or someone else call

911 or dial 6-3911 from any on campus phone.

Library

As a Pacific student you have access to the various resources offered by the library such as book checkout, study areas, computer labs, online tutorials, research databases, etc. To learn more about available resources visit the <https://law.pacific.edu/sacramento-library>

Pacific Writing Center

The Stockton and Sacramento campus locations offer in-person writing tutoring appointments, and online appointments offer remote access to services for students on all three campuses. Graduate writing support can be scheduled with the writing center for face-to-face, on-line, video/audio, or written feedback. Contact the writing center at (916) 739-7251 or Pacific.MyWonline.com.

Support for Students with Disabilities

If you are a student with a disability who requires accommodations, please contact the Director of the Office of Services for Students with Disabilities (SSD) for information on how to obtain an Accommodations Request Letter.

To ensure timeliness of services, it is preferable that you obtain the accommodation letter(s) from the Office of SSD at the start of the trimester or earlier. After the instructor receives the accommodation letter, please schedule a meeting with the instructor during office hours or some other mutually convenient time to arrange the accommodation(s).

The Office of Services for Students with Disabilities is located at the Stockton campus in the McCaffrey Center, Rm. 137. Phone: 209.946.3221 Email: ssd@pacific.edu Online: www.pacific.edu/disabilities

SECTION 3 GENERAL PROGRAM INFORMATION

Degrees Awarded

The Program awards the following degree: Master of Science in Nursing.

Licensure Eligibility

Upon successful completion of the 90 unit 24-month program, graduates are eligible to sit for the NCLEX RN licensing exam. After achieving their ELMSN degree and passing the NCLEX RN licensing exam, graduates are eligible to apply for a Public Health Certificate.

Filing a Complaint

The ELMSN Program strives for continuous program improvement in compliance with the Board of Registered Nursing. Any student directly affected by the policies or actions of the Program may file a complaint with the California Board of Registered Nursing at the following location:

Board of Registered Nursing for the State of California

<http://www.rn.ca.gov/enforcement/complaint.shtml#cpltfil>

Complaints may be filed by completing the [complaint form](#) and submitting to:

Board of Registered Nursing
Attn: Complaint Intake
P.O. Box 944210
Sacramento, California 94244-2210

Advanced Placement

Advanced placement cannot be granted in the Program as all students will have a bachelor's degree. If the accredited institution grants advanced placement for the degree, this will be accepted by the program. (See waiver for Military Applicants, and the 30-unit LVN option below). No AP courses are allowed for Nursing Prerequisites.

Credit for Experiential Learning

Per BRN regulation (CCR1430) an approved nursing program shall have a process for a student to obtain credit for previous education or for other acquired knowledge in the field of nursing. This may include military education and experience, through equivalence, challenge, examinations, and experience.

A maximum of 20 units may be validated by credit by examination at Pacific the Pacific ELMSN Program. At the discretion of the nursing department credit by examination may be validated by department examination. If the student feels he/she has sufficient knowledge to pass a comprehensive final examination in a particular course, and has not earned unit credit in that area, the student should:

- Contact the program director who will in turn refer to the faculty of record for the course. The subject matter expert will determine if the student's educational preparation is sufficient to challenge by exam.
- The student will be required to register for the course. The nursing program will be charged an "audit" fee per unit.
- Complete the comprehensive exam (prior to the start of class), that will be administered and graded by the faculty member in the nursing department. The student must achieve a B or higher to achieve credit for the course per program policy.

Transfer Students from other ELMSN Programs

The Program does not accept transfer students from other ELMSN programs that are not in good standing.

Part-Time Status

The Program does not allow a part-time option for incoming or continuing students. The Program has an integrated, sequential curriculum requiring that all courses each semester be taken together to facilitate knowledge acquisition and application. Students may not request a part-time curriculum.

Deceleration

Completion of the Program curriculum on a decelerated timeline is only permitted as a recommendation by the Student Academic and Behavior Standards Committee (SABSC). Students may not request a decelerated curriculum. Deceleration occurs when a currently enrolled student joins the subsequent cohort. The SABSC determines when a student will be required to join a subsequent cohort and what, if any, coursework must be repeated. The academic standing of a decelerated student is evaluated on an individual basis.

Repeat Coursework

The Program's integrated curriculum is sequential. Enrollees complete the curriculum as a cohort. Courses are only offered twice a calendar year. The opportunity to repeat coursework is not available unless recommended by the Student Academic and Behavior Standards Committee (SABSC) as a component of a remediation plan. The SABSC determines what, if any, coursework must be repeated. At the SABSC's

discretion, a student may be required to repeat any coursework regardless of the grade received during the initial class attempt. All course attempts will be calculated into the student's overall GPA. The student acknowledges that additional tuition and fees may be incurred with repeat coursework, and this coursework might not be eligible for financial aid. The academic standing of a student repeating coursework is evaluated on an individual basis.

Employment

Due to the accelerated and rigorous curriculum, it is recommended that students dedicate their time to full-time studies. Therefore, employment is discouraged. Should a student need to work part-time, it is advised they meet with their faculty advisor.

Holidays

Pacific observes most federal holidays. Refer to the Pacific calendar for observed holidays. Students on clinical rotations may not follow the Pacific holiday schedule, but rather the holiday schedule for the clinical site.

Military Applicants (Previous Coursework)

Applicants with relevant military coursework and experience may be granted credit for previous education or other acquired knowledge through a validation process. To evaluate previously acquired knowledge in the field of nursing relevant to an applicant's military coursework and experience, applicants are required to submit an on-line application and all supplemental documents per the ELMSN Admission Requirements policy. The Director of the ELMSN Program should be contacted at the time of application to the Pacific.

Procedure:

1. Submit all admission documents per policy.
2. Meet with the Program Director to review all transcripts and supporting documents to determine what nursing courses/s are being requested for challenge/examination.
3. Following an assessment of challenge courses, the Content Expert works with the veteran and provides the applicant with the course syllabus.
4. A comprehensive challenge exam will be provided. A score of 80% or higher is required.
5. Successfully pass the medication exam 90% per program policy.
6. Skills and clinical competency can be assessed in the skills/simulation center by the content expert(s) and simulation coordinator. A score of 80% or higher is required per program policy.
7. The registrar will record courses completed by challenge exams.

Medical Records

Health records required for enrollment at Pacific (i.e., immunization and/or blood test documentation, medical history and physical examination forms and tuberculosis clearance and screening forms) are collected and retained in a secure electronic environment by Pacific.

The Program utilizes an external agency (Exxat) to verify and store health records and clearance documents (CPR, CBC, Toxicology, Immunizations, HIPPA, FERPA, OSHA, etc.), required for enrollment in the Program and clinical rotation placement. Students are advised to retain a copy of all documents for their records, since these records may be required by a variety of institutions as the student progresses through his/her professional career.

Student Health Admission Requirements

Students must fulfill the requirements listed below before and during the Program in compliance with the Program's policy for health and communicable disease clearance protocol.

- Health History and Physical Examination – annual.
- Hepatitis B – completion of vaccination series and verification of immunity (quantitative titer required).
- MMR (Measles, Mumps, Rubella) – verification of immunity (quantitative titer preferred).
- Tdap Vaccine (Tetanus, Diphtheria, Acellular Pertussis) – within 3 years.
- Varicella (Chickenpox) – verification of immunity (quantitative titer preferred).
- Influenza Vaccine – annual.
- Tuberculosis (or PPD) Test/Screening – initial 2-step with annual 1-step, Quantiferon Gold tests, or Chest X-ray.
- Meningococcal vaccine – if <21 years old and living in on-campus housing.
- COVID-19 vaccination.

Additional Recommended:

- HPV vaccination series.
- Hepatitis A vaccination series,
- Submission of all vaccination records – if available (many facilities where you will train require both proof of vaccination and titers),

Forms are found at <http://www.pacific.edu/immunizationcompliance>

All health screening information may be made available, as required, to the Program, clinical preceptors, and clinical rotation sites. Students whose immunizations and titers are not up to date may be removed from classes or clinical rotation(s) until the deficiency is corrected. Some clinical training sites require students with positive latent

Tb test results to be treated. As a result, students who have not been treated may not be allowed to attend certain clinical rotations, which may result in a delay of completion of the Program.

Students must report any change in their health not noted on their annual physical examination to the Program and Pacific Student Health Services immediately. Students must meet the Program's Technical Standards throughout enrollment. Failure to notify the Program and Pacific of a change to one's health that may affect patient care or ability to meet Program Technical Standards is a violation of the Professional Code of Conduct and violation of Program policy.

Infectious Disease and Environmental Hazards

Students enrolled in the Program may be exposed to various infectious diseases and environmental hazards. Students are required to complete the Occupational Safety and Health Administration (OSHA) training before clinical. This training will address environmental hazards, infectious disease, and universal precautions. These topics are reviewed in the didactic curriculum. Clinical rotation sites may require students to complete additional, facility-specific training. It is the student's responsibility to remain compliant. Students who are not in compliance will be removed from classes or clinical rotation(s) until the deficiency is corrected.

Allergen Exposure

Students may also be exposed to allergens during training. Students with known chemical or latex allergies must inform the Program. While the Program will attempt to reduce exposure to potential allergens, it is the student's responsibility to monitor their exposure and take the necessary steps for self-protection.

Infectious Disease Impact on Student Learning

The presence of an infectious disease may impact a student's ability to complete the necessary curriculum requirements within the originally dedicated period. Students may be removed from learning activities, as indicated by the nature of the disease. Clinical rotation sites dictate some clearance policies; therefore, failure to provide documentation may impact clinical rotation placements.

Infectious Disease Prevention and Protocol

The Pacific's Student Blood, Body, Fluid, and Tuberculosis Exposure Policy for students and the ELMSN Blood/Body Fluid Exposure Protocol will be reviewed with students early in didactic training and again before clinical rotations. This protocol and necessary documents will also be available to students through the CANVAS learning system. This policy includes student responsibilities for prevention, post-exposure student responsibilities, as well as financial and learning activity implications.

SECTION 4 PACIFIC STUDENT CONDUCT AND HONOR CODE

Office of Student Conduct and Community Standards

The Office of Student Conduct and Community Standards manages the general student conduct process for students on the Stockton and Sacramento campuses. Pacific has developed policies and procedures to clarify the expectations and standards for students. Each student is responsible for knowing and adhering to all Pacific policies and procedures. The policies are outlined specifically in the Tiger Lore Student Handbook and on the web site at <https://www.pacific.edu/student-life/student-conduct>

Code of Conduct, Pacific Policies and/or Local, State or Federal Laws

The violation of established policies or procedures and/or local, state, or federal laws may constitute a violation of the Student Code of Conduct and Pacific policies. Such violations may include conduct occurring off-campus when students are participating, attending, or in some manner connected to a Pacific related activity. Violations of the Student Code of Conduct and Pacific policies will be referred to the Division of Student Life for disciplinary action. If the violation also violates Program policy for professionalism, the student may be referred to the Student Academic & Behavior Standards Committee.

Campus Standards

The Pacific and Program declare the intention to uphold all federal, state, and municipal laws applicable and expects all students to abide by the Student Code of Conduct and Pacific policies. At the time of admission, each student agrees to follow such standards. Accordingly, any conduct not consistent with responsible and/or lawful behavior may be considered cause for the Pacific to take appropriate administrative, disciplinary, or legal action.

In addition, Pacific acknowledges and actively upholds the adult status of each student with all the rights pertaining thereto and, in accordance with that status, considers each student responsible for his/her own actions.

Pacific policies, regulations, and student rights are published in the Tiger Lore Student Handbook.

Honor Code/Academic Integrity

The Honor Code at Pacific calls upon each student to exhibit a high degree of maturity, responsibility, and personal integrity.

Students are expected to:

- act honestly in all matters;

- actively encourage academic integrity;
- discourage any form of cheating or dishonesty by others; and
- inform the instructor and appropriate Pacific administrator if she or he has a reasonable and good faith belief and substantial evidence that a violation of the Honor Code has occurred.

If the violation also violates Program policy for professionalism, the student may be referred to the Student Academic and Behavioral Standards Committee (SABSC) for disciplinary action in lieu of or in addition to the referral to the Division of Student Life. If a student is found responsible, it will be documented as part of her or his permanent academic record. A student may receive a range of penalties, including failure of an assignment, failure of the course, suspension, or dismissal from Pacific.

<https://www.pacific.edu/student-life/student-conduct>

SECTION 5

DISABILITY SERVICES

Pacific is committed to providing reasonable accommodations to students with documented disabilities. Disabled students' rights are protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the policy of Pacific to ensure that no qualified student with a disability is excluded from participation in, or subjected to discrimination in any Pacific program, activity, or event.

If you are a student with a disability who requires accommodations, please contact the Director of the Office of Services for Students with Disabilities (SSD) for information on how to obtain an Accommodations Request Letter. Requests are handled on a case-by-case basis. To initiate the process, please contact:

Office of Services for Students with Disabilities
University of the Pacific - Stockton Campus, McCaffrey Center, Rm. 137
Phone: (209) 946-3221
Email: ssd@pacific.edu
Online: www.pacific.edu/disabilities

To ensure timeliness of services, it is preferable that you obtain the accommodation letter(s) from the Office of SSD at the start of the semester or earlier. After the instructor receives the accommodation letter, please schedule a meeting with the instructor during office hours or some other mutually convenient time to arrange the accommodation(s).

SECTION 6 STUDENT SAFETY AND HARASSMENT

Crime Awareness and on/off-campus Security

The University of the Pacific makes every effort to ensure student safety on campus and when off campus on clinical rotations. Pacific and the Program recommend that students always be aware of their surroundings, and utilize common sense security techniques (i.e., keeping one hand free, locking your car, and avoiding leaving or concealing valuables from view in your car.) Additionally, Pacific and the Program recommend that students utilize any available safety systems present at clinical sites, such as security escorts to your vehicle. If at any time a student does not feel safe in a clinical rotation site, the student is to notify the program immediately.

Students are expected to notify the program immediately if a crime occurs.

FOR EMERGENCIES CALL 911 OR 9-911 FROM CAMPUS PHONES

Important Phone Numbers

Campus Public Safety Department (on duty 24 hours/day)
(916) 739-7200

Call (916) 217-0896 for 24-hour access to Public Safety when campus phone lines are down or during a campus power outage.

Sacramento Fire Department (non-emergency)
(916) 808-1300

Sacramento City Police Department (non-emergency)
(916) 264-5471

Emergency Management

The Campus Public Safety Department is responsible for publishing the Disaster Operations Control Plan, which is the emergency operations plan for the Sacramento Campus. In the event of a non-life-threatening emergency/incident, members of the campus community should contact Public Safety. For life-threatening emergencies, contact Public Safety and 911. The Dean or the Dean's designee is responsible for the coordination of this plan during emergency operations through the Director of Public Safety. A copy of this plan is available in hard copy in the Director of Public Safety's office.

For questions concerning safety and security issues, please refer to the Sacramento Campus, Department of Public Safety website:

<https://www.pacific.edu/student-life/safety-wellness/public-safety>

For the Annual Security and Fire Safety (Clery) Report, please see the Sacramento Campus, Department of Public Safety website:

<https://www.pacific.edu/student-life/safety-wellness/public-safety>

Harassment

Pacific is committed to providing a learning environment free of unlawful harassment. Pacific abides by federal and state laws that prohibit workplace harassment, including the California Fair Employment and Housing Act, Government Code Section 12940, et. seq., and Title VII of the Civil Rights of 1964, as amended.

Pacific prohibits sexual harassment, environmental harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin, or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful. This policy applies to all persons involved in the operation of Pacific and prohibits unlawful harassment by any employee, including supervisors, co-workers, and preceptors. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

- Harassment is any behavior by a person(s) that is offensive, aggravating or otherwise unwelcome to another person.
- Environmental harassment is any severe or pervasive action that results in a hostile or offensive working environment for the recipient. Environmental harassment is also known as hostile environment harassment.
- Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. The conduct need not be motivated by sexual interest but need only be of a sexual nature to be considered sexual harassment. Sexual harassment is one form of unlawful harassment.

Students experiencing/reporting harassment may be removed from the environment during the investigation period. All reports will be submitted to Pacific for a protocol-based investigation. During this investigation, students and witnesses may be contacted for further information.

<https://www.pacific.edu/campus-life/safety-and-conduct/sexual-assault/-/title-ix-resources-and-support.html>

Title IX – Responsible Party – Title IX Coordinator

Pacific seeks to promote an environment that is free of Sexual Misconduct, Discrimination, and Retaliation (Misconduct). Misconduct includes sexual violence, stalking, dating violence, domestic violence, and gender-based harassment; terms that are defined in **Addendum A** of this Policy. Pacific seeks to educate students, faculty, and staff about the issue of misconduct and to provide a clear path to resolution and correction of prohibited misconduct. Pacific reserves the right to respond with whatever measures it deems appropriate to prevent misconduct and preserve the safety and wellbeing of the Pacific community. Pacific prohibits misconduct in any form. Pacific is committed to compliance with Title IX of the Education Amendments of 1972, the Campus SaVE Act, and state and federal sexual discrimination laws. Title IX states,

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

This policy applies to all Pacific community members, including students, faculty, staff, administrators, consultants, vendors, and others engaged in business with Pacific. Every community member is responsible for complying with all Pacific policies and procedures. Pacific’s prohibition of misconduct includes conduct occurring on campus or off-campus, including on-line and electronic communication, or other conduct, when Pacific determines it has a substantial interest. Pacific policies and procedures apply to conduct that takes place once a person becomes a student or employee, including periods during academic breaks and between semesters/academic terms. This policy applies to and protects visitors to Pacific. Visitors may file a complaint for alleged violation(s) of Pacific policies and procedures committed by members of the Pacific community. Pacific community members may be held accountable for the conduct of their guests. The Pacific Title IX Policy, with appendices, is available at:

<https://webshare.pacific.edu/sites/policies/Pages/Policy%20Prohibiting%20Sexual%20Misconduct%20Discrimination%20and%20Retaliation.aspx>

SECTION 7

SOCIAL MEDIA POLICY

Pacific General Guidelines

Profile photo: The "P" graphic is reserved for social media accounts administered by the Office of Communications.

Pacific seal: The seal should not be used as an identity element on social media sites.

Naming: Refer to the University as "University of the Pacific" or "Pacific." "UOP" is not an authorized variation on the Pacific's name.

Hashtags: Use the general hashtag #UOPacific where appropriate.

The Office of Communications reserves the right to review and approve profile photos and graphic and identity elements of any Pacific-affiliated site.

Groups that are not officially connected to Pacific may not use Pacific logos or wordmarks on their social media sites. This includes student organizations that are not recognized by the Office of Student Life.

Members of the Pacific community are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, and property of others when using social media.

<http://www.pacific.edu/About-Pacific/AdministrationOffices/Office-of-Communications/Social-Media-at-Pacific/Social-Media-Guidelines.html>

Registered Student Organizations

Social media accounts that represent registered student organizations should be included in Pacific's social media directory. To list an account in the directory, complete the social media directory form:

<https://pacificweb.wufoo.com/forms/m1mdm7pe0sev7zx/>

Username and passwords should be available to an advisor or other college administrative staff member, or an advisor or administrative staff member should be made an administrator on social media accounts of recognized student organizations.

Recognized student organizations are important ambassadors of Pacific and are expected to represent Pacific responsibly in all their activities and communications, including social media.

Personal Accounts

Each of us is responsible for what we post on our personal accounts and on the accounts of others. Our reputations are best served when we make ethical and

career-conscious choices about how we use social media. We should be cognizant that if we identify ourselves as members of the Pacific community on our personal accounts, our posts and images reflect on the institution.

Program Social Media Policy and Guidelines

Social media are internet-based tools designed to create a highly accessible information highway. These are powerful and far-reaching means of communication that, as a Nursing student at Pacific, can have a significant impact on your professional reputation and status.

Students are liable for anything they post to social media sites and the same laws, professional expectations, and guidelines must be maintained as if it is an in-person interaction. The following guidelines have been developed to outline appropriate standards of conduct for your future and the reputation of our program:

1. Take responsibility and use good judgment. Incomplete, inaccurate, threatening, harassing posts, or use of profanity on postings are strictly prohibited. This includes but is not limited to written posts and emoji symbols.
2. It is inappropriate to use social media sites as a venue for venting. Written or photographic posts directed toward institutional or clinical faculty/staff as well as environmental surroundings are strictly prohibited.
3. Negative or derogatory posts that may affect the Program's ability to operate are strictly prohibited.
4. Think before posting as internet and email archives can permanently affect your reputation.
5. Anonymous posts will be thoroughly researched to identify the corresponding IP address.
6. Social networking during class, program activities, and clinical hours is strictly prohibited.
7. HIPAA laws apply to all social networking. It is of utmost importance to protect patient privacy by not sharing information or photographs or any identifiable personal health information.
8. Protect your own privacy by using privacy settings to prevent outsiders from seeing your personal information, as you may be held liable for postings from other individuals as well.
9. If you state a connection to Pacific or the ELMSN Program, you must identify yourself, your role in the program, and use a disclaimer stating that your views are that of your own and do not reflect the views of Pacific or the ELMSN Program.
10. All laws governing copyright and fair use of copyrighted material must be followed.

11. Consult the Academic Director or the Program Director if you have any questions regarding the appropriateness of social networking use.

Failure to follow the above stated guidelines may be considered a breach of appropriate professional behavior and subject to discipline, up to and including dismissal from the Program.

The Program reserves the right to review social media prior to admission to the Program and throughout enrollment.

SECTION 8 EXAM PROTOCOL AND EXAM INTEGRITY

Examination Protocol

The following are the procedures regarding the administration of an examination. Both the student and proctor are responsible for adhering to the examination protocol. It is important to check your schedule for dates and times.

Students are responsible for all content covered in the course objectives. Exam questions may be derived from texts, lectures, handouts, or other learning activities.

Attendance

Attendance and on-time arrival are required for all scheduled examinations unless the student has obtained prior approval. Students arriving late, by no more than 15 minutes, must take the exam as scheduled within the time remaining for the scheduled exam period. For students arriving greater than 15 minutes late, the determination of the student's ability to take the exam is at the discretion of the course instructor of record or the proctor.

Exam Process

- Exam processes will be managed by an exam integrity software, ExamSoft. The students will receive instruction from ExamSoft and will have guidelines for use in Canvas.

Violations of the Exam protocol shall result in a referral to the Student Academic and Behavior Standards Committee.

Missed Exams and Assignments Policy

Students are expected to take the exam at the scheduled times unless there is an emergency or other extenuating situation. Should such an event occur, the student must contact the Faculty of Record a minimum of 12 hours prior to the scheduled test time to be excused and arrange for make-up. For illness, car problems, death in the family, or other extenuating circumstance the student will need to provide evidence/verification on the issue.

Students without excuse for extenuating circumstances must make up the exam within three (3) days of the original exam administration date and will incur a 5% deduction per day with a maximum of 15%.

Failure to comply with the above policies regarding exams and the arrangements that have been approved by the instructor will result in exam failure and a referral to the SABSC. Students arriving late to the testing area will not be granted additional test-taking time. Students will not be admitted to the exam if tardy more than 15 minutes.

Exam Review

Individual student reviews of any examination are prohibited. The examination software allows for a limited review upon exam submission. A general review of difficult examination material is at the discretion of the course instructor of record.

Exam Question Inquiry

Students may provide comments and feedback about specific questions on a written examination at the completion of the exam. Comments must be in writing and submitted at the time of the exam. The Program will supply paper for comments at the start of the exam. Papers must be submitted with the exam. The faculty will review submitted comments prior to the finalization of exam grades. Placement of the student's name on the paper is required.

Examination Grading

The Program retains sole authority for the finalization of grades. Prior to the finalization of grades, the Program shall review exam statistics. The Program reserves the right to make grading modification until grades are finalized. The timing for finalization of grades is up to 7 days.

The Program reserves the right to modify the Examination Policy at any time.

Examination Integrity Policy

Exam integrity is vital to the assessment of the academic knowledge of students. It is, therefore, essential that academic and professional standards be always maintained to ensure fairness and validity of exams. The practice of professional nursing requires the highest standards of personal and social responsibility. These standards should be fostered during your professional education as well as throughout practice.

Students accept responsibility for these high standards by neither receiving nor providing unauthorized assistance during exams, by not using unauthorized materials during an examination, nor condoning these actions by others. Further, students will not copy the exam material, as this is a violation of the honor code. [Pacific Student Conduct](#). Students are not to discuss the content of any exam. Do not discuss practical exam or Observed Standardized Clinical Encounters (OSCE). Although it is common for students to want to discuss the exam (written or practical) content, this should not be done. To do so may be grounds for disciplinary action up to and including dismissal from the Program.

Violation of exam integrity may be defined as use of any method of cheating; such as, but not limited to, obtaining a copy of or reconstruction from memory any portion of a current or prior exam(s); question/checklist/OSCE content or concepts (this includes recalling concepts of examination questions and generation of “practice” questions/exams using the recalled information); getting help from another student during the exam; describing exam content, passages, or graphics from the exam; identifying terms or concepts contained in the exam; sharing answers; referring others to information seen during the exam; reconstructing a list of topics on the test; and discussing exam questions, answers, passages, graphics, or topics.

SECTION 9 COURSE GRADING AND ENROLLMENT STATUS

At the end of each course, a grade for each student will be submitted to the Registrar. The Program uses the following grading system.

Grading Policy

- A minimum cumulative exam score of 75% must be achieved before scores on all other assignments or extra credit are averaged into the final grade. A score of less than 75% on exams will result in a course failure. The HESI exams are counted into the overall points to determine the cumulative exam score. The cumulative exam score will be rounded to 75% if a score of 74.5% or higher is achieved.
- A minimum of a C+ (77%) is required for successful completion of all pre-licensure nursing courses. Students will be required to repeat any courses with a final grade of less than a C+ (77%) in all pre-licensure courses.
- A minimum of a B- (80 %) is required for successful completion of all master's nursing courses. Students will be required to repeat any courses with a final grade of less than a B- (80%) in all master's nursing courses.
- Students must maintain a GPA of 3.0 for each trimester or they will be placed on probation.
- All assignments must be completed to receive a course grade. No credit will be awarded for partial completion of required course assignments.
- Final grades will not be rounded up.
- Failure to pass a course with an A or B component is an automatic failure of both courses. In this case both courses will need to be repeated.
- A cumulative GPA of 3.0, a B, is needed for graduation.

Grading Scale

Final numeric grades will be calculated at the end of the course, a grade for each student will be submitted to the Registrar. The Program uses the following grading scale.

Letter Grade	Grade Point	Course Percentage
A	4.0	94.00 – 100
A-	3.7	90.00 – 93.99
B+	3.3	87.00 – 89.99
B	3.0	83.00 – 86.99
B-	2.7	80.00 – 82.99
C+	2.3	77.00 – 79.99
C	2.0	73.00 – 76.99
F	0	≤ 72.9

Administrative Grades		
Grade	Equivalent	GPA points
U	Audit	N/A
I	Incomplete	N/A
IP	In Progress	N/A
W	Withdrawal	N/A
N	Missing	N/A

Didactic Course Requirements

A minimum of a C + (77%) is required for successful completion of all prelicensure nursing courses. In addition, a minimum semester and cumulative GPA of 3.0 is required for successful progression in the Program.

All assignments must be completed to receive a course grade.

A cumulative GPA of 3.0 is needed for graduation.

- All assignments must be submitted on time. Students who anticipate submitting a late assignment must notify the faculty of record at least 48 hours prior to the due date for approval. Assignments will not be accepted past the revised due date.
- Accurate APA formatting will be required in all assignments unless otherwise indicated.
- Individual graduate courses are graded by the faculty of record per syllabus guidelines.
- All students are required to submit scholarly work through Turn-It-In for plagiarism screening.

Failure to meet any of the above requirements will result in failure of the course, referral to the Student Academic and Behavior Standards Committee, and may result in placement on academic probation. If a student is already on academic probation, the course failure will meet criteria for dismissal (see Section 8).

Voluntary Leave of Absence

Voluntary leave of absence (LOA) is a form of temporary program withdrawal. The Program advises all students considering a LOA to speak with the Academic Director or their faculty advisor. Students requesting a LOA must take a LOA from all courses; a part time option is not available. A LOA can be requested for medical or personal reasons. To be eligible for a LOA, a student must be in good academic standing. The LOA request must be submitted in writing to the Program PRIOR to initiating the withdrawal process with Pacific. Generally, LOA requests are submitted to the Office of the Registrar prior to the beginning of a semester. LOA requests will be reviewed by the SABSC prior to acceptance. The Program reserves the right to implement criteria for reinstatement to the program and may require a student repeat courses.

Pacific does not have a formal LOA process. Students are considered either enrolled or not enrolled. Students who intend to take a LOA must initiate the withdrawal process in the Office of the Registrar. The withdrawal date used by Financial Aid for return in the return of Title IV Aid calculation. The effective date used by Student accounts for tuition refunds are based on the date of your notification to the Office of the Registrar.

Requests made during the semester are governed by additional policies and the timing of such will affect housing, financial aid, tuition charged, health insurance, and progress toward a degree. Courses the student was registered for after the last day to

drop appear on that student's transcript with the notation "W," but do not count in the units earned or in the calculation of the grade point average.

An official withdrawal from Pacific is the termination of rights and privileges offered to currently enrolled students.

Medical Leave of Absence

There are times when a student may require time away from the Program and due to physical or psychological illness. Under these circumstances, a student may request a Medical LOA/Withdrawal from the Office of the Registrar. With written consent from the student, the medical or mental health provider providing treatment will provide written confirmation that the LOA is necessary due to the student's health. Documentation must be provided to Pacific **and** the Program within 14 days of the request for Medical Leave. Pacific may request a review of the medical or mental health documentation by a healthcare professional or other appropriately trained professional identified by Pacific. This consultation may include a conversation between the treating provider and the designated Pacific healthcare professional or representative.

Returning from a Leave of Absence

The Student Academic and Behavior Standards Committee (SABSC) will review each student's ability to meet the Program Academic and Technical Standards. The SABSC will also evaluate the student's preparedness to resume participation in the Program's curriculum. The SABSC may recommend a student restart the program or audit courses. Additional tuition and/or fees may be applied upon returning from a LOA. Students may be required to audit, or repeat passed courses to assurance competence due to individual circumstances.

Students returning from a Medical Leave of Absence must be able to meet the Program Technical Standards. Students returning from a Medical LOA will be required to provide the Program and Pacific with a written "Statement of Readiness to Return" from the treating healthcare provider prior to submitting a Petition to Return.

Withdrawal from Program

Students who intend to permanently withdraw from Pacific must initiate the process in the Office of the Registrar. The withdrawal date used by Financial Aid for Return in the return of Title IV Aid calculation and the effective date used by Student Accounts for tuition refunds are based on the date of the notification to the Office of the Registrar. An official withdrawal from Pacific is the termination of rights and privileges offered to currently enrolled students and, therefore, after submission the student may not use any Pacific facilities. The student must immediately vacate Pacific housing.

Students who permanently withdraw from the Program, and later desire to return, must complete the same application and interview process as other applicants during a subsequent admissions cycle.

Suspension from Pacific

Suspension is defined as occurring when the student is temporarily separated from Pacific for a specified period, with or without conditions that must be satisfied before resumption of student status is permitted. The record of suspension shall appear on the student's academic transcript. The student will not participate in any Pacific activities and will be barred from entering the campus, unless otherwise notified in writing. Suspended time will not count against any time limit requirements for completion of a degree. Suspension may be converted to dismissal if it is determined that the specified conditions or resumption of student's duties have not been satisfied. The SABSC will also evaluate the student's preparedness to resume participation in the Program's curriculum, including the student's ability to meet the Program Technical Standards. The SABSC may deny re-entry or recommend a student repeat courses.

Evaluation of Student Performance

The modalities listed below are used to evaluate student performance in the ELMSN Program.

- Classroom examinations and quizzes (subject specific and comprehensive).
- Scholarly papers.
- Discussion board participation and postings.
- Clinical evaluations/hours and journal reflections (clinical).
- Class/Lab/Simulation assignments, skills competencies, and presentations.
- Class/Lab/Simulation attendance and/or participation.
- Individual or group case presentations/activities.
- Professionalism assessments (classroom or clinical).
- Practical examinations.
- Objective Structured Clinical Evaluations (OSCEs).
- Clinical evaluations by adjuncts/preceptors.
- Clinical practicum assignments.
- Academic faculty observations.
- Clinical preceptor (or designee) observations/evaluations.

Extra Credit

Extra credit activities are subject to faculty approval. Activities may include but are not limited to:

- Participating in IPE activities
- Mentoring newly enrolled students
- Serving on ELMSN program, SHS, and community committees or boards
- Participating in ELMSN program, SHS and campus events and activities
- Participating in community events and health fairs
- Other Didactic professional development activities suggested by faculty.
-

The maximum number of hours that can be claimed for extra credit per trimester is 10 hours. Each 3-hour worth 5 points for a total of 10 points or 1% of your grade. Students must pass theory with a grade 75% before any extra credit point can be added to their grade.

Instructions for Claiming Extra Credits:

1. Fill out the Professional Development Verification form completely. You can download the form from ELMSN Student Source Page. Make sure the form is signed by an organization member/faculty.

2. Once the form is completed, save it with the file name formatted as the course number followed by your last name, such as NURS242_Smith.
3. Upload it to two locations:
 - a. The course Canvas platform if you wish to claim extra credits for the specific course.
 - b. The ELMSN Student Source Page, which serves as a central repository for all student-related documents and information.

Please note that for **each activity you will only receive credits for one course**. You may not use the same activity for multiple courses. If you're participating in multiple activities, make sure to submit separate verification forms for each one.

Evidence-based or Quality Improvement Project

All ELMSN students are required to complete an Evidence-Based Project or a Quality Improvement Project as a culminating experience. It is designed to synthesize the didactic and clinical academic work completed in the Program.

A project is a significant undertaking of scholarship. It demonstrates evidence of originality and independent thinking to study a clinical problem. The written scholarly paper will include the project's significance, objectives, methodology, findings, conclusion, and recommendations. The student will identify a clinical problem to study early in the program. Students can integrate new knowledge and skills gained from coursework to develop an in-depth knowledge to study the clinical topic.

Each student will identify a topic for the improvement project in semester four of the Program. Each semester the student will be required to meet with their advisor to assess progress to date.

SECTION 11 PROFESSIONAL CODE OF CONDUCT

Success in the nursing profession requires certain professional behavioral attributes in addition to content knowledge. Professional behavioral attributes, which include but are not limited to empathy, respect, discipline, honesty, integrity, punctuality, attendance, the ability to work effectively with others in a team environment, the ability to take and give constructive feedback, the ability to follow directions, and the ability to address a crisis or emergency in a composed manner, are a part of academic performance.

Nursing students must conduct themselves in manner that is professional and consistent with appropriate patient care. The student must adhere to the Professional Code of Conduct. Students will be evaluated not only on their academic and clinical skills, but also on their interpersonal skills, reliability, and demonstration of professional behavioral conduct.

Academic Integrity

All academic written papers are required to be submitted through the Plagiarism Prevention Service (Turn-it-in). Therefore, all papers need to be completed and reviewed for authentic work prior to submitting for grading. This anti-plagiarism service is used to assist students to be successful. Following the report, the student is expected to correct any citations.

The ELMSN student writing guidelines requires all papers utilize the American Psychological Association's Publication Manual (APA, 2020). A rubric is provided for written assignments and points will be deducted for APA errors or not adhering to the APA format. All references must be cited within the paper and all references included on the reference list. Title page and reference lists are not counted for the required pages for the assignment.

Submitting a Paper to Turn-It-In

After submitting the paper to Turn-It-In you will receive a report that indicates similarities between your paper, the original source and/or existing documents. Turn-It-In highlights and alerts the student of the percentage of the paper that is plagiarized. Plagiarism is a serious professional code of conduct breach and grounds for academic misconduct and dismissal. Therefore, the student must properly cite original work (including quotes if appropriate) to avoid academic misconduct. Students may resubmit papers to Turn-It-In prior to submitting for grading. If the final submitted paper indicates over 25% of direct quoting and/or lack of citations and referencing, the student will receive a failing grade. Students will be instructed in the procedure for submission for academic writing standards in semester one.

Artificial Intelligence (AI) Policy

Artificial intelligence (AI) can be a helpful educational tool. This policy explains the UOP Nursing Department's guidelines for AI use. This policy covers any generative AI tool, such as ChatGPT, Elicit, and Gencraft and includes text, artwork, graphics, video, and audio. Course faculty may permit or prohibit the use of AI in each class or assign its use specific to certain assignments. Read your syllabi carefully to determine the extent to which AI may be used in courses. You may not submit any work generated by an AI tool as your own. If you include material generated by an AI tool, it must be cited like any other reference material. Please consider that the quality of AI materials may be inaccurate. Plagiarism or any other form of cheating will be dealt with severely under UOP Academic Honesty policies. Students are encouraged to seek clarification from course faculty if they have any questions regarding the use of generative AI.

Please consider the following concerns when using AI tools:

- Work created by AI tools is not considered original work and is viewed as automated plagiarism. The content is derived from previously created texts from other sources that the models were trained on, yet it doesn't cite those sources.
- AI tools have built-in biases. For example, they are trained on limited underlying sources; they reproduce, rather than challenge; and there may contain errors from the sources.
- AI tools have limitations; they lack critical thinking to evaluate and reflect on criteria and lack rational reasoning to make judgments with incomplete information.

Respect

Students are expected to treat all patients, faculty, Pacific staff, clinical preceptors, health care workers, and fellow students with dignity and respect. Students are expected to be respectful of Pacific and Program policies. Students are expected to be able to follow direction and to appropriately express concerns in a professional and respectful manner. Conflicts are to be resolved in a diplomatic and reasoned manner using appropriate communication skills. Students should be sensitive to and tolerant of diversity in the student and patient population. Nursing education requires a close working environment with other students and includes discussion groups that may reveal personal information. These situations must be approached with respect for the privacy, confidentiality, and feelings of fellow students.

Students should offer constructive feedback in a thoughtful and reasoned manner that fosters respect and trust. Displays of anger, which include demeaning, offensive, argumentative, threatening language/behavior, or language that is insensitive to race, gender, ethnicity, religion, sexual orientation, gender identity, or disability, will not be tolerated. Students must be appropriately responsive to lawful requests from their instructors, preceptors, and clinical sites. Students shall not display disruptive or obstructive behavior at Pacific or clinical sites. Any concerns brought to the Program regarding the student will be addressed and discussed with the student.

Communication

Effective verbal, non-verbal, written, and email communications are required for quality practice. Students are expected to develop rapport with classmates, colleagues, patients, families, and other healthcare providers. Students shall maintain effective communication in times of stress and/or when faced with complexity, uncertainty, or ambiguity. In alignment with respect, students must maintain professional communication with the Pacific, Program, and clinical staff at all times, including times of stress. Any form of communication that impedes Pacific's or Program's ability to do business, impacts the reputation of Pacific or Program, or results in the loss of an experiential facility is deemed an egregious violation of the Professional Code of Conduct and is grounds for disciplinary action, including dismissal from the Program.

Flexibility

Nursing education involves instruction from practicing clinicians with unpredictable schedules and various teaching styles. At times, lecture sessions or clinical practicums may need to be adjusted with short notice. The Program believes the advantage of utilizing practicing clinicians outweighs this inconvenience and requires students to be flexible and tolerant of changes. Student schedules in the academic and clinical year may involve night and weekend hours. Students are expected to maintain a positive attitude and appropriate communication skills when changes occur.

Self-Guided Learning

Life-long learning is a fundamental component of the nursing profession. Students must demonstrate enthusiasm toward learning through participation and assignment completion. Students must take initiative and commitment to acquiring and maintaining knowledge and clinical skills throughout the educational process. Self-assessment and constructive feedback are important components of the learning process. Students are expected to accept constructive feedback without defensiveness or excuses and to incorporate the feedback to change behavior.

Teamwork

The nursing profession is based on the principle of collaboration with other healthcare professionals. The healthcare team concept has expanded to include a multidisciplinary approach. Learning to work effectively in a group with a collaborative environment is key to the nurse's role. Students will be assigned to multiple educational groups throughout the curriculum. Some groups will remain the same for the length of the program, others will be course or semester specific. Students will be expected to contribute, collaborate, and cooperate effectively in team and small group-based learning environments. Students will be expected to provide specific, objective, and relevant constructive feedback to classmates.

Program Evaluation

Just as self-assessment is an important component of professional development, student evaluation of courses and the Program is an important component for curriculum development and improvement. Students will be asked to complete course, instructor(s), and preceptor evaluations. Students will receive five points in each course for providing professional constructive feedback regarding the curriculum and curriculum delivery. Evaluations will be completed electronically and will be anonymous.

Additional opportunities will be available to provide intermittent general program feedback as well. Students may schedule an appointment to discuss concerns with the Program Director throughout the Program. The administration and the faculty welcome constructive feedback to improve the academic experience.

Integrity

Students are expected to follow all policies in the Professional Code of Conduct outlined in this Handbook, the Pacific Catalog, [Tiger Lore](#), and the School of Health Sciences Policies and Procedures (located in the Student Resource Canvas site), including those pertaining to academic honesty. Infractions such as forgery, plagiarism, stealing/copying tests, and cheating during examinations will not be tolerated. ELMSN students are also expected to display the highest ethical standards commensurate with work as a health care professional. Review the [Code of Ethics for Nurses](#) published by the American Nurses Association (2015).

Confidentiality

In accordance with the Code of Ethics for Nurses and in compliance with HIPAA Standards, students must respect and maintain the confidentiality of patients. Students are not permitted to discuss any patients by name or any other identifiable means outside the clinical encounter. For academic presentations, H&P and/or SOAP note assignments, all identifiable information must be removed as per HIPAA requirements. The confidentiality of fellow students should be respected and maintained as well.

Health and Safety

Any student whose actions directly or indirectly jeopardize the health and safety of patients, faculty, clinical site staff, or fellow students may be immediately removed from the clinical site and/or face disciplinary action. Removal from a clinical practicum may delay the student's completion of the Program.

Non-discrimination

Students shall deliver health care service to patients without regard to their race, religion, gender, creed, national origin, sexual orientation, socioeconomic status, disability, disease status, legal involvement, or political beliefs.

Impairment

Students shall not appear at class or clinical sites under the influence of alcohol or drugs.

Weapons

Students are not permitted to carry any firearms or other weapons on campus or to clinical sites.

Consequences for Code of Conduct Violations

Failure to adhere to the Professional Standards and Professional Code of Conduct will result in the following consequences for unprofessional behavior:

1. The first incident of unprofessional behavior:
Performance Improvement Plan (PIP) - The Program will provide the student with a written plan to change the behavior depending on the severity of the offense. The appropriate faculty member (e.g., Faculty advisor or Clinical Director) will document the incident in the student file.
2. The second violation of unprofessional behavior:
The student may be referred to the SABSC for disciplinary review.
3. The third incident or any egregious violation of unprofessional behavior: The student will be referred to the SABSC and may be placed on Professionalism Probation or dismissed from the program.

SECTION 12

ACADEMIC AND PROFESSIONAL PROGRESS

Academic Progress

Satisfactory academic progress must be evident and demonstrated by students to continue in the Program. Any failure to progress academically, up to and including the failure of a course, may be cause for referral to the Student Academic and Behavior Standards Committee (SABSC). The SABSC monitors academic progress for the entire program to include clinical performance. The ELMSN faculty have adopted an early alert process to promote student success (Performance Improvement Plan). Should a faculty become concerned about a student's success, the faculty will request a meeting with the student and alert the student's advisor. This early intervention can identify learning or personal issues that could contribute to student success.

Professional Progress

Professionalism is as important as, and holds equal importance to, academic progress. Students are expected to demonstrate the legal, moral, and ethical standards required of a health care professional and display behavior that is consistent with these qualities.

Professionalism and professional ethics are terms that signify certain scholastic, interpersonal, and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, behavior, integrity, honesty, attendance, punctuality, and morals displayed by the students to faculty, staff, preceptors, clinical faculty, peers, patients, colleagues, and the public. The Program always expects professionalism and nursing professionals that uphold the codes of practice with respect and professional demeanor.

Student Academic & Behavior Standards Committee (SABSC)

The SABSC is charged with monitoring all nursing students, both academically and professionally, as well as reviewing the cases of students who meet the disciplinary criteria. The Committee is comprised of faculty members from the Nursing Program. The SABSC may review student records and discuss student records with appropriate faculty members and/or clinical faculty in determining an appropriate course of action for students experiencing academic and/or professional conduct difficulties in the Program. The SABSC may choose to request the appearance of the student during a SABSC meeting. Disciplinary action decisions are made by the SABSC and forwarded to the Director of the Program for action. The SABSC can assign disciplinary action statuses such as, but not limited to, probation, remediation, suspension, or dismissal. Disciplinary decisions are made on an individual basis after considering all pertinent circumstances. The chair of the SABSC will issue a letter of decision to the student regarding his/her status in the Program.

Since the Program offers courses in a sequential manner, if the SABSC recommends that a student repeat an entire term, the student must take a leave of absence from the Program until those courses are offered again and there is an open place in the cohort.

Academic Standing

All students must make satisfactory progress toward curriculum completion within the nursing program. Students must meet the minimum technical standards and requirements set by the program and the Pacific to remain in good academic standing. Pacific has minimum criteria for academic progress as it relates to grade point average, for all graduate programs. The Program has additional criteria that define academic progress. Failure to meet any defined criteria may result in disciplinary action and the changing of a student's academic standing.

Performance Improvement Plan

Performance Improvement Plan (PIP) is a level of academic standing internal to the Program and is not documented on the official transcript. It is instituted when a student is at risk of failing a course or has professionalism/conduct issues. It serves as a warning that improvement is needed. Students will be advised to meet with the faculty member and the student's advisor. A student must successfully remediate the course material and/or demonstrate improvement in professional behaviors. Failure to successfully remediate the material may result in SABSC referral (assessment) for academic success and progression. The outcome of the SABSC may result in placement on Academic Probation, and/or the requirement to repeat the course(s), or dismissal from the Program. Failure to improve professional conduct issues may result in Professional Probation status and/or dismissal from the Program.

The following are criteria for which a student may receive a PIP:

- Failure of a course exam or learning activity.
- Failure to maintain a cumulative GPA of a 3.0 (83%).
- Clinical practicum assignment deficiencies.
- Unsatisfactory clinical or preceptor evaluation during a clinical practicum.
- Verbal or written reports and/or evaluations from academic faculty, clinical preceptor or designees indicating that a student is not progressing academically and/or not demonstrating proficiency to a level as expected for the level of/timing within clinical education and/or to a level where it may jeopardize patient safety.
- Plagiarism.
- Violation of Pacific's Code of Conduct policies or any Pacific policies and procedures outlined in the ELMSN Student Handbook.
- Professional misconduct, behavior and/or attitude inconsistent with the nursing profession or in violation of the Professional Code of Conduct policies found in this Handbook.
- Failure to adhere to the Program policies and procedures found in the Student Handbook.

- Verbal or written reports and/or evaluations from academic faculty, clinical instructors, preceptors, indicating that a student is not adhering to site regulations, site schedule, ethical standards of conduct, and/or limitations of the student role.
- Consistently failing to progress academically or professionally as demonstrated by repetitive failure to demonstrate competency across multiple evaluation modalities.
- Failure to maintain the ability to meet the Program's Technical Standards.

The ELMSN faculty values students and understands that life events occur. Faculty will strive to assist students to be successful. It is expected that students will utilize student support services, incorporate faculty input, and correct deficiencies to meet program expectations. Students are expected to be self-reflective and self-directed to be successful as a life-long learner.

Probation

Probation indicates that there are serious academic and/or professionalism deficiencies. Steps to remediate these deficiencies will be provided to the student (PIP). During probation, the student's academic/clinical progress will be closely monitored. Failure to demonstrate improvement in areas of deficiency may place a student in the category for dismissal. Decisions regarding Academic Probation cannot be appealed.

Academic Probation is the result of unsatisfactory academic standards (grades, failure of remediation) that may lead to dismissal from the Program. It is documented on the official transcript.

Professionalism Probation is the result of unsatisfactory conduct (tardiness, absenteeism, unprofessional behavior, etc.). Professionalism Probation is documented on the official transcript and may lead to dismissal from the Program.

Criteria for Placement on Academic/Professionalism Probation

The following are criteria for which a student may be placed on probation:

- Failure of a course(s).
- Failure of any (initial and/or retake) exams or major assessments within a course.
- Failure of (initial and/or retake) exams or major assessments across multiple courses within the same academic term.
- Failure of re-examination under a remediation plan.
- Semester GPA is < 3.0 (83%).
- Plagiarism.
- Failure to sign official forms (including but not limited to mid-term or final evaluations, PIP, and/or letter of dismissal or letter of failure). Signature indicates

that student received the form—it is not agreement to the contents of the notice.

- Failure to pass course exams with a cumulative grade of 75%.
- Violation of the University of the Pacific's Code of Conduct or any University policies and procedures outlined in the ELMSN Student Handbook and the SHS Student Policies and Procedures.
- Professional misconduct, behavior and/or attitude inconsistent with the nursing profession or in violation of the Professional Code of Conduct policies found in this handbook (may include attendance and tardiness).
- Verbal or written reports and/or evaluations from academic faculty, clinical instructors or preceptors indicating that a student is not progressing academically and/or not demonstrating proficiency to a level where it may jeopardize patient safety.
- Verbal or written reports and/or evaluations from academic faculty, clinical instructors, preceptors, indicating that a student is not adhering to site regulations, site schedule, ethical standards of conduct, and/or limitations of the student role.
- Consistently failing to progress academically or professionally as demonstrated by repetitive failure to demonstrate competency across multiple evaluation modalities.
- Failure to maintain the ability to meet the Program's Technical Standards.
- Failure to follow or comply with requirements set forth by the SABSC or Program Director.

NOTE: Refusal or failure to confirm receipt of program issued letters, documents, etc., by the means and within the delineated timelines (within 24 hours) represents unprofessional behavior and will result in disciplinary action.

It is important to remember that some aspects of knowledge integration and clinical judgment cannot be adequately evaluated by examinations alone. Observations from academic and/or clinical faculty are crucial for evaluating these critical skills. Failure to achieve minimum competency in coursework, including clinical assignments and satisfactory progress in professional development, behaviors and attitudes may result in probation or dismissal.

Terms of Probation

- When a student is placed on probation, he/she will be notified in writing by the SABSC chair, and the reasons will be stated. A copy of this letter will be provided to the appropriate Pacific officials and placed in the student's academic file. Probation is also noted on the official transcript.
- Professionalism Probation is a subcategory of Academic Probation. It is the result of unsatisfactory professionalism, which may lead to dismissal from the Program. It is documented on the official transcript as Academic Probation.
- When the terms of probation have been satisfied, notification of removal from probation will be forwarded to the Registrar, so the necessary documentation on

the student's transcript can be made. Documentation will be placed in the student's academic file.

Duration of Probation:

- A student will remain on Academic Probation until the terms of probation have been satisfied, as stated in the remediation plan and probation letter.
- A cumulative term and overall cumulative GPA of ≥ 3.0 by the end of the following academic term is required of a student placed on probation.
- A student will remain on Professionalism Probation until the SABSC has determined that the student has achieved an acceptable level of professional behavior (information may be gained from professionalism assignments, faculty evaluations, preceptor evaluations, or any other evaluations from individuals the Program deem appropriate).

Extracurricular Restrictions:

The primary responsibility of a student is to gain the knowledge, skills, and attitudes to become a competent and professional nurse. A student on Academic Probation may not serve as an officer of any official Program or Pacific club or organization (including holding a Class Officer position) as it may detract from time needed to be academically successful. If a student presently serving as an officer/representative is placed on Academic Probation, the other class leaders or the entire class will choose a substitute officer/representative to fulfill the position until the student is removed from probation.

Remediation

Remediation is considered a privilege with the opportunity to correct unsatisfactory performance, progress, and/or professional conduct in the Program. The offer of remediation is not automatic or guaranteed. Remediation is to be regarded as a privilege, which must be earned by a student through demonstrated dedication to learning and active participation in the educational program to include, but not limited to overall academic/clinical performance, regular attendance, individual initiative, and utilization of resources available to the student.

Determination of Remediation Plans:

- Following failure of a faculty directed Performance Improvement Plan for a course the student will be referred, for evaluation and assessment by the SABSC. The SABSC at their discretion may develop a remediation plan with an assigned specific period for completion. Following successful remediation, the student will be removed from Academic Probation after two semesters of academic success.
- Remediation plans/decisions cannot be appealed.

Plan Implementation:

- The SABSC Chair will work with an assigned faculty member or advisor to implement the proposed remediation plan. The SABSC proposed remediation plan may be amended by the Program/Academic Directors and/or assigned faculty member if needed to facilitate the remediation process.
- Meetings with student:
 - Initial meeting to develop a learning contract/plan that outlines and defines the remediation program, successful completion criteria, and responsibilities of the student.
 - Student self-assessment of weaknesses and deficiencies that resulted in current academic or professionalism status. When appropriate, this self-assessment may precede remediation plan development.
 - Summaries of the meetings will be recorded/documented and retained by the Program. The frequency of student meetings during the remediation process will vary depending on the duration and the components of the remediation plan.

Plan Monitoring:

- Remediation plans are monitored by the assigned faculty member and/or the SABSC.
- The Remediation Contract will be completed as needed throughout the remediation process summarizing the student's progress and compliance with remediation requirements. The frequency of intermittent assessments will vary depending on the duration and components of the remediation plan.

Post Completion Re-evaluation:

- At the completion of the remediation period, the student will be referred to the SABSC for re-evaluation. Failure to meet the requirements of a remediation plan in the stipulated period may result in dismissal from the Program.

Documentation:

- Documentation of the remediation requirements, implementation process, and outcome will be placed in the student's file.

Dismissal

The Program, after due consideration and process, reserves the right to require the dismissal of any student at any time before graduation if circumstances of a legal, moral, behavioral, ethical, patient safety concerns, health, or academic nature justify such an action.

Criteria for Dismissal

Any of the following may place a student in the category for dismissal:

- Failure of two independent courses.
- Failure to demonstrate clinical or professional competency to a level where it may jeopardize patient safety.
- Semester GPA of <3.0 and/or cumulative GPA of < 3.0 after being on Academic Probation in the prior academic term.
- An egregious incident of professional misconduct, behavior, and/or attitude in violation of the Professional Code of Conduct Policies.
- Failure to maintain the ability to meet the Program's Technical Standards.
- Failure to follow Program policies and procedures as defined in this Handbook.
- Failure to comply with HIPAA requirements will result in immediate dismissal from the nursing program. The student may be subject to civil and/or criminal penalties.

Decisions regarding dismissal are made on an individual basis after considering all pertinent circumstances and extenuating circumstances relating to the case. Representatives of other Pacific departments may review dismissals for violations of the Pacific Code of Conduct.

Notification of SABSC Decision for Dismissal

The SASBC shall notify the student in writing via Pacific email. The student must acknowledge receipt of the letter within 24 hours. The student shall have 72 hours from the time the letter is sent to notify the Program of the student's acceptance of the dismissal or the plan to appeal. Failure to meet either deadline shall result in immediate dismissal. If a student accepts the dismissal, the dismissal is effective immediately. If a student intends to appeal the decision, the student shall remain enrolled until a final decision is determined. While the appeal is pending, the enrollment status of the student will not be altered. The student must follow all Program and SHS policies for enrolled students. The Program reserves the right to remove the student from clinical rotations until the appeal decision is rendered by the Program Director or Dean.

Removal from a clinical rotation may delay the student's completion of the program should the appeal be granted. Delayed Program completion may result in additional tuition and/or fees.

If a student is dismissed, his/her registration will be voided, and tuition will be refunded per Pacific policy. Notification will appear on the student's academic transcript.

Section 13 Grievance Policy and Procedure

Student Academic Grievance Policy and Procedures

The following describes the grievance procedures available to students of the ELMSN Program in the [School of Health Sciences](#) (School). These procedures address issues that arise from, relate to, or have a direct impact on the academic activities or performance of the student, such as assignment and evaluation of academic work in the course of attempting to fulfill the requirements of a particular course or degree. These procedures afford students and the School an opportunity to resolve grievances in an equitable manner.

Definition of a Grievance

A grievance is a written complaint concerning a decision or action made by university faculty or staff that directly and adversely affects the student as an individual in their academic capacity. Grievances must be based on objectively demonstrable evidence regarding an instructor's academic practices. For example, the basis for a grade grievance may exist if the student's evaluation differed from other students in the course and can be documented or if a grade is assigned in a manner other than the prescribed method in the course syllabus or assignment instructions. The grievance process is not a vehicle for a regrading. The grievance process is limited and provides relief only when it is demonstrated that the grade is based on an improper decision or action, such as a math error in adding points or grading motivated by discriminatory intent.

A grievance is not a means to challenge a department/program, SHS, or University policy or disciplinary action taken by a department/program, the SHS, or the University.

Issues relating to violations of the SHS Student Code of Conduct, as well as the University's Honor Code and Student Code of Conduct, are separate from this Grievance Process. A grade grievance will not be considered until student misconduct allegations have been resolved.

NOTE: If a student believes that behavior violates the University's policy against sexual and other unlawful harassment has occurred, the student should notify the Title IX Coordinator (titleix@pacific.edu) as soon as possible. Additionally, there are grievance procedures to resolve alleged acts of discrimination outlined in the University's policy statement on prohibited discrimination. (Title IX-Sexual Misconduct Procedures and Support). Pacific's Title IX Coordinator or the SHS Assistant/Associate Dean of Student Affairs should be contacted if a student has concerns related to a violation of this policy.

Right to Participate in Grievances without Retaliation

No student, student's representative, or another member of the Pacific community who assists or participates in these procedures shall be subject to adverse action by the Pacific, based on their activity in good faith in the course of filing or participating in the grievance procedure.

Confidentiality Maintenance

All matters relating to a grievance are considered confidential. All parties, including faculty, staff, and students, are required to maintain confidentiality and limit their communications regarding the grievance to those who are actively involved in the process. Failure to maintain confidentiality violates the SHS Code of Conduct and may result in disciplinary action by the department/program or the SHS.

DEPARTMENT/PROGRAM LEVEL GRIEVANCE PROCESS

Step 1.

1. The student has five (5) calendar days (until 5:00 p.m. Pacific Time) from the date the assessment component grade is entered in the approved university LMS system (e.g., CANVAS) to submit a written grievance via E-mail to the course instructor. This is the initial step in the process, even if the Department Chair/Program Director is the course instructor. Failure to submit a written grievance before the deadline results in losing the right to submit a grievance.

Requirements for the Written Grievance to the Course Instructor:

1. The specific action(s) that led to the grievance.
 2. Objectively demonstrated evidence supporting the grievance.
2. The course instructor shall respond to the grievance in writing within seven (7) calendar days. A meeting between the course instructor and the student may or may not occur. If a meeting is called, the student can request that their faculty advisor or the Assistant/Associate Dean of Student Affairs be present.
3. If the course instructor is unavailable to meet with the student, the student shall proceed to the next step in the process.

Step 2.

1. The student has five (5) calendar days (until 5:00 p.m. Pacific Time) from the date of the course instructor's written response to submit a written grievance via E-mail to the Department Chair/Program Director. If the Department Chair/Program Director cannot be reached by E-mail within the given time frame, the student shall contact the designee or acting Department Chair/Program Director. Should the grievance be with the Department Chair/Program Director, the student will submit a school-level grievance if the issue was not resolved in Step 1. Failure to submit a written grievance before the deadline results in losing the right to submit a grievance.

Requirements for the Written Grievance to Department Chair/Program Director:

1. The specific action(s) that led to the grievance.
 2. The person(s) perceived to be responsible for such action(s).
 3. Objectively demonstrated evidence supporting the grievance.
 4. The harm to the grievant.
 5. The efforts taken to resolve the matter to date.
 6. Additional information the student believes is relevant to the grievance.
2. The Department Chair/Program Director or designee will recommend a solution to the grievance in writing within seven (7) calendar days. A meeting between the Department Chair/Program Director or designee and the student may or may not occur. If a meeting is called, the student can request that their faculty advisor or the Assistant/Associate Dean of Student Affairs be present.
3. If the outcome of the department/program-level grievance process is unsatisfactory, the student may submit a grievance to the SHS.

SCHOOL-LEVEL GRIEVANCE PROCESS

1. The student has five (5) calendar days (until 5:00 p.m. Pacific Time) from the date of the Department Chair/Program Director's written response to submit a written grievance via E-mail to the SHS Dean. Failure to submit a written grievance before the deadline results in losing the right to submit a grievance.

Requirements for Grievance to Department Chair/Program Director

1. The specific action(s) that led to the grievance.
 2. The person(s) perceived to be responsible for such action(s).
 3. Objectively demonstrated evidence supporting the grievance.
 4. The harm to the grievant.
 5. The efforts taken to resolve the matter to date.
 6. Additional information the student believes is relevant to the grievance.
2. The SHS Student Affairs Review Committee (SARC) will review the grievance while considering the following prior to making a recommendation for resolution to the SHS Dean:
1. Failure to use proper facts and criteria.
 2. Due process or procedural errors.

The SHS Dean will review and consider the SARC's recommendation and issue a final determination regarding the outcome of the grievance. **The SHS Dean's grievance decision is final and binding.**

STUDENT AFFAIRS APPEAL PROCEDURES

All reviews of an SHS student's performance (academic, conduct, or professional) shall start with an evaluation by the department-level review committee. Students may **only** appeal Dismissal/Disqualification disciplinary action decisions. The appeal process consists of two stages, starting with the Department Chair/Program Director and then a potential secondary appeal to the Dean of the SHS.

Enrollment Status during the Appeal Process

During the appeal process, the student remains enrolled, and, therefore, is expected to follow all University, SHS, and department/program policies. Departments/programs retain the right to remove a student from clinical education experiences throughout the appeal process. Removal from clinical education experiences will delay program completion and may result in additional tuition and fees.

Confidentiality Maintenance

All matters relating to an appeal are considered confidential. All parties, including faculty, staff, and students, are required to maintain confidentiality and limit their communications regarding the grievance to those who are actively involved in the process. Failure to maintain confidentiality violates the SHS Code of Conduct and may result in disciplinary action by the department/program or SHS.

First-Level Appeal to Department Chair/Program Director

Upon receiving a Dismissal/Disqualification notification from the department/program review committee, the student has **48 hours** to notify the committee chair of the student's acceptance of the dismissal or the intention to submit an appeal. The student has **five (5) calendar days (until 5:00 p.m. Pacific Time)** from the date of the department/program review committee letter to submit a written appeal via E-mail to the Department Chair/Program Director. Failure to submit an appeal within the deadline will cause the student to lose the right to appeal. The written appeal should fully explain the situation and substantiate the reason(s) for advocating a reversal of the decision being appealed.

The Department Chair/Program Director will independently review the student record, with or without individual interviews. The Department Chair/Program Director may grant an appeal based on one of the following:

1. The bias of one or more of the members of the department/program review committee.
2. New information not available to the committee at the time of its initial decision, as determined through a secondary review.
3. Procedural error.

The Department Chair/Program Director may choose any of the following options when an appeal is being considered:

1. Concur with the department/program review committee's decision.
2. Amend the decision with or without referral to the committee for approval.

3. Repeal the department/program review committee decision.

Secondary Appeal to Dean of the School of Health Sciences

If the Program Director, during the primary appeals process, upholds the SABSC decision, the student has the right to submit an appeal to the Dean of the School of Health Sciences. The student has 48 hours to notify the Program Director of the intention to submit a secondary appeal. The student has five (5) **calendar days** from the date of the Program Director decision letter to submit a petition to appeal to the SHS Dean. Failure to submit an appeal within this period results in the loss of his/her right to appeal, resulting in immediate dismissal. Upon receiving the appeal, the SHS Dean will convene an SHS Student Affairs Review Committee (SARC).

Criteria for Secondary Appeals

The following are grounds for an appeal to the SHS Dean:

1. A departmental review process procedural error.
2. Substantiated bias against the student.

The SHS Dean may choose one of the following options when a secondary appeal is being considered:

1. Concur with the SARC recommendation.
2. Amend the SARC recommendation.
3. Disagree/overrule the SARC recommendation.

The possible appeal outcomes include:

1. Grant the student's appeal.
2. Uphold the SABSC and Program Director's decisions.

During the appeal process, the student remains enrolled and, therefore, is expected to follow all University, School, and program policies. Departments/programs retain the right to remove a student from clinical education experiences during the appeal process.

The appeal decision of the SHS Dean shall be final and binding.

SECTION 14

GRADUATION REQUIREMENTS

A student will be recommended for the Master of Science in Nursing Degree provided he/she has fulfilled the following:

1. Completion of all prescribed academic requirements with a cumulative weighted grade point average of 3.0, or higher, in the Nursing Program with no incompletes or unsatisfactory grades.
2. Successful completion of the summative Clinical Improvement Project.
3. Demonstration of no deficiencies in ethical, professional, or personal conduct, which would make it inappropriate to award the degrees and receipt of a final overall satisfactory rating on the Professional Evaluation.
4. Compliance with all legal and financial requirements of Pacific.
5. Completion of the academic requirements within the required 150% of timeframe following matriculation.
6. Completion and submission of the "Application for Graduation" to the Office of the Registrar.

PROGRAM FACULTY AND STAFF DIRECTORY

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**ELMSN STUDENT HANDBOOK
SIGNATURE SHEET
2024-2025**

I have read, understand, and agree to follow the policies and procedures set forth by Pacific and the ELMSN Nursing Program as outlined in this Handbook. As a student, I am responsible for referring to this Handbook for specific policies and procedures governing my status as a nursing student to include Program requirements, goals and objectives, satisfactory academic and professional progress, graduation requirements and grievance policies.

Every attempt is made to provide a complete Handbook that provides an accurate overview of the Program policies and curriculum. However, circumstances and events may make it necessary to modify the Handbook during enrollment. Any amendments shall supersede those sections of the original Handbook. I understand that amendments may be made to the policy and procedures noted within. I hereby agree to comply with all provisions listed in this Handbook and any future amendments.

Student Name (Print)

Pacific ID Number

Student Signature

Date