

BSN Program Student Handbook

Traditional BSN Program
LPN to BSN Hybrid Program

2026-2027

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Welcome from Faculty

Dear Nursing Students,

On behalf of the entire Nursing Faculty, it is our great pleasure to welcome you to the Bachelor of Science in Nursing (BSN) Program at West Virginia State University. Whether you are entering the Traditional BSN track or the Hybrid LPN-to-BSN pathway, you have joined a community committed to excellence in nursing education, compassionate patient care, and professional growth.

At WVSU, we prepare nurse generalists equipped with the knowledge, skills, and values needed to serve diverse populations across various healthcare settings. Our program emphasizes the integration of liberal arts, scientific knowledge, evidence-based practice, and hands-on clinical experiences. We are proud of our CCNE accreditation and our strong track record of preparing graduates who succeed on the NCLEX-RN and make meaningful contributions to the health of West Virginians and beyond.

As a student in our program, you will be challenged to think critically, communicate effectively, demonstrate clinical judgment, and uphold the highest standards of ethical and professional nursing practice. Our dedicated faculty, who are experienced educators and practicing clinicians, are here to support you every step of the way. We believe in fostering an environment of respect, collaboration, and lifelong learning.

Nursing is more than a profession; it is a calling that requires dedication, resilience, and a deep commitment to caring for others. We are excited to guide you on this transformative journey.

Welcome to the WVSU Nursing family. We look forward to witnessing your growth and celebrating your success.

Our Mission, Vision, Philosophy, and Goals

Mission Statement

The mission of the West Virginia State University Nursing Program is to prepare diverse learners to become competent, caring, and innovative nurse leaders through excellence in interdisciplinary education, research, and impactful service. As a proud 1890 land-grant constituent, we provide accessible opportunities for students to meet the evolving health and social needs of our state and nation while contributing solutions to complex global health challenges.

Revised 4/2026

Vision Statement

The West Virginia State University Nursing Program continually aspires to remain a nationally-recognized center of excellence, grounded in our HBCU heritage of inclusivity. We empower students to thrive with resilience and deliver accountable, exceptional care that meets the evolving complex needs of individuals and communities. Through innovative research and student-centered practice, we strive to uphold the Gold Standard for nursing education that drives West Virginia forward.

Revised 4/2026

Philosophy

The Department of Nursing is an integral part of West Virginia State University. The nursing faculty believes that the conceptual bases of the practice of nursing include person, environment, health, and nursing.

Person/Environment

The faculty of the nursing program believes that the person can be defined as an individual, family, community, or society who deserves to be treated with respect, is unique, and should engage in deliberate action to achieve goals. The person is a combination of physical, psychosocial, spiritual, and cultural influences that are influenced by the environment and interactions with other people. Nurses must have respect for human dignity and promote respect of human values within all professional settings. Nursing should provide a trusting patient relationship and demonstrate separation of bias or prejudice. The faculty believe that the environment is made up of both internal and external factors. The person can be internally impacted by thoughts, feelings, and beliefs. The external impacts can be the physical surroundings, interaction with family, cultural influence, work environment, and religious impacts. These internal and external factors can impact the person's ability to adapt and maintain health. Society has a responsibility to promote health/wellness to maximize outcomes and promote improvements in quality of life.

Health/Wellness

Health is a dynamic state that is influenced by shared interaction between the person and the environment. Health allows the person to be an active participant in life experiences and promotes the person's ability to develop and meet goals. Illness is a disharmony with the person and environment. Perception of health, values, beliefs, culture, genetics, age, and lifestyle can impact the health/wellness continuum. It is a right for the person to have access to quality health care in order to maintain health/wellness.

Nursing

The nurse's role is to provide care and promote wellness for the person across the lifespan. The nurse must be knowledgeable regarding applications of theory to nursing practice. The nurse must also be knowledgeable about a broad range of scientific knowledge including biology, physical science, social science, and behavioral science to manage and coordinate the care of complex patients and communities. Improvements in the quality of care and outcomes is accomplished through self-reflection, feedback from others, and continued education. Nurses must participate in the integration of new evidence into standards of practice by valuing the concept of EBP as an integral part of determining best clinical practice. Nurses must have skills in critical thinking, collaboration with other professions, communication with patients, and professionalism. The nurse must also be prepared to function as a patient advocate and leader within the practice setting and entire profession. The nurse must assess the person and environment, develop partnerships with community leaders, and be an advocate for justice and equality. The nurse should utilize an ethical framework to examine social policy regarding populations that are considered vulnerable. The nurse should provide safe, patient-centered care that promotes inclusion of the patient in health promotion activities and improvements in health outcomes. Nurses must be knowledgeable regarding information management and have skills related to the application of patient care technology. Nurses must value contributions to outcomes of care and recognize that quality improvement is instrumental in the assessment and improvement of the care provided. Nurses are unique members of the health care team.

Education

Nursing education is the process of learning and application that clarifies the professional role of the nurse. Educational experiences should support and inspire growth within the profession. The educational experiences include an integration of self-directed learning opportunities for students. Faculty facilitate learning through didactic and clinical experiences. The faculty supports life-long learning and promotes involvement in leadership activities within the profession.

The philosophy of the nursing program was developed by encompassing materials from *The Essentials of Baccalaureate Education for Professional Nursing Practice* (2008), *Nursing's Social Policy Statement* (2010), and the West Virginia Board of Examiners of Registered Professional Nurses Guidelines. This was updated to reflect the *Essentials of Baccalaureate Education for Professional Nursing Practice* (2021).

Revised 5/4/2023;6/4/2025

Department of Nursing Goals

1. Prepare nurses to competently and professionally deliver nursing care.
2. Prepare graduates to provide safe, evidence-based, patient-centered care that reflects ethical clinical judgment and inter-professional collaboration.
3. Cultivate an intellectual desire for study and life-long learning.
4. Prepare students with quality education that affords them the opportunity to achieve career success through licensure certification and other professional distinction.

Revised 5/2025

Licensing & Accreditation

The program has been approved by both the Higher Learning Commission and the West Virginia Higher Education Policy Commission.

West Virginia Board of Examiners for Registered Professional Nurses The West Virginia State University Traditional BSN Nursing Program is fully approved by the West Virginia Board of Examiners for Registered Professional Nurses. The Licensed Practical Nurse (LPN) to Bachelor of Science in Nursing Program is provisionally approved by the

West Virginia RN Board.

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Commission on Collegiate Nursing Education (CCNE) The baccalaureate degree program in nursing at West Virginia State University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

Graduates of the approved and accredited program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and pursue licensure as a Registered Nurse in West Virginia. Graduates may also qualify for licensure in other states; however, requirements vary. Candidates should contact the appropriate state board of nursing for specific requirements and consult with their academic advisor when planning their studies.

Important Note on Licensure: Admission to, and successful completion of, the nursing program does not guarantee that the West Virginia RN Board will endorse the graduate as a candidate to sit for the licensure examination nor does it guarantee licensure as a Registered Nurse. The West Virginia Board of Examiners for Registered Professional Nurses makes the final determination regarding eligibility to sit for the NCLEX-RN licensure examination. Applicants with prior criminal or disciplinary history are strongly encouraged to contact the West Virginia RN Board directly (or the board in the state where they intend to practice) for a confidential pre-application review or guidance. The Department of Nursing is committed to supporting qualified candidates through the educational process and assisting them in understanding licensure requirements.

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Bachelor of Science-Nursing

The baccalaureate program in nursing is a four-year college or university education that incorporates a variety of liberal arts courses with professional education and training. The baccalaureate curriculum is designed to prepare students for work within the growing and changing health-care environment. With nurses taking more of an active role in all facets of health care, they are expected to develop critical thinking and communication skills in addition to receiving standard nurse education in clinics and hospitals. In a university or college setting, the first two years include classes in the humanities, social sciences, basic sciences, business, psychology, technology, sociology, and ethics.

In the traditional BSN program, the nursing classes will start in the sophomore year. Students will be required to have satisfactory grade point averages before they can advance into professional nursing classes. Students must also have a grade of “C” or higher in both the nursing support and core courses within the BSN curriculum, as well as a cumulative GPA of 2.5 from all coursework attempted. In the junior and senior years, the curriculum will focus on the nursing core, and emphasis moves from the classroom to health facilities. This is where students will be exposed to clinical skills, nursing theory, and the varied roles nurses play in the health-care system. Courses will include nurse leadership, health promotion, family planning, mental health, environmental and occupational health, adult and pediatric care, medical and surgical care, psychiatric care, community health, management, nutrition, and home health care.

In the hybrid LPN to BSN hybrid program, students will gain credits for LPN licensure and previous coursework. The nursing classes will start after acceptance into the nursing program. Students will be required to maintain a 2.0 grade point averages in their professional nursing classes. The curriculum will focus on the nursing core, and emphasis moves from the classroom to health facilities. This is where students will be exposed to clinical skills, nursing theory, and the varied roles nurses play in the health-care system. Courses will include nurse leadership, health promotion, family planning, mental health, environmental and occupational health, adult and pediatric care, medical and surgical care, psychiatric care, community health, management, and home health care.

Revised 4/28/2021; 6/4/2025; 8/13/26

Essentials of Baccalaureate Education

The program incorporated *The Essentials of Baccalaureate Education for Professional Nursing Practice (2021)* to define nursing practice and utilizes the WV State RN Board: Title Series 19-01 Policies, Standards and Criteria for the Evaluation, Approval and National Nursing Accreditation of Prelicensure Nursing Education Programs to comply with standards for clinical, didactic, and faculty requirements.

The Essentials of Baccalaureate Education for Professional Nursing Practice (2021)

The ten Domains are as follows:

Domain 1: Knowledge for Nursing Practice Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

- (PLO 1) Use the nursing process to manage care for individuals, families, communities, and populations

integrating physical, psychological, social, cultural, spiritual, and environmental considerations.

Domain 2: Person-Centered Care Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

- (PLO 1) Use the nursing process to manage care for individuals, families, communities, and populations integrating physical, psychological, social, cultural, spiritual, and environmental considerations.

Domain 3: Population Health Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.

- (PLO 1) Use the nursing process to manage care for individuals, families, communities, and populations integrating physical, psychological, social, cultural, spiritual, and environmental considerations.

Domain 4: Scholarship for Nursing Discipline Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.

- (PLO 2) Use the research process through translation of evidence-based findings to advance professional nursing and the delivery of healthcare.

Domain 5: Quality and Safety Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

- (PLO 4) Accept personal accountability for lifelong learning, professional growth, and commitment to the advancement of the profession.

Domain 6: Interprofessional Partnerships Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

- (PLO 6) Employ inter-professional communication and collaboration to ensure safe, quality care across the lifespan.

Domain 7: Systems-Based Practice Descriptor: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.

- (PLO 5) Combine theoretical knowledge from the sciences, humanities, and nursing as a foundation to professional nursing practice that focuses on quality and safe care, health promotion and prevention of disease for individuals, families, communities, and populations.

Domain 8: Informatics and Healthcare Technologies Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

- (PLO 3) Incorporate information management and patient care technology in the delivery of quality patient centered care.

Domain 9: Professionalism Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values. •

- (PLO 7) Integrate ethical, legal, and professional standards into the practice of nursing.

Domain 10: Personal, Professional, and Leadership Development Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

- (PLO 4) Accept personal accountability for lifelong learning, professional growth, and commitment to the advancement of the profession

Revised 5/4/2023;6/4/2025

Program Learning Objectives

The objectives of the BSN program are as follow:

1. Use the nursing process to manage care for individuals, families, communities, and populations integrating physical, psychological, social, cultural, spiritual, and environmental considerations.
2. Use the research process through translation of evidence-based findings to advance professional nursing and the delivery of healthcare.
3. Incorporate information management and patient care technology in the delivery of quality patient-centered care.
4. Accept personal accountability for lifelong learning, professional growth, and commitment to the advancement of the profession.
5. Combine theoretical knowledge from the sciences, humanities, and nursing as a foundation to professional nursing practice that focuses on quality and safe care, health promotion and prevention of disease for individuals, families, communities, and populations.
6. Employ inter-professional communication and collaboration to ensure safe, quality care across the lifespan.
7. Integrate ethical, legal, and professional standards into the practice of nursing.

Revised 5/05/2025

Admission Requirements

The Department of Nursing welcomes all qualified applicants, including transfer students, both from within the University and from other colleges and universities. In every case, students must meet the transfer criteria for admission to the university and the program. The student must be of good moral character and in good academic and social standing at any college which he/she is currently attending or has previously attended. The purpose of the admission requirement policy is to reflect the organization's commitment to quality.

Revised 4/28/2021; 5/4/2023; 6/4/25

Admission to Traditional BSN Program Requirements

The Nursing Department Director will review applications and determine which students meet the admission criteria for the fall semester. Students who do not meet the admission criteria will be referred to career counseling services through West Virginia State University.

Admission to the Traditional BSN Programs

1. Admission to the University
 - a. Admission to West Virginia State University does not guarantee admission to the Nursing Program. Students must meet the following requirements for consideration.
 - b. One **official** transcript from each college/university attended since high school is to be submitted to the Admission's office.
2. Traditional BSN Track Requirements:
 - a. Students must submit an application to the nursing program by June 15 for the fall semester. Spaces may be limited, the most qualified applicants will be chosen for placement within the program using the WVSU Nursing Readiness Admission Composite Traditional BSN. Students will be chosen based on qualifications listed below-completion/enrollment of the prerequisites/co-requisites and applicant score on the WVSU Nursing Readiness Admission Composite Traditional BSN.

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- b. The candidate will be considered for admission to the nursing program upon successful

completion of the following:

1. A grade of “C” or higher in all nursing support courses, including prerequisites.
2. Completion of the following prerequisite courses with a “C” or better.
 - a. General Psychology PSYC 151 or equivalent
 - b. College Algebra, MATH 120 or equivalent
 - c. Chemistry with lab or equivalent CHEM 101 or equivalent
 - d. Fundamentals of Biology BIOL 120 or equivalent
3. A cumulative GPA of 2.5 is required for admission into the nursing program.
4. Students must be eligible for sophomore academic standing with a minimum of 30 credits.
5. A standardized entrance exam (HESI/TEAS) is required to enter the program and must be completed by June 15 prior to the anticipated semester of admission.

WVSU Nursing Readiness Composite Traditional BSN Program

Cumulative College GPA	Point Value	Points Awarded
3.75 - 4.00	4.5	
3.50 - 3.74	4	
3.25 - 3.49	3.5	
3.00 - 3.24	3	
2.75 - 2.99	2.5	
2.50 - 2.74	2	

All General Education	Point Value	Points Awarded
(All Courses listed below are to be completed with a grade of "C" or better to receive credit.)		
ENGL 101(or equivalent 3 credit hours)	0.5	
ENGL 102(or equivalent 3 credit hours)	0.5	
BIOL 331(or equivalent 4 credit hours)	0.5	
BIOL 332(or equivalent 4 credit hours)	0.5	
BIOL 241 (or equivalent 4 credit hours)	0.5	
PSY 304 (or equivalent 3 credit hours)	0.5	
Total		

Students will receive credit for one entrance exam only (TEAS or HESI).

ATI TEAS Entrance Exam Scoring Criteria		
Score	Point Value	Points Awarded
92-100	2.0	
80-91	1.50	
59-79	1	

41-58	.50	
<40	0	
HESI Entrance Exam Scoring Criteria		
Score	Point Value	Points Awarded
90-100	2.0	
80-89	1.50	
75-79	1	
60-74	.50	
<59	0	

WVSU Established Student	Point Value	Points Awarded
must have completed 24 hours in the past 12 months at WVSU to receive credit		
Established	4	
Total		

Previous Education	Point Value	Points Awarded
Highest Document will be Scored		
Master's Degree	5	
Baccalaureate Degree	4	
Associate Degree	3	
Vocational(LPN/LVN)	2	
Certificate/Skill Set (Health Care Related Field - CNA, Phlebotomy, MA, EMT, Military Medic, PTA, OTA, etc.)	1	
Total		

Veteran/Military Status	Point Value	Points Awarded
Active military of the US armed forces or discharged honorably.	2	
Total		

Adopted 8/13/26

Admission into the LPN to BSN Hybrid Program Track

The Nursing Department Director will review applications and determine which students meet the admission criteria for the fall semester. Students who do not meet the admission criteria will be referred to career

counseling services through West Virginia State University.

1. Admission to the University

- a. Admission to West Virginia State University does not guarantee admission to the Nursing Program. Students must meet the following requirements for consideration.
- b. One **official** transcript from each college/university attended since high school is to be submitted to the Admission's office.

2. LPN to BSN Hybrid Track Admission Requirements:

- a. Students must submit an application to the nursing program by June 15 for the fall semester. Spaces may be limited; the most qualified applicants will be chosen for placement within the program using the WVSU Nursing Readiness Admission Composite LPN to BSN. Students will be chosen based on qualifications listed below completion/enrollment of the prerequisites/co-requisites and applicant score on the WVSU Nursing Readiness Admission Composite LPN to BSN.
- b. Students are strongly advised to complete as many General Education courses as possible prior to admission to the program. However, completion of General Education courses (other than MATH 120) is not required for admission. A total of 30 General Education and 3 Cognate credit hours (GED 101, ENGL 101, ENGL 102, COMM 100, GED Humanities, GED History, GED Art, GED International Perspectives and CJ 314) must be completed prior to graduation from the LPN to BSN program.
- c. The candidate will be considered for admission to the nursing program upon successful completion of the following:
 1. Submission of proof of a current, unencumbered Licensed Practical Nurse license.
 2. A grade of "C" or higher in all nursing support courses, including prerequisites.
 3. Completion of the following prerequisite courses with a "C" or better.
 4. A standardized entrance exam (HESI/TEAS) is suggested to enter the program and must be completed by June 15 prior to the anticipated semester of admission.

Revised 5/30/26

NOTE: Science courses completed at any college/university greater than 5 years prior to admission to the Department of Nursing must be repeated.

Revised 04/28/2022, 06/16/2022; 06/18/2022, 05/04/2023, 07/05/2023, 06/04/2025, 8/13/2026

WVSU Nursing Readiness Composite LPN to BSN Program

	Original Point Values	Consider changing to
Cumulative LPN GPA	Point Value	Points Awarded
3.75 - 4.00	4.5	
3.50 - 3.74	4	
3.25 - 3.49	3.5	
3.00 - 3.24	3	
2.75 - 2.99	2.5	
2.50 - 2.74	2	

Total

All General Education	Point Value	Points Awarded
(All Courses listed below are to be completed with a grade of "C" or better to receive credit.)		
ENGL 101(or equivalent 3 credit hours)	0.5	
ENGL 102	0.5	
CJ 314 Statistics	0.5	
COMM 100	0.5	
NURS 203	0.5	
Total		

ATI TEAS Entrance Exam Scoring Criteria		
Score	Point Value	Points Awarded
92-100	2.0	
80-91	1.50	
59-79	1	
41-58	.50	
<40	0	
Total		

HESI Entrance Exam Scoring Criteria		
Score	Point Value	Points Awarded
90-100	2.0	
80-89	1.50	
75-79	1	
60-74	.50	
<59	0	

WVSU Established Student	Point Value	Points Awarded
must have completed 24 hours in the past 12 months at WVSU to receive credit		
Established	4	
Total		

Previous Education	Point Value	Points Awarded
Highest Document will be Scored		
Master's Degree	4	
Baccalaureate Degree	3	

Associate Degree	2	
Certificate/Skill Set (Health Care Related Field - CNA, Phlebotomy, MA, EMT, Military Medic, PTA, OTA, etc.)	1	
Total		

Veteran/Military Status	Point Value	Points Awarded
Active military of the US armed forces or discharged honorably.	2	
Total		

Adopted 8/13/2026

BSN Curriculum Overview Programs of Study

All degree candidates must satisfy the following additional requirements;

1. Maintain a minimum overall or cumulative GPA of 2.0 or higher while in the program.
2. Earn “C” or higher in *all* required courses; including prerequisite courses

Transfer Credit from ACE-Recommended Providers

Consistent with the West Virginia State University Course Catalog and transfer credit policies (including acceptance of ACE National Guide recommendations), credits from ACE-recommended providers such as StraighterLine, Sophia Learning, Study.com, Saylor Academy, Outlier.org, and similar online course providers may be accepted with prior approval of the Director of Nursing and the Registrar. A maximum of 15 credit hours may be applied to nursing support courses only, including no more than one science course with a lab component (i.e., either BIOL 120 or CHEM 101). All courses must match the corresponding WVSU course description and learning outcomes. Students may be required to submit the official course syllabus for review prior to approval.

Adopted 8/13/2026

Traditional BSN Program

The curriculum plan for the traditional BSN program of study will consist of General Education (G Ed) courses, supporting courses, and content area courses.

- Total Credit Hours: 120-123 credit hours.
- General Education: 37-40 hours
 - BIOL 120, MATH 120 or higher, and PSYC 151 satisfy select G ED requirements; CHEM 101 substitutes for Natural Science category of the general education.
- Major (Core Nursing Courses): 65 hours
 - NURS 200, 202, 203, 301, 303, 305, 316, 318, 405, 406, 407, 408, 409, 410.
- Cognates: 18 hours
 - BIOL 241, BIOL 331, BIOL 332, PSYC 304, CJ 314 or BA 203.
- Students participate in clinical rotations and a professional nursing preceptorship/capstone in the final semester.

Revised 4/28/21, 5/4/23, 6/4/25

Traditional BSN Program Curriculum Plan

Bold courses are required prerequisites for full admission into the program.			
FRESHMAN			
<i>First Semester</i>		<i>Second Semester</i>	
ENGL 101 English Composition I	3	ENGL 102 English Composition II	3
BIOL 120 Fundamentals of Biology	4	BIOL 241 Fundamentals of Microbiology	4
MATH 120 College Algebra	3	CHEM 101 Health Science General Chemistry	4
COMM 100 Interpersonal Communication	3	PSYC 151 General Psychology	3
G ED 101 (College of Professional Studies)	3	G Ed Humanities	3
<i>Semester Total</i>	16	<i>Semester Total</i>	17
SOPHOMORE YEAR			
<i>First Semester</i>		<i>Second Semester</i>	
BIOL 331 Anatomy and Physiology I	4	BIOL 332 Anatomy Physiology II	4
CJ 314 or BA 203 Statistics	3	G Ed Arts	3
NURS 200 Introduction to Professional Nursing	2	G Ed History	3
PSYC 304 Lifespan Development	3	G Ed International Perspectives	3
<i>Semester Total</i>	12	NURS 202 Health Assessment, Wellness and Prevention Across the Lifespan	4
		<i>Semester Total</i>	17
JUNIOR YEAR			
<i>First Semester</i>		<i>Second Semester</i>	
NURS 301 Foundations of Nursing Practice	6	NURS 316 Nursing Care of Adults with Acute/Chronic Health Disorders	7
NURS 303 Pathophysiology Concepts	3	NURS 318 Nursing Care: Alterations in Mental Health	7
NURS 305 Pharmacological Concepts in Nursing	3		
NURS 203 Nutrition and Health	3		
HHP 122 or 157 Wellness	2	<i>Semester Total</i>	14
<i>Semester Total</i>	17		
SENIOR YEAR			
<i>First Semester</i>		<i>Second Semester</i>	
NURS 405 Nursing Care of Women, Children and Families	7	NURS 408 Transition to Nursing Practice	3
NURS 406 Nursing Care of Adults with Acute/Chronic Health Disorders II	7	NURS 409 Synthesis of Nursing Care	4
NURS 407 Evidence Based Nursing Research	3	NURS 410 Professional Nursing Internship	6
<i>Semester Total</i>	17	<i>Semester Total</i>	13

LPN to BSN Hybrid Program

The curriculum plan for the pre-licensure BSN program of study will consist of General Education (G Ed) courses, supporting courses, and content area courses.

- Total Credit Hours: **121-124 credit hours** (includes 30 escrow credits upon meeting conditions).
- General Education: 37-40 hours
 - Including awarded escrow credits for BIOL 120, CHEM 101, PSYC 151, HHP 157 upon completion of all requirements and payment of conversion fee.
- Major (Core Nursing Courses): 66 hours
 - NURS 201, 202, 203, 303, 305, 316, 318, 405, 406, 407, 408, 409, 410, including awarded escrow credits for NURS 301 upon completion of all requirements and payment of conversion fee.
- Cognates: 18 hours
 - Including awarded escrow credits for BIOL 331, BIOL 332, CHEM 101, and PSYC 304 upon completion of all requirements and payment of conversion fee.
- Students participate in clinical rotations and a professional nursing preceptorship/capstone in the final semester.

❖ *WVSU reserves the right to review and change the above credit conversion at the discretion of the Provost.*

revised 5/4/23, 6/4/25

LPN to BSN Hybrid Program Curriculum Plan

Bold courses are required prerequisites for full admission into the program.					
GENERAL EDUCATION (prior to admission to the LPN-BSN Nursing Program)					
<i>Fall Semester</i>	<i>Spring Semester</i>		<i>Summer Semester</i>		
	ENGL 101 English Composition I	3	ENGL 102 English Composition II	3	
	CJ 314 or BA 203 Statistics	3	COMM 100 Interpersonal Communications	3	
	MATH 120 College Algebra	3	G Ed Humanities	3	
	NURS 203 Nutrition and Health	3	<i>Semester Total</i>	9	
	G ED 101 (College of Professional Studies)	3			
	<i>Semester Total</i>	15			
YEAR ONE					
<i>First Semester</i>	<i>Second Semester</i>		<i>Summer Semester</i>		
NURS 201 LPN to BSN Role Transition	3	NURS 316 Nursing Care of Adults with Acute/Chronic Health Disorders	7	G Ed International Perspectives	3
NURS 202 Health Assessment, Wellness and Prevention Across the Lifespan	4	NURS 318 Nursing Care: Alterations in Mental Health	7	<i>Semester Total</i>	3
NURS 303 Pathophysiology Concepts	3	G Ed Arts	3		
NURS 305 Pharmacological Concepts in Nursing	3	<i>Semester Total</i>	17		
G Ed History	3				
<i>Semester Total</i>	16				
YEAR TWO					
<i>First Semester</i>	<i>Second Semester</i>				
NURS 405 Nursing Care of Women, Children and Families	7	NURS 408 Transition to Nursing Practice	3		
NURS 406 Nursing Care of Adults with Acute/Chronic Health Disorders II	7	NURS 409 Synthesis of Nursing Care	4		
NURS 407 Evidence Based Nursing Research	3	NURS 410 Professional Nursing Internship	6		
<i>Semester Total</i>	17	<i>Semester Total</i>	13		

*Admission Requirement: College Algebra (MATH 120 or equivalent)

Revised 4/28/2021; 5/4/2023; 6/4/25; 1/06/26;

LPN to BSN Credit Conversion

Purpose and Philosophy

West Virginia State University (WVSU) is dedicated to providing educational opportunities to multiple constituents leveraging a variety of pathways and life experience. Consistent with Title 133, Series 59 “Awarding Undergraduate College Credit for Prior Learning, Advanced Placement, College-Level Examination Program, and Nursing Career Pathways” of the West Virginia Higher Education Policy Commission, WVSU provides opportunities for learners to gain college credit through prior learning assessment and credit conversion. Through this assessment and evaluation process, students are afforded college credits for prior learning to provide a seamless, more efficient, and expedited journey to the BSN degree.

Requirements and Procedure

WVSU will provide college credit to Licensed Practical Nurses, who are accepted into the LPN to BSN program, with the following conditions:

1. The LPN holds a valid, unencumbered nursing license as certified by the West Virginia State Board of Examiners for Licensed Practical Nurses or similar agency if issued out-of-state;

2. The student is fully admitted into the Nursing program and the institution;
3. The student is in Good Academic Standing;
4. The student has no outstanding holds or obligations with the institution;
5. An approved “Application for Credit Equivalency” form (<https://www.wvstateu.edu/academics/registrar/faculty-forms.aspx>) is submitted to the Office of the Registrar for processing;
6. A \$10 per credit hour conversion fee has been paid by the student.

Please note that all of the above conditions must be met prior to the awarding of the prior learning credit. Once the conditions have been satisfied the following college credits will be awarded in Fall Semester of Year 2:

LPN License	Course Designation	Course Title	Credit Hours
	BIOL 120	Fundamentals of Biology	4
	BIOL 331	Human Anatomy and Physiology I	4
	BIOL 332	Human Anatomy and Physiology II	4
	CHEM 101	Health Science General Chemistry	4
	NURS 301	Foundations of Nursing Practice	6
	PSYC 151	General Psychology	3
	PSYC 304	Lifespan Development	3
	HHP 157	Wellness	2
Total Credit Hours Awarded			30

WVSU reserves the right to review and change the above credit conversion at the discretion of the Provost.

Revised 04/28/2021; 5/4/2023;6/4/25, 7/16/25, 1/6/26

Allocation of Credits

All nursing and clinical course credits are consistent with university policy. University semester hours are based on credit and recorded in semester hours. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in section (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, and other academic work leading to the award of credit hours. For instance, under some circumstances credit may be earned in ways other than attending classes as outlined in the university policy in the undergraduate catalog.

Course Descriptions

NURS 200 Introduction to Professional Nursing

Designed to introduce and transition all qualified applicants to the language of nursing, critical thinking,

the essential academic skills for incoming students and the interpersonal skills required for success in nursing school and the nursing profession. Selected concepts and processes for professional nursing will be included in the course, including an introduction to nursing's theoretical, philosophical, ethical, and legal dimensions. Other topics will cover patient safety and quality care, health care reform, and nursing workforce challenges. Course activities will focus on development of teamwork, communication skills, effective decision making and reflective practice.

Class: 2 semester hours didactic; Clinical: 0 semester hours clinical

Prerequisite: admission to the nursing program

NURS 201-LPN to BSN Role Transition

This course assists the LPN-BSN student through the initial transition from the role of licensed practical nurse to the role of baccalaureate prepared professional registered nurse. The philosophy, goals, program, and student learning outcomes are presented within the context of the Nursing curriculum. The student integrates the concepts of professionalism, scientific methods of inquiry, and critical thinking as applied to baccalaureate professional nursing practice. Emphasis on the leveled student learning outcomes pervades this transitions course.

Class: 3 semester hours didactic; Clinical: 0 semester hours clinical

Prerequisite: Active LPN license, admission to the nursing program

NURS 202 – Health Assessment, Wellness and Prevention across the Lifespan/Lab

This course provides the students with the knowledge and skills necessary to perform a comprehensive health assessment through health history, inspection, palpation, percussion, and auscultation. Key aspects of health assessment for culturally diverse groups of children, adults, and elders are comprehensively examined and practiced in classroom and laboratory settings. This course contains both theory and clinical practicum components.

Class: 3 semester hours didactic; Clinical: 1 semester hour, (45 hours' lab)

Pre-requisites: admission to the nursing program, BIOL 331 and NURS 200;

NURS 203 - Health and Nutrition

This course focuses on basic concepts of nutrition for those students that are pursuing careers in nursing and other allied health fields. This course covers health nutrition through the life cycle, selected cultural variation, diet and physical activity, medical nutrition therapy and selected diseases, and food safety.

Class: 3 semester hours didactic; Clinical: 0 semester hours

Pre-requisites ENG 101

NURS 301 Foundations of Nursing Practice

This course introduces theories, concepts, principles, and processes that lay the foundation for critical thinking, nursing interventions, communication, professional role and caring in the practice of nursing. Content includes assistance with daily living activities, environmental concerns, positioning and transporting, asepsis and sterile technique, and medication administration. Concepts related to nursing fundamentals and nursing care is integrated throughout the course. Students will be introduced to medication math and medical terminology. Students will be expected to demonstrate beginning competency in application of the nursing process and apply the nursing process in the classroom, campus skills lab, and clinical experiences.

Class: 3 semester hours didactic; Clinical: 3 semester hours clinical (45 hours' clinical experience; 90 hours' lab).

Pre-requisites: admission to the nursing program, NURS 202;

Co-requisite: NURS 303, NURS 305

NURS 303 Pathophysiology Concepts in Nursing

This course is designed to enhance the student's knowledge and understanding of pathophysiology concepts and process related to human illness and disease. A patient centered approach is used to explore the pathophysiology, etiology, prognosis, risk factors, clinical presentation, treatment and diagnostics of illness and disease. The pathophysiology course will facilitate the student's ability to develop critical reasoning abilities, sound nursing practice, and foster skills that provide safe, quality patient care.

Class: 3 semester hours didactic; Clinical: 0 semester hours

Pre-requisites: admission to the nursing program, BIOL 331, BIOL 332, and NURS 202

Co-requisite: NURS 301; NURS 305

NURS 305 Pharmacological Concepts in Nursing

Provides students with an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs. Explores indications, modes of action, effects, contraindications and interactions for selected drugs. Nursing implications related to drug administration are emphasized. Dosage calculations are evaluated for competency.

Class: 3 semester hours didactic; Clinical: 0 semester hours

Pre-requisites: admission to the nursing program, NURS 202

Co-requisite NURS 301, NURS 303

NURS 316 Nursing Care of Adults with Acute/Chronic Health Disorders

This course focuses on providing care to adults with chronic or acute non-complex illness including common alterations in respiratory, musculoskeletal, gastro-intestinal, cardiovascular, and endocrine systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated into the course. This course focuses on care that is developmentally and culturally appropriate and incorporates critical thinking, quality improvement, collaboration, and information technology as they relate to the care of diverse patients in the medical/surgical setting. Integrated throughout the course are the standards of practice, legal and ethical responsibilities, and role of the professional nurse when caring for patients undergoing medical/surgical interventions.

Class: 4 semester hours didactic; Clinical: 3 semester hours clinical (135 hours' clinical experience)

Prerequisites: admission to the nursing program NURS 202; NURS 305

Co-requisite: NURS 318.

NURS 318 Nursing Care: Alterations in Mental Health

The focus of the course is on the nurse's role in promoting mental health and decreasing psychopathology through utilization of the nursing process with patients in various psychiatric settings including inpatient and community. This course focuses on the application of the nursing process with emphasis on critical thinking, safe care, and therapeutic nursing interventions.

Class: 4 semester hours didactic; Clinical: 3 semester hours clinical (135 hours' clinical experience)

Pre-requisites: admission to the nursing program NURS 202; NURS 305

Co-requisite: NURS 316

NURS 405 Nursing Care of Women, Children, and Families

Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childrearing family from birth to adolescence. Focuses on competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Integrates standards of practice regarding the legal and ethical responsibilities of the nurse. Emphasis will be placed on the nursing process, application of critical thinking, collaboration, and information technology in caring for children, women and families, as well as reproductive health issues. The student will care for clients on a variety of settings to include obstetrical, pediatric, and community settings.

Class: 4 semester hours didactic; Clinical: 3 semester hours clinical (135 hours' clinical experience)

Prerequisite: admission to the nursing program, NURS 305; NURS 316

NURS 406 Nursing Care of Adults with Acute/Chronic Health Disorders II

This course focuses on providing care to adults with chronic or acute illness, building upon prior knowledge. Nutrition, pharmacology, communication, cultural, and community concepts are integrated into this course. This course focuses on care that is developmentally and culturally appropriate and incorporates critical thinking, quality improvement, collaboration, and information technology as they relate to the care of diverse patients in the medical/surgical setting. Integrated throughout the course are the standards of practice, legal, and ethical responsibilities, and role of the professional nurse when caring for patients undergoing medical/surgical interventions.

Class: 4 semester hours didactic; Clinical: 3 semester hours clinical (135 hours' clinical experience)

Prerequisite: admission to the nursing program, NURS 316; Co-requisite NURS 405, NURS 407

NURS 407 Evidence Based Nursing Research

This course continues to build on the introductory concepts of evidence-based nursing practice from earlier courses. Students will examine all aspects of the research process as it relates to the baccalaureate nurse's role in research. The focus will be on the identification of practice issues, appraisal and integration of evidence, evaluation of patient outcomes and sharing best practices to improve patient and organizational outcomes. Students will begin work on their final capstone project.

Class: 3 semester hours didactic; Clinical: 0 semester hours clinical

Prerequisite: admission to the nursing English 102; Nursing 202, Nursing 318; CJ 314 or BA 203; Co-requisite NURS 405; NURS 406

NURS 408 Transition to Nursing Practice

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Integration of previous health care knowledge and skills into the role development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of the health care team, and member of the profession. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN.

Class: 3 semester hours didactic; Clinical: 0 semester hours clinical

Prerequisite: admission to the nursing program, NURS 407

Co-requisite: NURS 409; NURS 410

NURS 409 Synthesis of Nursing Care

This senior-level course focuses on the nursing care of adults and populations with complex health

disorders. Disorders involve patients experiencing high acuity complex conditions across the lifespan. Pathological conditions of the cardiac, pulmonary, genitourinary, neurological, vascular, hepatic, and biliary systems are covered. Students will incorporate critical thinking, quality improvement, collaboration, and information technology as they plan and provide evidence-based care for patients experiencing alterations in health, which identifies these patients as experiencing highly acute complex conditions in a variety of high acuity health care settings.

Class: 2 semester hours didactic; Clinical: 2 semester hours clinical (90 hours' clinical experience)

Prerequisite: admission to the nursing program, NURS 406

Co-requisite NURS 409 and NURS 410

NURS 410 Professional Nursing Internship

Student-designed experience focusing on the role of the professional nurse in a variety of clinical practice settings. This course requires the RN student to accomplish individual learning objectives negotiated with their faculty facilitator and chosen preceptor(s) at the onset of the course. The practicum will enable RN students to expand clinical expertise, broaden exposure to specialty areas, explore arenas with which they are unfamiliar, and apply theory learned throughout the BSN curriculum to meet the needs of clients. The practicum will specifically enable the RN student to implement the professional roles of a BSN registered nurse in the areas of leadership/management, education, and community practice. Includes: Clinical immersion (200 clock hours) to strengthen and broaden baccalaureate nursing skills, judgments and decision making. Supervised by a preceptor, students synthesize and apply evidence-based skills and knowledge to nursing practice.

Includes: Capstone project will be presented at the end of the course. NCLEX review and standardized testing is incorporated into this course to evaluate student readiness to take NCLEX. *Class: 6 semester hours, Clinical Internship 200 hours' clinical experience*

Prerequisite: admission to the nursing program

Co-requisite NURS 408; NURS 409

Revised 4/28/2021; 2/10/2022; 5/4/2023; 6/4/25

BSN Programs Requirements Post-admission/Clinical Readiness Requirements

The following are mandatory requirements for admission to lab and clinical.

Physical Examination Requirements

Students must complete a physical examination through Cabin Creek Health Systems during the first week of class. Do not call Cabin Creek Health Systems to schedule an appointment. Before the first day of class, a Grasshopper event schedule will be emailed to you so you can select an appointment time. Appointments will be available on Thursday and Friday of the first week of class. LPN to BSN students have first choice of appointment times on Friday. Before the appointment, students must print the WVSU Physical Exam Form (Appendix A), complete the appropriate section, and have it ready upon arrival.

The physical examination must include a statement of satisfactory physical and mental well-being signed by a licensed healthcare provider. The provider must certify that the student is able to perform the duties and responsibilities of nursing through emotional and physical fitness. Reasonable accommodations will be made available to support students with disabilities.

Students must be able to observe presentations and demonstrations in classroom and clinical settings; hear, speak, physically care for, and observe patients in order to develop a plan of care; and communicate effectively in both written and oral formats.

The University will cover the cost of the initial physical examination and lab work through Cabin Creek Health Systems. Any additional costs are the student's responsibility. Students may choose to use Cabin Creek Health Systems as their primary provider if desired.

Students are expected to report any changes in health status that could affect enrollment at a clinical site due to performance or safety concerns. Students must also notify faculty of any changes to their medication regimen that could impact performance or safety. It is the student's responsibility to notify the Director of Nursing immediately of any changes to physical examination findings during their time in the program. Failure to do so may result in dismissal from the program, inability to attend clinical, and/or a remediation plan.

Failure to complete the physical examination requirement and all vaccine/screening requirements will result in removal from registered courses and may result in dismissal from the program.

Clinical sites retain the right to impose additional vaccine or screening requirements. Students are responsible for obtaining any required testing or screening at their own expense.

Immunization and Screening Requirements

Students must provide laboratory evidence (titers) demonstrating immunity to the diseases listed below. Documentation of current vaccinations is required **only if** bloodwork indicates the student is not immune. Required documentation includes the following:

1. Measles, Mumps, and Rubella (MMR)

- Positive antibody titer demonstrating immunity to all three components, **or**
- Documentation of two doses of MMR vaccine administered at least 4 weeks apart **and** a positive titer demonstrating immunity.

2. Tetanus, Diphtheria, and Pertussis (Tdap/Td)

- Documentation of a Tdap vaccination **and** a Td booster every 10 years.

3. Varicella (Chickenpox)

- Positive antibody titer demonstrating immunity, **or**
- Documentation of two doses of varicella vaccine administered at least 4 weeks apart **and** a positive titer demonstrating immunity.

4. Hepatitis B

- Positive antibody titer (anti-HBs) demonstrating immunity, **or**
- Documentation of a complete three-dose Hepatitis B vaccine series (or equivalent) administered at the recommended intervals **and** a positive titer demonstrating immunity.

Revised 8/13/2026

Vaccine Non-Responders

If a student completes the required vaccine series (and any recommended repeat series) but laboratory testing continues to show lack of immunity, the student may be classified as a vaccine non-responder.

In these cases, the student must submit a signed Vaccine Non-Responder Form (Appendix A) from a licensed healthcare provider confirming non-responder status. The statement should document that:

- The student has completed the appropriate vaccine series (and any required second series) with proof of administration,
- Follow-up laboratory testing continues to show lack of protective immunity, and

- (For Hepatitis B) acute or chronic infection has been ruled out (e.g., negative HBsAg).

A sample provider statement may read: *“I certify that [Student Name] has completed two full series of Hepatitis B vaccine and subsequent laboratory testing continues to demonstrate lack of protective immunity (anti-HBs <10 mIU/mL). Infection has been ruled out. The student is considered a Hepatitis B vaccine non-responder.”*

Students classified as non-responders must still meet all other clinical requirements and may be subject to additional facility-specific policies.

In addition to the above immunizations and titer requirement, students must also provide annual documentation of a Tuberculin screening, Influenza vaccine, and Latex allergy. The student must also be aware of the drug screen requirements.

Tuberculin (TB) Test:

1. Each student must provide a copy of the annual test results for their record. The required form is located in Appendix A
2. A positive PPD requires documentation of negative chest X- rays within the past year (August of the previous year to August of the current year).
3. Two step testing is required if there is no documentation of a PPD in the last year (August of the previous year to August of the current year).
4. Two-step PPD test
 - a. First step: Obtain PPD, read in 36-72 hours. Negative. Proceed to the second step. Positive see below.
 - b. Second step: Obtain PPD 1-3 weeks after the first test. Read in 36-72 hours. Negative. Provide results to the program. Positive see below.
5. Positive results: Require normal chest x-ray and physical examination by primary care provider for any symptoms of TB. The form for documentation will be provided to the student.

Influenza Vaccine:

The Kanawha Charleston Health Department will be on campus to administer the annual influenza vaccine on a scheduled Friday. Students will receive a copy of their Influenza Vaccine Documentation Form (Appendix A) Students must make arrangements to be on campus that day. Student are required to upload the completed form to Prac Trac.

1. Documentation of immunization with the current influenza vaccine must be submitted by November 1 of each year.
2. Clinical sites may deny students access to the facility without proper documentation.

Latex allergy:

1. A documentation form is required each year. (Appendix B).

Drug screen requirements:

1. Students will be required to submit to an unannounced urine drug screen prior to entry into the first clinical rotation for the program.
2. Positive test results will result in dismissal from in the program.
3. Students will not be allowed to have a retest on positive screening results.
4. Students can be required to submit to an unannounced urine drug screen during the program.

Revised 04/28/2021; 06/16/2022; 05/4/2023; 6/16/25

Criminal Background check:

Clinical agencies require students to undergo a criminal background check and drug screen prior to entry into the clinical areas. Students enrolled in the nursing program may be subject to policies of the clinical agency while in the clinical setting. This includes policies regarding random drug screening during clinical rotation. The first criminal background check will be paid for by student fees. If a student requires additional background checks, the fee will be the responsibility of the student. Felonies and/or certain misdemeanors may disqualify the student from completion of requirements for graduation. The clinical site will be notified if the student's background check indicates a record of criminal activity. The clinical site will determine if the student will be allowed in the clinical facility.

West Virginia nursing rules and regulations require licensure applicants to submit to a criminal background check and provide answers to several questions regarding prior convictions. Students who receive a citation or arrest during enrollment in the nursing program, must report the information to the Nursing Director. Nursing faculty should be notified if the citation or arrest is related to the use of a controlled substance. Admission to the nursing program does not guarantee the ability to qualify for the licensure examination.

Students who have a positive drug screening result for alcohol or other controlled substances can be reported to licensing boards. Reports can also be made to authorities within the local, state, or federal jurisdiction as required by laws and regulations. See policy on Department of Nursing Drug and Alcohol Testing Guidelines/Procedures. The Nursing Department follows the West Virginia State University's Board of Governor's policy #36 located in Appendix F. Please see information in Appendix I regarding the use of Cannabis in the Nursing Profession document.

Revised 4/28/2021; 05/04/2023; 06/16/25

Current Basic Life Support (BLS)

All sophomore and senior nursing students are required to complete the American Heart Association Basic Life Support (BLS) for Healthcare Providers course through the Nursing Department, regardless of current certification status. Course registration will be available through a Grasshopper schedule provided to students. Sessions will be scheduled outside of regular class times and may include evenings or Saturdays. Students are responsible for the cost of the course.

Failure to provide documentation of current BLS certification may result in withdrawal from scheduled nursing courses.

Revised 4/28/2021; 06/16/2025

Waiver for Medical Exemption (Appendix A)

Students must request a waiver application for refusal of vaccination or screening tests due to medical conditions. The waiver must be accompanied by a healthcare provider's signature, date, and address/phone number. Clinical sites can require a student to have vaccination or screening and reserve the right to refuse entry into the clinical site. If the student waives a vaccination or screening requirement, then that student could be unable to complete the program due to inability to meet clinical requirements. Clinical facilities dictate health screening requirements and may not allow waivers.

Revised 04/28/2021

Health Insurance and Primary Care

West Virginia State University recommends that students maintain health insurance coverage during enrollment in the Nursing Program.

Students will be considered established patients with Cabin Creek Health Systems and may choose to use Cabin Creek as their primary healthcare provider. Cabin Creek Health Systems is a Federally Qualified Health Center (FQHC) and offers healthcare services and prescriptions at a reduced rate based on income.

Clinical Clearance

All WVSU nursing students must demonstrate clinical compliance with clinical readiness requirements before attending any clinical placements. These include, but are not limited to:

1. Completion of the Physical Exam
2. Verification of immunizations, required titers, CPR certification, and PPD
3. Successful background check and drug screening
4. Completion of required education modules and site-specific paperwork.

The WVSU Nursing Program uses PracTrac to demonstrate clinical compliance to clinical facilities. All clinical clearance documentation must be approved and uploaded into PracTrac prior to the Monday of Week 3.

Students will receive one email reminder during the Friday of Week 2. If documentation is not approved and uploaded by the deadline, the student will receive an “unsatisfactory” in the first clinical or lab session that occurs after the deadline. As a reminder, a second “unsatisfactory” for the semester course will result in failure of the clinical component of the course and may result in dismissal from the nursing program.

If documentation is not uploaded by the Friday of Week 3, the student may be dismissed from the program or placed on a remediation plan.

It is the student’s responsibility to ensure that all documentation is approved by their nursing faculty advisor. Nursing faculty office hours are posted on their office doors and in the Nursing Department office.

Department of Nursing Drug and Alcohol Testing Policy and Guidelines

1. PURPOSE

The purpose of this policy is to protect the health, safety, and welfare of patients, students, faculty, and the public; to ensure compliance with clinical agency requirements; and to uphold the professional standards expected of nursing students. This policy establishes mandatory drug and alcohol testing, background check requirements, and clinical clearance standards for all students enrolled in the West Virginia State University (WVSU) Department of Nursing.

2. SCOPE

This policy applies to all students accepted into or enrolled in any WVSU nursing program (Traditional BSN and LPN-to-BSN). Compliance is required for continued enrollment and for participation in clinical experiences at all affiliated clinical agencies, including but not limited to WVU Medicine, CAMC, Vandalia Health, and other contracted clinical partners.

3. BACKGROUND CHECKS AND DRUG SCREENING – GENERAL REQUIREMENTS

3.1 All students must complete a criminal background check and an initial drug screen as a condition of admission to clinical/lab and continued enrollment in the nursing program. Results of all background checks and drug screens will be uploaded into PracTrac, a secure and confidential clinical compliance tracking system.

3.2 Every student must agree to submit to one initial random drug screen and a criminal background check in order to remain in the program and to be eligible for clinical placement at affiliated agencies.

3.3 Refusal to submit to a required drug screen or background check will result in automatic dismissal from the nursing program.

3.4 Additional drug screens may be required following any break in enrollment, at the discretion of the Department of Nursing, or when a student is undergoing treatment or rehabilitation and is providing care to the public.

4. PROHIBITED CONDUCT

Students in the nursing program are strictly prohibited from the use, distribution, dispensing, consumption, ingestion, or possession of illegal drugs. Underage alcohol use is also prohibited. Any student found to be in violation of this section is subject to disciplinary action up to and including dismissal from the program.

5. PRESCRIPTION MEDICATIONS THAT MAY IMPAIR PERFORMANCE

Students must immediately report to the clinical faculty member any prescription medication that can impair, or has the potential to impair, behavior, judgment, or performance. The student must disclose:

- That the medication is being taken;
- The name of the prescribing provider;
- The reason the medication is prescribed;
- The dosage; and
- The expected duration of the prescription.

All such information will be maintained confidentially by faculty in accordance with applicable state and federal law.

6. REASONABLE SUSPICION / FOR-CAUSE TESTING

Any student or faculty member who suspects that a student is under the influence of drugs or alcohol, or is otherwise impaired, during class or clinical experiences must immediately report the concern to the Director of Nursing. The Director of Nursing will document the report and the student of the concern. If warranted, the Director of Nursing will require the student to complete a drug screen within 24 hours of notification of suspected impairment at the cost of the student. An alcohol screen must be completed within 2 hours of notification at the cost of the student. Failure to complete the required screen within the designated timeframe will be treated as a refusal and may result in dismissal from the program.

Observable indicators of possible impairment include, but are not limited to:

1. Unsteady gait
2. Inconsistent or erratic behavior
3. Excessive absences from clinical or classroom settings
4. Slurred speech
5. Odor of alcohol on the breath or person
6. Disorientation
7. Mood swings
8. Incoherent speech or physically aggressive behavior
9. Disheveled appearance
10. Excessive missed assignments
11. Excessive late arrivals to clinical or class
12. Lack of concentration or inability to focus

7. CONSEQUENCES OF REFUSAL OR POSITIVE RESULTS

7.1 Refusal to submit to a required drug or alcohol test constitutes a violation of this policy and will result in the student's ineligibility to enroll in nursing courses and/or automatic dismissal from the nursing program.

7.2 A positive drug screening result for alcohol or other controlled substances will result in dismissal from the program and may be reported to the West Virginia Board of Nursing and/or other licensing boards. Reports may also be made to local, state, or federal authorities as required by law.

7.3 Failure to comply with a request for drug and alcohol screening when there is reasonable suspicion of impairment is a violation of this policy and will result in dismissal from the nursing program.

8. CRIMINAL BACKGROUND AND LICENSURE IMPLICATIONS

West Virginia nursing rules and regulations require the program to report certain misdemeanors and felonies. All applicants must undergo a criminal background check and must provide a written explanation of any incidents involving criminal activity. Action by the state board of nursing may include denial of the opportunity to take the NCLEX-RN examination or the imposition of restrictions on a nursing license.

9. CONFIDENTIALITY AND RECORDKEEPING

Student records related to drug testing and results will be maintained in PracTrac and will be released only with the written consent of the student or pursuant to a court order (see Appendix D). The Department of Nursing also follows the applicable West Virginia Board of Governors policy (see Appendix F).

10. COSTS

The cost of the initial drug screen will be covered by the University. The student is solely responsible for any additional costs associated with any required treatment or rehabilitation program and any additional drug testing required under this policy.

12. STUDENT ACKNOWLEDGMENT

By enrolling in the WVSU nursing program, students acknowledge that they have read, understand, and agree to abide by this Drug and Alcohol Testing Guidelines and Clinical Clearance Policy. Failure to comply with any provision of this policy may result in disciplinary action up to and including dismissal from the program.

Revised: 04.28.2021; 06/16/2025; 8/13/2026

Drug and Alcohol Counseling Assistance

WVSU Counseling Services

1. The Counseling Services office provides students with mental health counseling and accessibility services for students with a disability.
2. All students, including online students, are eligible for in-person free counseling services. Counselors are available by appointment by calling (304) 766-3168, by email at toledoke@wvstateu.edu, or in person in 125 Sullivan Hall, East.

WV Restore

1. WV Restore is the WV Nurse Health Program - created by Senate Bill 379 in July 2012. WV Restore state-wide monitoring program for health care professionals who suffer from substance use disorder. Our goal is twofold; first, we aspire to help protect the health, safety, and welfare of patients that could be at risk from an impaired provider, and second, to provide support, resources, advocacy, and accountability for healthcare professionals suffering from substance use disorder as they begin and continue their journey of sustained sobriety. The WVR team is dedicated to helping the impaired provider remain accountable and dependable both during and after their time in the program, so they can overcome their addiction and ultimately return to the career they love.
2. WV Restore
PO Box 11626
Charleston, WV 25339
304-932-7675
<https://wvrestoreprogram.com/>

Promotion/Progression in the BSN Programs

Students enrolled at WVSU's nursing program who have been unsuccessful or have withdrawn from a nursing course in any one semester after admission to the nursing program, may repeat that semester. Students who withdraw from or are unsuccessful in a nursing course they must repeat that course and are required to audit the corequisite course(s) associated with the course being repeated. The student is responsible for all applicable audit fees. If a student is unsuccessful or withdraws from more than one semester, that student must wait five years to be eligible to reapply to the program. Once a student is eligible to reapply, the student will not be guaranteed a seat in the program. Students dismissed from the program due to academic integrity violation, safety violations, or professional misconduct will be ineligible for readmission.

Revised 8/13/2026

Progression within the nursing program requires the student to be able to maintain the following:

1. A cumulative GPA of a 2.0 or higher is required for all nursing students once admitted into the program. If a student falls below a 2.0 cumulative GPA, then that student will be placed on probation and given one semester to increase the GPA to 2.0 or higher. If the student's GPA remains below a cumulative 2.0, then the student will be dismissed from the nursing program. If a student is enrolled in summer courses, that will not count towards the semester probationary period but those courses can count towards increasing the cumulative GPA.
2. All courses, nursing and required non-nursing, must be taken in the program sequence published in the West Virginia State University Catalog or when the class is offered again.
3. Non-nursing courses have been sequenced to provide the knowledge base to progress to the next semester. Students are cautioned that their successful performance in nursing courses is highly reliant upon content mastered in foundational/non-nursing courses. While students must earn a minimum grade of "C" in all courses, the faculty encourages students to earn the highest grade possible since the course content is an integral support to nursing. Successful completion of these courses supports the development of the knowledge and skill necessary for assuming the role of a registered professional nurse.
4. If a student fails one component of a nursing course (either theory or clinical/laboratory/simulation) the student will receive a failing grade in that course. In order to progress to the next nursing courses, all components of the course will have to be repeated with achievement of a minimum of grade of "C" or higher.
5. A withdrawal/failure can only occur once, in the nursing program. A student may withdraw/fail from one nursing course or all the nursing courses within the same semester. The student must enroll in the withdrawn or failed nursing course(s) the next available offering by the University. Failure to enroll in the next available (given seat availability) university offering of the course(s) may result in required completion of content mastery exam which meets program benchmark and clinical skills remediation may be administered to prove competency prior to enrolling in the withdrawn or failed nursing course. Failure of a second nursing course will result in dismissal from the nursing program. Students who fail or withdraw from a course in the first semester of either BSN program must reapply to the program during the next admission cycle for readmission to the nursing program. Readmission to the program is limited to one occurrence. Students requesting readmission to the nursing program must meet all program requirements for admission and submit a performance improvement plan.
6. Once admitted to the program, if a student fails to obtain a "C" in a NURS or support course, the student will be permitted to repeat the same course at its next offering if a seat is available. If the student does not obtain a "C" or higher in a NURS repeated course, the student will be dismissed from

the nursing program.

7. Students at risk for course failure, due to test/quiz or assignment scores less than 78%, may be referred to course faculty and/or the academic advisor. Student may be required to complete a remediation plan. Students can also be referred to the **Retention and Student Success Center and Counseling and Accessibility Services (CAS)**. Student learning needs may be evaluated to improve academic outcomes.
8. Students will not be permitted to take any nursing course at another institution and transfer in to replace a failed nursing course.
9. A minimum grade of “C” (or its equivalent) is required in all prerequisite and NURS designated courses within the nursing major to ensure progression through the Bachelor of Science in Nursing (BSN) curriculum. Failure to achieve this grade will result in non-progression, and students will not advance to subsequent nursing courses if they earn a grade below “C” in any required core nursing course.
10. Students must earn a “Pass” grade for clinical performance in any NURS course with a clinical or lab component. Failure to obtain a “Pass” grade in a clinical or lab component will result in failure of the entire course regardless of didactic grade.
11. Any student action found in violation of the WVSU Student Code of Conduct and/or the Nursing Code of Ethics may be dismissed from the program.
12. Students may apply for a leave of absence for non-academic matters without penalty if in good academic standing at the completion of the current course(s). The student must make the request in writing and notify the academic advisor as soon as possible. If a student withdraws or takes a leave of absence before completion of the course(s), then this is considered an unsuccessful attempt.
13. Students will be denied entry into any course with a required prerequisite that has not been completed prior to enrollment in that semester.
14. Students must complete the West Virginia State University Nursing Program within 150% timeframe upon acceptance into the program to continue eligibility with financial aid.
15. If a student earns less than a “C” average on exams (78%), a final “D” or “F” grade will be taken from exam grades only and will not include any formative assignments.
16. Students who decide to withdraw from any course, nursing or non-nursing, must meet with the academic advisor to develop a plan and discuss options regarding withdrawal. Students may be provided with the consequences of withdrawal including, but not limited to, delay in completion of the program, impact on full/part time status, or inability to complete the nursing program within suggested timeframe.
17. All students will be enrolled in the ATI program. Further details are listed below regarding exit and remediation policies. Enrolled students admitted to the program will be required to take ATI exams throughout the program.

ATI Exams

ATI Exams will be given for the following courses. Please review syllabus for details on grading.

Nursing Course	ATI Exam
NURS 200	Critical Thinking Entrance
NURS 201	Critical Thinking Entrance
NURS 202	Anatomy and Physiology
NURS 301	

NURS 303	
NURS 305	Pharmacology
NURS 316	Fundamentals
NURS 318	Mental Health
NURS 405	OB Pediatric
NURS 406	Adult Med/Surg
NURS 408	Comprehensive Predictor
NURS 409	Critical Thinking Exit Exam
NURS 410	Leadership

Nursing Student Expectations

1. Class lectures, lab activities, or other learning events may NOT be recorded in any manner without permission of the faculty. This includes any online lectures or meetings.
2. The faculty reserves the right to make available any recording of audio or visual content by the faculty, including students during class or laboratory. By remaining enrolled in the course, you agree to allow these recordings to be distributed to enrolled students.
3. Transfer students may have a formal review of course work, clinical skills, and standardized testing prior to admission to the nursing program.
4. Transfer students that did not successfully complete all course work in their current nursing program may be requested to submit a detailed action plan with measurable goals and steps to achieve academic success and personal accountability.
5. Transfer students must meet all admission requirements to WVSU and the nursing program. Applications will be reviewed on an individual basis and may include requests for additional verification and documentation.
6. The department of nursing reserves the right to require additional testing, skills competency verification, or completion of additional courses.
7. Transfer students may be required to repeat courses previously completed within the nursing program to demonstrate competency and proficiency.
8. Transfer students may be placed on provisional acceptance pending successful completion of the first semester of courses taken at WVSU.
9. Medication calculation examinations will be administered in each course that includes medication administration in the clinical setting. This examination will count towards clinical competency as Pass/Fail only. Students must obtain a score of 90% by the end of the course. Failure to obtain a 90% will result in failure of the clinical component of the course and failure of the course. Students may have up to four attempts to achieve a passing score of 90%. Students may not administer medications in the clinical setting until a 90% is achieved on the medication calculation examinations.

Revised 4/28/2021; 01/10/2022; 06/06/2022; 05/04/2023; 08.16.2024; 06/16/25, 07/16/25

Grading Scale

The grading scale for nursing courses (NURS) will be included in each course syllabus. The scale will be as follows:

A = 92 – 100 B = 83 – 91 C = 78 – 82 D = 67 – 77 F = 66 or below

Grading Progression Policy

Performance in clinical courses will be entered as “Pass” or “Fail”. In order to “Pass” a clinical course, the student must demonstrate satisfactory performance in the competencies identified in the course syllabus. If a student does not meet the competencies as outlined in the course syllabus, then the student will earn a grade of “Fail” for the corresponding nursing course.

Summative Evaluation of Student Performance

- A. For each nursing course, the student must attain a total composite grade of 78% (minimal competency of a “C” grade as defined by policy) on all in order to progress to subsequent courses. Once the student achieves a summative total average of 78%, then formative assignments will be included to determine the final grade for the course.
- B. Each nursing course will use the following criterion for determining course grades: Summative and Formative student evaluations are at the discretion of the course faculty. Students are encouraged to review the course syllabus for detailed information.
- C. Course Exams: Students must complete exams as scheduled. Students who fail to complete an exam per schedule may be given an alternative exam at a date and time chosen by the faculty with documentation of a University approved absence.

Students must notify the faculty in writing prior to the exam time if they plan on being absent.

If no notification is made, a zero will be entered for the exam grade. Alternate exams must be made up within the first 5 school days after the scheduled exam unless other arrangements are made and agreed to by faculty. Students who are not present for a scheduled exam because of their involvement in a college related activity must make arrangements per WVSU policy.

Students must be present on the final exam date as specified by the institution.

Revised 05/04/2023; 06/16/25, 7/16/25

Testing Procedures

- Late arrival to exams is distracting and may not be permitted.
- No personal belongings will be allowed on the desk during the exam. Cell phones, smart watches, smart glasses including prescription smart glasses and all other electronic personal devices must be stowed in a book bag or coat during exams. All book bags must be zipped and placed at the front of the room. Coats will be placed at the front of the room. All electronic devices are to be powered off.
- Movement during exams is distracting. Students are not allowed to move from their seats until all students have completed the exam and the faculty dismisses class. Students will have the opportunity to use the restroom before the exam.
- Food or drinks may not be allowed during the exam.
- Students will not wear clothing with hoods or hats during the exam.
- Students will not be allowed to wear earbuds during the exam unless there is a listening portion to the exam. Plain earplugs are allowed during the exam.

Revised 4/28/2021; 05/04/2023; 06/16/2025

Examination Integrity

- Students will not disclose or discuss information about the items or answers seen on exam/test/quiz unless it is during a formal test review with the course faculty. This includes posting or discussing questions on the internet and social media websites.
- Students may not copy or reconstruct exam items during or following the exam for any reason.
- Students may not seek help from any other party in answering items (in person, by phone, text, any electronic devices or by email) during the exam/test/quiz (including breaks).
- Students may not remove exam/test/quiz items and/or responses (in any format) or notes about the exam/test/quiz from the testing room.
- Students will comply with any investigation related to exam integrity that needs to be conducted.
- Students may not take the exam/test/quiz for somebody else.
- Students may not tamper with the computer or use it for any function other than taking the exam/test/quiz.
- If a student leaves the classroom without permission from the instructor before uploading their exam, then the student will receive a zero on the exam.

Note: If a student witnesses any of the above behavior, or any irregular behavior that is in violation of the exam/test/quiz rules, the student is required to report it to a WVSU Nursing faculty member or the WVSU Program Director, and comply with any follow up investigation.

Revised 07/16/25

Grounds for Dismissal or Cancellation of Results

A student who violates these procedures, or engages in irregular behavior, misconduct, and/or does not follow the faculty member's warning to discontinue inappropriate behavior will be followed up with after the exam. The results of the exam/test/quiz may be withheld or canceled, and the student may be dismissed from the program. Behaviors that are considered to constitute irregular behavior or misconduct include but are not limited to:

- Giving or receiving exam/test/quiz assistance of any kind.
- Using, accessing, or attempting to access any prohibited aids. Prohibited aids are any devices or materials that will be helpful in taking the exam/test/quiz. Examples of aids that are prohibited are electronic devices (e.g. cell/mobile/smart phones, tablets, smart watches, etc.), conversion tables, dictionaries, etc.
- Attempting to take the exam/test/quiz for someone else.
- Bringing any study aids (textbooks, notebooks, classroom notes, etc.) to the classroom or accessing or attempting to access such study materials at any time after the start of the exam/test/quiz, including emergency breaks.
- Failing to follow procedures or the instructions of the faculty member.
- Creating a disturbance of any kind.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the exam/test/quiz.

The policies and guidelines may be modified by the course instructors as they see fit.

Adapted from (2016). Procedure for taking tests, exams and quizzes. Averett University School of Nursing

Revised 7/16/25

Formative Evaluation of Student Performance

- A. Faculty designates assignments in each nursing course that provide on-going formative evaluation of student progress. These assignments may include, but are not limited to, classroom exercises, quizzes, written assignments. Faculty reserves the right to not accept late work (with the student earning a “0”); to impose late penalties on graded assignments; or to record a grade of zero (“0”) on any in-class work when the student is absent.
- B. Attendance: Regular attendance is necessary to derive the maximum understanding of course content. Class attendance may be taken at each session. Absence will negatively affect your grade. With 3 absences, the course final grade will be lowered one letter grade; for each additional 3 absences, the final grade will be lowered one letter grade (three absences = one letter grade lower, six absences = two letter grades lower, and so on). Tardiness will not be tolerated, if the door to the classroom/lab is closed, and class has started you may not enter the classroom. Two tardies will be equal to one absence. If a student misses greater than 50% during any scheduled class period it is considered an absence.

Students are expected to submit all assignments on time. The last attempt submitted will be the only attempt graded. Assignments may utilize plagiarism review applications.

Revised 4/28/2021, 7/16/25

Grade Reporting and Grade Appeal

(see Grading Policies and Procedures in West Virginia State University’s Student Handbook and West Virginia State University’s Nursing Student Handbook).

Graduation with Honors for Undergraduate Program

(See Recognition of Scholarship in West Virginia State University Undergraduate Catalog) The University wishes to encourage and recognize students who demonstrate achievement of high academic standards. The possibility of membership in academic honorary societies is mentioned elsewhere in this catalog. Other forms of recognition include the Dean’s List and Graduation with Honors.

Graduation Requirements

Graduation requirements include that the student must earn a grade of C or higher in all required support courses, have a minimum of a 2.0 cumulative GPA, and must pass or meet remediation requirements for ATI RN Comprehensive Predictor in NURS 410. A grade of incomplete will be assigned until the student meets benchmark or completes remediation. University policies and student code of conduct are located in the West Virginia State University Student Handbook. These policies will be adhered to by students enrolled in the nursing program.

Revised 4/28/202, 5/04/2023, 7/22/25

Assessment of Student Learning

At West Virginia State University, assessment of student learning is an integral part of learning and teaching effectiveness. Students are major participants in the assessment process and should actively contribute to West Virginia State University’s comprehensive assessment program at the classroom, program and institutional levels. Student involvement in assessment activities begins upon initial enrollment and systematically continues through the student’s graduation. Students must demonstrate competencies in general education, specifically the Eight Common Learning Experiences that form the foundation of the

general education curriculum. As a culminating experience, baccalaureate programs at West Virginia State University require that graduating students complete a senior capstone course in which students are expected to demonstrate their competencies in both program- and institutional-level academic goals and objectives through a variety of methods appropriate to the given discipline (e.g. portfolios, standardized exams, surveys, senior projects). The results of this ongoing assessment help improve the quality of student learning and of academic programs.

Reviewed 7/22/25

Academic Standards and Progression Policies for Pre-Licensure BSN Students

The policies in this section relate to students enrolled in the Bachelor of Science in Nursing Program. The program reserves the right to withdraw or change policies in this handbook. Students impacted by changes will be notified of the changes.

Student Workload Policy

Students enrolled in the nursing program are discouraged from working over 20 hours per week if enrolled in 12 hours and from working a shift prior to classroom instruction. Students may not work a shift immediately prior to reporting for clinical rotations. There must be an eight-hour break between shift and clinical rotation. Clinical may also occur on any day of the week or time of the day.

Revised 4/28/2021; 05/04/2023; 06/16/2025

Student Volunteer Hour Requirements

Students must complete 16 volunteer hours course of an academic year (August 1 to July 31). The 16 hours must include:

- 8 off-campus hours, and
- 8 on-campus hours
- 50% of these hours must focus on Social Determinants of Health
-

All events, except those sponsored by the SNA, WVSU Department of Nursing, must be pre-approved by the student's nursing department advisor.

Students are required to remain present for the entire scheduled duration of the event. Leaving an event at any point before the scheduled end time will result in no credit for that event.

In the case of an emergency or other extenuating circumstance, only the faculty member coordinating the event or the off-campus event coordinator may excuse a student from completing the full event.

Documentation Requirements: Volunteer Hour Form (Addendum K) must be:

1. Signed by the faculty coordinator or event coordinator only after the event has ended (the form may not be signed before the event concludes), and
2. Signed within 24 hours of the end of the event, and
3. Uploaded to PracTrac within seven (7) days of the event date.

Failure to obtain the required signature within 24 hours after the event ends, or failure to upload the completed form to PracTrac within seven days, will result in the student receiving no credit for that event.

Revised 4/5/202; 06/16/2025; 8/13/26

Portfolio Submission

Students will submit a portfolio at the end of the program to demonstrate evidence of completion of program outcomes. Students will be instructed on how to submit the portfolio and upload documents in the NURS 200/201 course.

Military Leave of Absence Policy

The West Virginia State University (WVSU) Nursing Program recognizes the importance of military service and supports students who are called to active duty, reserve training, or other military obligations. This policy complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA), WVSU institutional policies, and nursing program requirements for clinical hours and academic progression.

This policy applies to all students enrolled in the WVSU Nursing Program (pre-licensure BSN Program and Hybrid LPN to BSN) who are members of the United States Armed Forces, Reserves, or National Guard and require a leave of absence due to military obligations.

- Students may request a Military Leave of Absence for required military service, including training, deployment, or activation.
- Military leave is granted upon submission of official documentation (e.g., military orders) to the Nursing Program Director.
- The program will make reasonable accommodations to support the student's military obligations while maintaining the integrity of the nursing curriculum and clinical hour requirements for licensure eligibility.

Student Responsibilities

- Notify the Nursing Program Director and Lead Instructor in writing as soon as military orders are received, preferably at least 30 days in advance when possible.
- Provide a copy of official military orders or documentation verifying the need for leave.
- Meet with the Nursing Program Director prior to the leave to develop a written Military Leave Plan that addresses:
 - Expected duration of absence
 - Impact on current courses and clinical experiences
 - Plan for completion of missed coursework and clinical hours upon return
- It is the student's responsibility to maintain communication with the Nursing Program Director during the leave.

Academic and Clinical Considerations

- Students on military leave will receive an Incomplete (I) grade for courses in progress, which must be resolved upon return.
- All missed clinical hours must be made up according to program requirements. Alternative clinical experiences or extended clinical schedules may be arranged when possible, but direct supervised clinical time cannot be waived.
- Students must meet all course and program objectives upon return. Extended timeframes for completion may be approved on a case-by-case basis.
- Military leave does not count against the student's total allowed program time unless otherwise specified by university policy.

Return to the Program

- Students must notify the Nursing Program Director in writing at least 30 days prior to their anticipated return (or as soon as orders allow).
- Upon return, the student will meet with the Program Director to determine placement in the appropriate semester/level based on completed coursework and clinical competencies.
- Students returning from military leave will be given priority for readmission and clinical placement, subject to space availability and successful demonstration of retained competencies.
- A skills assessment or competency validation may be required prior to resuming clinical experiences.

Consequences of Non-Compliance

Failure to provide timely notification or documentation, or failure to complete required make-up coursework and clinical hours upon return, may result in:

- Administrative withdrawal from courses
- Delayed progression or dismissal from the program

Support and Resources

The WVSU Nursing Program is committed to supporting military-affiliated students. Students are encouraged to contact the Nursing Program Director, WVSU Veterans Services, or the Office of the Provost for additional assistance.

Adopted 8/13/26

WVSU Nursing Program Mandatory Remediation Policy

The Remediation Plan is a formal intervention designed to support students who have demonstrated academic, clinical, or professional deficiencies. This policy ensures that students take an active role in their success by adhering to the prescribed corrective actions. The WVSU Nursing Program is committed to student success while maintaining high standards of academic performance, clinical competence, and professional behavior.

When a Remediation Plan Is Required

A formal remediation plan is mandatory for any of the following:

- Scoring a 78% or less on any course exam, or unit test.
- Scoring below a Level 2 on ATI content mastery exams.
- Unsatisfactory performance in clinical or lab.
- Unprofessional behavior while representing the WVSU Nursing Program.

Components of a Remediation Plan

Each remediation plan is individualized and developed collaboratively between the student, course faculty, and/or the Nursing Program Director. The plan may include focused content review, extra assignments, skills practice, reflective writing, professional development activities, and regular progress meetings.

Mandatory Nature of the Plan

Once a student is placed on a Remediation Plan, the actions outlined within that document are non-negotiable requirements for progression. The plan is considered a formal contract between the student and the WVSU Nursing Program.

Student Responsibilities

Students placed on a Remediation Plan are expected to:

- Acknowledge Receipt: Sign the remediation plan.
- Meet Deadlines: Complete all actionable items by the specified due dates.
- Provide Evidence: Submit proof of completion for all activities to the designated faculty member.
- Actively participate and demonstrate measurable improvement.
- Duration of the Remediation Plan

- Plans addressing unprofessional behavior or ongoing issues may extend through the remainder of the semester with regular checkpoints.

Consequences of Non-Compliance

Failure to engage with or complete the Remediation Plan will result in the following actions, regardless of the student's current exam averages or clinical performance:

Level of Non-Compliance	Consequence
Failure to meet a single deadline	Formal "Verbal Warning" placed in the student's permanent file
Failure to complete >50% of tasks	Immediate referral to the Academic Support and Advising and/or meeting with the Dean of the College of Education, Health and Social Services. Formal "Written Warning" placed in the student's permanent file
Total lack of follow-through	Administrative Failure (F) for the course and/or dismissal from the BSN program

Note: A student cannot successfully pass a course if they have an "Incomplete" or "Unsatisfactory" status on an active Remediation Plan, even if their numerical grade is above the passing threshold.

Appeals and Extensions

If a student encounters extenuating circumstances (e.g., medical emergency, family crisis) that prevent completion of the plan, they must:

- Notify the issuing faculty member at least 24 hours prior to the deadline.
- Provide official documentation supporting the request.
- Requests for extensions made after a deadline has passed will not be considered.

Professionalism Clause

In the WVSU Nursing Program, accountability is a core competency of professional nursing practice. Refusal to participate in remediation is viewed as a Professionalism Violation, which may be grounds for program dismissal independent of academic standing.

Documentation and Review

- All remediation plans will be documented in writing and signed by the student and faculty.
- Copies will be retained in the student's academic file.

Adopted 8/13/26

Electronic Devices Policy

The WVSU Nursing Program is committed to maintaining a professional learning environment, protecting academic integrity, and ensuring patient safety during clinical experiences. This policy regulates the use of electronic devices, including but not limited to cell phones, smart watches, smart glasses, smart rings, tablets, and any other wearable or electronic technology. Electronic devices are not permitted during class, lab, simulation, exams, or clinical experiences unless explicitly authorized.

Authorized Use:

- Electronic devices may only be used with prior permission from the instructor.

- Devices may be used in the classroom only if the student has:
- An official accommodation letter from Student Accessibility Resources (SAR) may allow for students to use electronic devices on assignments or during lecture.

Use during exams, quizzes, or certain graded assignments is strictly prohibited even with a letter of accommodation from the SAR. In clinical settings, all electronic devices must be turned off and stored securely unless required for clinical documentation with instructor approval.

Permitted and Prohibited Uses

- Permitted (with approval):
 - Use of approved assistive technology as an SAR accommodation.
 - Brief, instructor-approved use for educational purposes (e.g., looking up evidence-based resources during designated class activities).
- Prohibited:
 - Use of smart glasses, smart watches, smart rings, or any wearable technology that can record, photograph, or transmit information without explicit permission.
 - Texting, browsing, social media use, or any non-academic activity during class, lab, or clinical time.
 - Recording (audio or video) of lectures, simulations, or clinical experiences without written permission from the instructor and all involved parties.
 - Any use that compromises patient confidentiality (HIPAA violation) or academic integrity
- Consequences for Violations
 - Violations of this policy will be considered unprofessional behavior and may result in:
 - Confiscation of the device for the remainder of the class/clinical day.
 - A grade of zero (0) on the affected exam, quiz, or assignment.
 - Referral to the Mandatory Remediation Policy.
 - unsatisfactory (U) for the day.
 - Course failure or dismissal from the nursing program for repeated offenses or serious violations (e.g., HIPAA breach or cheating).
- Student Responsibilities
 - Silence or turn off all electronic devices before entering class, lab, simulation, or clinical areas.
 - Store devices securely (out of sight) unless approved for use.
 - Immediately comply with any request from faculty or clinical staff to put away or surrender a device.

Adopted 8/13/26

Virtual-ATI Policy & Program Statement

Virtual-ATI (VATI) is a comprehensive, personalized online NCLEX review program provided by Assessment Technologies Institute (ATI). The purpose of Virtual-ATI is to prepare senior nursing students for success on the NCLEX-RN licensure examination by offering individualized coaching, targeted remediation, and structured review of essential nursing content.

Completion of Virtual-ATI is a required component of the final semester of the WVSU Nursing Program. It helps strengthen clinical judgment, critical thinking, and test-taking skills aligned with the current NCLEX test plan, increasing the likelihood of first-time passage.

Virtual-ATI is completed during the last semester of the nursing program. Students gain access to the program approximately 30 days prior to graduation. The review is designed to continue through graduation and into the post-graduation period until the student receives the “Green Light” to test or the 12-week access period ends.

How Virtual-ATI Works

- Personalized Coaching
 - Each student is paired with a dedicated Virtual-ATI Nurse Educator (Coach) who provides one-on-one guidance, reviews progress, and creates a customized study plan based on the student’s performance.
- Self-Paced Structure with Adaptive Assignments
 - Initial Modules You start with a set of assigned modules and practice assessments. These are your baseline activities.
 - Performance Evaluation As you complete each module and its associated assessments, Virtual-ATI analyzes your performance (accuracy, time spent, and mastery of content).
 - Adaptive Assignment System If you perform well (strong understanding and high scores), the program assigns fewer additional activities. If you perform below the target level, the program automatically assigns extra focused assignments, remediation, practice questions, or case studies in that content area.
 - This ensures you spend more time strengthening weaker areas and less time on content you have already mastered
 - The program includes content assessments, focused reviews, remediation activities, and NCLEX-style practice questions.
- Resources
 - Students have 24/7 access to a mobile-friendly online classroom with over 400 on-demand review resources, including videos, practice assessments, case studies, and targeted remediation.
- Progress Monitoring
 - The Coach monitors weekly progress.
 - The program tracks completion percentages, which are also shared with WVSU Nursing faculty.
- Green Light
 - Upon satisfactory completion of all assigned activities and when the Coach determines the student is adequately prepared, the student will receive a “Green Light.” This indicates strong readiness to sit for the NCLEX-RN.
- Time Commitment
 - Students must proactively manage their time throughout the full 12-week access period to complete all required Virtual-ATI activities and obtain the Green Light. Due to the personalized and adaptive nature of the program, some students may require more time for remediation in weaker content areas. Failure to allocate adequate time may result in not receiving the Green Light, which can impact eligibility to test for the NCLEX and program progression
- Period: Students receive up to 12 weeks of access.
- Recommended Effort: Because extra assignments are assigned based on performance, the time needed to complete the program will vary. Students should plan to dedicate consistent time each week. Some modules may require significantly more time depending on your understanding and performance of the material. Regular, focused engagement is essential for success.
- Post-Review: After receiving the Green Light or at the end of the 12-week period, students receive additional post-review study resources.

- Requirements and Expectations
 - Full and active participation is mandatory.
 - Students must communicate regularly with their assigned Coach.
 - Failure to actively engage in Virtual-ATI or failure to complete assigned modules and remediation may impact progression and eligibility to graduate or receive approval to take the NCLEX.
- All students will be provided detailed login instructions and an orientation to Virtual-ATI during the final semester. Questions regarding the program should be directed to the course faculty or Nursing Program Director.

Adopted 8/13/26

Clinical and Laboratory Requirements

Attendance: Any missed time will result in a clinical unsatisfactory for that day. All missed time must be made up. Make-up of the times does not negate the Unsatisfactory the student received for that day. Faculty will determine the method in which labs will be made-up. Two laboratory/clinical unsatisfactory's will result in failure of the class. The final grade will be recorded as "F" on the final grade report, despite average in the didactic portion of the class.

Revised 4/28/2021; 05/04/2023, 7/16/25

Laboratory Dress Code: In the laboratory setting you must wear your designated uniform: black polo shirt, uniform scrub pants, and clean, solid black or white leather or leather like shoes. You must wear closed-toe shoes; no clogs, flip flops/sandals, or house shoes are permitted. You can wear a black or white long sleeve shirt under your polo shirt for comfort. No hoodies or jackets in the lab setting without instructor approval. In the laboratory setting students are expected to adhere to the regulations for professional appearance as stated below. If you are not wearing the proper lab attire, you will be dismissed from class and a clinical unsatisfactory will be recorded.

Clinical Performance (minimal competency is defined as "Pass" in a Pass/Fail Evaluation)

1. Clinical performance competencies are established for each nursing course that includes a clinical component. Students will receive written and verbal evaluations regarding progression in the clinical component (Appendix H). Any deficiencies in clinical performance will be documented in writing by the course faculty or supervisory clinical instructor and discussed with the student. In order to earn a "P" or "Pass" for clinical performance in a nursing course containing a clinical component, the student must achieve and demonstrate **satisfactory** performance in all critical competencies for that course as defined in the course syllabus. The student must attend the entire designated clinical time to be eligible to pass for the day (clinical, lab, simulation, make up time). Two clinical unsatisfactory's will result in failure of the class. The final grade will be recorded as "F" on the final grade report, despite average in the didactic portion of the class.
2. Students who do not successfully meet the above criteria will earn an "F" or "fail" and will not progress within the major; a grade of "F" will be reported for the course that includes a theory portion if the clinical component is not successfully completed.

Revised 07/16/25

Classroom, Lab and Clinical Progression

Attendance in the classroom, simulation/skills lab, and outside clinical experience is required to meet the course

requirements, objectives, and student learning outcomes. Excessive absences can result in failure of the course. If a student expects a prolonged absence, the student will notify the faculty and Director of Nursing. The faculty and Director of Nursing will document the request for absence and make a determination of a plan for progression at that time. There are limitations in the ability to make-up laboratory/clinical time. Students must be successful in the completion of the assigned clinical or laboratory make-up assignment in order to pass the course. Students are responsible for all content missed due to absence and are expected to take the initiative to communicate with instructors to plan the best approach to access this content. Failure to makeup assignments or missed time may result in failure of the course and non-progression in the program.

Revised 07/16/25

Clinical Information and Policies

Students will be required to participate in various health care settings including, but not limited to, hospitals, skilled nursing facilities, mental health facilities, and community health centers. Clinical settings will be based in Charleston and surrounding areas. Students will follow the laboratory attendance policy as noted in the progression policies.

Clinical experiences may be scheduled on various days and times throughout the week, including weekends. While the university establishes the clinical days, the specific clinical sites, times, and occasionally the clinical instructors are determined by our partnering healthcare facilities. Although we make every effort to finalize clinical schedules prior to the start of the semester, we are dependent on the availability provided by our clinical partners.

Students are responsible for providing their own transportation to all clinical sites and must complete any required clinical orientations mandated by the facility.

Students may be notified of their assigned clinical site, time, or schedule changes as late as 8 hours prior to the start of the clinical experience. Therefore, students are expected to check their WVSU email frequently for updates and notifications.

If a student is injured during the clinical rotation or while on campus for a clinical experience, the student can be treated at the on campus health facility or provider of choice. It will remain the student's responsibility to pay for any services for healthcare related to the injury. The student should submit an incident report as soon as possible after the event. The faculty will review the report and document the outcome. The incident report can be located under Appendix C. Clinical evaluation forms are located under Appendix G.

Reviewed 7/16/25

Clinical Uniforms

Students are required to wear the West Virginia State University Nursing Uniform and white lab coat with patch and emblem. The uniform includes a white scrub top with black/gold ribbon around the sleeve and black scrub pants and a white lab coat.

The patch will be included with the uniform and must be sewn 2 inches from the left shoulder seam on the lab coat and scrub top.

Shoes must have an enclosed toe and low heel during clinical. Students are not allowed to wear clogs unless the student has an accommodation through the Counseling and Accessibility Services (CAS). Shoes must be solid white or black and leather/leather like. Uniform dresses are permitted and must follow the above requirements for patches. The uniform dress can be white and the student must wear hosiery that is covering the leg. The student will not be allowed to wear socks with a uniform dress. Appropriate undergarments must be worn and not detectable through the uniform.

Students will wear pressed black or khaki slacks (not capris) and dress shirt/dress during clinical pre-planning or other sites as specified by the faculty. The white lab coat must be worn over the clothing during pre-planning.

The student must wear **the WVSU student** name tag or badge at all times while in the clinical setting. Students may not wear cologne, perfume, perfumed body lotion or hair products in the clinical setting. Students are not allowed to use tobacco products while in uniform. Students are not allowed to use cell phones or smart watches during any lab or clinical rotation unless given permission by the instructor.

Revised 4/28/2021; Reviewed 05/04/2023, Revised 07/16/25

Regulations regarding professional appearance:

1. As representatives of WVSU students are expected to maintain a well-groomed, professional appearance consistent with medical asepsis and policies of the clinical facilities.
2. Hair must be up and styled in a way that prevents it from falling into the face or interferes with care activities (hair barrettes or headbands maybe used to keep hair off the face).
3. Facial hair must be shaved or neatly trimmed and well-groomed as to not interfere with care activities. Students may be required to be clean shaven in some facilities or for specific procedures requiring a tight seal for PPE.
4. The following are permitted jewelry.
 - a. You are permitted to wear a watch and plain wedding band without stones.
5. Only one pair of small stud type earrings may be worn in the earlobes.
6. Piercings/tattoos
 - a. Tattoos must be covered (as much as possible) during the clinical rotation.
 - b. All piercings must be removed before the clinical rotation (excluding the small earrings as noted above in the ears). All other piercings should be covered or removed.
 - c. If a student has gauge ear piercings, the gauge must be flesh colored.
7. Fingernails
 - Fingernails should be clean and short length; not visible with palm up/tips of fingers.
 - b. Only clear nail polish is permitted and (if worn) should be free of chips. No artificial nails are allowed.
8. Personal hygiene
 - a. Students should maintain good personal hygiene at all times while in the classroom or clinical setting which includes dental hygiene and use of deodorants/antiperspirants.
9. Hair should be clean and neat.
 - a. Hair should be a natural human color and free from other dye colors.

Revised 05/04/2023, 07/16/25

HIPAA Training Requirements

Students enrolled in the West Virginia State University Nursing Program must complete the HIPAA acknowledgement form prior to the start of the clinical experience. This form will be provided by the Department of Nursing annually during the fall semester. (See Appendix L)

Revised 7/22/25

Clinical Site Training Requirements

Each clinical site requires training for clinical experiences. Students will be notified in advance of clinical rotation of the required clinical training. Students must complete the training prior to entry at the clinical site.

Reviewed 06.16.2022, 07/22/25

Exposure to Blood and Body Fluids

Students who have been exposed to blood or body fluid through needle stick or other injury during the clinical or classroom experience are required to immediately report to the designated health center. If onsite the student should report to the Family Care Center or provider of choice for further evaluation. The student should then complete an incident report as soon as possible. An exposure is defined as injury with contaminated sharp objects including a needle, scalpel, or other sharp object. Exposure can also include spills, splatter, or splashing into the mucous membranes. If the student has an exposure to blood and/or body fluids, the student should wash the site with soap and water immediately, notify the faculty (preceptor), and seek further evaluation. If the exposure involves the eyes, irrigate the eyes with clean water or saline immediately, notify the faculty (preceptor), and seek further evaluation.

Students should adhere to the policy and procedure of the agency where exposure occurred. The student must notify the Director of Nursing within 24 hours of the incident and on-site faculty/preceptor immediately after exposure. The student should have the following completed after exposure at their own cost:

1. Blood sample for HBV, HCV, and HIV titers.
 - Follow up examination at 3 months, 6 months, and 1 year using standard protocol of the Elisa and/or the Western Blot tests.
2. The agency will follow up with the client for testing related to HBV, HCV, and HIV.
3. The student can waive the follow up requirements for treatment and testing.
 - a. The student must submit the waiver to the Director of Nursing noting the acceptance of responsibility for not adhering to recommended screening and/or treatment.
 - b. The waiver document is located in the Appendix A.

Reviewed 7/16/25

Inclement Weather/School Closing

Students should refer to local television and radio stations to determine weather conditions and possible closures of West Virginia State University. Class or skills/simulation experiences can be canceled at the discretion of the faculty.

Clinical experience may be canceled or delayed due to weather conditions. When Kanawha County public schools (or county where clinical experience is scheduled) announce school closure, clinical experiences for outside agencies will be on a two-hour delay. Clinical experiences will not be delayed due to cold temperatures. Students must evaluate road conditions and notify clinical faculty of any unsafe travel possibilities. The Director of the Nursing program will make the decision to cancel, allow early release, or

recommend students stay at the facility due to weather conditions. All clinical time missed must be made up per policy.

Revised 4/28/2021, 7/22/25

Social Media, and Professional Representation Policy

The School of Nursing recognizes that electronic and social media platforms, such as social networks, forums, blogs, and chat rooms, can offer educational value and enhance communication in healthcare. However, improper or unprofessional use of these platforms can compromise patient confidentiality, privacy, and professional boundaries. The West Virginia State University (WVSU) Nursing Program holds all students to the highest standards of professionalism, integrity, ethics, and accountability. This policy governs the responsible use of social media, electronic devices, and professional conduct while students represent the WVSU Nursing Program. It aligns with the American Nurses Association (ANA) Code of Ethics, National Council of State Boards of Nursing (NCSBN) guidelines, HIPAA regulations, and WVSU policies.

This policy applies to all WVSU nursing students in **any situation where they have identified themselves as a WVSU Nursing Program student** or are otherwise identifiable as such, including but not limited to:

- Clinical rotations, simulation, and lab experiences
- When wearing the WVSU nursing uniform, polo shirt, or name badge
- Any public, online, or social media activity where they may be perceived as representing WVSU Nursing

Standards for Social Media and Electronic Devices

1. Protected Health Information (HIPAA Compliance)
 - a. Students must never post, share, discuss, transmit, or reference any patient information, clinical experiences, clinical sites, patients, staff, or scenarios on social media or electronic platforms.
2. Prohibited Use of Devices and Recording
 - a. Students are strictly prohibited from taking any photos, videos, or recordings of patients, clinical areas, or clinical activities using personal or electronic devices.
3. Professional Boundaries
 - a. Students must not “friend,” follow, or connect with current or former patients, clinical instructors, or agency staff on personal social media accounts.
4. Professional Representation
 - a. When posting online or identifiable as a WVSU nursing student, students must present themselves professionally. Prohibited content includes discriminatory, harassing, profane, or disrespectful material, intoxication imagery, or any content that could damage the reputation of WVSU or the nursing profession.
5. Privacy and Responsibility
 - a. Students are personally responsible for all content they post. Privacy settings do not protect against violations. Students should assume all online activity is public.
6. When in Doubt – Ask First
 - a. If uncertain about any post or activity, students must seek guidance from their instructor or the Nursing Program Director before posting.

Social Media Background Checks

The WVSU Nursing Program reserves the right to conduct social media background checks on students at any

time. This may occur during admission, clinical placements, progression reviews, random audits, or investigation of alleged policy violations. Content discovered that violates this policy may result in disciplinary action.

Non-Professional Behaviors

The following are considered unprofessional conduct when representing the WVSU Nursing Program:

- Use of profane, abusive, or disrespectful language
- Inappropriate physical contact or conduct
- Failure to maintain professional appearance and hygiene
- Disrespect toward patients, families, staff, faculty, or peers
- Unauthorized photography or recording
- Any behavior that compromises patient safety, confidentiality, or trust

Facility Social Media and Electronic Device Policies

Students must also comply with the social media, electronic device, and confidentiality policies of any clinical facility, observation site, or laboratory setting in which they are placed. Violation of a clinical facility's social media or electronic device policy will result in dismissal from the WVSU Nursing Program.

Consequences

Any violation of this policy may result in disciplinary action, up to and including immediate dismissal from the WVSU Nursing Program. Violations will be reviewed by the Nursing Program Director and may include:

- Formal Reprimand
- Written warning
- Clinical or course failure
- Mandatory remediation
- Dismissal from the program

Serious violations (HIPAA breaches or patient privacy violations) may result in notification to the West Virginia Board of Examiners for Registered Professional Nurses and possible legal consequences.

Adopted 8/13/26

Clinical Absences

- An excused clinical absence means the student will not receive an unsatisfactory (U) grade for that specific clinical day.
- All clinical hours must be made up regardless of whether the absence is excused. Clinical time is required to meet program and licensure standards.
- If there is no available time to make up the missed clinical hours, the student will not progress in the program.
- Alternative assignments cannot substitute for direct faculty supervised clinical time. All missed clinical time must be completed in the same setting.

WVSU Nursing Program University Excused Absence Policy

The WVSU Nursing Program adheres to the West Virginia State University Excused Absence Policy while maintaining additional standards required for nursing education. Due to the intensive nature of the program and

the need to meet clinical hour requirements for licensure eligibility, this policy clarifies how excused absences are handled for coursework, exams, and clinical experiences.

This policy applies to all students enrolled in the WVSU Nursing Program. University-approved excused absences are recognized for examinations and classroom assignments; however, the Nursing Program has specific requirements regarding clinical experiences.

General Guidelines

- A university-approved excused absence is required for any missed exam.
- University excuses cover examinations only. University excuses do not excuse students from clinical experiences or laboratory sessions.
- Students are allowed to make up missed exams only within the timeframe permitted by the university excuse. Example: If a student has a university excuse for only Monday (the day of an exam), they will have one day to complete the make-up exam or assignment.

Make-Up Exams and Course Assignments

- Alternate exams may be given at the discretion of the course faculty.
- Make-up work must be completed within the timeframe allowed by the university excuse.
- Failure to complete any exam within the allowed timeframe may result in a zero (0).

Clinical Absences

Clinical experiences are essential to meeting program outcomes and licensure eligibility requirements. Because of limited clinical site availability and the structured nature of clinical rotations, the following standards apply:

- University excuses do not excuse a student from clinical. There are no scheduled make-up clinical days.
- Students are expected to attend all scheduled clinical experiences. Missing clinical time places the student at risk for not meeting required clinical hours.
- If a student is unable to complete the required clinical hours for a course, the student will not progress in the program.
- Alternative assignments cannot substitute for direct faculty-supervised clinical time.

Communication Requirements

It is the student's responsibility to:

- a. Notify the Nursing Program Director, Lead Instructor, and Clinical Instructor via WVSU email **before the start of the clinical day** if they will be absent.
- b. Understand that the Lead Instructor and/or Clinical Instructor may require additional notification methods (e.g., phone call or text) in addition to the WVSU email.
- c. Communicate with the clinical instructor prior to the absence (when possible) and immediately after

returning to discuss the impact of the missed clinical time.

Consequences for Non-Compliance

- Failure to notify faculty of a clinical absence as required may result in an unexcused absence.
- Unexcused clinical absences will result in an unsatisfactory (U) for that day and may lead to course failure or dismissal from the program.
- Any absence that prevents the student from completing required clinical hours will result in failure to progress.

Adopted 8/13/26

WVSU Nursing Program Athletic Excused Absence Policy

The WVSU Nursing Program supports student athletes while maintaining the rigorous academic and clinical standards required for nursing education and NCLEX eligibility. This policy outlines the specific procedures and expectations for student athletes regarding excused absences.

This policy applies to all WVSU Nursing Program students who participate in university-sanctioned athletic programs.

Athletic Excused Absences

- Athletes are only excused from classroom experiences and examinations when official documentation is provided directly to the Nursing Program Director and faculty by the Provost's Office.
- University athletic excuses issued through the Provost's Office will be honored for the specific dates and times listed for classroom and exam absences only.
- An athlete cannot be excused from clinical experiences or laboratory sessions using a university or athletic excuse.
- Verbal or direct communication from coaches does not constitute an official excuse.

Clinical Schedule Accommodation for Athletes

The Nursing Program will make reasonable efforts to accommodate an athlete's schedule when the following conditions are met:

- The student athlete must speak with the course instructor to request placement in a different clinical group if an athletic university excuse creates a conflict.
- All requests for clinical group changes must be communicated to the instructor no later than the Friday of the second week of the semester.
- Accommodation is not guaranteed and depends on clinical site capacity, group size limits, and instructor availability.
- Requests received after the Friday of the second week of the semester will not be considered for clinical group changes.

Student Athlete Responsibilities

1. It is the student athlete's responsibility to communicate with the Lead Instructor prior to the start of the athletic season (and no later than the Friday of the second week of the semester) to identify potential conflicts between clinical schedules and athletic games, competitions, or travel.
 - a. This communication must include all known game dates, travel times, and any related absences.
2. Athletes must clearly understand that their academic education and successful progression in the nursing program is the top priority.
3. Athletes must proactively request clinical group placement adjustments early, as outlined above.

Late Communication Consequences

- If a student athlete waits until class or clinical has already begun (or past the Friday of the second week deadline) to communicate conflicts with the instructor, clinical group changes will not be made.
- Unexcused or improperly documented clinical absences will result in an unsatisfactory (U) grade for that clinical day and may lead to course failure or failure to progress.

Clinical Requirements for Athletes

- Athletes cannot be excused from clinical or labs using a university or athletic excuse.
- There are no make-up clinical days. All required clinical hours must be completed as scheduled.
- Alternative assignments cannot replace required face-to-face direct clinical time with an instructor.
- If an athlete's schedule prevents completion of required clinical hours, the student will not progress in the program.

Student Athlete Acknowledgment

All student athletes in the WVSU Nursing Program are required to understand and accept that:

- Academic requirements and clinical hour completion take priority over athletic commitments.
- They must proactively communicate potential conflicts before the Friday of the second week of the semester.
- University and athletic excuses apply only to classroom experiences and examinations—not clinical or laboratory sessions.
- Failure to meet these responsibilities may result in failure to progress or dismissal from the nursing program.

Adopted 8/13/26

Fragrance/Scent Free Space

Spaces within the West Virginia State University Department of Nursing and related campus environments as fragrance/scent-free. The purpose is to minimize health impacts for colleagues, students, and visitors who are chemically sensitive to fragrances and other scented products, in accordance with Board of Governors Policy

#66 – Access for Individuals with Disabilities.

This applies to:

- Classrooms, laboratories, and clinical learning spaces used by the Department of Nursing
- Department meetings, events, and activities
- Any space designated as fragrance/scent-free for a specific event, meeting, class, or semester
- All faculty, staff, students, and visitors entering designated fragrance/scent-free spaces

Official Notification

This has been designated as a fragrance/scent free space. Please help us to minimize the health impacts for our colleagues, students and visitors who are chemically sensitive to fragrances and other scented products. Thank you for not utilizing or wearing cologne, perfume, aftershave, scented hand lotion, fragranced hair products, scented laundry detergent or additives and/or similar products prior to entering this space. Those wearing such products will be asked to either locate within a designated area and/or asked to relocate to a specified area.

This is in accordance with BOG Policy #66 – Access for Individuals with Disabilities. Under this policy, WVSU strives to minimize to the extent possible the barriers and difficulties experienced in the campus environment by those with disabilities. This includes those with chemical sensitivities. As there are known individuals who have documented this condition for the institution and in order to reasonably accommodate them, the institution requests that the space utilized for the (event/meeting/class) remain free of chemical and/or organically-based scented products. This includes the request to avoid the utilization and wearing of personal products such as cologne, after shave lotion, perfume, perfumed hand lotion, fragranced hair products and/or similar products.

Individuals found to be wearing or using fragranced products in a designated fragrance/scent-free space may be asked to relocate to a designated area or to leave the space until the scent is no longer present. This request is made to protect the health and well-being of individuals with documented chemical sensitivities. Repeated non-compliance may be addressed in accordance with applicable University and Department of Nursing policies regarding professional conduct and reasonable accommodation.

Selection & Evaluation of Agencies for Clinical Experience

A variety of clinical agencies and community venues in both rural and urban settings are selected by the Department of Nursing to provide clinical practice in primary, secondary, and tertiary settings. Clinical sites are chosen based on the course requirements and specific criteria to promote student learning, safety, and professionalism. The partnership between the clinical agency and the university may be formalized through a contract or letter of commitment.

Clinical learning is affected not only by direct clinical instruction, but also by the setting, climate, philosophy, client population, and receptiveness of the agency to accommodate nursing students. To facilitate faculty in maintaining control of the learning experience, the Department of Nursing determines suitability of the clinical site by using designated criteria for initial selection and on-going evaluation of the sites.

Procedure:

I. Selection criteria –

- a. The agency must be accredited or approved by the appropriate body.
- b. Philosophy of the nursing program is consistent with the philosophy of the agency. Sufficient numbers of qualified nursing staff or preceptors
- c. Clinical Agency Contract in place or can be obtained
- d. Offers students opportunities to meet course outcomes
- e. Realistic distance for student/faculty travel.
- f. Level of care appropriate for level of student
- g. Appropriate patient census to enable fulfillment of course objectives.
- h. Welcoming to students and acceptance that the student is in the role of learner.
- i. Resources are available for students to park. Access to space to store belongings may be limited based on clinical site.

II. Contracts –

- a. Formalization of the university/agency relationship pertinent to the clinical learning experience occurs through written contract including a letter of commitment. Contracts between the university and the clinical agency will be renewed annually or as outlined in the affiliation agreement. The Director of Nursing will be responsible to track the clinical agency contracts. Clinical sites will be reevaluated after each clinical experience by faculty and students using the approved agency evaluation form. Clinical sites that do not meet the criteria will be dropped from the list of active clinical sites. Reevaluation of those sites can be initiated if circumstances change at the clinical agency.

Revised 7/22/25

III. On-Going Evaluation –

- a. The clinical agency will be evaluated each semester by the faculty and students enrolled in a clinical course at that facility. The Director of Nursing will be responsible for the evaluation process of the clinical agency. The “**Clinical Agency Evaluation by Faculty**” will be completed by clinical faculty after a clinical course has finished. The “**Agency Evaluation by Students**” form will be completed by students after a clinical course has finished. These documents and recommendations will be submitted to the Director of Nursing and nursing faculty for review.

Evaluation of Nursing Program by Clinical Agencies

Policy: Clinical agencies utilized by the West Virginia State University Department of Nursing will evaluate the effectiveness of the clinical experiences and the relationship of the department faculty and students with agency personnel.

This feedback will allow the Director of Nursing and faculty the opportunity to receive feedback on the clinical experience and evaluate recommendations for improvement in the collaboration with the clinical site.

Procedure:

- I. Upon the conclusion of the semester, clinical faculty working at a clinical agency site will provide an evaluation for the nursing administrator or nursing manager of the unit. The clinical faculty will then provide the “**Evaluation by Clinical Agency**” form to the appropriate administrator.
- II. The completed “**Evaluation by Clinical Agency**” form is returned to the Director of Nursing who will review and then submit it to the faculty committee for curriculum.

Reviewed 07/22/25

West Virginia State University Policy Links

Student Code of Conduct/Handbook

<https://wvstateu.edu/students/current-students/student-handbook/?highlight=Student+handbook>

WVSU Sexual Harassment Policy (Title IX)

West Virginia State University is committed to combating sexual misconduct. As a result, you should know that University faculty and staff members are required to report any instances of sexual misconduct, including harassment and sexual violence, to the University’s Title IX office so that the involved parties may be provided appropriate resources and support options. What this means is that as your professor, I am required to report any incidents of sexual misconduct that are directly reported to me, or of which I am somehow made aware.

There are two important exceptions to this requirement about which you should be aware:

1. As a student of West Virginia State University, you may also talk to on-campus counselors who are here to assist you free of charge. Counselors do not have this mandatory reporting responsibility and can maintain confidentiality. More information regarding the office of Counseling and Accessibility Services (CAS) can be found here:
2. <http://www.wvstateu.edu/Current-Students/Counseling-and-Accessibility-Services.aspx>

An important exception to the reporting requirement exists for academic work. Disclosures about sexual misconduct that are shared as part of an academic project, classroom discussion, or course assignment, are not required to be disclosed to the University’s Title IX office.

1. If you are the victim of sexual misconduct, WVSU encourages you to reach out to these resources:
 - a. Title IX Office: 304-533-5392 (24-hour number)
 - b. Counseling and Accessibility Services (CAS): 304-766-3168
 - c. If you have a safety concern, please contact Public Safety, 304-766-3353 or dial 911.

2. Other reporting information is available here:

a. <https://wvstateu.edu/administration/wvsu-title-ix/>

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX of the Education Amendments of 1972 states that {20 U.S.C. § 1681(a)}: "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 education program or activity receiving Federal financial assistance."

Title IX Requirements

A school "shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities" under the law, including the investigation of complaints." A school shall "notify all its students and employees of the name, office address, and telephone number of the employee(s) appointed."

At West Virginia State University, our Title IX Coordinator is:

Carolyn L. Stuart, Ph.D.

EEO Compliance Officer & Title IX Coordinator

105 Ferrell Hall Institute, WV 25112

(304) 204-4018

carolyn.stuart@wvstateu.edu

Affirmative Action Statement

West Virginia State University is an equal opportunity/ affirmative action institution and does not discriminate against any person because of race, sex, age, color, religion, disability, or national or ethnic origin.

This policy extends to all West Virginia State University activities related to the management of its educational, financial and business affairs. It affects all employment practices including but not limited to recruitment, hiring, transfer, promotion, training, compensation, benefits, layoff and termination.

The Family Educational Rights and Privacy Act (FERPA)

Under the terms of the Family Educational Rights and Privacy Act (FERPA), West Virginia State University (WVSU) has established the following as directory information. We may release this information to those requesting it unless the student specifically requests otherwise.

1. Student name, campus address, and campus phone
2. Permanent address, phone, and email
3. Parents' names, hometown, and high school
4. Dates of attendance, full/part-time status
5. Honors, awards, special recognition, major, and degree(s) received

6. Classification (e.g., freshman, sophomore, junior, or senior)
7. Activities, photographs, and sports participation including height and weight of team members

A student may request nondisclosure of directory information in the Registration and Records Office located at 128 Ferrell Hall. WVSU will not release any other information (e.g., grades, social security number, ethnicity, schedules, etc.) without the written consent of the student. WVSU will not provide any information over the phone. Students may choose to complete and submit a FERPA Release Form. The FERPA Release Form allows specific persons (e.g., parents, guardians, spouse, etc.) access to the student's educational records (e.g., academic, accounting, financial aid information, etc.). The student may print a copy of the FERPA Release Form from the WVSU website or obtain a copy from Registration and Records located at 128 Ferrell Hall. Please submit the completed form to Registration and Records along with a copy of your photo ID. The student may cancel the release at any time by submitting another FERPA Release Form to Registration and Records. For questions, please call (304) 766-4146. The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for students regarding the privacy of their educational record. While parents, guardians, spouses and others may have an interest in the student's record, access to, or release of the educational record, is only by written student consent. Students may choose to complete and submit this FERPA Release Form to Registration and Records to allow access or release of personal student records. The document can be found at <https://docs.google.com/forms/d/e/1FAIpQLSfTzE91roPyM9uNgioe17iOC5occp2BtqjslFKCOsJLJHmBFA/vi ewform>

Drug and Alcohol Counseling Assistance

Counseling Services

3. The Counseling Services office provides students with mental health counseling and accessibility services for students with a disability.
4. All students, including online students, are eligible for in-person free counseling services. Counselors are available by appointment by calling (304) 766-3168, by email at toledoke@wvstateu.edu, or in person in 125 Sullivan Hall, East.

Student Accessibility Resources (SAR)

The Student Accessibility Resources office provides students who have disabilities through efforts to eliminate barriers when possible, as well as coordination of academic accessibility/accommodations and support services that enable equal access to an education and university life. West Virginia State University recognizes its obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended.

Students with Disabilities – Access/Accommodations

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on a temporary health condition or permanent disability (conditions include but not limited to; mental health, attention- related, learning, vision, hearing, physical or health impacts), please let me know immediately so that we can privately discuss options.

It is important to start this process in a timely manner in order to receive accommodations as soon as practically possible. You are welcome to contact the accessibility specialist to inquire about or initiate the process through any of the following:

- phone – 681-533-0850
- email – ada@wvstateu.edu
- in person – 117 Sullivan Hall East
- or view information online – West Virginia State University - Student Accessibility <https://wvstateu.edu/students/student-accessibility-resources/>
- If approved for accommodations, it is the student's responsibility to notify faculty to begin utilizing the accommodations for each course.

Office of Retention and Student Success

The Office of Retention and Student Success (ORSS) is committed to the success of all West Virginia State University students. ORSS is responsible for the coordination of academic, financial, health, and social services to assist our students in overcoming unforeseen obstacles, getting back on track, and continuing on their path to degree attainment. The Office of Retention and Student Success offers the following:

Learning Enrichment Centers

Tutoring Services

- Tutor Me Services (online tutoring):
 - <https://wvstateu.edu/students/office-of-retention-and-student-success/smarthinking/>
- Learning Enrichment Center:
 - <https://www.wvstateu.edu/current-students/office-of-retention-and-student-success/learning-enrichment-center.aspx>
- TRIO:
 - <https://www.wvstateu.edu/current-students/trio-programs.aspx>

Revised: 07/05/2023; 06/16/2025

Yellow Jacket Emergency Aid Program

- phone – 304-766-3022
- In person: Wallace Hall
- or view information online:
 - <https://www.wvstateu.edu/current-students/office-of-retention-and-student-success.aspx>

Library Support

The Drain-Jordan Library houses nearly 150,000 book volumes, e-books, e-journals, government documents and a wealth of non-print and archival resources. The main floor is home to over 70 computers for public use, including laptops available for checkout within the building. Friendly, highly-trained staff are available to help you with all your information needs.

- Main phone – 304-766-3116
- Reference desk: 304-766-3135
- In person: Drain-Jordan Library or view information online: [Drain-Jordan Library, West Virginia State University Main Page \(wvstateu.edu\)](#)

Registration and Records

The goal of the Registrar's Office is to effectively support our students in reaching their educational objectives, to develop and maintain processes related to student academic records, and to implement academic policies and procedures. We are here to provide guidance and perform a variety of services for currently enrolled and former students, including registration information, graduation and degrees, forms and tools to facilitate students and their academic progress.

- Main phone – 304-766-4146 In person: 128 Ferrell Hall
- View information online: [West Virginia State University - Registration & Records](https://wvstateu.edu/academics/registrar)
<https://wvstateu.edu/academics/registrar>

Standards of Professional Practice Policy

All students in the West Virginia State University Nursing Program must demonstrate moral, ethical, and professional standards as outlined in the following documents:

- West Virginia State University BSN Nursing Student Handbook
- West Virginia State University Student Handbook
- The American Nurses Association Scope and Standards of Practice
- The American Nurses Association Code of Ethics for Nurses
- The West Virginia Code and Legislative Rules

All students enrolled in the West Virginia State University Nursing Program will receive a copy of the nursing student handbook upon admission to the program via the WVSU website and designated student resource area. Any updates to the handbook will be provided to students. Students will sign an acknowledgement form and submit to the Director of the Nursing Program.

The Standards of Professional Practice/Policy should be reviewed at the beginning of each nursing course.

While enrolled in the West Virginia State University Nursing Program, students are expected to adhere to the following standards of professional conduct:

1. Students will adhere to the policies of West Virginia State University and the policies of clinical affiliation agencies regarding drug and alcohol use.
2. Students will comply with established policies of the West Virginia State University Nursing Program and established policies of clinical agencies during clinical affiliations.
3. Students will comply with the established standards of professional conduct policies of West Virginia State University.
4. Students will demonstrate respect and courtesy toward patients and their families, peers, faculty, and staff members. This applies in the clinical setting, classroom, and in the university. Respect will be demonstrated regardless of race, religion, national origin, ethnicity, gender, sexual preference, age, health status, or diagnosis. Students will address faculty by Title (Dr., Mr., Ms, Professor) and last name.
5. Students will maintain honesty and integrity in all classroom and clinical situations as noted in the WVSU Academic Honesty Policy for Graduate and Undergraduate Studies.

6. Students will maintain safety of themselves, their patients, and others through use of standard precautions.
7. Students will ensure safe and appropriate nursing care to each assigned patient through practice within the boundaries of their role and through demonstration of learned clinical competencies.
8. Students will notify faculty if they require additional assistance or additional supervision performing a skill.
9. Students will comply with all appropriate provisions of West Virginia State University's Department of Nursing clinical attire policy.
10. Students will promptly report to a faculty member the impaired practice or unethical care of another person who is providing health care.
11. Students will maintain appropriate professional role boundaries.
12. Students will promptly report to the Director of Nursing, any conviction of a felony and any conviction of a misdemeanor that occurs while a student in the Department of Nursing.
13. Students will follow the social media use policy and guidelines.
14. Students will not engage in behavior of unlawful discrimination, theft or property damage, or disorderly conduct.
15. Students will not access/purchase test banks or instructor resources from any sources or access/purchase pre-written papers/documents and submit as their own work. These violations are considered a violation of academic integrity.
16. WVSU acknowledges the transformative role of AI as a learning tool but prohibits its misuse in academic settings. Students must clearly identify its contributions and communicate with their instructors to make sure that particular uses are acceptable for a given assignment. The WVSU Academic Honesty Policy emphasizes integrity in academic work and sets boundaries on the use of AI in completing assignments. Students should assume AI is not permitted in course work unless specified otherwise by the instructor. Students should consult the instructor if they have any questions about what may constitute misuse. Misusing an AI tool to complete assignments or to fabricate data will be treated as academic dishonesty. Depending on the severity of an incident, the misuse of AI can result in sanctions, up to academic suspension. All students are required to view and adhere to the WVSU Academic Honesty Policy.
17. Students will demonstrate honesty and integrity regarding reports and documentation in both the clinical and classroom setting.
18. Students will be prepared for assignments and provide safe care.

Violations of these standards will result in disciplinary action as follows:

Any faculty member who observes a violation will discuss the incident with the student immediately. The faculty member will document details of the violation and the subsequent discussion with the student. This documentation will be given to the Director of Nursing Education and a copy will be provided to the student. If the violation involves unsafe clinical practice, the instructor may require the student to leave the clinical site for the remainder of the experience, pending further action.

The Director of Nursing Education will consult with the faculty member and the student. At the discretion of the director and faculty member, an oral or written reprimand or a formal review of the violation with recommended disciplinary and/or remedial action may be issued. Actions can include, but not limited to probation, suspension, or dismissal from the program. Students in violation of the academic integrity policy can be dismissed from the nursing program and receive a grade of "F" for the course. If a student is dismissed from

the program due to integrity violations, that student will not be eligible to reapply for readmission.

Probation & Suspension

1. A student whose cumulative scholastic record shows a deficit of 12 or more quality points is automatically placed on academic probation.
2. A probationary student who becomes deficient in 18 or more quality points may be suspended for at least one semester.
3. A student on probation is expected to reduce his/her deficiency each session enrolled.
4. A student on academic probation may not enroll in more than four courses (i.e., 12- 14 credit hours) per semester.
5. The University will not accept coursework taken at another institution while on academic suspension from the West Virginia State University.
6. A third suspension for poor scholarship may result in permanent dismissal from the University.

Appeal of Academic Suspension or Dismissal

A student who wishes to appeal academic suspension or dismissal from the institution for academic reasons may do so by addressing a request in writing or by email to the Academic Dean of the College in which his/her major resides within 10 days after grades have been posted or the notifications of other actions have been mailed. The request should set forth the reasons why the student believes that the suspension or dismissal should be set aside.

1. The Academic Dean or designee will speak with the student within five days of receiving the appeal. At this time, the Dean or designee may request additional information from the student and may request that the student obtain a recommendation regarding the appeal from other appropriate persons (e.g., departmental advisor or chair, student services staff person, etc.).
2. The Provost and Vice President for Academic Affairs or designee will assemble the Academic Probation/Suspension Appeal Committee, which is composed of a broad spectrum of campus constituents. A plan of action will be implemented for each student referred to the committee. The office of Academic Affairs will inform the student of the decision regarding the appeal within ten working days of receiving all requested information.
3. If a satisfactory resolution to the issue is not reached through this stage, the student may appeal in writing to the President of the University, whose decision is final.

Academic Honesty Policy for Graduate and Undergraduate Studies

Academic honesty and integrity lie at the heart of any educational enterprise. West Virginia State University (WVSU) is committed to the values of academic honesty and integrity, and ensuring that these values are reflected in behaviors of the students, faculty, and staff.

WVSU is committed to the prevention of academic dishonesty. To reinforce that commitment, information, including definitions and examples of academic dishonesty, will be published in the WVSU Student Handbook

and the university catalog. The intention of this information is to prevent acts of academic dishonesty. Prevention is the primary goal of the University in general and the Office of Academic Affairs in particular.

Academic dishonesty is any attempt by a student to: 1) submit work completed by another person without proper citation or 2) give improper aid to another student in the completion of an assignment, such as plagiarism. No student may intentionally or knowingly give or receive aid on any test or examination, or on any academic exercise that requires independent work. This includes, but is not limited to using technology (i.e., instant messaging, text messaging, or using a camera phone) or any other unauthorized materials of any sort or giving or receiving aid on a test or examination without the express permission of the instructor.

When there is evidence that a student has disregarded the University's Academic Dishonesty Policy, that student will be subject to review and possible sanctions. Students are expected to do their own work and neither to give nor to receive assistance during quizzes, examinations, or other class exercises.

One form of academic dishonesty is plagiarism. Plagiarism is intellectual larceny: the theft of ideas or their manner of expression. Students are urged to consult individual faculty members when in doubt. Because faculty and students take academic honesty seriously, penalties for violation may be severe, depending upon the offense, as viewed by the committee selected by the appropriate Dean to review such matters. The minimum sanction for cases of proven cheating is left to the instructor. Instructors will explain procedures for taking tests, writing papers, and completing other course requirements so that students may fully understand their instructor's expectations.

One of the objectives of WVSU is to promote the highest standards of professionalism among its students. The integrity of work performed is the cornerstone of professionalism. Acts of falsification, cheating, and plagiarism are acts of academic dishonesty, which show a failure of integrity and a violation of our educational objectives; these acts will not be accepted or tolerated. The following definitions and guidelines should be followed:

1. Falsification is unacceptable. Falsification includes but is not limited to
 - a. Creating false records of academic achievement;
 - b. Altering or forging records;
 - c. Misusing, altering, forging, falsifying, or transferring to another person, without proper authorization, any academic record;
 - d. Conspiring or inducing others to forge or alter academic records.
2. Cheating is also unacceptable. Cheating includes but is not limited to
 - a. Giving answers to others in a test situation without permission of the tester;
 - b. Taking or receiving answers from others in a test situation without permission of the tester;
 - c. Having possession of test materials without permission;
 - d. Taking, giving, or receiving test materials prior to tests without permission;
 - e. Having someone else take a test or complete one's assignment;
 - f. Submitting as one's own work, work done by someone else;
 - g. Permitting someone else to submit one's work under that person's name;
 - h. Falsifying research data or other research material;
 - i. Copying, with or without permission, any works, (e.g., essays, short stories, poems, etc.), from a computer hard drive or discs and presenting them as one's own. This is to include internet sources, as well.
3. Plagiarism as a form of cheating is also unacceptable. Plagiarism is the act of presenting as one's own creation works actually created by others. Plagiarism consists of

- a. Taking ideas from a source without clearly giving proper reference that identifies the original source of the ideas and distinguishes them from one's own;
 - b. Indirectly quoting or paraphrasing material taken from a source without clearly giving proper reference that identifies the original source and distinguishes the paraphrased material from one's own compositions;
 - c. Directly quoting or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as one's own creation.
4. Acts of falsification, cheating, plagiarism, and other forms of academic dishonesty are grounds for failure of a course. The University reserves the right to impose more severe penalties for any of these forms of academic dishonesty. The penalties may include, but are not limited to, suspension from the University, probation, community service, expulsion from the University, or other disciplinary action the reviewers believe to be appropriate.

Academic Dishonesty Procedures

Students accused of plagiarism and other forms of academic dishonesty will be given due process. When an instructor believes that a student has committed plagiarism or other acts of academic dishonesty, the following steps will be taken:

1. A faculty member who has sufficient reason to believe that a student is guilty of academic dishonesty will notify and subsequently meet with the student within five calendar days from the time the alleged academic dishonesty is discovered.
2. Prior to the initial meeting of the faculty member and the accused student, the faculty member should check the files on academic dishonesty kept in the office of the Vice President for Academic Affairs to determine whether the student has been previously disciplined for academic dishonesty. The University reserves the right to impose more severe disciplinary action against a student who is a repeat offender or who has previously been found guilty of egregious incidents of cheating.
3. At the initial meeting the student will be given the complete and detailed charges in writing, and an opportunity to respond to the faculty member regarding the charges.
4. If the student wishes, he/she may submit a written response to the charges. This response must be delivered to the aforementioned faculty member within five calendar days of the initial meeting.
5. If the student admits to the charge of academic dishonesty, and the offense is his/her first offense, he/she will be asked to sign a statement consenting to the punishment imposed. Consent statements will be filed with the appropriate records in the Office of the Vice President for Academic Affairs. For first offenses, the punishment will be at the discretion of the instructor. If the student refuses to sign the consent form, the faculty member will proceed to the next step in the process.
6. The faculty member will notify the student whether or not the matter will be taken to the next step in the process within five calendar days of receiving from the student a written response to the charges. The student shall file his/her written response with the Office of the Vice President for Academic Affairs.
7. If the student does not respond within the time indicated, the faculty member must proceed to the next step in the process. If, upon receiving the written response, the faculty member does not accept the student's explanation, the faculty member is required to send the matter forward to the next level of review.
 - a. If the case is a repeat offense, the faculty member is also required to send the matter forward to the next level of review.
 - b. If the case is not a repeat offense and, upon receiving the written response the faculty member does not accept the student's explanation, the faculty member is required to send the matter forward to

the next level of review.

8. Once the student has been duly notified of the charges, he/she will not be permitted to drop the course, but will continue as a student, completing and submitting all work required throughout the remainder of the semester.
9. The faculty member will notify the department chair and the Dean of his/her findings, and within five calendar days of the notification of the student, forward to the Dean a written explanation of the circumstances, along with copies of any pertinent evidence.
10. The Dean will review the explanation and any supporting evidence, and may at his or her discretion, interview the accused student and/or the faculty member for purposes of clarification and adherence to the University's Academic Dishonesty Policy. If the matter cannot be resolved at that level to the satisfaction of the faculty member bringing the charges, within five calendar days it will then be forwarded to the College's Academic Dishonesty Committee.
11. A five-member committee on academic dishonesty will be appointed by the respective Dean of each school at the beginning of the academic year. It will comprise three full-time tenured faculty, one exempt employee of the University, and one junior or senior level student. In the event that the alleged dishonesty occurred on the graduate level, the student member will be a graduate student. The Dean will appoint the chair of the committee. In order for its actions to be official, at least three members of the committee must be present when decisions are made. The verdict will be decided by the majority, in this case two votes of three. If four or more members are present, the majority shall be three or more votes.
12. A faculty member who has brought or is in the process of bringing charges against a student for academic dishonesty in the current academic year will not be eligible to serve on the committee. The Dean will appoint a replacement.
13. The committee will meet to review cases and to hear any testimony it considers relevant to the matter on dates requested by the Dean. At the meeting, the student will be allowed the opportunity to appear and respond to the charges and answer any additional questions from the committee. All proceedings will be electronically recorded, and the recording will be entered into the academic dishonesty records maintained in the Office of the Vice President for Academic Affairs. In the event of academic dishonesty allegedly occurring during summer sessions or during final work at the conclusion of a semester, the alleged dishonesty charge will be reviewed during the committee's first meeting in the ensuing semester (fall or spring). In the interim, the student will receive a grade of "I."
14. The committee review shall be informal, with neither party represented by an advocate. Witnesses may be asked and/or permitted to make a statement to the committee if the committee is informed prior to the meeting. The meeting shall not be open to the public. If the student wishes, he or she may have an associate present for consultation purposes only. Lawyers, parents, or any form of professional advocate may not serve as an associate.
15. The committee shall meet privately at the close of the meeting to decide whether a majority believes a preponderance of evidence supports the allegation of falsification, cheating, or plagiarism.
16. If the allegation is sustained, the committee will also determine whether the standard minimum penalty of failure in the course shall be accompanied by an additional penalty or penalties. If the allegation is not sustained, the student is not guilty of violating the Academic Dishonesty Policy. The records of the proceedings, both written and electronically recorded, are to be kept in the files on academic dishonesty maintained in the Office of the Vice President for Academic Affairs.
17. The committee shall notify, in writing, the student, the instructor, and the Dean within five calendar days of having reached its decision. The decisions of the committee may be appealed on procedural grounds only. All appeals should be made to the Vice President for Academic Affairs, who will then have the following options:

- a. Affirm the decision and the penalty imposed by the committee;
- b. Affirm the decision, but amend the penalty; or
- c. Vacate the decision and order a new hearing with a different committee. After a careful review of the record of the proceedings, the Vice President for Academic Affairs will render the final decision of the University.

Academic Dismissal and Reinstatement

When a student is academically dismissed from WVSU, he/she is not eligible to register with any campus or program of the University. To become eligible for registration once again, he/she must complete the Application for Readmission prior to the desired date of reinstatement.

Applications for Readmission must be filed by the following deadlines:

Fall Semester

April 1st - Students who have been out one or more semesters and want to return for the Fall Semester.

June 15th - Current semester students on dismissal at the end of the Spring Semester and want to return for the Fall Semester.

Spring Semester

November 1st - Students who have been out one or more semesters and want to return for the Spring Semester.

January 5th - Current semester students on dismissal at the end of the Fall Semester and want to return for the Spring Semester.

Applications received after the deadlines indicated above will be considered for the next session.

Applications may be obtained online at <https://wvstateu.edu/admissions/?highlight=Admission> or by writing to the

Office of the Registrar
West Virginia State University
P.O. Box 1000
Institute, WV, 25112

A student wishing to transfer to another program at WVSU must wait until reinstatement has been granted before applying for admission to that program. WVSU will not normally grant reinstatement until at least one semester has elapsed from the time of the student's dismissal.

A student who is reinstated after academic dismissal will be on academic probation. The same conditions of probation may be imposed on any student who seeks admission by transfer from another university or college and whose record at the previous school warrants this action.

Any appeal concerning the regulation governing academic probation or academic dismissal shall be directed to the Office of the Provost and Vice President for Academic Affairs, which is empowered to grant relief in unusual cases if the circumstances warrant such action.

No student on academic probation is permitted to register for more than twelve (12) semester hours. The student on academic probation should carry twelve (12) academic semester hours in order to absolve academic probation in one semester. Students on probation are urged to work with a faculty advisor before registering in order to take full advantage of the exceptions and special provisions.

Appeal of a Grade Penalty for Academic Dishonesty

1. A student wishing to appeal a sanction for academic dishonesty should submit the appeal in writing to the chair of the instructor's department within 48 hours of receiving the statement of punishment.
2. Upon receipt of the written appeal, the department chair shall immediately notify the college dean and call a meeting with the faculty member and the student to review the matter. A written record of this meeting shall be filed with the dean.
3. If the student admits guilt in writing, and if the department chair and college dean agree that the instructor's recommended sanction(s) is commensurate with the offense, the issue may be resolved at this level. The dean should be informed of the action taken.
4. If the student denies guilt, or if the department chair, college dean, or student believes that the sanction recommended by the instructor is not commensurate with the offense, and thus no agreement can be reached, the case shall be immediately forwarded in writing to the Provost and Vice President for Academic Affairs.
5. The case may be resolved at the Provost's level, or, if the student requests it or the Provost believes it is warranted, the case may be forwarded to the Academic Appeals Committee within 24 hours.
 - a. The student and the faculty member shall each have the right to remove one person from the Academic Appeals Committee.
 - b. During the hearing process, the sanction may be held in temporary inactivity and the student permitted to remain in the classroom pending the outcome of the Committee's deliberations.
6. Within 48 hours of having received the case, the Academic Appeals Committee shall present to the instructor and student a written statement noting;
 - a. That a hearing will be held;
 - b. The time, date, and place of the hearing;
 - c. The names of the persons on the Academic Appeals Committee who will hear the case; and,
 - d. A declaration of the charges and the sanction that has been recommended.
7. The decision of the Academic Appeals Committee will be communicated directly to the instructor and the student involved within five days after the case has been received from the provost.
8. If the student is not satisfied with the decision, the student may appeal in writing to the President of the University, whose decision is final.

Misbehavior in an Academic Setting

An academic setting should be conducive to successful completion of academic activities and free of behavior that impairs their completion. The instructor assigned to a class is responsible for the class setting and has authority to take action when misbehavior occurs within that setting. When misbehavior occurs in an academic setting, it will be the goal of the University to repair the breach this behavior has caused in the academic community for the benefit of all concerned. When the breach cannot be repaired, or the misbehavior is sufficiently serious, the University may find it necessary to exclude the student from further participation in the class/academic activity or exclude the student from the University.

1. An academic setting is defined as any classroom, laboratory, studio, workshop, field placement, or other site where instruction or hands-on learning experiences are taking place.

2. Misbehavior is defined as instances that defy ordinary means of classroom control and includes, but is not limited to, those listed below:
 - a. Disorderly conduct: fights, assaults or battery, public disturbances including verbal abuse and/or profanity.
 - b. Destruction of institutional or placement agency property.
 - c. Disruption-interference with any institutional activity; interference with the rights of any member of the institutional community; injury or threats of injury to any member of the institutional community.
3. An instructor who encounters student misbehavior in an academic setting and who has a clear perception of danger emanating from this misbehavior should take steps to protect this and other students by calling the Public Safety Office to have the disorderly person removed.
 - a. If the person accused of misbehavior represents a clear and present danger in the academic setting, he/she should not be allowed to return to the class or the field experience and may be barred from campus, if necessary, until a determination of appropriate action has been made.
 - b. If the student accused of misbehavior does not represent a clear and present danger in the academic setting, he/she may be allowed to return to the class or field experience until there has been a determination of an appropriate response to the misbehavior.
4. The penalty imposed for misbehavior in an academic setting should be determined by the degree of seriousness of the episode and the circumstances that existed at the time. A determination of an appropriate response shall be made by the instructor in consultation with his/her department chair and college dean.
 - a. Within 24 hours after the incident has occurred, the instructor shall submit to his/her department chair a complete written statement describing the event, the circumstances surrounding it, and the response that is recommended.
 - b. Upon receipt of the written document, the department chair shall immediately notify the college dean and call a meeting with the faculty member and the student to review the matter. A written record of this meeting shall be filed with the dean.
5. If the student admits to the misbehavior in writing, and if the department chair and college dean agree that the response recommended by the instructor is commensurate with the misbehavior, the issue may be resolved at this level, and the provost should receive information related to the action taken.
6. If the student denies guilt, or if the department chair, college dean, or student believe that the sanction recommended by the instructor is not commensurate with the offense, the case shall be immediately forwarded in writing to the provost who will request through the Vice President for Enrollment Management and Student Affairs that the Student Court be assembled to hear the case.
7. From this point the case, including appeals, will be adjudicated in accordance with the procedures of the Student Court.

Student Complaint Process

When a student encounters a problem on campus that he/she does not know how to resolve, he/she should always try to work the problem out by first discussing it with those involved. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many problems are resolved when a student makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns. Please visit <http://wvstateu.edu/Current-Students/Student-Complaint.aspx> to learn more about the student complaint process.

If, however, an issue or problem still exists, a student may initiate the formal complaint procedures at WVSU. All formal complaints must be put in writing using the official WVSU Student Complaint Form. This

form is available at the Office of Enrollment Management and Student Affairs (130 Ferrell Hall), Student Activities Office (103 University Union), in Deans' offices, Vice Presidents' offices, and on the West Virginia State University website.

The complaint process is based upon the following definitions:

- **Formal Complaint:** A concern or formal charge of dissatisfaction with a person, service, or process that requires clarification, investigation, and/or resolution.
 - Level I Complaint: A verbal complaint that is resolved. Level I complaints will not be tracked.
 - Level II Complaint: A written complaint, based upon the formal complaint definition that requires a student's signature. If a form is submitted without a student's name, the complaint will not be considered. Level II complaints will be tracked by the appropriate Vice President to ensure an action has been taken.
- **Exclusions:** The Student Complaint Procedures do not apply to grade appeals, complaints of sexual harassment, or student to student complaints. Please refer to the Student Handbook <https://wvstateu.edu/students/current-students/student-handbook/> for procedures regarding these complaints. In addition, outcomes of grade and/or disciplinary appeal processes are not subject to further consideration through this process.
- **Instructions for Filing a Written Complaint:** Complete the Student Complaint Form and deliver it to the Office of Enrollment Management and Student Affairs. The Office of Enrollment Management and Student Affairs will acknowledge receipt of the complaint by signing and dating the complaint form, and providing a copy of the signed document to the student.

Steps to Filing a Written Complaint

1. Attempt to resolve the issue by speaking directly with the individual(s) or office(s) involved. If no resolution is reached, begin the formal complaint process by completing and submitting the WVSU Complaint Form to the Office of Enrollment Management and Student Affairs. The Complaint Form can be obtained:
 - a. Online
 - b. In the Office of the Vice Presidents
 - c. In the Student Activities Office; and/or
 - d. In Dean's Offices.
2. Complete the Student Complaint Form and deliver it to the Office of Enrollment Management and Student Affairs (130 Ferrell Hall). The Office of Enrollment Management and Student Affairs will sign and date the completed complaint form and provide you with a copy.
3. The complaint will be forwarded to the appropriate Vice President for resolution.
4. The final resolution or an update on the status of your complaint will be communicated to you by the appropriate Vice President within ten business days using WVSU email.
5. A record of your complaint resolution(s) will be maintained in the office at which the complaint was resolved. For information regarding issues or concerns that are not covered by this process (such as issues of sexual harassment, grade appeals, student to student complaints, conduct matters, etc.) please

refer to the [Student Handbook - West Virginia State University](#) , and/or contact the <https://wvstateu.edu/administration/student-affairs/?highlight=Student+Affairs>

Further Steps for Fully Online Students

If a formal complaint is not resolved to the student's satisfaction, online students residing in State Authorization Reciprocity Agreement (SARA) states (currently all states but California) may appeal a decision on a complaint to the West Virginia Higher Education Policy Commission (WVHEPC), which operates as our SARA Portal Entity. To file an appeal, follow the WVHEPC complaint process at <https://wvstateu.edu/students/current-students/student-complaint/?highlight=WVHEPC> WVHEPC's decision on the appeal will be final.

Academic Advising and Registration

West Virginia State University Academic Advising

West Virginia State University students are assigned an academic advisor who will assist them in meeting their academic goals. An advisor is often the first point of contact for students; therefore, the advisor should always demonstrate a willingness to help students to become a part of West Virginia State University's learning community and respond to any student questions or concerns.

What is Academic Advising?

An educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004).

What is the Mission of Advising?

The mission of advising is to foster the relationship between advisors and students as a critical component of the educational experience. Through advising, we empower students to develop and implement sound educational plans consistent with their personal values, goals and career plans and provide a supportive atmosphere which promotes student success. (National Academic Advising Association, 2005)

Nursing Student Advisors

Each student, identified as a nursing major, will be assigned a full-time nursing faculty person who is responsible for advising the student related to academic registration and planning and problem resolution toward successful program completion. A record will be maintained in the nursing department regarding advising for the student. This record will allow the advisor to review discussions with the student and track progress throughout the program. The advisor will also provide oversight and counseling to the student regarding courses that are required or recommended based on the students plan for progression. The advisor will serve as a mentor and consultant to provide direction regarding academic performance, registration, and completion of the program. The advisor can also function as an advocate in helping the student meet academic goals. Students that require additional counseling due to personal issues can be referred to the Counseling and Accessibility Services. Requests for counseling due to personal reasons can only be approved through mutual agreement between the advisor and the student. The link is <http://www.wvstateu.edu/Current-Students/Counseling-and-Accessibility-Services.aspx>. The record will also record information regarding withdrawal from a course or dismissal from the program.

Students must periodically schedule conferences with their advisors prior to registration. Advisors assist students with many University-related matters, such as schedule planning, questions concerning degree programs, and academic procedures. Students can use MyDegree@State, the degree auditing system at the University, to prepare for the advising session. Students should meet with the advisor during the final semester to complete any required documents and review progress.

What does an academic advisor do?

An academic advisor will:

- Understand and communicate curriculum, degree mapping, requirements, policies, and procedures
- Listen to concerns and respect individual values and choices
- Support advisees in defining academic, career, and personal goals
- Assist in creating an educational plan that is consistent with those goals
- Discuss co-curricular activities and how they fit with professional goals
- Review academic performance
- Refer to campus resource
- Assist in registering for classes

At West Virginia State University, we strongly believe in empowering students to understand their own curriculum, learn the registration process, and seek assistance when needed.

What are the students' responsibilities?

A student will:

- Recognize that advising is a shared responsibility
- Learn and understand degree requirements, resources, policies, and procedures as appropriate
- Come to appointments prepared with questions and/or topics to discuss
- Monitor academic progress and take appropriate action in relation to non-academic responsibilities
- Use advising tools, such as DegreeWorks (degree audit), college websites, schedule of classes, and the college catalog to gather information and track academic progress
- Check My State account, webmail, and WVSU online courses regularly because this is a primary means of communication (e.g. email, announcements, and calendar)?
- Accept final responsibility for all decisions and actions

Credit Hours

Student must take a minimum of 12 hours to be considered full-time. Students SHOULD take 15 hours as part of 15 to Finish, WVSU's initiative to help students graduate in four years. Students cannot take more than 19 hours in the Fall/Spring Semester or more than 9 hours in the Summer semester without a cumulative GPA of 3.25 and the approval of the Dean of the College.

Please note

- Students on Promise Scholarships (and most other scholarships) MUST TAKE 15 HOURS to continue to be eligible for their funding
- Students on Academic Probation must take no more than 4 classes in the Fall/Spring (12-14 hours) and 1 class in the Summer (3 hours).
- Students on Financial Aid Probation must take classes that count Gen Ed or Major requirements.

Transfer Students Transfer students often question why courses from their previous institution did not count

toward credits on our curriculum. Department Chairs have the ultimate decision on courses related to the major. Transfer students should see the Department Chair for an evaluation of transfer credits related to their major. For General Education courses, students should be referred to the Registrar's office where they will review course descriptions in their transfer system and evaluate if courses meet WVSU's General Education requirements. Transfer students are not required to take a first year seminar.

Admission Policy into WV State University and Policy for Withdrawal, Grade Appeal, and Placement Scores, and Discretionary Academic Forgiveness can be located in the West Virginia State University Student Handbook or Undergraduate Catalog.

Appeal of Final Grades

A student who believes that the final grade as posted for a particular class does not accurately reflect the student's performance, as determined by the grading procedure outlined on the class syllabus, he/she may wish to appeal the final grade. Prior to an official appeal of the grade, however, it is advisable for the student to ask the instructor to review his or her record of performance to determine whether the grade was accurately assigned. If it is determined that an error has occurred, the instructor can have the grade corrected by completing and processing a Special Grade Report for submission to the Registration and Records Office. Oral discussions regarding possible errors often resolve the student's questions and are not considered official appeals of final grades. If the student still believes the final grade is in error after an informal review of the record, an official appeal of the final grade may be initiated. The student should monitor the appeal process at all stages, taking careful note of all deadlines as the appeal moves forward.

- I. A student initiates an official appeal of a final grade by obtaining a Final Grade Appeal Form from the office of the college dean, completing and signing the form, and submitting it to the instructor through the office of the department in which the grade was awarded. The instructor will sign the form and a copy will be retained in the department office for the record while the first stage of the appeal is proceeding. This appeal must be initiated within the first 30 days after the first day of classes of the next regularly scheduled semester.

The instructor must respond to the Final Grade Appeal Form with a decision within five business days of receiving it.

A. If the appeal is granted:

1. The instructor indicates the reason(s) for the change on the Final Grade Appeal Form, signs and submits the form to the department office.
2. The instructor initiates a Special Grade Report to complete the official change of grade in the student's record.

B. If the appeal is not granted:

1. The instructor indicates the reasons(s) for denying the appeal on the Final Grade Appeal Form and submits the form to the student as well as the department office. At this point, the student's reason(s) for appeal and the instructor's reason(s) for agreement or denial have been stated on the Final Grade Appeal Form. No new written material may be added by either the student or the instructor beyond

this point except at the request of those hearing an appeal.

2. The student may appeal the instructor's decision by forwarding the Final Grade Appeal Form to the department chair no later than five business days following receipt of the Final Grade Appeal Form with the instructor's decision.
 3. Upon receiving the Final Grade Appeal Form, the department chair should attempt to resolve the matter. The department chair may base the decision on the documentation provided on the Final Grade Appeal Form or he/she may choose to gather additional information from the student, the instructor, or other relevant sources. The Final Grade Appeal Form with the chair's decision should be returned to the student within five business days after the form has been submitted by the student to the department chair. A copy will be retained in the department office.
1. If there is not a satisfactory resolution of the matter at the department chair level, the student may forward the Final Grade Appeal Form with the chair's decision to the college dean no later than five business days after receiving the chair's decision.
 2. The college dean may (a) decide the case directly based on the documentation provided on the Final Grade Appeal Form, (b) choose to gather additional information from the student, the instructor, or other relevant sources, or (c) request the Academic Appeals Committee (AAC) to hear the case and submit an advisory opinion on the appeal.
 3. If the case is referred to the AAC for an advisory opinion, the college dean must refer the case to the committee within five business days after receiving the appeal. The AAC in turn must convene to hear the case within five business days after receiving an appeal from the college dean.
 - a. The instructor and the student have the opportunity to present their reasoning at a hearing before the committee.
 - b. Each party may be accompanied by an advisor of choice from the institution. Such an advisor may consult with but may not speak on behalf of the student or faculty member or otherwise participate in the proceedings, unless given specific permission to do so by the AAC Chair.
 - c. Within five business days after the hearing, the AAC must convey its advisory opinion on the Final Grade Appeal Form to the college dean.
1. Within five business days of receiving the appeal from the student, or if the appeal is referred to the AAC within five days of receiving the advisory opinion from the AAC, the college dean will forward the determination of the dean or the AAC, as the case may be, to the Provost and Vice President for Academic Affairs on the Final Grade Appeal Form.
 2. Within five business days of receiving the Final Grade Appeal Form the Provost and Vice President for Academic Affairs will either affirm or deny the determination as sent, record the reason(s) for his/her decision on the Final Grade Appeal Form, and return the form to the college dean. The Final Grade Appeal Form will constitute a full record of the action on the student's appeal.
 3. If the appeal is granted, the college dean initiates a Special Grade Report to change the grade officially in the student's record.
 4. The college dean distributes copies of the Final Grade Appeal Form to all parties.
 5. The decision of the Provost and Vice President for Academic Affairs is final. In cases involving a faculty member who has left the University, either permanently or for an extended leave of absence, the procedure is the following:
 - a. It is the responsibility of the student to submit the Final Grade Appeal Form to the department chair within 30 days after having received the final grade.

- b. The department chair will base his/her decision on all relevant documentation available including grade books and syllabi, and may consult with any parties who may be able to supply additional information.
- c. Within ten business days after receiving the appeal, the department chair must inform the student, in writing, of the decision reached.
- d. If there is not a satisfactory resolution of the issue at this stage, the student should follow the procedures stated earlier, beginning with B- 4.

Finality of Grades: The awarding of a degree is based on grades of record at the time the degree is awarded. Therefore, once a student has been awarded a baccalaureate or master's degree by the University all grades used to award the degree are final and may no longer be appealed or changed.

Student Advising Feedback Form

The Student Advising Feedback Form is a way for students to provide feedback on their advising experience. It is important for us to understand our advising strengths and areas needing improvement. Please provide students with a copy and have them complete and put in advising boxes located on each departmental floor. The students may also obtain and complete the feedback form located on the College of Professional Studies webpage.

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Referral Information

Students often ask questions that are not related to academic advising. The following list provides information related to various offices on campus:

Accuplacer Office

Wallace Hall, Room 108 (1st floor, beside elevator)

Office of Career Services and Cooperative Education

Wallace Hall, Room 216,

(304) 766-3250 or email at careerserv@wvstateu.edu

Send students to this office for career planning, job searches, and CLEP or DSST tests (tests for College Level Credit)

Financial Aid

Ferrell Hall, Room 125

(304) 204-4639 or email at fadocs@wvstateu.edu

Send students here for questions about financial aid, FAFSA, scholarship requirements, and work study.

Cashier's Office

Ferrell Hall, Room 117

(304) 766-3141 or email at cashier@wvstateu.edu

Send students here for financial holds on accounts, parking passes, parking tickets, billing questions.

Counseling and Accessibility Services

125 Sullivan Hall East, (304) 766-3168, toledoke@wvstateu.edu

Send students here for academic assistance, disability services, mental health services, and Ombudsperson services (discrimination/harassment complaints).

Registration and Records

128 Ferrell Hall, (304) 766-4146

Send students here for registration holds on records, transfer credit questions, adding/dropping courses after add/drop deadline, and withdrawals.

Honors Program

The Honors Program at WVSU offers enriched academic opportunities for students with high academic achievements. This program shall identify, recruit, and offer students with academic challenges to enhance their skills and creativity. Admission Requirements are: First-time Freshman must have a 3.50 GPA, Composite ACT of 26 or higher, and Letter of application. Existing WVSU/Transfer Students must have 12-35 credit hours completed, 3.50 GPA, and Letter of Application.

Appendix A

Clinical Compliance Documentation

WVSU NURSING PROGRAM

Physical Examination Form

Instructions to Student: This form must be completed by the student and a licensed primary care provider (MD, DO, PA, or NP). Physical examinations must be completed no sooner than six months prior to entering the program. The remainder of this form must be filled out and signed by a licensed practitioner.

SECTION 1: STUDENT INFORMATION & AUTHORIZATION

Printed Name (First MI Last):	Date of Birth (MM/DD/YYYY):
Student ID Number:	Program: ☐ BSN ☐ LPN-to-BSN

Student Statement: To the best of my knowledge, I do not have a physical or mental condition that would prevent me from performing the essential requirements of the applicable program. I hereby authorize the release of my medical information to clinical affiliates after my admission and prior to being assigned to a clinical rotation. I understand that I may be dismissed from the program if I knowingly submit false information.

Student Signature _____

Date _____

SECTION 2: PHYSICAL EXAMINATION (Licensed Provider Only)

Gender	Height	Weight	Temp	Pulse
Respirations	BP ____ / ____	Vision OD	Vision OS	Corrected? ☐ Yes ☐ No

	NORMAL	ABNORMAL	NOTES
Ears			
Throat			
Tonsils			
Thyroid			
Skin			
Skeletal			
Heart			
Chest			
Abdomen			
Lungs			
Lymph Nodes			
Hernia			
Reflexes			
Balance			
Coordination			
Gait			

Family History	
History of Mental Illness	

Allergies	
Drug Reaction / Sensitivity	
Health Problems / Surgeries that could prohibit program completion	
Additional Notes / Summary	

SECTION 3: HEALTH CARE PROVIDER ENDORSEMENT

I have given _____ a careful physical examination on this date, _____, and I have found the student is able to participate in class and clinical experiences:

☐ without restrictions

☐ with the following restrictions: _____

☐ I do NOT endorse this student to participate at this time.

Signature of Licensed Practitioner

Printed Name

Credentials

Address, City, State, Zip

Please note: Filling out this form does not constitute proof of the following requirements. Documentation of dates and results must be submitted with this form (or as separate documentation, e.g., county health department immunization record).

SECTION 4: REQUIRED TUBERCULOSIS SCREENING

Students participating in clinical rotations are required to complete an initial Two-Step Tuberculosis Skin Test, and thereafter an annual TB Skin Test, QuantiFERON Gold blood test, or Chest X-ray to verify the student is free from active TB infection. Students with a positive TB result will have alternative steps for completing this requirement.

Two-Step Testing: If the first TB skin test result is negative, a second TB skin test should be done 1 to 3 weeks later. If the second result is positive, it is probably a boosted reaction (classified as previously infected). If the second result is negative, the baseline is negative (classified as uninfected). A Two-Step TB Skin Test is not required if the student provides documentation of a negative TB skin test completed within the past year (August of the previous year through August of the current year). In that case, only an annual TB screening is required.

Test	Date Read	Result
1. Two-Step #1	___/___/___	☐ Positive ☐ Negative
2. Two-Step #2	___/___/___	☐ Positive ☐ Negative
3. Annual TST	___/___/___	☐ Positive ☐ Negative

OR QuantiFERON Gold Date: _____ Result: ☐ Negative ☐ Positive ☐ Indeterminate

IF POSITIVE TB RESULT OR BCG VACCINE — Chest X-Ray Date: ___/___/___ Result: ☐ Normal ☐ Abnormal

SECTION 5: IMMUNIZATIONS

Each of the following requires proof of immunizations or history of disease AND a titer to verify immunity (where applicable). Fill in the date in the appropriate space. For a titer, include proof of the result. You may submit separate documentation (e.g., county health department record).

Vaccine	Immunization #1	Immunization #2	History of Disease	Titer Result / Date
Varicella				
Measles				
Mumps				
Rubella				

Tdap: Protection is demonstrated by documentation of a Tdap immunization within the past 10 years. A Td booster is required if the student's tetanus immunization expires at any time while admitted in the WVSU Nursing Program.

Date of most recent Tdap / Tetanus: _____ Tetanus Booster Date (if applicable): _____

Hepatitis B: Required. Provide vaccination dates and titer result.

Dose #1: _____ Dose #2: _____ Dose #3: _____ Hep B Titer Date: _____ Result: _____

COVID-19: Protection is strongly recommended. If vaccinated, please provide dates.

Dose #1: _____ Dose #2: _____ Booster: _____ Booster: _____

Influenza: Required every year. Provide dates.

1. Flu Season Year: _____ Vaccine Date: _____

2. Flu Season Year: _____ Vaccine Date: _____

THE STUDENT SHOULD RETURN THE COMPLETED FORM TO STUDENT SERVICES / PRACTRAC.

Retain a copy for your personal records.

WVSU NURSING PROGRAM Annual Tuberculin Screening

Instructions: All nursing students must complete annual tuberculosis (TB) screening. Acceptable methods include Tuberculin Skin Test (TST/PPD) or Interferon-Gamma Release Assay (IGRA). Students with a history of positive TB testing must provide documentation of evaluation and clearance. Submit completed form and supporting records to Prac-Trac.

SECTION 1: STUDENT INFORMATION

Student Full Name:	Student ID Number:
Date of Birth:	Program (BSN / LPN-to-BSN):
Academic Year: 20____ – 20____	Phone Number:

SECTION 2: TB HISTORY

Check all that apply:

- ☐ No previous positive TB test or diagnosis of TB
- ☐ History of positive Tuberculin Skin Test (TST/PPD) — Date of positive test: _____
- ☐ History of positive IGRA (QuantiFERON / T-SPOT) — Date: _____
- ☐ History of BCG vaccination — Year: _____
- ☐ History of latent TB infection (LTBI) treatment — Medication / Dates: _____
- ☐ History of active TB disease — Year treated: _____

SECTION 3: CURRENT TB SCREENING

Select and complete the method used:

OPTION A: Tuberculin Skin Test (TST / PPD)

Date Placed: _____ Placed by (initials): _____ Site: ☐ Left forearm ☐ Right forearm
Date Read (48–72 hours later): _____ Read by (initials): _____
Induration (mm): _____ mm Result: ☐ Negative ☐ Positive
Interpretation notes: _____

OPTION B: Interferon-Gamma Release Assay (IGRA)

Test Type: ☐ QuantiFERON-TB Gold ☐ T-SPOT.TB ☐ Other: _____
Date Drawn: _____ Result: ☐ Negative ☐ Positive ☐ Indeterminate
Lab / Facility: _____ Attach official lab report.

SECTION 4: CHEST X-RAY (Required only if positive TB test or history of positive result)

- ☐ Not applicable (current screening is negative and no history of positive TB test)

Date of Chest X-ray: _____ Result: ☐ Normal / No evidence of active TB ☐ Abnormal

Radiologist / Provider interpretation: _____

Attach official radiology report. Students with a history of positive TB testing must provide documentation of medical evaluation and clearance for clinical participation.

SECTION 5: HEALTHCARE PROVIDER CERTIFICATION

I certify that the TB screening documented above was performed and interpreted according to current CDC guidelines. Based on the results, the student is cleared for clinical participation with respect to tuberculosis status (or has been referred for further evaluation as indicated).

Healthcare Provider Signature

Date

Provider Printed Name & Credentials

Provider Phone / Clinic Name

Clinic / Practice Stamp or Address:

SECTION 6: STUDENT ACKNOWLEDGMENT

I confirm that the TB screening information above is accurate. I understand that annual TB screening is required for clinical participation and that clinical sites may deny access without current documentation. I agree to report any symptoms of active tuberculosis (persistent cough, night sweats, unexplained weight loss, fever) to the Director of Nursing immediately.

Student Signature

Date

*Submit completed form with supporting documentation to Prac-Trac.
Retain a copy for your personal records. Screening must be renewed annually.*

WVSU NURSING PROGRAM

Influenza Vaccine Documentation Form

Instructions: This form documents receipt of the current seasonal influenza vaccine. Documentation must be submitted to Prac-Trac by November 1 of each year. Students may receive the vaccine from the Health Department on campus (scheduled Friday) or from another licensed healthcare provider.

SECTION 1: STUDENT INFORMATION

Student Full Name:	Student ID Number:
Date of Birth:	Program (BSN / LPN-to-BSN):
Academic Year: 20____ – 20____	Phone Number:

SECTION 2: INFLUENZA VACCINE DETAILS

To be completed by the administering healthcare provider or Health Department staff:

Date Administered	
Vaccine Name / Brand	
Manufacturer	
Lot Number	
Expiration Date	
Dose / Route / Site	Dose: _____ Route: ☐ IM ☐ Other _____ Site: ☐ Left Deltoid ☐ Right Deltoid ☐
Location Administered	☐ Health Department (on campus) ☐ Other provider / clinic: _____

SECTION 3: PROVIDER CERTIFICATION

I certify that the above-named student received the current seasonal influenza vaccine as documented in Section 2. The vaccine was administered according to current guidelines.

Provider / Administrator Signature

Date

Provider Printed Name & Credentials

Provider Phone / Clinic Name

Clinic / Health Department Stamp or Address:

SECTION 4: STUDENT ACKNOWLEDGMENT

I confirm that I have received the current seasonal influenza vaccine as documented above. I understand that documentation must be submitted to Prac-Trac by November 1 and that clinical sites may deny access without proper documentation.

Student Signature

Date

*Submit completed form to Prac-Trac by November 1 of each year.
Retain a copy for your personal records. Clinical sites may require additional documentation.*

WVSU NURSING PROGRAM

Vaccine Non-Responder Form

Instructions: This form is to be completed when a student has completed the required vaccine series (and any recommended repeat series) but laboratory testing continues to show lack of protective immunity. Submit the completed form, along with supporting lab reports and vaccine records, to Prac-Trac.

SECTION 1: STUDENT INFORMATION

Student Full Name:	Student ID Number:
Date of Birth:	Program (BSN / LPN-to-BSN):

SECTION 2: VACCINE(S) FOR WHICH NON-RESPONDER STATUS IS DECLARED

Check all that apply:

- ☐ Hepatitis B
- ☐ Measles, Mumps, Rubella (MMR)
- ☐ Varicella (Chickenpox)
- ☐ Other: _____

SECTION 3: DOCUMENTATION OF VACCINE SERIES AND TITERS

Attach official lab reports and immunization records. Complete the table below for each applicable series.

Series	Dose Dates	Post-Series Titer Date	Titer Result
Primary Series	1. _____ 2. _____ 3. _____		☐ Negative ☐ Equivocal Value: _____
Second Series (if applicable)	1. _____ 2. _____ 3. _____		☐ Negative ☐ Equivocal Value: _____

Hepatitis B Non-Responders Only: A negative HBsAg (surface antigen) test must also be documented to rule out infection.

HBsAg Date: _____ Result: ☐ Negative ☐ Positive

SECTION 4: HEALTHCARE PROVIDER CERTIFICATION

To be completed by a licensed healthcare provider (MD, DO, PA, or NP):

I certify that the above-named student has completed the appropriate vaccine series (and any required second series) for the vaccine(s) indicated in Section 2. Laboratory testing continues to demonstrate lack of protective immunity. For Hepatitis B, infection has been ruled out. The student is therefore considered a **vaccine non-responder** for the indicated vaccine(s).

Additional comments (optional):

Healthcare Provider Signature

Date

Provider Printed Name & Credentials

Provider Phone / NPI (optional)

Clinic/Practice Stamp or Address:

SECTION 5: STUDENT ACKNOWLEDGMENT

I understand that I have been identified as a vaccine non-responder for the vaccine(s) indicated above. I acknowledge that I remain susceptible to the disease(s) and must take appropriate precautions. I understand that clinical facilities may have additional requirements or restrictions related to non-responder status.

Student Signature

Date

*Submit completed form with supporting documentation to Prac-Trac.
Retain a copy for your personal records.*

WVSU NURSING PROGRAM

Waiver For Medical Exemption

Policy: Students must request a waiver for refusal of vaccination or screening tests due to medical conditions. The waiver must be accompanied by a healthcare provider's signature, date, and address/phone number.

Important: Clinical sites can require a student to have vaccination or screening and reserve the right to refuse entry into the clinical site. If the student waives a vaccination or screening requirement, that student may be unable to complete the program due to inability to meet clinical requirements. Clinical facilities dictate health screening requirements and may not allow waivers.

SECTION 1: STUDENT INFORMATION

Student Full Name:	Student ID Number:
Date of Birth:	Program: ☐ BSN ☐ LPN-to-BSN
Phone Number:	Email Address:

SECTION 2: VACCINATION OR SCREENING BEING WAIVED

Check all that apply:

- ☐ Measles, Mumps, Rubella (MMR)
- ☐ Varicella (Chickenpox)
- ☐ Hepatitis B
- ☐ Tetanus / Diphtheria / Pertussis (Tdap)
- ☐ Influenza (Seasonal Flu)
- ☐ Tuberculosis Screening (TST / IGRA)
- ☐ COVID-19
- ☐ Other: _____

SECTION 3: MEDICAL REASON FOR EXEMPTION

To be completed by the licensed healthcare provider. Describe the medical condition or contraindication that prevents the student from receiving the vaccination or screening indicated above.

SECTION 4: HEALTHCARE PROVIDER CERTIFICATION

I certify that the above-named student has a medical condition or contraindication that prevents administration of the vaccination(s) or screening test(s) indicated in Section 2. In my professional judgment, requiring this student to receive the indicated vaccination(s) or screening(s) would be medically inadvisable.

Healthcare Provider Signature

Date

Provider Printed Name & Credentials

Provider Phone Number

Provider Address / Clinic Name:

SECTION 5: STUDENT ACKNOWLEDGMENT

I understand and acknowledge the following:

1. Clinical facilities dictate health screening and vaccination requirements and may not accept medical waivers.
2. Clinical sites reserve the right to refuse entry to students who have not completed required vaccinations or screenings.
3. If I am unable to meet clinical requirements due to a waived vaccination or screening, I may be unable to complete the nursing program.
4. This waiver does not guarantee placement at any clinical site or progression in the program.
5. I accept full responsibility for any consequences related to this medical exemption request.

Student Signature

Date

*Submit completed waiver with supporting documentation to Prac-Trac.
Retain a copy for your personal records. Approval of this waiver is not guaranteed by clinical sites.*

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Appendix B

Latex Allergy Policy

West Virginia State University Department of Nursing Latex Allergy Policy

Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life threatening anaphylactic shock. Guidelines have been established at West Virginia State University to provide information to potential nursing program applicants, currently enrolled students, and staff/faculty who are sensitive to latex.

Latex free environments are seldom available in either clinical or academic settings. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets

Any student who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation prior to enrollment in the Department of Nursing or as soon as symptoms are noted in the clinical setting. All such evaluations are at the student's expense. If it is determined that a student suffers from a latex sensitivity/allergy and the student desires an academic adjustment, including auxiliary aids or service, or reasonable accommodation due to this condition, the student must contact the Student Accessibility Resources at:

Phone/Text: (681) 533-0850

Campus ext.: 3083

Location: 117 Sullivan Hall East

As with all matters related to one's health, the utmost precautions should be taken by the student to reduce the risk of exposure and allergic reactions. This may include the carrying of an epi-pen by the individual or other precautions as advised by the student's health care provider. It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks associated with continued exposure to latex during a clinical education, fieldwork, and healthcare career, even when reasonable accommodations are made and to regularly consult with his/her health care provider.

In an effort to minimize the presence of latex in the nursing department's lab facilities, West Virginia State University will provide latex-free and powder-free gloves in all nursing lab facilities. Should a clinical agency site NOT provide latex-free gloves, the department of nursing will provide latex-free gloves for clinical use.

As with all students in the Department of Nursing, a student with a latex sensitivity or allergy is required to satisfactorily complete all requirements and technical standards of the program to which they have been accepted. Documentation must be submitted yearly by August 15.

Reviewed 06.16.2022, 7/22/25

WVSU NURSING PROGRAM

Latex Allergy Policy

Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life-threatening anaphylactic shock. Guidelines have been established at West Virginia State University to provide information to potential nursing program applicants, currently enrolled students, and staff/faculty who are sensitive to latex.

EXPOSURE RISK

Latex-free environments are seldom available in either clinical or academic settings. Therefore, an individual with a latex allergy or sensitivity who wears alternative vinyl or nitrile gloves is still exposed to latex residue from others working in the area or to latex present in equipment, models, and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex, including but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors, and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets

STUDENT RESPONSIBILITIES

Any student who has or develops symptoms consistent with latex allergy or sensitivity is advised to consult a qualified allergist for evaluation prior to enrollment in the Department of Nursing or as soon as symptoms are noted in the clinical setting. All such evaluations are at the student's expense.

If it is determined that a student suffers from a latex sensitivity or allergy and the student desires an academic adjustment, including auxiliary aids or services, or reasonable accommodation due to this condition, the student must contact Student Accessibility Resources:

Student Accessibility Resources

Phone/Text: (681) 533-0850

Campus Extension: 3083

Location: 117 Sullivan Hall East

As with all matters related to one's health, the utmost precautions should be taken by the student to reduce the risk of exposure and allergic reactions. This may include carrying an epinephrine auto-injector (EpiPen) or taking other precautions as advised by the student's healthcare provider. It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks associated with continued exposure to latex during clinical education, fieldwork, and a healthcare career—even when reasonable accommodations are made—and to regularly consult with their healthcare provider.

DEPARTMENT PROVISIONS

In an effort to minimize the presence of latex in the nursing department's laboratory facilities, West Virginia State University will provide latex-free and powder-free gloves in all nursing lab facilities. Should a clinical agency site not provide latex-free gloves, the Department of Nursing will provide latex-free gloves for clinical use.

As with all students in the Department of Nursing, a student with a latex sensitivity or allergy is required to satisfactorily complete all requirements and technical standards of the program to which they have been accepted. Documentation must be submitted yearly by August 15.

Latex Allergy Policy Acknowledgement Form

Instructions: Complete this form and return it to the Nursing Department. Students with a latex allergy must also submit documentation from a healthcare provider and carry an epinephrine auto-injector to clinical or lab experiences if indicated.

I, _____, acknowledge that I have reviewed the West Virginia State University Department of Nursing Latex Allergy Policy. I am responsible for submitting documentation of any latex allergy from my healthcare provider and for carrying an epinephrine auto-injector to clinical or laboratory experiences if indicated.

Please initial the applicable statement:

_____ (initials) I have an allergy to latex.
_____ (initials) I do not have an allergy to latex.

SIGNATURES

Student Signature

Date

Faculty Signature

Date

Submit completed form to the Nursing Department. Documentation must be submitted yearly by August 15.

Reviewed 06.16.2022, 7/22/25

Appendix C
Student Incident Form

Student Incident Report Form

1. STUDENT INFORMATION

Course Number & Title	Clinical / Lab Faculty Name
-----------------------	-----------------------------

Location of Incident (Agency / Unit / Room)	Clinical Agency Name (if applicable)
---	--------------------------------------

Student's Description of Incident (facts only – chronological order):

Faculty / Preceptor Comments & Observations:

3. INJURY / TREATMENT

Was the student injured? ☐ Yes ☐ No

Description of injury (if any): _____

Medical treatment received? ☐ Yes ☐ No ☐ Declined
Treated at / by: _____ Date/Time of treatment: _____

Treated at / by: _____ Date/Time of treatment: _____
 Agency incident report completed? ☐ Yes ☐ No Documented in patient chart? ☐ Yes ☐ No ☐ N/A

Agency incident report completed? ☐ Yes ☐ No Documented in patient chart? ☐ Yes ☐ No ☐ N/A

4. NOTIFICATIONS & FOLLOW-UP

Individuals Notified (Name / Title / Date & Time):

--

Immediate Actions Taken / Recommendations:

Follow-up Plan / Outcome:	

5. SIGNATURES

Student Signature: Date / Time: _____	Faculty / Preceptor Signature: Date / Time: _____
--	--

Faculty / Preceptor Signature: _____

Date / Time: _____

Director of Nursing Signature: Date / Time: _____	Follow-up Completed By: Date / Time: _____
---	--

Follow-up Completed By: _____

Date / Time: _____

Note: This form is for internal program documentation and does not replace any required clinical agency incident reporting procedures. Submit completed form to the Director of Nursing within 24 hours of the incident whenever possible.

Appendix D
**Consent For for Alcohol, Drug, and Substance Testing Refusal for Alcohol, Drug, and
Substance Testing Policy**

WVSU NURSING PROGRAM

Drug Testing Acknowledgement and Consent Form for Nursing Students

By signing below, I acknowledge that I have read, understand, and agree to the terms of the West Virginia State University Department of Nursing Student Drug Testing Policy (pp 33). I voluntarily consent to laboratory testing, which may include the collection of blood, urine, or saliva samples, for the purpose of detecting the presence of alcohol, drugs, or other controlled substances.

Student's Full Legal Name (please print): _____

ACKNOWLEDGMENTS

- A.** I have received and reviewed a copy of the West Virginia State University Department of Nursing Student Drug Testing Policy prior to participation in clinical activities. I understand that a drug test with a negative result is required before I am permitted to participate in any clinical activities associated with the nursing program.
- B.** I understand that my eligibility to participate in clinical experiences may also require compliance with additional drug and alcohol testing policies and procedures established by industry partners or clinical affiliates.
- C.** I agree to report any and all changes in my physical or medical status, including the use of prescription or non-prescription medications that may impair my ability to safely participate in clinical experiences, to the Director of Nursing or designee.
- D.** I understand that I may be required to obtain physician clearance prior to returning to clinical practice following any physical or medical status change that could place patients, staff, or myself at risk.
- E.** I understand that a negative drug test result is required in order to be eligible to engage in any clinical activities associated with the Department of Nursing.
- F.** I understand that if my drug test result is positive, the Student Drug Testing Policy outlines the potential consequences, which may include disciplinary action up to and including dismissal from the nursing program.
- G.** I understand that drug testing may be required if I demonstrate unusual or concerning behavior in the classroom, on university property, or in clinical settings, as described in the Student Drug Testing Policy.
- H.** I understand that refusal to consent to required drug testing may result in disciplinary action, which could include dismissal from the nursing program.

CONSENT

I voluntarily consent to the collection and testing of my blood, urine, and/or saliva samples as required by the Department of Nursing Student Drug Testing Policy and any applicable clinical affiliate policies. I authorize the release of test results to the Director of Nursing and other authorized university personnel as necessary for program administration and clinical placement decisions.

SIGNATURES

Student Signature: _____ Printed Name: _____	Date: _____
Witness Signature: _____ Printed Name: _____	Date: _____

Note: A signed copy of this form will be maintained in the student's file within the Department of Nursing. Students are encouraged to retain a personal copy for their records.

WVSU NURSING PROGRAM

Drug Testing Acknowledgement and Refusal Form for Nursing Students

By signing below, I acknowledge that I have read and understand the West Virginia State University Department of Nursing Student Drug Testing Policy (pp 33). I voluntarily refuse to consent to laboratory testing for the purpose of detecting the presence of alcohol, drugs, or other controlled substances.

Student's Full Legal Name (please print):

ACKNOWLEDGMENTS

- A.** I have received and reviewed a copy of the West Virginia State University Department of Nursing Student Drug Testing Policy prior to participation in clinical activities. I understand that a drug test with a negative result is required before I am permitted to participate in any clinical activities associated with the nursing program.
- B.** I understand that my eligibility to participate in clinical experiences may also require compliance with additional drug and alcohol testing policies and procedures established by industry partners or clinical affiliates.
- C.** I understand that drug testing may be required if I demonstrate unusual or concerning behavior in the classroom, on university property, or in clinical settings, as described in the Student Drug Testing Policy.
- D.** I understand that refusal to consent to required drug testing may result in disciplinary action, which could include dismissal from the nursing program.

REFUSAL

I voluntarily refuse to consent to the collection and testing of my blood, urine, and/or saliva samples as required by the Department of Nursing Student Drug Testing Policy and any applicable clinical affiliate policies. I understand the potential consequences of this refusal as outlined in the Student Drug Testing Policy, including possible disciplinary action up to and including dismissal from the nursing program.

SIGNATURES

Student Signature:

Date:

Printed Name: _____

Witness Signature:

Date:

Printed Name: _____

Note: A signed copy of this form will be maintained in the student's file within the Department of Nursing. Students are encouraged to retain a personal copy for their records.

Appendix E
Waiver for Post Exposure Follow Up/Treatment

WVSU NURSING PROGRAM

Waiver for Post Exposure Follow Up and Treatment Form

This form is to be completed by a nursing student who declines recommended post-exposure screening and/or treatment following an exposure to a potential bloodborne pathogen during a clinical experience associated with the West Virginia State University Department of Nursing.

STUDENT INFORMATION

Student's Full Legal Name (print): _____	Student ID Number: _____
Date of Exposure: _____	Clinical Agency / Location: _____

ACKNOWLEDGMENT AND WAIVER

I acknowledge that during a clinical experience as part of my nursing education at West Virginia State University, I was involved in a situation in which I was exposed to a potential bloodborne pathogen.

I have been informed of the nature of the exposure and have been given the opportunity to receive screening and treatment for Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV), in accordance with recommended post-exposure protocols.

I understand the potential health implications of contracting HBV, HCV, or HIV, including the possibility of serious and long-term illness.

I am voluntarily refusing recommended post-exposure follow-up care and/or treatment. By my signature below, I accept full responsibility for any consequences that may result from my decision not to pursue screening or treatment following this bloodborne pathogen exposure.

SIGNATURES

Student Signature: _____ Printed Name: _____	Date: _____
Faculty / Witness Signature: _____ Printed Name / Title: _____	Date: _____

Note: A signed copy of this form will be maintained in the student's confidential file within the Department of Nursing. This waiver does not replace any required clinical agency incident reporting procedures. Students are strongly encouraged to seek medical advice regarding post-exposure follow-up even if declining program-facilitated care.

Appendix F
BOG Policy #36 Title: Alcoholic Beverages

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS
West Virginia State University BOG Policy #36

Title: Alcoholic Beverages

Section 1. General 1.1 Scope: This establishes a policy for the use of alcoholic beverages on the campus of West Virginia State. 1.2 Authority: West Virginia Codes §18B-1-6 and 18B-1-8

1.3 Adopted Date: April 27, 2017 1.4 Effective Date: May 17, 2017

Section 2. Policy 2.1 The possession or use of alcoholic beverages is prohibited on property or in facilities (including student housing) of WVSU with an available exemption for special catered events with prior written approval of the President or the President's designee(s) for events meeting the following minimum criteria:

2.1.1 A majority of event attendees must be non-students of legal drinking age and attendees who are not of legal age will not be served alcohol.

2.1.2 Catering staff must be at least 18 years old and have proper training in all applicable laws and regulations regarding the service of alcoholic beverages.

2.1.3 Food and non-alcoholic refreshments must be provided in addition to alcoholic beverages.

2.2 This policy does not apply to dwellings located on the campus of West Virginia State University or any of its off-campus or leased facilities which are occupied as a family residence, the Capitol Center, or facilities operated by the WVSU Foundation.

Appendix G

Clinical Evaluation Documentation

West Virginia State University Agency Evaluation by Students

Student completing this review: _____ (optional)

Facility/Institutional Site		Location/Unit	
Date (Semester and Year)		Course	
Evaluation Completed	Onsite _____		

Please rate and comment on the following areas. Please offer any suggestions for change as well as comments about what was helpful. Please be as specific as you can. Thank you.

Please check the number that best reflects your evaluation

1. Strongly Disagree
2. Disagree
3. Neither Agree or Disagree or N/A
4. Agree
5. Strongly Agree

1. The clinical site consistently provides adequate learning opportunities to meet course clinical objectives.	1	2	3	4	5
2. Students have ample opportunity to apply critical thinking skills in this setting.	1	2	3	4	5
3. Students are exposed to professionals from many disciplines who are an integral part of the health care team.	1	2	3	4	5
4. Students are encouraged to participate as part of the interdisciplinary team in this setting.	1	2	3	4	5
5. Staff at this agency role model high standards of nursing practice.	1	2	3	4	5
6. Staff at this agency treats students in a collegial manner.	1	2	3	4	5
7. Nursing staff/preceptors provide adequate supervision/communication with students.	1	2	3	4	5
8. Students have ample opportunity to practice communication skills in this setting.	1	2	3	4	5
9. Nursing staff/preceptors provide timely evaluation/feedback to students.	1	2	3	4	5
10. The site serves a varied population of patients/clients in sufficient numbers to meet course clinical objectives.	1	2	3	4	5
11. The nursing care rendered in this setting is current and up-to-date.	1	2	3	4	5

12. The site utilized state-of-the art technology to provide care to their patients/clients.	1	2	3	4	5
13. My overall rating of this clinical site is: 1. More than adequate (strongly recommend using again) 2. Adequate (recommend using again) 3. Fairly adequate (recommend finding an alternate site if possible) 4. Inadequate (recommend that we do not use this site) 5. Unable to rate. Reason: _____	1	2	3	4	5

Other comments:

.
 .
 .
 .

Signature (optional): _____ Date: _____

Appendix H

Leveled Clinical Evaluation Tools

West Virginia State University
Department of Nursing
CLINICAL EVALUATION FORM Level _____

NURS _____
Grade/Initial _____

Student: _____ Date: ____/____/____ Time: _____ to _____
Facility: _____ **CIRCLE:** **Hospital** **Lab**
Clinical Instructor: _____ Lead Instructor: _____

Experience Type: (Circle One)	Client Care	Lab
Student Section		
Client Complaints / Medical Diagnoses/ Current Surgery	Skills Performed / Witnessed (P/W): Activities of the Day	
Medications Administered / Studied (A/S)	Self-Evaluation (Strengths and Limitations)	
Instructor / Preceptor Score and Comment Section		
Clinical performance is pass/fail – Clinical experience is a practice environment. It is a time for students to practice nursing. Assessment of performance is ongoing. Failure in clinical is based on professional misconduct or unsafe practice or other infringements as noted in the State of WV Code & Legislative Rules: Registered Professional Nurses – Title 19, Series 10. Competencies listed in safety and professionalism (attitudes/professional values) are considered critical in the clinical rotation. Those competencies are shaded in gray on the form. Pass/Fail Requirement: 2 or more “Unsatisfactory” (U) ratings in one clinical experience may result in an overall “Unsatisfactory” evaluation for that day. Any “Unsatisfactory” (U) rating in the critical competency section (gray) may result in an “Unsatisfactory” (U) day. Two or more “Unsatisfactory” clinical days will result in student receiving a “Fail” for the clinical rotation and failure of the course. Clinical absence/tardiness results in an unsatisfactory for the day. Needs Improvement- If the student receives a “Needs Improvement” (NI) rating for any category, the student must have corrected the specific issues in that category based on the recommendations of the clinical instructor by the next clinical experience or the rating will become “Unsuccessful.” Issues involving professional misconduct and/or unsafe practice may result in an “Unsatisfactory” clinical day. Grading Criteria: Satisfactory — S Needs Improvement – NI Unsatisfactory – U Satisfactory (S)– Functions as expected for clinical level. Needs Improvement (NI) – Is unable to perform skills or has knowledge deficit in areas expected for clinical level. Self-identifies weakness and practices safely with guidance. Unsatisfactory (U) Is unable to identify weaknesses of areas of knowledge deficit, Performs unsafe practices.		
Essential 1: Knowledge of Nursing Practice		Score _____ Comment
1. Demonstrates clinical reasoning and judgement (PLO 1) 2. Applies evidence-based knowledge in practice (PLO 1) 3. Integrates physical, behavioral and social sciences (PLO 1).		
Essential 2: Person-Centered Care Score		Score _____ Comment
1. Collaborates with patients to develop care plans (PLO 1) 2. Ability to effectively organize client care. (PLO 1) 3. Ability to assess and analyze pathophysiology, diagnostic tests, medications and nutrition. (PLO 1) 4. Ability to formulate an accurate nursing diagnosis based on accurate client assessment. (PLO 1) 5. Planning Ability to set client and family-centered measurable goals. Plans nursing		

interventions appropriately based on client assessment findings. (PLO 1) 6. Ability to implement appropriate nursing interventions. (PLO 1) 7. Ability to effectively evaluate client goal and adapt nursing care accordingly. (PLO 1) 8. Contribute to patient-centered, quality, safe, evidence-based nursing care to diverse patients across the lifespan. (PLO 1; PLO 2; PLO 3; PLO 5; PLO 6; PLO 7)) 10. Contribute to a caring environment for patients, families, and communities to promote wellness, prevent disease, and facilitate healing. (PLO 1; PLO 6; PLO 7) 11. Engage in critical thinking necessary to provide quality patient care. (PLO 1; PLO 4; PLO 5)		
Essential 3: Population Health	Score _____	Comment
1. Identifies social determinants of health (PLO 1) 2. Applies principles of health promotion and disease prevention (PLO 1) 3. Considers population-based care approaches (PLO 1)		
Essential 4: Scholarship for Nursing Discipline	Score _____	Comment
1. Demonstrates use of research and quality improvement (PLO 2) 2. Participates in inquiry-based practice (PLO 2) 3. Ability to seek out opportunities for learning enhancement. (PLO 4)		
Essential 5: Quality and Safety	Score _____	Comment
1. Follows protocols and safety standards (PLO 4) 2. Identifies and reports errors or near misses (PLO 4) 3. Contributes to a culture of safety (PLO 4) 4. Ability to recognize environmental hazards and safeguard the environment for client based on growth & development. (PLO 6) 5. Ability to maintain the appropriate environment according to client needs. (PLO 1; PLO 6) 6. Ability to correlate medication with diagnosis, state important facts about client's medication. (PLO 1; PLO 6; PLO 7) 7. Ability to administer medication according to 5 rights of medication administration. (PLO 1; PLO 3; PLO 6) 8. Ability to correctly perform procedures. (PLO 1; PLO 2; PLO 5; PLO 6; PLO 7)		
Essential 6: Interprofessional Partnerships	Score _____	Comment
1. Works effectively with the healthcare team (PLO 6) 2. Demonstrates mutual respect and shared decision-making (PLO 6) 3. Communicate with members of the interprofessional team, the patient and families to provide and improve patient care. (PLO 6)		
Essential 7: Systems-Based Practice	Score _____	Comment
1. Demonstrates understanding of health systems and policy (PLO 5) 2. Uses resources effectively and efficiently (PLO 5)		
Essential 8: Informatics and Healthcare Technologies	Score _____	Comment
1. Uses electronic health records appropriately (PLO3) 2. Demonstrates digital literacy and technology use in care (PLO 3) 3. Use information technology to communicate, manage knowledge, mitigate-error and support decision-making. (PLO 3)		
Essential 9: Professionalism and Professional Values	Score _____	Comment
1. Demonstrates integrity, ethics, and accountability ((PLO 7) 2. Adheres to professional standards (PLO 7) 3. Accepts feedback and demonstrates self-awareness (PLO 7) 4. Ability to seek guidance appropriately, accepts constructive criticism, maintain confidentiality and maintain professional appearance and behavior. (PLO 4; PLO 6; PLO 7)		

Score _____	Comment _____
-------------	---------------

- Comments/Remediation to be completed before the next clinical for Needs Improvement (NI) scores:**

Student Signature: _____ Instructor Signature: _____

Appendix I
Cannabis Usage in the Nursing Profession

CANNABIS USAGE IN THE NURSING PROFESSION

Nurses are not prohibited from receiving a cannabis certification from a healthcare practitioner and possession of a valid identification card issued by the Bureau for Public Health within the West Virginia Department of Health and Human Resources under 16A-1-1 simply by virtue of their profession, however a nurse who is considering a cannabis certification may be subject to certain restrictions and prohibitions under the act.

First, a nurse should note that under § 16A-5-10 “Prohibitions”:

The following prohibitions shall apply:

(4) A patient (for the purpose of this discussion “patient” means the nurse who has a cannabis certification) may be prohibited by an employer from performing any duty which could result in a public health or safety risk while under the influence of medical cannabis. The prohibition shall not be deemed an adverse employment decision even if the prohibition results in financial harm for the patient.

Also, under §16A-12-9 “Other restrictions”:

This act does not permit any person to engage in and does not prevent the imposition of any civil, criminal or other penalty for the following:

- (1) Undertaking any task under the influence of medical cannabis when doing so would constitute negligence, professional malpractice or professional misconduct.
- (2) Possessing or using medical cannabis in a state correctional facility or Regional Jail Authority facility, including a facility owned or operated or under contract with the Bureau of Corrections or the Regional Jail Authority, which houses inmates serving a portion of their sentences on parole or other community correction programs.
- (3) Possessing or using medical cannabis in a youth detention center or other facility which houses children adjudicated delinquent, including the separate, secure state-owned facility or unit utilized for sexually violent delinquent children.

Furthermore, pursuant to WV Code 30-7-1 et seq. and Series 19 of the WV Code of Legislative Rules, registered nurses are responsible and accountable for making decisions that are based upon the individual’s educational preparation and current clinical competence in registered nursing. The scope of practice and delegation booklet for licensed nurses is located under the law/scope tab on the WV RN Board website. The decision-making model to determine any task, skill or activity is located on page 12. Follow written agency policy, procedure and protocols consistent with the definition of registered nursing practice in WV Code 30-7-1 et. seq.

This is not intended to be an all-inclusive list of concerns, nor should this article be construed as legal advice. Any nurse or nursing student who is considering a cannabis certification should read the entire WV Medical Cannabis Act (<https://code.wvlegislature.gov/16A/>) and, if necessary, consult with an attorney.1/10/2023

Appendix J
ATI Testing/Remediation Policy

Assessment Technologies Institute (ATI) Policy

West Virginia State University currently uses the Comprehensive Assessment and review Program by Assessment Technologies Institute, LLC (ATI) developed from the NCLEX-RN Test Plan. This is an assessment-driven comprehensive review program designed to enhance student NCLEX success.

ATI offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.

ATI Access

ATI Orientation resources, such as the ATI Plan can be accessed from the “My ATP” tab. It is highly recommended that you spend time navigating through these orientation materials.

ATI Testing Procedures

The NCLEX-RN is administered as an online proctored computer based exam. All ATI exams are administered as online proctored computer based exams. This format provides the student with experience in computerized testing similar to the NCLEX-RN format.

Students who are not present at the scheduled exam date will receive a “zero” for the missed attempt. Make up dates cannot be scheduled for ATI exams.

All students will test the ATI Content Mastery Series Exam on the same day at the same time. If a student misses the first take, the student will earn “0” points and will take the retest on the retest date. Students who miss the first take and sit for the second take cannot earn more than 8 points toward his or her score when following the Content Mastery Scoring Guideline listed below. If the student is required to retest because of the score on the first take and misses the retest, the score from the first take will be the ATI test score earned for the course.

Focused Reviews/Active Learning/Remediation

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student’s individual assessment report will contain a listing of the Topics to Review. It’s highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written Remediation Templates as required.

Review Modules/E-Books

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

Tutorials

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

Assessments

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

Practice Tests A and B are required to be completed prior to taking a Proctored CMS exam.

Students will take each practice test that is made available a minimum of one time. Individual faculty members will determine the timeline for completion of the practice test attempts.

Faculty members will determine the date at which the practice tests are available to the student and if online practice tests are proctored or non-proctored. Students may not work with one another or use any resource(s) during the take of the practice exam. Any deviation will result in a breach of academic integrity and the student will be subject to disciplinary action in accordance with West Virginia State University's Academic Dishonesty Policy.

Remediation

The purpose of remediation is to provide additional student learning opportunities related to clinical judgment and safe nursing practice. Students can benefit from remediation activities, resulting in improved student learning outcomes (SLOs).

It is the policy of the nursing program that students remediate using the Focused Review after completion of any practice/proctored tests. The Focused Review contains links to ATI eBooks, media clips, and active learning templates. The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page.

(Using a combination of the CMS practice and proctored assessments are applied to the course grade accordingly)

PRACTICE ASSESSMENT A AND B REMEDIATION SCORING	
Complete Practice Assessment A	Complete Practice Assessment B
Remediation: For each topic identified as a weakness on Practice Assessment A, Practice Assessment B and the Proctored exams, the student will cut and paste the topic from ATI and handwrite three critical points for each topic using complete sentences. Each critical point must be referenced using APA format. Students are expected to spend 2 hours of focused review time on Practice Assessment A and Practice Assessment B. Student will complete the post-test for both Practice Assessment A and Practice Assessment B.	
2 points	2 points
Total Points=4	

CONTENT MASTERY EXAM PROCTORED			
Mastery Level 3 4 points	Master Level 2 3 points	Mastery Level 1 1 points	Mastery Below Level 1 0 points
Post Content Mastery Exam Proctored Remediation *Minimum 1 hour focused Total=2 points 10/10 points	Post Content Mastery Exam Proctored Remediation *Minimum 2 hour focused Total=2 points 9/10 points	Post Content Mastery Exam Proctored Remediation *Minimum 3 hour focused Total=2 points 7/10 points	Post Content Mastery Exam Proctored Remediation *Minimum 4 hour focused Total=2 points 6/10 points
Practice Remediation-4 points Master Level 3-4pt Post CMS Remediation-2 points 10/10	Practice Remediation-4 points Master Level 2-3pt Post CMS Remediation-3 points 9/10	Practice Remediation-4 points Master Level 1-1pt Post CMS Remediation-2 points 7/10: Retake Required	Practice Remediation-4 points Master Level<1-0pt Post CMS Remediation-2 points 6/10: Retake Required

If the program requires a retake of a Proctored Assessment and a student meets the program benchmark on retake, that student can earn an additional percentage point (a level 1 student can now earn 8/10 points. (e.g. Level 2+=2 points, Practice Assessment=4 points, Remediation=2 points (2+4=2=8)

Comprehensive Predictor Scoring

(Using a combination of the CMS practice and proctored assessments are applied to the course grade accordingly)

PRACTICE ASSESSMENT	
Complete Practice Assessment A	Complete Practice Assessment B
Remediation: Minimum 1 hour <i>Focused Review</i> on initial attempt For each topic missed, complete an active learning template.	Remediation: Minimum 1 hour <i>Focused Review</i> on initial attempt For each topic missed, complete an active learning template.
2 points	2 points
Total Points=4	

STANDARDIZED PROCTORED ASSESSMENT			
76.7-100% Individual Score=4 points	74-76% Individual Score=3 points	71.3%-73.3% Individual Score=1 point	71.2% or below Individual Score=0 points
Remediation *Minimum 1 hour focused Total=2 points 10/10 points	Remediation *Minimum 2 hour focused Total=2 points 9/10 points	Remediation *Minimum 3 hour focused Total=2 points 7/10 points	Remediation *Minimum 4 hour focused Total=2 points 6/10 points
		Retake Required	Retake Required

Revised 7/22/25

Appendix K
Department of Nursing Volunteer Hours Verification Form

ACADEMIC ADVISOR PRE-APPROVAL (Required Before Participation)

All events, except those sponsored by the Student Nurses' Association (SNA) or the WVSU Department of Nursing, must be pre-approved by the student's nursing department advisor before the student participates.

Is this event sponsored by the SNA or WVSU Department of Nursing? ☐ Yes ☐ No <i>If NO, advisor pre-approval is required below before the student may participate.</i>	
Advisor Name (Print): _____	Date Approved: _____
Advisor Signature: _____	☐ Approved ☐ Not Approved
Advisor Comments / Conditions (if any): _____ _____	

Note: If the event is sponsored by SNA or the Department of Nursing, this pre-approval section may be left blank.

STUDENT INFORMATION

Student Name (Print): _____	A#: _____
Email: _____	Academic Level: ☐ Sophomore ☐ Junior ☐ Senior
Student Signature: _____	Date: _____

EVENT INFORMATION

Name of Organization / Event: _____		
Location (Address): _____		
Date(s) of Service: _____	Total Hours: _____	☐ On-campus ☐ Off-campus
Type of work the student engaged in: _____ _____		
Does this event focus on Social Determinants of Health (SDOH)? ☐ Yes ☐ No If Yes, which SDOH domain(s) primarily addressed? (check all that apply) ☐ Economic Stability ☐ Education Access & Quality ☐ Health Care Access & Quality ☐ Neighborhood & Built Environment ☐ Social & Community Context ☐ Other: _____		

FACULTY / EVENT COORDINATOR VERIFICATION

I verify that the student named above participated in the entire scheduled duration of the event and completed the hours listed. This form may only be signed after the event has concluded.

Coordinator Name: _____	Title / Organization: _____
Phone: _____	Signature: _____
Date & Time Signed: _____ (Must be signed within 24 hours of event end)	

REQUIRED SDOH REFLECTION ACTIVITY

Complete ONLY the section that matches your current academic level. Your response must demonstrate how the event addressed Social Determinants of Health and connect to Program Learning Outcomes (PLOs) and AACN BSN Essentials.

SOPHOMORE LEVEL

Identify one Social Determinant of Health observed or addressed during this event. Describe how it may influence the health of the

individuals or community served.

Links to: *PLO 1 & 5 | AACN Essentials Domain 3 (Population Health) & Concept: Social Determinants of Health*

Response (3–5 sentences):

JUNIOR LEVEL

Describe how the activities of this event addressed at least one Social Determinant of Health. Explain how a nurse could use the nursing process to further support the individuals or community related to this determinant.

Links to: *PLO 1, 5 & 6 | AACN Essentials Domain 3 (Population Health competencies 3.1 & 3.2) & Concept: SDOH*

Response (5–7 sentences):

SENIOR LEVEL

Analyze how this event addressed Social Determinants of Health. Propose one evidence-informed nursing or interprofessional action that could strengthen the impact of similar future events on population health outcomes in this community.

Links to: *PLO 1, 2, 5 & 6 | AACN Essentials Domain 3 (3.1–3.5), Domain 6 (Interprofessional Partnerships) & Concept: SDOH*

Response (7–10 sentences):

SUBMISSION REQUIREMENTS

1. Advisor pre-approval (if required) must be obtained BEFORE the student participates in the event.
2. The faculty coordinator or event coordinator must sign this form ONLY AFTER the event has ended.
3. Signature must be obtained within 24 hours of the end of the event.
4. Upload the completed form to PracTrac within seven (7) days of the event date.

Failure to meet any of the above requirements will result in NO CREDIT for the event.

Quick Policy Reminder

- Students must complete 16 volunteer hours per academic year (Aug 1 – July 31): 8 on-campus + 8 off-campus.
- 50% of total hours must focus on Social Determinants of Health.
- Events not sponsored by SNA or the Department of Nursing require pre-approval by the nursing advisor before participation.
- Students must remain present for the entire scheduled duration of the event.

Appendix L
HIPAA Confidentiality Agreement

WVSU NURSING PROGRAM

HIPAA Confidentially Agreement

DEFINITION OF PROTECTED HEALTH INFORMATION (PHI)

Confidential information includes protected health information (PHI) as defined by the federal Health Insurance Portability and Accountability Act (HIPAA).

Protected Health Information ("PHI") under HIPAA is defined as information that is received from, or created or received on behalf of West Virginia State University or its affiliated health care organizations and is information about an individual which relates to past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual.

PHI includes medical records, student records, and financial or billing information relating to a patient's or student's past, present or future mental or physical condition; or past, present or future provision of healthcare; or past, present or future payment for provision of healthcare and contains any of the following identifiers that may be used to identify the patient or student in relation to PHI:

- | | |
|---|---|
| <ul style="list-style-type: none">• Names• Geographic subdivisions smaller than a state• Telephone / fax numbers• E-mail addresses• Social Security Numbers• Medical Record Numbers• Health plan beneficiary numbers• Account numbers• All elements of dates related to an individual | <ul style="list-style-type: none">• Certificate / license numbers• Vehicle identifiers and serial numbers• Device identifiers / serial numbers• Web URLs / Internet Protocol (IP) addresses• Biometric identifiers (voice, fingerprints)• Full face photo image• Any other unique identifying number, characteristic, or code |
|---|---|

RESPONSIBILITIES AND OBLIGATIONS

I understand that West Virginia State University and its affiliated health care organizations have a legal and ethical responsibility to maintain and protect the privacy and confidentiality of protected health information (PHI) and to safeguard the privacy of patient and student and West Virginia State University and its affiliated health care organizations' information. In addition, I understand that during the course of my affiliation as a student/faculty/staff at West Virginia State University and its affiliated health care organizations, I may see or hear other Confidential Information such as financial data and operational information that West Virginia State University and its affiliated health care organizations are obligated to maintain as confidential.

The term of this Confidentiality Agreement is the length of my affiliation with and during clinical rotations at West Virginia State University. As a condition of my affiliation as a student, staff, and/or precepting faculty member with West Virginia State University and its affiliated healthcare organizations, I understand that I must sign and comply with this Agreement.

I agree that my obligation under this Agreement regarding PHI and Confidential Information will continue after the termination of my affiliation with West Virginia State University. I understand that violation of this Agreement may result in disciplinary action up to and including termination of my affiliation with West Virginia State University and/or suspension, restriction or loss of privileges in accordance with West Virginia State University's Policies and Procedures, as well as potential personal civil and criminal legal penalties.

I understand that any PHI or Confidential Information that I access or view at West Virginia State University and its affiliated health care organizations does not belong to me.

I understand that any access to PHI for research purposes requires proper documentation and approval according to HIPAA policies.

The intent of this Agreement is to ensure that students and their faculty preceptors and staff comply with HIPAA Regulations at West Virginia State University and its affiliated health care organizations' Privacy Policies and Procedures.

SPECIFIC COMMITMENTS

1. I will use and disclose PHI and/or Confidential Information only if such use or disclosure complies with the Policies and Procedures, and is required for the performance of my responsibilities as a student, staff or precepting faculty in the care and treatment of patients or provision of services to students. The use and disclosure of PHI and/or Confidential Information for the purpose of care and treatment of patients does not include the use or disclosure of PHI and/or Confidential Information for educational endeavors such as writing educational reports for my course of study, engaging in seminars and presentations in the educational setting.

2. My personal access code(s), user ID(s), access key(s) and password(s) used to access West Virginia State University and its affiliated health care organizations' computer systems or other equipment are to be kept confidential at all times.

3. Since the use of PHI and Confidential Information includes access, I will not access or view any PHI or Confidential Information other than what is required to perform my responsibilities as staff, student and/or precepting faculty in the care and treatment of patients or service to students. If I have any questions, I will immediately ask my precepting faculty at West Virginia State University or the compliance officer at the affiliated organizations for clarification.

4. I will not discuss any information pertaining to patient PHI or the health care organization in an area where unauthorized individuals may hear such information (for example, in hallways, on elevators, in the cafeteria, on public transportation, at restaurants, and at social events). I understand that it is not acceptable to discuss any PHI or Confidential Information in public areas even if specifics such as patient's name are not used.

5. I will not make any unauthorized transmissions, copies, disclosures, inquiries, or modifications of PHI or Confidential Information. Such unauthorized transmissions include, but are not limited to, removing and/or transferring PHI or Confidential Information from West Virginia State University and its affiliated health care organizations' computer systems to unauthorized locations (for instance, my home or school computer).

ACKNOWLEDGMENT AND SIGNATURE

I have read the above Agreement and agree to comply with all its terms as a condition of my continuing affiliation with West Virginia State University.

Student / Staff / Faculty Signature: _____	Date: _____
--	---------------------------

Print Your Full Name: _____

Appendix M
Student Remediation Documentation

Student Remediation Documentation

STUDENT NURSE ACTION PLAN (SNAP)

Student Name: _____	Date of Occurrence: _____
Course / Clinical Site: _____	Faculty: _____

NATURE OF OCCURRENCE (check all that apply)

☐ Dress Code	☐ Academic Performance
☐ Absence / Tardiness	☐ Clinical Performance
☐ Policy Violation	☐ Unprofessional Conduct
☐ Other: _____	

ACTION TAKEN: ☐ Notice ☐ Verbal Warning ☐ Written Warning ☐ Other: _____

Previous SNAP forms? (# / Reason): _____

SUMMARY OF OCCURRENCE (attach documentation as needed)

--

REASONS STUDENT IS AT RISK (mark all that apply)

☐ Poor Attendance	☐ Low quiz/test grades
☐ Incomplete / missing work	☐ Unprofessional behavior
☐ Study / note-taking skills	☐ Clinical performance below expectations
☐ Does not use available help	☐ Other: _____

CORRECTIVE PLAN: ☐ Instructor Tutoring ☐ Formal Remediation ☐ Peer Tutoring ☐ Academic Support Referral ☐ Other

Details:
--

Student Signature: _____	Date: _____
Faculty Signature: _____	Date: _____

REMEDATION AGREEMENT

Student Name: _____	Faculty: _____
Course: _____	Date: _____

REMEDATION PLAN

Area: ☐ Academic Jeopardy ☐ Lack of Clinical Competence ☐ Lapse in Professional Judgment

Linked Course / Clinical Objective(s): _____

Description of Deficiency:

--

Measurable Outcomes (The student will...):

--

Student-Contributed Action Steps & Resources (student completes with faculty guidance):

--

Date Implemented	Progress Check-In Date	Final Deadline

Support Referrals: ☐ Tutoring ☐ Academic Coach ☐ Counseling ☐ Disability Services ☐

Other: _____

Initial Agreement Signatures

Faculty: _____ Date: _____	Student: _____ Date: _____
----------------------------	----------------------------

FINAL EVALUATION

☐ SUCCESSFUL – Outcomes met	☐ UNSUCCESSFUL – Outcomes not met
Plan closed. Student continues in course.	May result in course failure / required repeat.
Faculty: _____ Date: _____	Student: _____ Date: _____

Addendum/Handbook Updates

Update Content	Page
Added Page Numbers	
Added revised LPN to BSN Program escrow credits	18
Changed Program to Track	1
Changed Date to 2026-2027	1
Table of Contents Updated	2-6
Welcome from Faculty Letter Added	7
Mission, Vision, Philosophy and Goals Moved from previous page to page 8	8
Licensing and Accreditation moved to page 11	11
Licensing and Accreditation update to reflect WVSU University Catalog	11
Contact Information Added	12
Bachelor of Science – Nursing moved to page 13	13
Essentials of Baccalaureate Education moved to page 13	13
Program Learning Objectives moved to page 16	16
Admission Requirements moved to page 17	17
Traditional BSN Program Requirements – Program changed to Track, will removed, using the WVSU Nursing Readiness Admission Composite added, can be removed and with prior Director of Nursing and Registrar approval removed	17
WVSU Nursing Readiness Composite Traditional BSN Track added	17
LPN to BSN Hybrid Program Admission Requirement – Program changed to Track, will removed, using the WVSU Nursing Readiness Admission Composite added, can be removed and with prior Director of Nursing and Registrar approval removed	19
LPN to BSN Hybrid Program Admission Requirements - or in the process of becoming licensed as an LPN. removed	19
WVSU Nursing Readiness Composite LPN to BSN Track added	20
BSN Curriculum Overview Program of Study moved to page 22, separated into two tracks	22
Traditional BSN Program Credit Hours corrected	22
LPN to BSN (Hybrid) changed to LPN to BSN Hybrid Program and Credit Hours corrected	24
LPN to BSN Hybrid Program Conversion Credits moved to page 25	25
Allocation of Cred moved to page 27	27
Course Descriptions moved to page 28	28
Requirements for the BSN Programs after Admission changed to BSN Programs Requirements Post-admission/Clinical Readiness Requirements and moved to page 31	31
Under Health Examination -within six (6) months of admission to the junior year courses is required and must be updated annually thereafter by July 1. removed	31
Drug screen requirements – loss of reserved space in the program	33
Under Health Insurance Recommendations - Students can enroll to be treated at the	34

Family Care Clinic on campus at their own expense or go to their choice of providers. Family Care Wilson University Union, Room 004 301 Washington Ave Dunbar, WV 25064-3420 Ph. 304-766-3323 removed	
Department of Nursing Drug and Alcohol Testing Guidelines/Procedures moved to page 34	34
Under Drug and Alcohol Counseling Assistance – WV Restore added	36
Promotion/Progression in the BSN Programs moved to page 36	36
Military Leave of Absence Policy added	42
WVSU Nursing Program Mandatory Remediation Policy added	43
Electronic Device Policy added	44
Virtual-ATI Policy & Program Statement revised and updated	46
Clinical Information and Policies - Clinical experiences can be scheduled on various days and times. Students must provide their own transportation to the clinical sites. Students will be required to complete any clinical orientation for clinical sites.- removed Clinical experiences may be scheduled on various days and times throughout the week, including weekends. While the university establishes the clinical days, the specific clinical sites, times, and occasionally the clinical instructors are determined by our partnering healthcare facilities. Although we make every effort to finalize clinical schedules prior to the start of the semester, we are dependent on the availability provided by our clinical partners added	49
Social Media, and Professional Representation Policy added	53
WVSU Nursing Program University Excused Absence Policy added	55
WVSU Nursing Program Athletic Excused Absence Policy added	56
Academic Standards and Progression Policies for Traditional BSN Students moved to page 43	43
Fragrance/Scent Free Space policy added	55
ATI Testing/Remediation Policy updated (Appendix J)	114
New Appendix M – Student Remediation Documentation (SNAP / Student Nurse Action Plan forms) added	Appendices
Multiple clinical compliance, latex, incident, drug-testing, and HIPAA forms updated or reformatted in Appendices A–L	124

BACHELOR OF SCIENCE IN NURSING

HANDBOOK ACKNOWLEDGEMENT

BSN HANDBOOK ACKNOWLEDGEMENT

I have read the West Virginia State University Bachelor of Science in Nursing Handbook available on the West Virginia State University website. Although the handbook is updated annually in August, the West Virginia State University Department of Nursing reserves the right to make changes to the handbook during the academic year. Changes will be communicated through the learning management system and email.

By signing below, I confirm that I am familiar with the content of the handbook and I agree to abide by the policies, procedures, and guidelines therein. I understand the consequences that may result from non-compliance with the policies within the handbook.

Student Name (Print): _____	Date: _____
--------------------------------	----------------

Student Signature: _____

STUDENT ACKNOWLEDGEMENT OF ATI PROCEDURES

Please initial each statement and sign below:

Initial	I have received a copy of and have read and understand West Virginia State University's ATI Assessment and Review Policy.
---------	---

Initial	I understand that it is my responsibility to utilize all of the books, tutorials, and online resources available from ATI, as designated by West Virginia State University.
---------	---

Student Name (Print): _____	Date: _____
--------------------------------	----------------

Student Signature: _____

Addendum

Page	Changes
7	Year changed to 2026-2027. Subtitle: “Traditional BSN Program / LPN to BSN Hybrid Program”. Entirely new letter signed by the Nursing Faculty. Welcomes Traditional and Hybrid LPN-to-BSN students, references CCNE accreditation, NCLEX success, clinical judgment, ethical practice, and “WVSU Nursing family.”
8	Completely rewritten. New text emphasizes “diverse learners,” “competent, caring, and innovative nurse leaders,” “interdisciplinary education, research, and impactful service,” “1890 land-grant constituent,” and “complex global health challenges.” Revised 4/2026.
8	Completely rewritten. New text: “nationally-recognized center of excellence, grounded in our HBCU heritage of inclusivity... empower students to thrive with resilience... Gold Standard for nursing education that drives West Virginia forward.” Revised 4/2026.
10–11	Expanded. Explicitly states Traditional BSN is fully approved and LPN-to-BSN is provisionally approved by WV RN Board. Added full contact block for WV RN Board. Stronger language on NCLEX eligibility, state-to-state variation, and that program completion does not guarantee Board endorsement or licensure. Encourages pre-application review for criminal/disciplinary history.
11	New dedicated section. Lists Dean (Dr. Kerri Steele), Director (Dr. Jamie Brunetti – phone/email updated), and faculty: Lindsey Davis, Heather Kent, Gina Jarrell-Kirk, Dr. Christy Walker with offices, phones, and emails.
12–15	PLOs remain the same seven objectives. Essentials section retained with 2021 Domains. Minor wording polish and page relocation.
15–19	Major changes. “Program” → “Track.” Added WVSU Nursing Readiness Composite scoring systems for both Traditional BSN and LPN-to-BSN. Removed language about “or in the process of becoming licensed as an LPN.” Added note that prior Director/Registrar approval can remove certain requirements.
20–24	Separated into two clear tracks. Credit-hour totals corrected. Traditional BSN credit hours corrected; LPN-to-BSN Hybrid credit hours corrected. LPN-to-BSN Credit Conversion moved and revised (escrow credits updated).
28–32	Title changed from “Requirements for the BSN Programs after Admission.” Physical exam language updated (removed “within six months of admission to the junior year... updated annually thereafter by July 1”). Drug-screen consequences strengthened (“loss of reserved space”). Health Insurance section revised (removed specific Family Care Clinic recommendation). Clinical Clearance language updated.
32–34	Relocated and lightly revised. WV Restore added under counseling assistance.
35–40	Relocated and lightly updated. ATI section cross-references new Appendix J.
41	Retained essentially unchanged (revised dates include 06/16/2025).
41	Completely rewritten. Now requires 16 hours (Aug 1–July 31): 8 on-campus + 8 off-campus; 50% must focus on Social Determinants of Health. Pre-approval by nursing advisor required except for SNA or Department-sponsored events. Full-event attendance mandatory. Detailed documentation rules (signature only after event ends, within 24 hours; upload to PracTrac within 7 days). No credit for late or incomplete forms.

Page	Changes
42	Retained; minor clarification.
42	Military Leave Policy added.
43	Mandatory Remediation Policy added.
44	Electronic Devices Policy added .
47–50	Clinical scheduling language significantly revised: experiences may be on various days/times including weekends; university sets days but sites/times/instructors determined by clinical partners; efforts made to finalize before semester but dependent on partner availability. Students must provide own transportation and complete site orientation.
51	Social Media, and Professional Presentation Policy added (moved from appendix into main body).
52	Expanded/clarified in conjunction with Social Media policy.
52 / later	University Excused Absence Policy. University excuses cover exams/classroom only — not clinical. No make-up clinical days. Detailed notification and consequence language.
52 / later	Athletes cannot be excused from clinical/labs with university/athletic excuse. Must request clinical-group change by Friday of the second week of the semester. Academic priority emphasized.
52 / 55	Fragrance/Scent Free Policy added.
58–72	Relocated and lightly updated. Nursing Student Advisors section retained.
78–117 (approx.)	Multiple clinical compliance, latex, incident, drug-testing, and HIPAA forms updated or reformatted. ATI Testing/Remediation Policy (Appendix J) updated (scoring tables revised 7/22/25).
118–120	Completely redesigned. Now includes: Academic Advisor Pre-Approval section (required before participation unless SNA/Dept-sponsored); Student Information with academic level; Event Information with on/off-campus and SDOH domain checkboxes; Faculty/Event Coordinator Verification (signature only after event, within 24 h); leveled SDOH Reflection Activity (Sophomore / Junior / Senior) tied to PLOs and AACN Essentials Domain 3 + SDOH concept; Submission Requirements (4 steps); Quick Policy Reminder box.
New	Entirely new. Contains Student Nurse Action Plan (SNAP) form and Remediation Agreement form with measurable outcomes, student-contributed steps, final evaluation (Successful/Unsuccessful).