Traditional BSN Student Handbook
2024-2025

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Important Links
__Student Code of Conduct/Handbook__

http://www.wvstateu.edu/wvsu/media/Students/WVSU-Student-Handbook-The-Student-Code-of-Conduct-Draft-word-version-8-19-19-(1)-(Autosaved)-For-Web-Final.pdf
__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 that 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: http://www.wvstateu.edu/Current-Students/Counseling-and-Accessibility-Services.aspx

2.   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.

If you are the victim of sexual misconduct, WVSU encourages you to reach out to these resources:

- Title IX Office: 304-533-5392 (24-hour number)
- Counseling and Accessibility Services (CAS): 304-766-3168

If you have a safety concern, please contact Public Safety, 304-766-3353 or dial 911.

Other reporting information is available here: http://www.wvstateu.edu/titleix

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.
- Student name, campus address, and campus phone
- Permanent address, phone, and email
- Parents' names, hometown, and high school
- Dates of attendance, full/part-time status
- Honors, awards, special recognition, major, and degree(s) received
- Classification (e.g., freshman, sophomore, junior, or senior)
- Activities, photographs, and sports participation including height and weight of team members

A student may request nondisclosure of directory information in Registration and Records 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 http://wvstateu.edu/wvsu/media/Research/FERPA.pdf

Vision Statement

West Virginia State University will be recognized as a valuable nursing education program graduating qualified nurses to serve the health care needs of individuals, families, and communities.

Mission Statement

The mission of West Virginia State University's Nursing Program is to prepare competent and caring nursing graduates through excellence in nursing education and practice. The nursing program is committed to providing an accessible education to a diverse population of learners.

Philosophy

The Department of Nursing is an integral part of West Virginia State University. The nursing faculty believe 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.

Essentials of Baccalaureate Education

The program incorporated *The Essentials of Baccalaureate Education for Professional Nursing Practice (2008)* 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 (2008)

The nine Essentials are as follows:

Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice

> A solid base in liberal education provides the cornerstone for the practice and education of nurses.

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

Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety

> Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

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

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

Essential III: Scholarship for Evidence Based Practice

> Professional nursing practice is grounded in the translation of current evidence into one's practice.

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

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

Essential IV: Information Management and Application of Patient Care Technology

> Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

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

Essential V: Health Care Policy, Finance, and Regulatory Environments

Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

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

Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcome

Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

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

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

Essential VII: Clinical Prevention and Population Health

Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

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

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

Essential VIII: Professionalism and Professional Values

Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

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

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

Essential IX: Baccalaureate Generalist Nursing Practice

> The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
> The baccalaureate-graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

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

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

The philosophy of the nursing program was developed by encompassing materials from *The Essentials of Baccalaureate Education for Professional Nursing Practice* (2009)*, Nursing's Social Policy Statement* (2010), and the West Virginia Board of Examiners of Registered Professional Nurses Guidelines.
Revised 5/4/2023

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. It is designed for high school graduates with no previous nursing experience. 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.

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 their science, psychology, and math courses with 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, and home health care.
Revised 4.28.2021

Program Learning Objectives

The objectives of the proposed 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 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.

BSN Curriculum Overview

Program of Study

The curriculum plan for the proposed pre-licensure BSN program of study will consist of General Education courses, supporting courses, and the Content Area courses. There are 30 credit hours of General Education courses including English, Math, humanities, psychology, international perspectives, and biology. There are 29-34 credit hours of supporting courses including biology, microbiology, statistics, and chemistry. There are 64 credit hours of Content Area courses. There are 32 cognate hours. Students will receive credit for chem 101 as a substitute for the Natural Science category of the general education. The curriculum is a total of 122 credit hours.

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

__The curriculum plan for the pre-licensure BSN program is depicted below:__

Fall Semester		Spring Semester	
ENGL 101 English Composition I	3	ENGL 102 English Composition II	3
BIOL 120 Fundamentals of Biology	4	G ED Humanities	3
MATH 120 College Algebra	3	BIOL 241 Fundamentals of Microbiology	4
COMM 100 Interpersonal Communication	3	CHEM 101 Health Science General Chemistry	4
G ED 101 (College of Professional Studies)	3	PSYC 151 General Psychology	3
Total	16	Total	17

Fall Semester		Spring Semester	
BIOL 331 Anatomy and Physiology I	4	BIOL 332 Anatomy and Physiology II	4
PSYC 304 Lifespan Development	3	G ED ARTS	3
CJ 314 Stats or BA 203	3	G ED International Perspectives	3
NURS 200 Introduction to Professional Nursing	2	NURS 202 Health Assessment, Wellness, and Prevention Across the Lifespan	4
		GED History	3
Total	12	Total	17

Fall Semester		Spring Semester	
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 312 Professional Perspectives in Nursing	2		
HHP 122 or 157 Wellness	2		
Total	16	Total	14
Fall Semester		Spring Semester	
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
Total	17	Total	13

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. (Prerequisite: admission to the nursing program).
Class: 2 semester hours didactic; Clinical: 0 semester hours clinical)

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. (Pre-requisites BIOL 331 and NURS 200, admission to the nursing program). Class: 3 semester hours didactic; Clinical: 1 semester hour lab [45 hours lab])

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; Lab: 3 semester hours clinical [45 hours clinical experience; 90 hours lab]
Pre-requisites Admission to the nursing program, NURS 202; Co-requisite Nursing 303, Nursing 305, Nursing 312).

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; Lab: 0 semester hours clinical)
 (Pre-requisites BIOL 331, BIOL 332, and NURS 202, admission to the nursing program; Co-requisite Nursing 301; Nursing 305, Nursing 312).

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 credit hour lab)
(Pre-requisites NURS 202, admission to the nursing program; Co-requisite Nursing 301, Nursing 303, Nursing 312).

NURS 312 Professional Perspective in Nursing

The purpose of this course is to focus on the legal and ethical frameworks supported by the standards of nursing practice. In addition, students will be provided with information and tools that nurses and nursing can use to confront health and health care challenges and will learn how to provide nursing care in collaborative interdisciplinary partnership within health care system. The course also concentrates on health policy issues, the use of evidence-based practice, leadership, theoretical framework, trends in informatics and communication affecting the nurse as an individual and a professional, in health care delivery to patients, groups and aggregates. Class: 2 semester hours didactic; Lab: 0 semester hours]
(Pre-requisites NURS 200, admission to the nursing program; Co-requisite NURS 301, NURS 303, NURS 305).

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; Lab: 3 semester hours clinical [135 hours clinical experience]

(Prerequisites Nursing 202; Nursing 305; Admission to the Nursing Program; Co-requisite: Nursing 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; Lab: 3 semester hours clinical [135 hours clinical experience]
(Pre-requisites: Admission to the nursing program Nursing 202; Nursing 305; Co-requisite; Nursing 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; Lab: 3 semester hours clinical [135 hours clinical experience]

(Prerequisite: Nursing 305; Nursing 316; Admission to the Nursing Program)

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; Lab: 3 semester hours clinical [135 hours clinical experience]

(Prerequisite: Prerequisite NURS 316; corequisite NURS 405 and 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; Lab: 0 semester hours clinical

(Prerequisite: English 102; Nursing 202, Nursing 318; CJ 314 or BA 203; Admission to the Nursing Program; Co-requisite Nursing 405; Nursing 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; Lab: 0 semester hours clinical

(Prerequisite: Nursing 407; Admission to the Nursing Program; Co-requisite Nursing 409; Nursing 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; Lab: 2 semester hours clinical [90 hours clinical experience]

(Prerequisite: Prerequisite 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 HESI testing is incorporated into this course to evaluate student readiness to take NCLEX. Successful completion of HESI exit exam with an 850 score. If a student does not achieve HESI exit exam benchmark score, then the student will require remediation prior to graduation Class: 6 semester hours clinical internship [200 hours clinical experience] (Prerequisite: Admission to nursing program; Co-requisite Nursing 408; Nursing 409).

Revised 04/28/2021; Reviewed and revised 02/10/2022; Revised 5/4/2023
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, an applicant for transfer admission must be 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 04/28/2021; Reviewed 5/4/2023

Students must submit an application to the nursing program by June 15 for the fall semester. Spaces will be limited, and the most qualified applicants will be chosen for placement within the program. Students will be chosen based on qualifications listed below and completion/enrollment of the prerequisites/co-requisites including English composition, general psychology, college algebra, chemistry with lab, and general biology.
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. If a student is unsuccessful or withdraws from any other semester, that student must wait 5 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.

Admission Requirements:

Admission to the University.

1. Submission of one official transcript from each college/university attended since high school is to be submitted to the Admission's office.

Admission to the Nursing Program:

2. Admission to the nursing program upon successful completion of the following:
    1. All pre-nursing courses with a grade of "C" or better are required.
    2. A minimum grade of "C" is required in the science and nursing support courses.
    3. A cumulative GPA of 2.5 is required for admission into the nursing program.
    4. *Note: Students cannot repeat a science or nursing support course more than once after admission to the program.*

5. Health Education Systems Inc. (HESI) Assessment examination must be completed by June 15 prior to the anticipated semester of admission. A cumulative score of 75% must be achieved in the following areas:

    Math
    Reading
    Comprehension
    Vocabulary
    Grammar
    Biology/Chemistry
    Anatomy & Physiology (can be waived)

    See promotion/progression section below for further details regarding HESI testing and program progression.

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

6. Checklist for Admission to the BSN Program

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, an applicant for transfer admission must be in good academic and social standing at any college which he/she is currently attending or has previously attended.

Students must be eligible for sophomore standing. Students must successfully complete all prerequisite courses with a grade of C or better, maintain a cumulative GPA of 2.5, and score a minimum of 75% on the HESI A2 Admission Exam.
Reviewed and revised 5/4/2023

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.

Health Examination Requirements After Admission into Nursing Program

1. **Physical examination** by a licensed provider within six (6) months of admission to the upper division that must be up-dated annually thereafter by the first day of class. Information must include the following:
   a. A record of the following current immunizations:

     - Rubella/Measles/Mumps
       - Documentation of MMR vaccination for 2 doses at least 4 weeks apart –and-
       - Titer demonstrating immunity.

     - Diphtheria/Tetanus/Pertussis:
       - Documentation of Tdap vaccinations and Td booster every 10 years.

     - Chicken Pox (Varicella):
       - Documentation of two doses of varicella 4 weeks apart – and-
       - Titer demonstrating immunity.

A statement of satisfactory physical and mental well-being signed by a licensed health care provider. The provider must certify that the student is considered able to complete nursing duties/responsibilities through emotional and physical fitness. Reasonable accommodations will be made available to support students with disabilities. The health form is included in the Appendix A with the clinical documentation forms. Students must be able to observe presentations and demonstrations within the classroom and clinical settings. Students must be able to hear, speak and observe patients to develop a plan of care. The candidate must be able to communicate in written and oral format. Clinical sites have the right to require additional vaccine or screening requirements of students entering the facility. It will be the

responsibility of the student to obtain the required testing/screening at their own cost.

b.   Tuberculin (TB) Test: Each student must provide a copy of the annual test results for their record. The required form is located in Appendix A. A positive PPD requires documentation of negative chest X-rays within the past 12 months. Two step testing is required if there is no documentation of a PPD in the last year.

- 2-step test
  - Previous 2-step results can be submitted if you have had in the past.
  - First step: Obtain PPD, read in 36-72 hours. Negative. Proceed to the second step. Positive see below.
  - 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.
  - 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.

c.   Hepatitis B Immunization

<u>Documentation of three doses of Hepatitis B</u> – and-<u>Titer demonstrating immunity</u>.

d.   Documentation by November 1 of each year of influenza immunization with current influenza vaccine. Clinical sites may deny students access to the facility without proper documentation. Students can submit documents regarding influenza immunization obtained through the provider.

e. COVID vaccination requirements:

Students are required to obtain COVID vaccination per clinical site requirement. See appendix A.

f. Latex allergy documentation form is required each year. See appendix A.

g. Drug screen requirements
Students will be required to submit to an unannounced urine drug screen prior to entry into the first clinical rotation for the program. Positive test results will result in loss of reserved space in the program. Students will not be allowed to have a retest on positive screening results. Students can be required to submit to an unannounced urine drug screen during the program. *Revised 04.28.2021; Reviewed and revised 06.16.2022; Revised 05/4/2023*

Department of Nursing Drug and Alcohol Testing Guidelines/Procedures

2.   **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 E.

 Students will also be required to submit a background check for WV Cares to attend mental health clinicals.

 Please see information in Appendix G regarding the use of Cannabis in the Nursing Profession document.

Revised 4/28/2021; revised 05/04/2023

3.   **Current Basic Life Support (BLS)** certification by the American
Heart Association for infants and adults (Basic Life Support for Healthcare
Providers)
   a. Recertification is required every year or every two years as noted on the
      card.
   b. Students must have evidence of certification by August 15 each year that is
      valid through graduation. Failure to provide documentation of

certification may result in the student's withdrawal from the scheduled nursing courses.

Revised 4/28/2021

4. **Waiver** for medical exemption

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 Recommendations

West Virginia State University recommends that students have health insurance during enrollment in West Virginia State University. Students must have a complete physical examination prior to August 1 (before beginning clinical courses) and complete all vaccine/screening requirements before providing patient care. Students are expected to report any changes in health status that could impact the enrollment at a clinical site due to performance or safety issues. Students must notify faculty of changes to medication regimen that could impact performance and safety issues. Students can enroll to be treated at the 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

revised 05/04/2023

Department of Nursing Drug and Alcohol Testing Guidelines/Procedures

Students in the nursing program are prohibited from the use, distribution, dispensing, consumption, ingestion, or possession of illegal drugs or underage alcohol use. Students must report to the clinical faculty member any prescription that can impair or has the potential to impair behavior. The student must report that the medication is being taken, the name of the provider who prescribed the medication, why the medication is being taken, the dosage, and the length of time for the prescription. Confidential information will be maintained by the faculty in accordance with state and national standards of law.

Students in the nursing program must report any person suspected of being under the influence or impaired during class or clinical experiences to the Director of Nursing. The Director of Nursing will document the report of suspicion and discuss concerns with the student. The Director of Nursing will then request a random drug test if warranted. Symptoms include, but not limited to:

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

Random drug screenings can be obtained if the student is undergoing treatment or rehabilitation and is caring for the public. Students may be required to submit to additional drug tests if there is a break in enrollment or at the discretion of the Nursing Department. If a student refuses to undergo a required drug test, the student will not be eligible to enroll in nursing classes.

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. Failure to comply with a request for drug and alcohol screening if there is a suspicion of impairment with a substance is a violation of the Department of Nursing Drug and Alcohol testing guidelines. This failure to comply can result in the student's dismissal from the nursing program. Student records related to drug testing/results will be maintained in a locked file and will only be released with the written consent of the student or through court order. **See Appendix C**. The Department of Nursing also follows the West Virginia Board of Governor's policy located in **Appendix E**.

The student will be responsible for all costs associated with any treatment program and any additional drug testing.

West Virginia Board of Examiners for Registered Professional Nurses' rules/regulations require the program report any misdemeanors or felonies. Applicants are required to undergo a criminal background check and applicants must provide a written explanation of any incidents regarding criminal activity. Action by the Board of Registered Nursing can include inability of the student to take the NCLEX or restrictions can be imposed upon the nursing license.

Revised: 04.28.2021

Drug and Alcohol Counseling Assistance

Counseling Services

The Counseling Services office provides students with mental health counseling, and accessibility services for students with a disability. 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 Resources (wvstateu.edu)

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://www.wvstateu.edu/current-students/office-of-retention-and-student-success/learning-enric

hment-center/lec-resources-and-services/smarthinking.aspx

Learning Enrichment Center

https://www.wvstateu.edu/current-students/office-of-retention-and-student-success/learning-enric

hment-center.aspx

TRIO

https://www.wvstateu.edu/current-students/trio-programs.aspx

Reviewed and Revised 07/05/2023

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:

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 (wvstateu.edu)](wvstateu.edu)

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 Nursing Student Handbook
- ● West Virginia State University Student Handbook
- ● The American Nurses Association Scope and Standards of Practice
- ● The American Nurses Association Code 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 will also 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 the 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 School of Nursing chair, 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 guidelines document: R*ecommendations for: Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism by the NSNA*. The link to the document is: https://www.ncsbn.org/NSNA_Social_Media_Recommendations.pdf. Students must also follow the West Virginia State University Social Media Guidelines http://www.wvstateu.edu/wvsu/media/Research/20161205-WVSUSocialMediaGuidelinesProceduresUpdate2016.pdf

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. Students will demonstrate honesty and integrity regarding reports

and documentation in both the clinical and classroom setting.

17. 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 School of Nursing director 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 School of Nursing director 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 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.

1.   The request should set forth the reasons why the student believes that the suspension or dismissal should be set aside.

2.   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.).

3.   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.

4.   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.

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.

7.   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.

8.   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.

9.   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.

10.   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.

11.   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.

12.   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."

13.   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.

14.   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.

15.   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.

16.   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 http://www.wvstateu.edu/wvsu/media/Research/readmission_application.pdf, 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 (The Buzz) 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:

- Online

- In the Office of the Vice Presidents

- In the Student Activities Office; and/or

- 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 WVSU Student Handbook, and/or contact the Offices of Enrollment Management and Student Affairs or Academic 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 WVHEPC Student Complaint Process. WVHEPC's decision on the appeal will be final.

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. 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; Reviewed 05/04/2023

Student Volunteer Hour Requirements

Students must volunteer to attend four events for the 2023-2024 academic year. Two events can include on campus nursing department sponsored events, Student Nurse's Association sponsored events, and other university approved events. Two events must include off campus activities See addendum I for the volunteer hours form.
Revised 4/5/2023

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 course.

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)

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 resources

☐ 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

W108 (1st floor, beside elevator).

Office of Career Services and Cooperative Education W216, (304) 766-3250, 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

125 Ferrell Hall, (304) 204-4639, fadocs@wvstateu.edu

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

Cashier's Office

117 Ferrell Hall, (304) 766-3141, 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.

Promotion/Progression Within the BSN Program

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 both the nursing theory and clinical/lab/simulation courses. In order to progress to the next nursing courses, both components of the course will have to be repeated with achievement of a minimum of grade of "C" or higher.
5. A withdrawal can only occur once in the nursing program. A student may withdraw from one nursing course or all the nursing courses within one semester. Students who exceed this withdrawal policy will be required to reapply to the nursing program start the curricular sequence from the beginning. The student must enroll in the withdrawn or failed nursing course(s) the next available offering by the University. Content mastery/clinical skills exams 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 two nursing courses must reapply to the nursing program, meet all admission requirements, and will start from the beginning of the curriculum upon admission to the University and 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.
6. Once admitted to the program, if a student fails to obtain a "C" in a nursing or support course, the student will be permitted to enroll in the same course as soon as it is offered. If at the end of the semester in which the student is repeating the failed nursing or support course the student does not pass the repeated course, the student will be dismissed from the nursing program.
7. Students at risk for non-progression due to grades less than "C" in any course or any test/quiz or assignment scores less than 78% will be referred to course faculty and/or

the academic advisor on a scheduled routine. Students can also be referred to the **Retention and Student Success Center** and **Counseling and Accessibility Services (CAS).** Student learning needs will be evaluated to improve academic outcomes.

8. Students will not be permitted to take a nursing course at another institution and transfer in to replace a failed nursing course.

9. Students will not be allowed to have greater than a one semester gap between nursing courses to continue progression within the program.

10. A grade of "C" or better in all courses required within the major. Students will not progress into a nursing course if a grade of less than "C" is earned in required program courses.

11. Students must earn an absolute progression grade of 78% or higher on testing in all nursing courses and earn an absolute final grade of 78% or higher. (See Grading Progression Policy)

12. Students must earn a "Pass" grade for clinical performance in any 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.

13. Any student demonstrating unsafe or negligent care will be dismissed from the program.

14. 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.

15. Students will be denied entry into any course with a required prerequisite that has not been completed prior to enrollment in that semester.

16. Students will be denied entry into the program if the required prerequisites have not been completed prior to enrollment in NURS 200 with the exception of chem 101 (or equivalent). The student must pass chem 101 (or equivalent) with a grade of "C" or better prior to full admission into the program. Students with all required prerequisites will be given priority provisional admission into the program.

17. Students must complete the West Virginia State University Nursing Program within 150% timeframe upon acceptance into the program.

18. 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 not include assignment grades.

19. 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 will 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.

20. All students will be enrolled in ATI program. Further details are listed below regarding exit and remediation policies. Students admitted to the program with a graduation date of 05/2025 or later will be required to take ATI exams throughout the program.

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

Nursing Course	ATI Exam
NURS 200	Critical Thinking
NURS 201	Critical Thinking
NURS 202	Anatomy and Physiology
NURS 301	Fundamentals
NURS 303	Nutrition
NURS 305	Implement dosage calculation/all practice ATI
NURS 316	Pharmacology
NURS 318	Mental Health
NURS 405	OB
NURS 406	Adult Med/Surg
NURS 408	Comprehensive Predictor
NURS 409	Pediatric
NURS 410	Leadership

21. Class lectures, lab activities, or other learning events may NOT be recorded in any manner without written permission of the faculty. This includes any online lectures or meetings.
22. 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 this class, you agree to allow these recordings to be distributed to enrolled students.
23. Students who have been dismissed from WVSU's nursing program due to academic failure (excluding academic integrity) are eligible for readmission after five years provided that they meet all other admission requirements and based upon space availability. Students will be required to repeat all nursing core courses if readmission is granted. Students dismissed from the program due to academic integrity violation, safety violations, or professional misconduct will be ineligible for readmission.
24. Transfer students will have a formal review of course work, clinical skills, and standardized testing prior to admission to the nursing program.
25. Transfer students that did not successfully complete all course work in their current nursing program must submit a detailed action plan with measurable goals and steps to achieve academic success and personal accountability.
26. 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.
27. The department of nursing reserves the right to require additional testing, skills competency verification, or completion of additional courses.
28. Students that have been unsuccessful in two nursing programs are not eligible

for admission to the WVSU nursing program.

29. Transfer students may be required to repeat courses previously completed within the nursing program to demonstrate competency and proficiency.

30. Transfer students will be placed on provisional acceptance pending successful completion of the first semester of courses taken at WVSU.

31. Medication calculation examinations will be administered in NURS 301, 316, 406 and 409. This examination will count towards clinical competency as Pass/Fail only. Students must obtain a score of 90% in three attempts. Failure to obtain a 90% in three attempts will result in failure of the clinical component of the course and failure of the course. Students may not administer medications in the clinical setting until a 90% is achieved on the medication calculation examinations.

32. Students in cohort 05/25 and later will be enrolled in ATI testing/classroom resources. See Appendix H.

Revised 4.28.2021; Reviewed 01.10.2022; Revised 06.06.2022:Revised 05.04.2023: Revised 08.16.2024

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 examinations in order to progress to subsequent courses. Each nursing course will use the following criterion for determining course grades: Course Exams: Course grade to be derived from written unit examinations and HESI/ATI conversion score where applicable; Exam scores will be used to determine the grade for progression prior to the calculation of all other remaining grades for the course. Once the student achieves a satisfactory total average of 78% on exams, then written assignments, quizzes and attendance/participation (if included in the faculty's grading plan) will be considered to determine the student's final grade for the course. Written assignments can include (but are not limited to) professional papers, care plans, case studies, presentations, and any other work that the faculty utilizes to support course objectives/outcomes. Classroom activities and assignments will be evaluated using assessment tools, which can include a written assignment, group activity, or presentation rubric.

Course Exams: Students must be present for exams as scheduled. Students not present when an exam is administered, will be given an alternative exam at a date and time chosen by the faculty.

1st exam missed: No percentage deduction

2nd exam missed: 10% deduction

3rd exam missed: 22% deduction

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. Students who are not present for a scheduled exam because of their involvement in a college related activity must make arrangements 5 days prior to the exam date.

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

revised 05/04/2023

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, 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.
- Movement during exams is distracting. Students will have the opportunity to use the restroom before the exam.
- Once the exam is completed, students will remain at their desk with laptops closed.
- 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
Reviewed 05/04/2023

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, 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 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.

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

Formative Evaluation of Student Performance

A.   Faculty designates assignments in each nursing course that provide on-going formative evaluation of student progress. These assignments include, but are not limited to, classroom exercises, quizzes, written assignments. Faculty reserves the right to not accept late written 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 written work when the student is absent.

B.   Attendance: Regular attendance is necessary to derive the maximum understanding of course content. Class attendance will 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. If the assignment is submitted late, a 10% deduction of the assignment grade will take place. Assignments submitted three days late will not be accepted.

Students will be given two submission attempts on assignments. The last attempt submitted will be the only attempt graded. Students will not be given a third attempt for assignment submission. All assignments utilize plagiarism review applications. Students must agree to utilization of the plagiarism application on submission of the assignment. If a student fails to

accept the plagiarism review, then the assignment will not be graded. Late submission rules apply to this policy.

Revised 4/28/2021

Clinical Requirements

Laboratory Attendance: Any missed laboratory time will result in a clinical failure for that day. All missed laboratory classes must be made-up. Faculty will determine the method in which labs will be made-up. Three laboratory/clinical failures 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; Revised 05/04/2023

Laboratory Dress Code: In the laboratory setting you must wear your designated uniform: black polo shirt, uniform scrub pants, and clean/leather 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. Hair must be up, no excessive jewelry, and no false nails (acrylic, tips, dip). If you are not wearing the proper lab attire, you will be dismissed from class and a clinical "fail" 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. Any deficiencies in clinical performance will be documented in writing by the course faculty 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). Three clinical failures 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.

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 clinical experiences outside of the on-campus lab. Students must be successful on 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.

Any graded in-classroom assignment missed due to absence will not be made up and a grade of "0" will be recorded.

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 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.

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 health care. 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 B. Clinical evaluation forms are located under Appendix F.

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 and on campus lab experiences. Students are not allowed to wear clogs unless there is a medical necessity and you have permission in writing from your provider. Shoes must be all white and leather/leather like. Socks must be white or black. 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 should avoid wearing cologne or perfume 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.

Revised 4/28/2021; Reviewed 05/04/2023

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 should be pulled back from the face and secured with a fastener if longer than shoulder length. Facial hair must be shaved or neatly trimmed and groomed.
3. The following are permitted jewelry.
   a. You are permitted to wear a watch and plain wedding band.
   b. Earrings should be small, post type.
4. 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 should be flesh colored.
5. Fingernails
   a. Fingernails should be clean and short length; not visible with palm up/tips of

fingers.

     b. Clear nail polish (if worn) should be free of chips. No artificial nails are allowed.

2. 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.

     b. Hair should be clean and neat.

     c. Hair should be a natural human color and free from other dye colors.

Revised 05/04/2023

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:

     a. Blood sample for HBV, HCV, and HIV titers.

       Follow up testing at 3 months, 6 months, and 1 year using standard protocol of the Elisa and/or the Western Blot tests.

     b. The agency will follow up with the client for testing related to HBV, HCV, and HIV.

The student can waive the follow up requirements for treatment and testing. 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. The waiver document is located in the Appendix D.

HIPAA Training Requirements

Students enrolled in the West Virginia State University Nursing Program must complete HIPAA training prior to the start of the clinical experience. This training will be provided by the Department of Nursing during the fall semester of the first clinical rotation.

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

III. ***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 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 HESI Exit comprehensive examination (HESI score of 850 on exit exam) 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 4/28/2021

Revised 5/04/2023

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.

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.

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 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.

Revised 4/28/2021

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 –

The agency must be accredited or approved by the appropriate body.

Philosophy of the nursing program is consistent with the philosophy of the agency.

Sufficient numbers of qualified nursing staff or preceptors

Clinical Agency Contract in place or can be obtained

Offers students opportunities to meet course outcomes

Realistic distance for student/faculty travel
Level of care appropriate for level of student

Appropriate patient census to enable fulfillment of course objectives.

Welcoming to students and acceptance that the student is in the role of learner.

Resources are available for students to park and keep essential belongings.

II.   Contracts – Formalization of the university/agency relationship pertinent to the clinical learning experience occurs through written contract or letter of commitment. Contracts between the university and the clinical agency will be renewed annually. 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 site. 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.

III.   On-Going Evaluation – 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.

Appendix A
Health Forms and Clinical Documentation

Checklist of Document Submission Requirements

This checklist is for your use only and is not to be returned to the Department of Nursing after acceptance into the nursing program.

- o The background check should be obtained through _____
- o The drug screen should be obtained through _____ .

Immunization requirements: These immunizations must be documented and titers for MMR, Varicella, and Hepatitis must be obtained prior to enrollment in clinical.

- o Measles (Rubeola), Mumps, and Rubella (MMR) Immunization (include records and dates for documentation) –OR-
    - o Measles (rubeola) IgG Titer Results (Print lab results and date of titer)
    - o Mumps IgG Titer Results (Print lab results and date of titer)
    - o Rubella IgG Titer Results (Print lab results and date of titer)
- o Varicella (Chicken Pox) (include records and dates for documentation) –OR-
    - o Varicella IgG Titer Results (Print lab results and date of titer)
- o Hepatitis B Immunization (include records and dates for documentation) –OR-
    - o Hepatitis B Titer Results (Print lab results and date of titer)
    - o Review Waiver document if refusing to obtain the immunization
- o Tetanus, Diptheria, and Pertussis (Tdap and Dtap) (include records and dates for documentation)
- o COVID vaccine

Additional requirements for clinical experiences.

- o PPD (complete the nursing department's form and include records demonstrating a one-time 2 step testing process for the PPD). The one step PPD is due yearly between July and August.
- o If PPD is positive, documentation required of a chest x-ray and physical examination by provider.
- o Influenza vaccination (student must provide documentation of a yearly influenza vaccination by November 1 during enrollment in the nursing program).
- o Documentation of CPR card as noted in the student handbook. This must be verified yearly during enrollment in the nursing program.
- o Student annual physical examination report by primary care provider. You must submit the form provided through the WVSU Nursing Department prior to the first outside clinical course for the 3rd year of the program.
- o Latex allergy form

Revised 6.16.2022

Student Annual Physical Examination/Report of Health Status Form

West Virginia State University

Department of Nursing

Physical Exam Form

Name: _____ A#:_____

[ ] Traditional

Permanent Mailing Address _____Zip _____
Telephone # ----------------------- _____ Date of Birth____/_____/_____PHYSICAL EXAMINATION REPORT
– (Complete All Items)

Height_____Weight_____Blood Pressure_____Pulse_____

Vision: with correction R 20/_____L 20/_____ : w/o correction R 20/_____L 20/_____

Body System	Normal	Abnormal	Description of Abnormal Findings
Appearance			
Nutrition			
Skin			
Head/Neck			
Glands			
Eyes			
Ears			
Nose			

Mouth/Teeth/Throat			
Chest			
Lungs			
Heart			
Abdomen			
Back			
Musculoskeletal			
Genitalia (optional)			
Neurological			

Findings: _____; Is able to function in clinical experiences with the following restrictions: □ None □ Other_____

Signature_____ □ MD; □ DO; □ APRN; □ PA _____Date

Provider Address Stamp

West Virginia State University Nursing Department
Medical Exemption Form

If you have incomplete or missing immunizations and your provider has recommended you do not receive additional immunizations, then please have this form filled out and signed by your provider.

This form is approved by the West Virginia State University's Nursing Department for documentation of incomplete or missing immunizations. Although you have presented this form for documentation, it is still possible that you may not meet the clinical site's immunization requirements. The clinical site has ultimate authority in your ability to participate in clinical rotations if you have not completed or provide documentation of required immunizations.

The following student: _____ is medically unable to receive the following required immunizations:

_____ OR in my medical opinion, the following student _____

should not receive any additional immunizations for _____ for

the following
reason(s): _____

Health Care Provider's Signature (Please include credentials. Medical Provider must be person legally authorized to clear student for clinical experiences/clinical rotations (For example, APRN, MD, DO, PA-C).

_____ /Date_____

Health Care Provider's Name (Please Print): _____

Address: _____

Telephone: (_____) - _____ - _____ Fax: (_____) - _____ - _____

West Virginia State University Nursing Department
Record of Immunizations and Titers

Please indicate the dates when various immunizations and the antibody titer testing requirements below have been met. If your provider recommends that you do not have the additional immunizations, then please have the primary provider complete the Medical Exemption document. Your primary medical care provider must include a written explanation for the Medical Exemption, if any, in the applicable section on this form. If your immunizations are being repeated, then your primary health provider needs to provide documentation of implementation and/or completion of the immunization and you will need to complete the School's "Release of Liability Form for Non-Immune Students.

IMPORTANT NOTE: Please attach a copy of your immunization records to this form prior to presenting to your primary health care provider. Please include any titer results to this document. If you require any titers, your primary care provider will need to order the tests. This document needs to be completed with the Student Annual Physical Examination/Report of Health Status Form.

The five (5) Titers include: 1. Rubeola (Measles) IgG Titer 2. Mumps IgG Titer 3. Rubella IgG Titer 4. Varicella IgG Titer 5. Anti-HBs (Hepatitis B) Titer

Measles, Mumps, and rubella (MMR)   **Date Completed**

1st MMR (obtained after 1st birthday)	___/___/____
2nd MMR (obtained at least 4 weeks after 1st dose)	___/___/____
Rubella IgG Titer	Immune/Not immune/Equivocal ___/___/____
Measles (Rubeola) IgG Titer	Immune/Not immune/Equivocal ___/___/____
Mumps IgG Titer	Immune/Not immune/Equivocal ___/___/____

If negative (non-reactive) or equivocal (inconclusive results) you must complete recommended immunization requirements.

Diptheria, Tetanus, Pertussis (Dtap, Tdap)   **Date Completed**

1st Dtap	___/___/____
2nd Dtap	___/___/____

3rd Dtap	___/___/___

4th Dtap (childhood only)	___/___/___
Tdap or booster if Tdap has been received in the past. Must have booster every 10 years for tetanus (Td)	___/___/___

Varicella (Chicken Pox)   **Date Completed:**

1st Varicella	___/___/___
2nd Varicella	___/___/___
Varicella IgG Titer	Immune/Not immune/Equivocal ___/___/___
History of Disease (still requires titer)	___/___/___

If negative (non-reactive) or equivocal (inconclusive results) you must complete the Negative-Equivocal Titer form.

Hepatitis B   **Date Completed:**

1st Hepatitis B	___/___/___
2nd Hepatitis B	___/___/___
3rd Hepatitis B	___/___/___
Anti-HBs Titer	Immune/Not immune/Equivocal ___/___/___

COVID 19 (list manufacturer)   **Date Completed:**

1st COVID 19	___/___/___
2nd COVID 19	___/___/___

Revised 06/16/2022; 07/06/2023

Any additional vaccinations received Vaccine Date (month, day, year)

<u>Certification of Results</u>

I certify that the information herein is complete and correct to the best of my knowledge. Health Care Provider's Signature (Please include credentials. Medical Provider must be person legally authorized to clear student for clinical experiences/clinical rotations (For example, APRN, MD, DO, PA-C).

_____/Date_____

Health Care Provider's Name (Please Print): _____

Name of Agency: _____

Address: _____

Telephone: (_____) - _____- _____Fax: (_____) - _____- _____

Annual Tuberculosis (PPD) Screening

Student's Name: _____

Please check one:

_____New admission to program

_____Returning student

Please complete part 1 prior to seeing your primary care provider.

Part 1: Today's Date: _____

1. Have you ever had a skin test for tuberculosis (PPD)? Yes____or No____
   If yes, when was your most recent test? Date _____
   What was the result? Negative ____or Positive ____
2. If your TB test result was positive, what is the date of your most recent chest x-ray?
   a. Date: _____What was the result of the x-ray? _____
3. Have you ever been treated for a positive TB test result? Yes____or No ____
   a. If so, what medication were you given?

   b. When were you treated? _____
4. Have you ever had a BCG vaccine?
5. Do you currently have any of the following symptoms?
   a. Productive or persistent cough (over 2 weeks' duration) Yes____or No____
   b. Night sweats   Yes____or No____
   c. Fever   Yes____or No____
   d. Weight loss   Yes____or No____
   e. Loss of appetite   Yes____or No____

Part 2

To be completed by the medical provider. If the student has had a positive PPD in the past or recently, a chest x-ray is required.

Chest xray (please submit copy of results.	**Normal____or Abnormal____**	**Date: _/_/_____**
Quantiferon Gold blood test (submit copy of results)	**Positive__Neg ____ Indeterminate ____**	**Date: _/_/_____**
TB treatment currently in process or previously treated.	**Yes__or No_ If yes, please provide a copy of the plan of treatment and date of completion. Treating provider:**	**Date: _/_/_____**

The student identified above does not require any further treatments for tuberculosis or additional workup for tuberculosis at this time. The student can participate in clinical experiences within the university or outside of the university. The student is not contagious at this time.

I certify that the information herein is complete and correct to the best of my knowledge.

Health Care Provider's Signature (Please include credentials. Medical Provider must be person legally authorized to clear student for clinical experiences/clinical rotations (For example, APRN, MD, DO, PA-C).

_____/Date_____

Health Care Provider's Name (Please Print): _____

Address:

Telephone: (_____) - _____- _____Fax: (_____) - _____- _____

West Virginia State University Department of Nursing
Student Annual Tuberculosis Report

Student's Name: _____(print legibly)

Please check one:

_New admission

_Returning student

Two-Step PPD. Must have 2 separate tests 1-3 weeks apart. This must be completed Two step testing is required if there is no documentation of a PPD in the last year.

#1 Date 1st PPD placed _____	Date read: _____	Result _____mm
#2 Date 2nd PPD placed _____	Date read: _____	Result _____mm

One-Step PPD. Required to be completed annually while you are a student in the nursing program.

COVID Immunization Policy

As you know, our clinical partners require proof of immunity to many transmissible diseases. For example, MMR, Varicella, Hep B, TB, influenza, and others are currently required for clinical experiences with our agency partners. Thank you for submitting this information in a timely manner. Our clinical partners are now additionally requiring COVID vaccinations for students and clinical instructors.

Required COVID Vaccination:

Effective immediately, all West Virginia State University Department of Nursing students and faculty with a clinical assignment need to submit proof of complete COVID-19 vaccination by August 1 to be compliant with the clinical agency placement requirements. The choice of vaccine is yours. Please enter your results into the Castlebranch system in order to attend and complete your clinical requirements.

At WVSU, students requesting accommodation for religious or medical reasons should contact the Student Accessibility Resources (SAR), sar@wvstateu.edu or West Virginia State University - SAR for Students (wvstateu.edu). Please note that each clinical agency will have its own accommodation procedure that will need to be followed; WVSU's accommodation will be insufficient at the clinical sites.

Students who are not able to attend their clinical rotations are not able to complete their program of study. Your prompt attention to this matter is greatly appreciated.

I _____ *acknowledge that I have read this policy.*

Student's Name: _____

Student's Signature: _____ / _____ (Date)

Student's A#: _____

Witness (Adult): _____ / _____ (Date)

Reviewed 06.16.2022

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

West Virginia State University Department of Nursing Latex Allergy Policy
Acknowledgement Form

I _____acknowledge that I have reviewed the West Virginia State University Department of Nursing Latex Allergy Policy. I am responsible to submit documentation of the latex allergy from my healthcare provider and carry an epipen to clinical or lab experiences if indicated.

_____(initials) I have an allergy to latex.

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

Signature (student): _____Date: _____

Signature (faculty): _____Date: _____

Reviewed 06.16.2022

Appendix B Student Incident Form

<u>Student Incident Report Form</u>

Student's Name: _____ Date/Time: _____

.

Location of incident: _____

Type of incident: _____

Student's description of incident:

Faculty comments:

Reported by: _____ Date/Time: _____

.

Follow up Date/Time: _____

Recommendations/Outcome:

Faculty follow up by: _____ Date/Time: _____

Director of Nursing: _____ Date/Time: _____

Appendix C

Consent Form for Alcohol, Drug, and Substance Testing form Refusal for Alcohol, Drug, and Substance Testing form

West Virginia State University Drug Testing Acknowledgment and Consent Form for Nursing Students

By signing below, I (print name) _____,
consent **to laboratory testing to include blood, urine, or saliva samples to be collected from me to detect the presence of alcohol, drugs, or other substances.**

A.   I have received a copy of the West Virginia State University's Nursing Department Student Drug Testing policy prior to participation in clinical activities which explains that a drug test is required with a negative test result before I am allowed to participate in clinical activities in the nursing program.

B.   My eligibility to participate in clinical experiences may require I submit to additional industry partner/clinical affiliate policies and procedures for compliance with drug and alcohol testing.

C.   I must report any and all changes in physical and medical status due to taking prescription or non-prescription medications that may inhibit my ability to participate in clinical experience without risk to patients, staff and/or myself to the program director or designee.

D.   I may be required to obtain physician clearance to return to clinical practice after resolution of any physical and/or medical status changes that inhibit my ability to participate in clinical experience without risk to patients, staff and/or myself.

E.   In order to be eligible to engage in any clinical activities associated with the nursing department, my drug test must be negative; and

F. If my drug test is positive, the policy explains the potential consequences.

G.   Drug testing will be required if a student demonstrates unusual behavior in the classroom, on university property, or in clinical settings as noted in the policy.

H.   Refusal to consent to the drug testing may result in disciplinary action which could include dismissal from the nursing program.

Student's Signature _____Date:

.

Printed
Name_____

Witnessed by: _____Date:

.

Printed Name

.

West Virginia State University Drug Testing Acknowledgment and Refusal Form for Nursing Students

By signing below, I (print name) _____,
refuse **to consent to laboratory testing to detect the presence of alcohol, drugs, or other substances.**

A.   I have received a copy of the West Virginia State University's Nursing Department Student Drug Testing policy prior to participation in clinical activities which explains that a drug test is required with a negative test result before I am allowed to participate in clinical activities in the nursing program.
B.   My eligibility to participate in clinical experiences may require I submit to additional industry partner/clinical affiliate policies and procedures for compliance with drug and alcohol testing.
C.   Drug testing will be required if a student demonstrates unusual behavior in the classroom, on university property, or in clinical settings as noted in the policy.
D.   Refusal to consent to the drug testing may result in disciplinary action which could include dismissal from the nursing program.

Student's Signature _____Date:
.

Printed
Name_____

Witnessed by: _____Date:
.

Printed Name
.

Appendix D
Waiver for Post Exposure Follow Up

West Virginia State University Nursing Department
Waiver of Post-Exposure Follow Up/Treatment

I acknowledge that during a clinical experience as part of my nursing education at West Virginia State University, I was involved in a situation whereby I was exposed to a potential blood borne pathogen. I have been given the opportunity to be screened and treated for HBV, HCV and HIV. I understand the implications of contracting these diseases. I am refusing follow-up care and by my signature below, accept responsibility for the consequences resulting from failure to follow-up exposure to a blood borne pathogen.

Student Name (Printed)

Student Signature_____Date:_____

Appendix E BOG Policy #36
Title: Alcoholic Beverages

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 F
Clinical Evaluation Documentation

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	2	3	4	5
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	1	2	3	4	5

in sufficient numbers to meet course clinical objectives.					
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:** _____

Leveled Clinical Evaluation Tools

Clinical Evaluation Tool

Level I Nursing _____
Student Clinical Evaluation Form

Name_____ Clinical Site:_____Date: _____

Clinical Dates Year															
Safety															
Environmental **Ability to recognize environmental hazards and safeguards the environment for client based on growth & development. (PLO 6)**															
Infection Control **Ability to maintain the appropriate environment according to client needs. (PLO 1; PLO 6)**															
Medication Administration **Ability to correlate medication with diagnosis, state important facts about client's medication. (PLO 1; PLO 6; PLO 7)**															
Medication Administration **Ability to administer medication according to 5 rights of medication administration. (PLO 1; PLO 3; PLO 6)**															
Procedures **Ability to correctly perform procedures. (PLO 1; PLO 2: PLO 5; PLO 6: PLO 7)**															
Professionalism															
Attitudes/Professional Values **Ability to seek guidance appropriately, accepts constructive criticism, maintain confidentiality and maintain professional appearance and behavior. (PLO 4; PLO 6; PLO 7)**															
Learning Opportunities Ability to seek out opportunities for learning enhancement. (PLO 4)															
Organization Ability to effectively organize client care. (PLO 1)															
Nursing Process / Health Adaptation of the Client															
Assessment Ability to assess and analyze pathophysiology, diagnostic tests, medications and nutrition. (PLO 1)															

Clinical Dates	Year															
Nursing Diagnosis Ability to formulate an accurate nursing diagnosis based on accurate client assessment. (PLO 1)																
Planning Ability to set client and family centered measurable goals. Plans nursing interventions appropriately based on client assessment findings. (PLO 1)																
Implementation Ability to implement appropriate nursing interventions. (PLO 1)																
Evaluation Ability to effectively evaluate client goal and adapt nursing care accordingly. (PLO 1)																
Contribute to patient-centered, safe, quality, evidence-based nursing care with diverse patients across the lifespan.																
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))																
Design a caring environment for the patient, family, and community to promote wellness, prevent disease, and facilitate healing.																
Contribute to a caring environment for patients, families, and communities to promote wellness, prevent disease, and facilitate healing. (PLO 1; PLO 6; PLO 7)																
Generate critical thinking necessary to provide quality patient care.																
Engage in critical thinking necessary to provide quality patient care. (PLO 1; PLO 4; PLO 5))																
Professionally communicate/collaborate with members of the interprofessional team, the patient, family and community to provide and improve patient care.																
Communicate with members of the interprofessional team, the patient and families to provide and improve patient care. (PLO 6)																
Exemplify leadership in a variety of healthcare settings for diverse patient populations.																
Recognize leadership in a variety of healthcare settings for diverse patient population (PLO 4; PLO 6; PLO 7)																

Clinical Dates	Year															
Synthesize information technology to communicate, manage knowledge, mitigate error and support decision-making.																
Use information technology to communicate, manage knowledge, mitigate-error and support decision-making. (PLO 3)																
Assimilate professional, ethical, and legal guidelines in practice as a baccalaureate-prepared professional nurse.																
Analyze professional, ethical, and legal guidelines in practice as a professional nurse. (PLO 7)																
Practice advocacy for patients and vulnerable populations experiencing health problems. (CO 8)																
Instructor Initials Must Be Entered Each Clinical Day																

Clinical Performance Competency: Pass/Fail (as outlined in the Department of Nursing Grading Policy)

Clinical performance is pass/fail – Clinical experience is a practice environment. It is a time for students to practice nursing. Assessment 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. Three or more "Unsatisfactory" clinical days will result in student receiving a "Fail" for the clinical rotation and failure of the course. Clinical absence 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.

Instructor Comments:

Faculty Signature:_____**/Initials**_____**Date:**_____

Student Signature:_____**Date:**_____

Level II Nursing _____
Student Clinical Evaluation Form

Name_____ Clinical Site:_____Date: _____

Clinical Dates	Year															
Safety																
Environmental **Ability to recognize environmental hazards and safeguards the environment for client based on growth & development. (PLO 6)**																
Infection Control **Ability to maintain the appropriate environment according to client needs. (PLO 1; PLO 6)**																
Medication Administration **Ability to correlate medication with diagnosis, state important facts about client's medication. (PLO 1; PLO 6; PLO 7)**																
Medication Administration **Ability to administer medication according to 5 rights of medication administration. (PLO 1; PLO 3; PLO 6)**																
Procedures **Ability to correctly perform procedures. (PLO 1; PLO 2: PLO 5; PLO 6: PLO 7)**																
Professionalism																
Attitudes/Professional Values **Ability to seek guidance appropriately, accepts constructive criticism, maintain confidentiality and maintain professional appearance and behavior. (PLO 4; PLO 6; PLO 7)**																
Learning Opportunities Ability to seek out opportunities for learning enhancement. (PLO 4)																
Organization Ability to effectively organize client care. (PLO 1)																
Nursing Process / Health Adaptation of the Client																
Assessment Ability to assess and analyze pathophysiology, diagnostic tests, medications and nutrition. (PLO 1)																
Clinical Dates	**Year**															

Nursing Diagnosis Ability to formulate an accurate nursing diagnosis based on accurate client assessment. (PLO 1)																		
Planning Ability to set client and family centered measurable goals. Plans nursing interventions appropriately based on client assessment findings. (PLO 1)																		
Implementation Ability to implement appropriate nursing interventions. (PLO 1)																		
Evaluation Ability to effectively evaluate client goal and adapt nursing care accordingly. (PLO 1)																		
Contribute to patient-centered, safe, quality, evidence-based nursing care with diverse patients across the lifespan.																		
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))																		
Design a caring environment for the patient, family, and community to promote wellness, prevent disease, and facilitate healing.																		
Contribute to a caring environment for patients, families, and communities to promote wellness, prevent disease, and facilitate healing. (PLO 1; PLO 6; PLO 7)																		
Generate critical thinking necessary to provide quality patient care.																		
Engage in critical thinking necessary to provide quality patient care. (PLO 1; PLO 4; PLO 5))																		
Professionally communicate/collaborate with members of the interprofessional team, the patient, family and community to provide and improve patient care.																		
Communicate with members of the interprofessional team, the patient and families to provide and improve patient care. (PLO 6)																		
Exemplify leadership in a variety of healthcare settings for diverse patient populations.																		
Recognize leadership in a variety of healthcare settings for diverse patient population (PLO 4; PLO 6; PLO 7)																		
Clinical Dates Year																		
Synthesize information technology to communicate, manage knowledge, mitigate error and support decision-making.																		

Use information technology to communicate, manage knowledge, mitigate-error and support decision-making. (PLO 3)													
Assimilate professional, ethical, and legal guidelines in practice as a baccalaureate-prepared professional nurse.													
Analyze professional, ethical, and legal guidelines in practice as a professional nurse. (PLO 7)													
Practice advocacy for patients and vulnerable populations experiencing health problems. (CO 8)													
Instructor Initials Must Be Entered Each Clinical Day													

Clinical Performance Competency: Pass/Fail (as outlined in the Department of Nursing Grading Policy)

Clinical performance is pass/fail – Clinical experience is a practice environment. It is a time for students to practice nursing. Assessment 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. Three or more "Unsatisfactory" clinical days will result in student receiving a "Fail" for the clinical rotation and failure of the course. Clinical absence 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.

Instructor Comments:

Faculty Signature: _____ **/Initials** _____ **Date:** _____

Student Signature: _____ **Date:** _____

Level III Nursing _____
Student Clinical Evaluation Form

Name_____   Clinical Site:_____Date:_____

Clinical Dates Year																
Safety																
Environmental **Ability to recognize environmental hazards and safeguards the environment for client based on growth & development. (PLO 6)**																
Infection Control **Ability to maintain the appropriate environment according to client needs. (PLO 1; PLO 6)**																
Medication Administration **Ability to correlate medication with diagnosis, state important facts about client's medication. (PLO 1; PLO 6; PLO 7)**																
Medication Administration **Ability to administer medication according to 5 rights of medication administration. (PLO 1; PLO 3; PLO 6)**																
Procedures **Ability to correctly perform procedures. (PLO 1; PLO 2: PLO 5; PLO 6: PLO 7)**																
Professionalism																
Attitudes/Professional Values **Ability to seek guidance appropriately, accepts constructive criticism, maintain confidentiality and maintain professional appearance and behavior. (PLO 4; PLO 6; PLO 7)**																
Learning Opportunities Ability to seek out opportunities for learning enhancement. (PLO 4)																
Organization Ability to effectively organize client care. (PLO 1)																
Nursing Process / Health Adaptation of the Client																
Assessment Ability to assess and analyze pathophysiology, diagnostic tests, medications and nutrition. (PLO 1)																
Clinical Dates **Year**																

Nursing Diagnosis Ability to formulate an accurate nursing diagnosis based on accurate client assessment. (PLO 1)	
Planning Ability to set client and family centered measurable goals. Plans nursing interventions appropriately based on client assessment findings. (PLO 1)	
Implementation Ability to implement appropriate nursing interventions. (PLO 1)	
Evaluation Ability to effectively evaluate client goal and adapt nursing care accordingly. (PLO 1)	

Contribute to patient-centered, safe, quality, evidence-based nursing care with diverse patients across the lifespan.

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))	

Design a caring environment for the patient, family, and community to promote wellness, prevent disease, and facilitate healing.

Contribute to a caring environment for patients, families, and communities to promote wellness, prevent disease, and facilitate healing. (PLO 1; PLO 6; PLO 7)	

Generate critical thinking necessary to provide quality patient care.

Engage in critical thinking necessary to provide quality patient care. (PLO 1; PLO 4; PLO 5))	

Professionally communicate/collaborate with members of the interprofessional team, the patient, family and community to provide and improve patient care.

Communicate with members of the interprofessional team, the patient and families to provide and improve patient care. (PLO 6)	

Exemplify leadership in a variety of healthcare settings for diverse patient populations.

Recognize leadership in a variety of healthcare settings for diverse patient population (PLO 4; PLO 6; PLO 7)	

Clinical Dates **Year**	

Synthesize information technology to communicate, manage knowledge, mitigate error and support decision-making.

Use information technology to communicate, manage knowledge, mitigate-error and support decision-making. (PLO 3)																
Assimilate professional, ethical, and legal guidelines in practice as a baccalaureate-prepared professional nurse.																
Analyze professional, ethical, and legal guidelines in practice as a professional nurse. (PLO 7)																
Practice advocacy for patients and vulnerable populations experiencing health problems. (CO 8)																
Instructor Initials Must Be Entered Each Clinical Day																

Clinical Performance Competency: Pass/Fail (as outlined in the Department of Nursing Grading Policy)

Clinical performance is pass/fail – Clinical experience is a practice environment. It is a time for students to practice nursing. Assessment 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. Three or more "Unsatisfactory" clinical days will result in student receiving a "Fail" for the clinical rotation and failure of the course. Clinical absence 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.

Instructor Comments:

Faculty Signature:_____ **/Initials**_____ **Date:** _____

Student Signature:_____ **Date:**_____

Appendix G
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 H
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 ATI" 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: Minimum 1 hour *Focused Review* on initial attempt	Remediation: Minimum 1 hour *Focused Review* on initial attempt
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	Post Content Mastery Exam Proctored Remediation *Minimum 2 hour focused Total=2 points	Post Content Mastery Exam Proctored Remediation *Minimum 3 hour focused Total=2 points	Post Content Mastery Exam Proctored Remediation *Minimum 4 hour focused Total=2 points
10/10 points	9/10 points	7/10 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 *Focused Review* on initial attempt For each topic missed, complete an active learning template.		Remediation: Minimum 1 hour *Focused Review* 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	Remediation *Minimum 2 hour focused Total=2 points	Remediation *Minimum 3 hour focused Total=2 points	Remediation *Minimum 4 hour focused Total=2 points
10/10 points	9/10 points	7/10 points	6/10 points
		Retake Required	Retake Required

Appendix I
Department of Nursing Volunteer Hours Verification Form

Department of Nursing Volunteer Hour Verification Form

Student Information

Name: _____ (Please Print)

A# _____

Email: _____

Student Signature: _____

Date: _____

Volunteer Representative

Information below to be completed by the representative/individual overseeing the volunteer event(s)

Name of Organization: _____

Address: _____

Type of work the student engaged in:

Date(s) of service completed: _____ Hours completed: _____

Signature of Volunteer Representative: _____

Title: _____ Phone number: _____

Date: _____

Addendum/Handbook Updates

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West Virginia State University Department of Nursing

Bachelor of Science in Nursing Handbook Acknowledgement

I have read the West Virginia State University's 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 Nursing Department reserves the right to make changes to the handbook during the academic year. Changes will be communicated by 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 be taken as a result of non-compliance with the policies within the handbook.

Student Name (Print) _____

Date _____

Student Signature _____

Student Acknowledgement of ATI Procedures

Initial all and sign below:

_____I have received a copy of and have read and understand West Virginia State University's ATI Assessment and Review Policy

_____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 _____