



WEST VIRGINIA STATE  
UNIVERSITY

## **BSN Programs Student Handbook**

Traditional BSN

LPN to BSN

2025-2026

## Table of Contents

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West Virginia State University Policy Links.....	7
Student Code of Conduct/Handbook.....	7
<a href="https://wvstateu.edu/students/current-students/student-handbook/?highlight=Student+handbook">https://wvstateu.edu/students/current-students/student-handbook/?highlight=Student+handbook</a> .....	7
WVSU Sexual Harassment Policy (Title IX) .....	7
Title IX Requirements .....	8
Affirmative Action Statement.....	8
The Family Educational Rights and Privacy Act (FERPA) .....	8
Mission, Vision, Philosophy, and Goals.....	10
Vision Statement.....	10
Mission Statement .....	10
Philosophy .....	10
Department of Nursing Goals.....	11
Essentials of Baccalaureate Education .....	11
Bachelor of Science-Nursing .....	14
Program Learning Objectives .....	15
BSN Curriculum Overview Program of Study .....	15
BSN Curriculum Plans .....	16
LPN to BSN Credit Conversion .....	19
Allocation of Credits .....	20
Course Descriptions.....	20
NURS 202 – Health Assessment, Wellness and Prevention across the Lifespan/Lab .....	20
NURS 203 - Health and Nutrition .....	21
NURS 301 Foundations of Nursing Practice.....	21
NURS 303 Pathophysiology Concepts in Nursing.....	21
NURS 305 Pharmacological Concepts in Nursing.....	21
NURS 316 Nursing Care of Adults with Acute/Chronic Health Disorders .....	22
NURS 318 Nursing Care: Alterations in Mental Health .....	22
NURS 405 Nursing Care of Women, Children, and Families.....	22
NURS 406 Nursing Care of Adults with Acute/Chronic Health Disorders II.....	23
NURS 407 Evidence Based Nursing Research .....	23
NURS 408 Transition to Nursing Practice .....	23
NURS 409 Synthesis of Nursing Care.....	23
NURS 410 Professional Nursing Internship.....	24
Admission Requirements.....	24
Traditional BSN program prerequisites/ co-requisites .....	25

LNP to BSN program prerequisites .....	25
Admission Requirements:.....	25
Admission to the University .....	25
Admission to the BSN Programs:.....	25
Admission into the LPN to BSN Program Track .....	26
Requirements for the BSN Programs after Admission .....	27
Health Examination .....	27
Drug screen requirements:.....	28
Criminal Background check: .....	28
Current Basic Life Support (BLS).....	29
Waiver for medical exemption (Appendix B) .....	29
Health Insurance Recommendations .....	29
Clinical Clearance and Castlebranch.....	30
Department of Nursing Drug and Alcohol Testing Guidelines/Procedures .....	30
Drug and Alcohol Counseling Assistance .....	31
Counseling Services.....	31
Student Accessibility Resources (SAR) .....	31
Students with Disabilities – Access/Accommodations.....	32
Office of Retention and Student Success.....	32
Tutoring Services.....	32
Library Support.....	33
Registration and Records.....	33
Standards of Professional Practice Policy .....	33
Violations of these standards will result in disciplinary action as follows: .....	35
Probation & Suspension .....	35
Appeal of Academic Suspension or Dismissal .....	36
Academic Honesty Policy for Graduate and Undergraduate Studies .....	36
Academic Dishonesty Procedures .....	38
Academic Dismissal and Reinstatement.....	40
Appeal of a Grade Penalty for Academic Dishonesty .....	41
Misbehavior in an Academic Setting.....	42
Student Complaint Process .....	43
Steps to Filing a Written Complaint .....	44
Further Steps for Fully Online Students .....	44
Academic Standards and Progression Policies for Pre-Licensure BSN Students.....	45
Student Workload Policy .....	45
Student Volunteer Hour Requirements .....	45

Portfolio Submission.....	45
Academic Advising and Registration .....	45
Nursing Student Advisors .....	46
Appeal of Final Grades.....	47
Student Advising Feedback Form .....	50
Referral Information .....	50
Accuplacer Office .....	50
Office of Career Services and Cooperative Education .....	50
Financial Aid.....	51
Cashier's Office .....	51
Counseling and Accessibility Services .....	51
Registration and Records .....	51
Honors Program .....	51
Promotion/Progression Within the BSN Program .....	51
ATI Exams.....	53
Nursing Student Expectations .....	54
Grading Scale.....	54
Grading Progression Policy .....	54
Summative Evaluation of Student Performance .....	55
Testing Procedures .....	55
Examination Integrity .....	56
Grounds for Dismissal or Cancellation of Results .....	56
Formative Evaluation of Student Performance.....	57
Clinical and Laboratory Requirements.....	57
Classroom, Lab and Clinical Progression.....	58
Clinical Information and Policies .....	58
Clinical Uniforms .....	60
Regulations regarding professional appearance:.....	60
Exposure to Blood and Body Fluids.....	61
HIPAA Training Requirements .....	62
Clinical Site Training Requirements .....	62
Graduation Requirements .....	62
Graduation with Honors for Undergraduate Program .....	62
Assessment of Student Learning .....	62
Inclement Weather/School Closing .....	63
Selection & Evaluation of Agencies for Clinical Experience.....	63
Procedure: .....	64
Evaluation of Nursing Program by Clinical Agencies.....	64

Appendix A .....	66
Health Forms .....	66
Medical TB Questionnaire.....	71
Appendix B.....	72
Medical Exemption Form.....	72
West Virginia State University Nursing Department Medical Exemption Form .....	73
Appendix C.....	74
Latex Allergy Form .....	74
West Virginia State University Department of Nursing Latex Allergy Policy.....	75
West Virginia State University Department of Nursing Latex Allergy Policy Acknowledgement Form.....	76
Appendix D.....	77
Student Incident Form .....	77
Student Incident Report Form.....	78
Appendix E .....	79
Consent Form for Alcohol, Drug, and Substance Testing form Refusal for Alcohol, Drug, and Substance Testing form .....	79
West Virginia State University Drug Testing Acknowledgment and Consent Form for Nursing Students.....	80
West Virginia State University Drug Testing Acknowledgment and Refusal Form for Nursing Students.....	82
Appendix F .....	83
Waiver for Post Exposure Follow Up.....	83
Title: Alcoholic Beverages.....	86
Appendix G.....	87
Clinical Evaluation Documentation.....	87
West Virginia State University Agency Evaluation by Students .....	88
Student completing this review: (optional).....	88
Appendix H.....	90
Leveled Clinical Evaluation Tools .....	90
Appendix I .....	94
Cannabis Usage in the Nursing Profession.....	94
Appendix J.....	96
ATI Testing/Remediation Policy .....	96
Appendix K.....	101
Department of Nursing Volunteer Hours Verification Form.....	101
Department of Nursing Volunteer Hour Verification Form .....	102
Volunteer Representative.....	102
Appendix L .....	103

School of Nursing Social Media Policy.....	103
Standards of Conduct for the Use of Electronic and Social Media.....	104
Appendix M.....	106
HIPAA Confidentiality Agreement.....	106
Addendum/Handbook Updates.....	109
West Virginia State University Department of Nursing.....	112
Bachelor of Science in Nursing Handbook Acknowledgement .....	112
Student Acknowledgement of ATI Procedures .....	112

## **West Virginia State University Policy Links**

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### **Student Code of Conduct/Handbook**

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

### **WVSU Sexual Harassment Policy (Title IX)**

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

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

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

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

1. If you are the victim of sexual misconduct, WVSU encourages you to reach out to these resources:
  - a. Title IX Office: 304-533-5392 (24-hour number)
  - b. Counseling and Accessibility Services (CAS): 304-766-3168
  - c. If you have a safety concern, please contact Public Safety, 304-766-3353 or dial 911.
2. Other reporting information is available here:
  - a. <https://wvstateu.edu/administration/wvsu-title-ix/>

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive

Federal financial assistance. Title IX of the Education Amendments of 1972 states that {20 U.S.C. § 1681(a)}:“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

### **Title IX Requirements**

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

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

**Carolyn L. Stuart, Ph.D.**

**EEO Compliance Officer & Title IX Coordinator**

**105 Ferrell Hall Institute, WV 25112**

**(304) 204-4018**

**[carolyn.stuart@wvstateu.edu](mailto:carolyn.stuart@wvstateu.edu)**

### **Affirmative Action Statement**

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

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

### **The Family Educational Rights and Privacy Act (FERPA)**

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

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



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

## **Mission, Vision, Philosophy, and Goals**

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### **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 believes that the conceptual bases of the practice of nursing include person, environment, health, and nursing.

#### Person/Environment

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

#### Health/Wellness

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

#### Nursing

The nurse's role is to provide care and promote wellness for the person across the lifespan. The nurse must be knowledgeable regarding applications of theory to nursing practice. The nurse must also be knowledgeable about a broad range of scientific knowledge including biology,

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

### Education

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

### **Department of Nursing Goals**

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

### **Essentials of Baccalaureate Education**

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

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

The ten Domains are as follows:

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

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

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

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

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

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

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

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

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

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

**Domain 6:** Interprofessional Partnerships Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders

to optimize care, enhance the healthcare experience, and strengthen outcomes.

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

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

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

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

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

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

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

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

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

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

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

## **Bachelor of Science-Nursing**

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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.

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

In the LPN to BSN hybrid program, students will gain credits for LPN licensure and previous coursework. The nursing classes will start in the freshman year, after acceptance into the nursing program. 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; 6/4/2025*

## **Program Learning Objectives**

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The objectives of the BSN program are as follow:

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

## **BSN Curriculum Overview Program of Study**

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### **Traditional BSN Program**

The curriculum plan for the pre-licensure BSN program of study will consist of General Education courses, supporting courses, and the Content Area courses. There are 29-30 credit hours of General Education courses including English, Math, humanities, psychology, international perspectives, and biology. There are 29 - 34 credit hours of cognate courses including biology, microbiology, statistics, and chemistry. There are 65 credit hours of Departmental courses. 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 122-123 credit hours.

### **LPN to BSN Program**

The curriculum plan for the LPN to BSN hybrid 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 60 credit hours of Content Area courses. There are 38 cognate hours. Students will receive conversion credit for 22 credit hours. The curriculum is a total of 120 credit hours.

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

## BSN Curriculum Plans

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The curriculum plan for the pre-licensure Traditional 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 203 Nutrition and Health	3		
HHP 122 or 157 Wellness	2		
Total	17	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

The LPN to BSN Program curriculum plan is as follows:

<b>YEAR 1</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
ENGL 101 English Composition 1	3	ENGL 102 English Composition 2	3
GED 101 (College of Professional Studies)	3	GED Humanities	3
MATH 120 College Algebra*	3	PSYC 304 Lifespan Psychology	3
COMM 100 Interpersonal Communications	3	CJ 314 Statistics	3
PSYC 151 General Psychology	3	NURS 203 Nutrition and Health	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Summer Semester</b>			
GED History	3		
GED International Perspectives	3		
<b>Total</b>	<b>6</b>		

<b>YEAR 2</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
NURS 303 Pathophysiology Concepts	3	NURS 316 Nursing Care of Adults with Acute/Chronic Health Disorders I	7
NURS 305 Pharmacology Concepts in Nursing	3	NURS 318 Nursing Care: Alterations in Mental Health	7
NURS 201 LPN to BSN Role Transition	3	GED ART	3
HHP 157 Wellness	2	<b>Total</b>	<b>17</b>
NURS 202 Health Assessment, Wellness, and Prevention Across the Lifespan	4		
<b>Total</b>	<b>15</b>		
<b>Summer Semester</b>			
<b>Total</b>			

<b>YEAR 3</b>			
<b>Fall Semester</b>		<b>Spring Semester</b>	
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
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>13</b>

## LPN to BSN Credit Conversion

### Purpose and Philosophy

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

### Requirements and Procedure

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

1. The LPN holds a valid, unencumbered nursing license as certified by the West Virginia State Board of Examiners for Licensed Practical Nurses or similar agency if issued out-of-state;
2. The student is fully admitted into the Nursing program and the institution;
3. The student is in Good Academic Standing;
4. The student has no outstanding holds or obligations with the institution;
5. An approved “Application for Credit Equivalency” form (<https://www.wvstateu.edu/academics/registrar/faculty-forms.aspx>) is submitted to the Office of the Registrar for processing;
6. A \$10 per credit hour conversion fee has been paid by the student.

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

LPN License	Course Designation	Course Title	Credit Hours
	BIOL 120	Fundamentals of Biology	4
	BIOL 331	Human Anatomy and Physiology I	4
	BIOL 332	Human Anatomy and Physiology II	4
	CHEM 101	Health Science General Chemistry	4
	NURS 301	Foundations of Nursing Practice	6
<b>Total Credit Hours Awarded</b>			<b>22</b>

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

### **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**

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#### **NURS 200 Introduction to Professional Nursing**

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

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

*Prerequisite: admission to the nursing program*

#### **NURS 201-LPN to BSN Role Transition**

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

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

*Prerequisite: Active LPN license, admission to the nursing program*

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

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

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

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

### **NURS 203 - Health and Nutrition**

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

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

*Pre-requisites ENG 101*

### **NURS 301 Foundations of Nursing Practice**

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

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

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

*Co-requisite: NURS 303, NURS 305*

### **NURS 303 Pathophysiology Concepts in Nursing**

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

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

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

*Co-requisite: NURS 301; NURS 305*

### **NURS 305 Pharmacological Concepts in Nursing**

Provides students with an overview of pharmacology with an emphasis on clinical

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applications within the context of the nursing process and prioritization of needs. Explores indications, modes of action, effects, contraindications and interactions for selected drugs. Nursing implications related to drug administration are emphasized. Dosage calculations are evaluated for competency.

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

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

*Co-requisite NURS 301, NURS 303*

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

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

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

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

*Co-requisite: NURS 318.*

### **NURS 318 Nursing Care: Alterations in Mental Health**

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

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

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

*Co-requisite: NURS 316*

### **NURS 405 Nursing Care of Women, Children, and Families**

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

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

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

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

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

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

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

### **NURS 407 Evidence Based Nursing Research**

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

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

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

### **NURS 408 Transition to Nursing Practice**

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

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

*Prerequisite: admission to the nursing program, NURS 407*

*Co-requisite: NURS 409; NURS 410*

### **NURS 409 Synthesis of Nursing Care**

This senior-level course focuses on the nursing care of adults and populations with complex health disorders. Disorders involve patients experiencing high acuity complex

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

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

Prerequisite: admission to the nursing program, NURS 406

Co-requisite NURS 409 and NURS 410

### **NURS 410 Professional Nursing Internship**

Student-designed experience focusing on the role of the professional nurse in a variety of clinical practice settings. This course requires the RN student to accomplish individual learning objectives negotiated with their faculty facilitator and chosen preceptor(s) at the onset of the course. The practicum will enable RN students to expand clinical expertise, broaden exposure to specialty areas, explore arenas with which they are unfamiliar, and apply theory learned throughout the BSN curriculum to meet the needs of clients. The practicum will specifically enable the RN student to implement the professional roles of a BSN registered nurse in the areas of leadership/management, education, and community practice. Includes: Clinical immersion (200 clock hours) to strengthen and broaden baccalaureate nursing skills, judgments and decision making. Supervised by a preceptor, students synthesize and apply evidence-based skills and knowledge to nursing practice. Includes: Capstone project will be presented at the end of the course. NCLEX review and standardized testing is incorporated into this course to evaluate student readiness to take NCLEX. *Class: 6 semester hours, Clinical Internship 200 hours' clinical experience*

*Prerequisite: admission to the nursing program*

*Co-requisite NURS 408; NURS 409*

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

## **Admission Requirements**

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

*Revised 04/28/2021; 5/4/2023; 6/4/25*

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. Straighterline credits can be accepted with prior Director of Nursing and Registrar approval, up to 15 credit hours, including a maximum of one course with a lab component (i.e. either BIOL 120, CHEM 101). Students will be chosen based on qualifications listed below and completion/enrollment of the prerequisites/co-requisites.

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### **Traditional BSN program prerequisites/ co-requisites**

1. General Psychology PSYC 151 or equivalent
2. College Algebra, MATH 120 or equivalent
3. Chemistry with lab or equivalent CHEM 101 or equivalent
4. Fundamentals of Biology BIOL 120 or equivalent

### **LNP to BSN program prerequisites**

1. College Algebra MATH 120 or equivalent
2. General Psychology PSYC 151 or equivalent
3. Lifespan Psychology PSYC 304 or equivalent
4. English composition ENGL 101 or equivalent

Students must have completed an additional 18 credit hours that are applicable to the WVSU LPN to BSN curriculum, excluding conversion credit courses. Upon successfully completing the Fall semester of Year 3, students will have their conversion credit applied to their records. This award credits for an active, unencumbered LPN license for the courses:

BIOL 120 – Fundamentals of Biology  
CHEM 101 – Health Science General Chemistry  
BIOL 331 – Anatomy and Physiology 1  
BIOL 332 – Anatomy and Physiology 2  
NURS 301 – Foundations of Nursing

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

## **Admission Requirements:**

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### **Admission to the University**

One **official** transcript from each college/university attended since high school is to be submitted to the Admission's office.

### **Admission to the BSN Programs:**

Admission to the nursing program upon successful completion of the following:

1. A grade of "C" or higher in all nursing support courses, including prerequisites.
  2. A cumulative GPA of 2.5 is required for admission into the nursing program.
  3. Students must be eligible for sophomore academic standing with a minimum of 30 credits.
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4. A standardized entrance exam (HESI/TEAS) is required to enter the program and must be completed by June 15 prior to the anticipated semester of admission.
  - For the TEAS a cumulative score of 65 must be achieved.
  - For the HESI exam a cumulative score of 75% must be achieved in the following areas:
    - Math, Reading Comprehension, Vocabulary, Grammar, Biology/Chemistry, Anatomy & Physiology (can be waived).
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### **Admission into the LPN to BSN Program Track**

Students must submit proof of a current, unencumbered Licensed Practical Nurse license or in the process of becoming licensed as an LPN.

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

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

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.

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## Requirements for the BSN Programs after Admission

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### Health Examination

A physical examination by a licensed provider within six (6) months of admission to the junior year courses is required and must be updated annually thereafter by July 1. Failure to complete this annual physical exam requirement and complete all vaccine/screening requirements will result in removal from registered courses and may result in dismissal from the program. Students are expected to report any changes in health status that could impact enrollment at a clinical site due to performance or safety issues. Students must notify faculty of changes to their medication regimen that could impact performance and safety issues.

The physical exam must include:

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 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, physically care for, 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.

Information must include the following:

A record of the following current immunizations:

1. Rubella/Measles/Mumps
    - a. Documentation of MMR vaccination for 2 doses at least 4 weeks apart and Titer demonstrating immunity.
  2. Diphtheria/Tetanus/Pertussis:
    - a. Documentation of Tdap vaccinations and Td booster every 10 years.
  3. Chicken Pox (Varicella):
    - a. Documentation of two doses of varicella 4 weeks apart and Titer demonstrating immunity.
  4. Hepatitis B
    - a. Documentation of three doses of Hepatitis B vaccine at scheduled intervals and Titer demonstrating immunity
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In addition to the above immunizations and titer requirement, students must also provide annual documentation of a Tuberculin screening, Influenza vaccine, and Latex allergy. The student must also be aware of the drug screen requirements.

**Tuberculin (TB) Test:**

1. Each student must provide a copy of the annual test results for their record. The required form is located in Appendix A. If you do use the form provided, all information on the form must be on the documentation you provide for the documentation to be acceptable.
2. A positive PPD requires documentation of negative chest X- rays within the past 12 months.
3. Two step testing is required if there is no documentation of a PPD in the last year.
4. Two-step PPD test
  - a. First step: Obtain PPD, read in 36-72 hours. Negative. Proceed to the second step. Positive see below.
  - b. Second step: Obtain PPD 1-3 weeks after the first test. Read in 36-72 hours. Negative. Provide results to the program. Positive see below.
5. Positive results: Require normal chest x-ray and physical examination by primary care provider for any symptoms of TB. The form for documentation will be provided to the student.

**Influenza Vaccine:**

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

**Latex allergy:**

1. A documentation form is required each year. See appendix C.

**Drug screen requirements:**

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

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

**Criminal Background check:**

Clinical agencies require students to undergo a criminal background check and drug screen prior to entry into the clinical areas. Students enrolled in the nursing program may be subject to policies of the clinical agency while in the clinical setting. This includes policies regarding random drug screening during clinical rotation. The first criminal background check will be paid for by student fees. If a student requires additional background checks, the fee will be the responsibility

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

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

### **Current Basic Life Support (BLS)**

1. Current certification by the American Heart Association for infants and adults (Basic Life Support for Healthcare Providers) is required.
  - a. Recertification is required every year or every two years as noted on the card.
  - b. Students must have evidence of certification by July 1 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; 06/16/2025*

### **Waiver for medical exemption (Appendix B)**

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 can enroll to be treated at the Family Care Clinic on campus at their own expense or go to their choice of providers.

## **Clinical Clearance and Castlebranch**

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

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

CastleBranch issues reminder emails when deadlines are approaching on all of the previously indicated items. Nursing faculty will review any rejected documents on the Friday before the upcoming academic semester begins. Students will receive a final warning for any missing/incomplete documentation. If missing/incomplete documentation has not been rectified by Wednesday the first week of the semester when a student has a lab/clinical, the student will earn their first "unsatisfactory" for the semester course. As a reminder, the second "unsatisfactory" for the semester course will result in failure of the clinical component of the course and may result in dismissal from the nursing program.

## **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
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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 nursing 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 your state licensure board nursing can include inability of the student to take the NCLEX or restrictions can be imposed upon the nursing license.

*Revised: 04.28.2021; 06/16/2025*

## **Drug and Alcohol Counseling Assistance**

### **Counseling Services**

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

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

### **Office of Retention and Student Success**

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

#### **Learning Enrichment Centers**

##### **Tutoring Services**

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

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

### **Yellow Jacket Emergency Aid Program**

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

### **Library Support**

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

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

### **Registration and Records**

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

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

### **Standards of Professional Practice Policy**

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

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

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

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

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

1. Students will adhere to the policies of West Virginia State University and the policies of clinical affiliation agencies regarding drug and alcohol use.
  2. Students will comply with established policies of the West Virginia State University Nursing Program and established policies of clinical agencies during clinical affiliations.
  3. Students will comply with the established standards of professional conduct policies of West Virginia State University.
  4. Students will demonstrate respect and courtesy toward patients and their families, peers, faculty, and staff members. This applies in the clinical setting, classroom, and in the university. Respect will be demonstrated regardless of race, religion, national origin, ethnicity, gender, sexual preference, age, health status, or diagnosis. Students will address faculty by Title (Dr., Mr., Ms, Professor) and last name.
  5. Students will maintain honesty and integrity in all classroom and clinical situations as noted in the WVSU Academic Honesty Policy for Graduate and Undergraduate Studies.
  6. Students will maintain safety of themselves, their patients, and others through use of standard precautions.
  7. Students will ensure safe and appropriate nursing care to each assigned patient through practice within the boundaries of their role and through demonstration of learned clinical competencies.
  8. Students will notify faculty if they require additional assistance or additional supervision performing a skill.
  9. Students will comply with all appropriate provisions of West Virginia State University's Department of Nursing clinical attire policy.
  10. Students will promptly report to a faculty member the impaired practice or unethical care of another person who is providing health care.
  11. Students will maintain appropriate professional role boundaries.
  12. Students will promptly report to the Director of Nursing, any conviction of a felony and any conviction of a misdemeanor that occurs while a student in the Department of Nursing.
  13. Students will follow the social media use guidelines document: See Appendix J.
  14. Students will not engage in behavior of unlawful discrimination, theft or property damage, or disorderly conduct.
  15. Students will not access/purchase test banks or instructor resources from any sources or access/purchase pre-written papers/documents and submit as their own work. These violations are considered a violation of academic integrity.
  16. WVSU acknowledges the transformative role of AI as a learning tool but prohibits its misuse in academic settings. Students must clearly identify its contributions and communicate with their instructors to make sure that particular uses are acceptable for a given assignment. The WVSU Academic Honesty Policy emphasizes
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integrity in academic work and sets boundaries on the use of AI in completing assignments. Students should assume AI is not permitted in course work unless specified otherwise by the instructor. Students should consult the instructor if they have any questions about what may constitute misuse. Misusing an AI tool to complete assignments or to fabricate data will be treated as academic dishonesty. Depending on the severity of an incident, the misuse of AI can result in sanctions, up to academic suspension. All students are required to view and adhere to the WVSU Academic Honesty Policy.

17. Students will demonstrate honesty and integrity regarding reports and documentation in both the clinical and classroom setting.
18. Students will be prepared for assignments and provide safe care.

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

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

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

06/16/2025

### **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
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the University.

7.

### **Appeal of Academic Suspension or Dismissal**

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

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

### **Academic Honesty Policy for Graduate and Undergraduate Studies**

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

WVSU is committed to the prevention of academic dishonesty. To reinforce that commitment, information, including definitions and examples of academic dishonesty, will be published in the WVSU Student Handbook and the university catalog. The intention of this information is to prevent acts of academic dishonesty. Prevention is the primary goal of the University in general and the Office of Academic Affairs in particular.

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

When there is evidence that a student has disregarded the University's Academic

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

### **Academic Dishonesty Procedures**

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

1. A faculty member who has sufficient reason to believe that a student is guilty of academic dishonesty will notify and subsequently meet with the student within five calendar days from the time the alleged academic dishonesty is discovered.
  2. Prior to the initial meeting of the faculty member and the accused student, the faculty member should check the files on academic dishonesty kept in the office of the Vice President for Academic Affairs to determine whether the student has been previously disciplined for academic dishonesty. The University reserves the right to impose more severe disciplinary action against a student who is a repeat offender or who has previously been found guilty of egregious incidents of cheating.
  3. At the initial meeting the student will be given the complete and detailed charges in writing, and an opportunity to respond to the faculty member regarding the charges.
  4. If the student wishes, he/she may submit a written response to the charges. This response must be delivered to the aforementioned faculty member within five calendar days of the initial meeting.
  5. If the student admits to the charge of academic dishonesty, and the offense is his/her first offense, he/she will be asked to sign a statement consenting to the punishment imposed. Consent statements will be filed with the appropriate records in the Office of the Vice President for Academic Affairs. For first offenses, the punishment will be at the discretion of the instructor. If the student refuses to sign the consent form, the faculty member will proceed to the next step in the process.
  6. The faculty member will notify the student whether or not the matter will be taken to the next step in the process within five calendar days of receiving from the student a written response to the charges. The student shall file his/her written response with the Office of the Vice President for Academic Affairs.
  7. If the student does not respond within the time indicated, the faculty member must proceed to the next step in the process. If, upon receiving the written response, the faculty member does not accept the student's explanation, the faculty member is required to send the matter forward to the next level of review.
    - a. If the case is a repeat offense, the faculty member is also required to send the matter forward to the next level of review.
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- b. If the case is not a repeat offense and, upon receiving the written response the faculty member does not accept the student's explanation, the faculty member is required to send the matter forward to the next level of review.
  8. Once the student has been duly notified of the charges, he/she will not be permitted to drop the course, but will continue as a student, completing and submitting all work required throughout the remainder of the semester.
  9. The faculty member will notify the department chair and the Dean of his/her findings, and within five calendar days of the notification of the student, forward to the Dean a written explanation of the circumstances, along with copies of any pertinent evidence.
  10. The Dean will review the explanation and any supporting evidence, and may at his or her discretion, interview the accused student and/or the faculty member for purposes of clarification and adherence to the University's Academic Dishonesty Policy. If the matter cannot be resolved at that level to the satisfaction of the faculty member bringing the charges, within five calendar days it will then be forwarded to the College's Academic Dishonesty Committee.
  11. A five-member committee on academic dishonesty will be appointed by the respective Dean of each school at the beginning of the academic year. It will comprise three full-time tenured faculty, one exempt employee of the University, and one junior or senior level student. In the event that the alleged dishonesty occurred on the graduate level, the student member will be a graduate student. The Dean will appoint the chair of the committee. In order for its actions to be official, at least three members of the committee must be present when decisions are made. The verdict will be decided by the majority, in this case two votes of three. If four or more members are present, the majority shall be three or more votes.
  12. A faculty member who has brought or is in the process of bringing charges against a student for academic dishonesty in the current academic year will not be eligible to serve on the committee. The Dean will appoint a replacement.
  13. The committee will meet to review cases and to hear any testimony it considers relevant to the matter on dates requested by the Dean. At the meeting, the student will be allowed the opportunity to appear and respond to the charges and answer any additional questions from the committee. All proceedings will be electronically recorded, and the recording will be entered into the academic dishonesty records maintained in the Office of the Vice President for Academic Affairs. In the event of academic dishonesty allegedly occurring during summer sessions or during final work at the conclusion of a semester, the alleged dishonesty charge will be reviewed during the committee's first meeting in the ensuing semester (fall or spring). In the interim, the student will receive a grade of "I."
  14. The committee review shall be informal, with neither party represented by an advocate. Witnesses may be asked and/or permitted to make a statement to the committee if the committee is informed prior to the meeting. The meeting shall not be open to the public. If the student wishes, he or she may have an associate present for consultation purposes only. Lawyers, parents, or any form of professional advocate may not serve as an associate.
  15. The committee shall meet privately at the close of the meeting to decide whether a majority believes a preponderance of evidence supports the allegation of falsification, cheating, or plagiarism.
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16. If the allegation is sustained, the committee will also determine whether the standard minimum penalty of failure in the course shall be accompanied by an additional penalty or penalties. If the allegation is not sustained, the student is not guilty of violating the Academic Dishonesty Policy. The records of the proceedings, both written and electronically recorded, are to be kept in the files on academic dishonesty maintained in the Office of the Vice President for Academic Affairs.
17. The committee shall notify, in writing, the student, the instructor, and the Dean within five calendar days of having reached its decision. The decisions of the committee may be appealed on procedural grounds only. All appeals should be made to the Vice President for Academic Affairs, who will then have the following options:
  - a. Affirm the decision and the penalty imposed by the committee;
  - b. Affirm the decision, but amend the penalty; or
  - c. Vacate the decision and order a new hearing with a different committee. After a careful review of the record of the proceedings, the Vice President for Academic Affairs will render the final decision of the University.

### **Academic Dismissal and Reinstatement**

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

Applications for Readmission must be filed by the following deadlines:

#### **Fall Semester**

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

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

#### **Spring Semester**

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

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

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

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

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

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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;
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- 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.
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- a. Within 24 hours after the incident has occurred, the instructor shall submit to his/her department chair a complete written statement describing the event, the circumstances surrounding it, and the response that is recommended.
  - b. Upon receipt of the written document, the department chair shall immediately notify the college dean and call a meeting with the faculty member and the student to review the matter. A written record of this meeting shall be filed with the dean.
5. If the student admits to the misbehavior in writing, and if the department chair and college dean agree that the response recommended by the instructor is commensurate with the misbehavior, the issue may be resolved at this level, and the provost should receive information related to the action taken.
6. If the student denies guilt, or if the department chair, college dean, or student believe that the sanction recommended by the instructor is not commensurate with the offense, the case shall be immediately forwarded in writing to the provost who will request through the Vice President for Enrollment Management and Student Affairs that the Student Court be assembled to hear the case.
7. From this point the case, including appeals, will be adjudicated in accordance with the procedures of the Student Court.

### **Student Complaint Process**

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

If, however, an issue or problem still exists, a student may initiate the formal complaint procedures at WVSU. All formal complaints must be put in writing using the official WVSU Student Complaint Form. This form is available at the Office of Enrollment Management and Student Affairs (130 Ferrell Hall), Student Activities Office (103 University Union), in Deans' offices, Vice Presidents' offices, and on the West Virginia State University website.

The complaint process is based upon the following definitions:

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

- **Instructions for Filing a Written Complaint:** Complete the Student Complaint Form and deliver it to the Office of Enrollment Management and Student Affairs. The Office of Enrollment Management and Student Affairs will acknowledge receipt of the complaint by signing and dating the complaint form, and providing a copy of the signed document to the student.

### ***Steps to Filing a Written Complaint***

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

### ***Further Steps for Fully Online Students***

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

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## **Academic Standards and Progression Policies for Pre-Licensure BSN Students**

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

### **Student Workload Policy**

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

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

### **Student Volunteer Hour Requirements**

Students must volunteer to attend four events over the course of the academic year. Events must include two off-campus and two on-campus nursing department approved events or Student Nurses' Association-sponsored events. Students are required to be present for the minimum hours scheduled for the event. If the student leaves the volunteer event at any point during the scheduled time, the student will not receive credit for that event. If extenuating circumstances arise (an emergency), only the faculty coordinating the event or the off-campus event coordinator may excuse a student. See addendum I for the volunteer hour form. The volunteer form must be signed by the faculty coordinating the event/event coordinator and submitted to the portfolio within seven days of the date of the event, or the student will not receive credit for the event.

*Revised 4/5/202; 06/16/2025*

### **Portfolio Submission**

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

## **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?**

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

### Nursing Student Advisors

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

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

### What does an academic advisor do?

An academic advisor will:

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

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

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### 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

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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
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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
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should follow the procedures stated earlier, beginning with B- 4.

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

### **Student Advising Feedback Form**

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

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### **Referral Information**

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

#### ***Accuplacer Office***

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

#### ***Office of Career Services and Cooperative Education***

Wallace Hall, Room 216,

(304) 766-3250 or email at [careerserv@wvstateu.edu](mailto:careerserv@wvstateu.edu)

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

***Financial Aid***

Ferrell Hall, Room 125

(304) 204-4639 or email at [fadocs@wvstateu.edu](mailto:fadocs@wvstateu.edu)

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

***Cashier's Office***

Ferrell Hall, Room 117

(304) 766-3141 or email at [cashier@wvstateu.edu](mailto: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](mailto: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**

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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 more than one semester, that student must wait five years to be eligible to reapply to the program. Once a student is eligible to reapply, the student will not be guaranteed a seat in the program. Students dismissed from the program due to academic integrity violation, safety violations, or professional misconduct will be ineligible for readmission.

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
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into the program. If a student falls below a 2.0 cumulative GPA, then that student will be placed on probation and given one semester to increase the GPA to 2.0 or higher. If the student's GPA remains below a cumulative 2.0, then the student will be dismissed from the nursing program. If a student is enrolled in summer courses, that will not count towards the semester probationary period but those courses can count towards increasing the cumulative GPA.

2. All courses, nursing and required non-nursing, must be taken in the program sequence published in the West Virginia State University Catalog or when the class is offered again.
  3. Non-nursing courses have been sequenced to provide the knowledge base to progress to the next semester. Students are cautioned that their successful performance in nursing courses is highly reliant upon content mastered in foundational/non-nursing courses. While students must earn a minimum grade of "C" in all courses, the faculty encourages students to earn the highest grade possible since the course content is an integral support to nursing. Successful completion of these courses supports the development of the knowledge and skill necessary for assuming the role of a registered professional nurse.
  4. If a student fails one component of a nursing course (either theory or clinical/laboratory/simulation) the student will receive a failing grade in that course. In order to progress to the next nursing courses, all components of the course will have to be repeated with achievement of a minimum of grade of "C" or higher.
  5. A withdrawal/failure can only occur once, in the nursing program. A student may withdraw/fail from one nursing course or all the nursing courses within the same semester. The student must enroll in the withdrawn or failed nursing course(s) the next available offering by the University. Failure to enroll in the next available (given seat availability) university offering of the course(s) may result in required completion of content mastery exam which meets program benchmark and clinical skills remediation may be administered to prove competency prior to enrolling in the withdrawn or failed nursing course. Failure of a second nursing course will result in dismissal from the nursing program. Students who fail or withdraw from a course in the first semester of either BSN program must reapply to the program during the next admission cycle for readmission to the nursing program. Readmission to the program is limited to one occurrence. Students requesting readmission to the nursing program must meet all program requirements for admission and submit a performance improvement plan.
  6. Once admitted to the program, if a student fails to obtain a "C" in a NURS or support course, the student will be permitted to repeat the same course at its next offering if a seat is available. If the student does not obtain a "C" or higher in a NURS repeated course, the student will be dismissed from the nursing program.
  7. Students at risk for course failure, due to test/quiz or assignment scores less than 78%, may be referred to course faculty and/or the academic advisor. Student may be required to complete a remediation plan. Students can also be referred to the **Retention and Student Success Center** and **Counseling and Accessibility Services (CAS)**. Student learning needs may be evaluated to improve academic outcomes.
  8. Students will not be permitted to take any nursing course at another institution and transfer in to replace a failed nursing course.
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9. A minimum grade of “C” (or its equivalent) is required in all prerequisite and NURS designated courses within the nursing major to ensure progression through the Bachelor of Science in Nursing (BSN) curriculum. Failure to achieve this grade will result in non-progression, and students will not advance to subsequent nursing courses if they earn a grade below “C” in any required core nursing course.
10. Students must earn a “Pass” grade for clinical performance in any NURS course with a clinical or lab component. Failure to obtain a “Pass” grade in a clinical or lab component will result in failure of the entire course regardless of didactic grade.
11. Any student action found in violation of the WVSU Student Code of Conduct and/or the Nursing Code of Ethics may be dismissed from the program.
12. Students may apply for a leave of absence for non-academic matters without penalty if in good academic standing at the completion of the current course(s). The student must make the request in writing and notify the academic advisor as soon as possible. If a student withdraws or takes a leave of absence before completion of the course(s), then this is considered an unsuccessful attempt.
13. Students will be denied entry into any course with a required prerequisite that has not been completed prior to enrollment in that semester.
14. Students must complete the West Virginia State University Nursing Program within 150% timeframe upon acceptance into the program to continue eligibility with financial aid.
15. If a student earns less than a “C” average on exams (78%), a final “D” or “F” grade will be taken from exam grades only and will not include any formative assignments.
16. Students who decide to withdraw from any course, nursing or non-nursing, must meet with the academic advisor to develop a plan and discuss options regarding withdrawal. Students may be provided with the consequences of withdrawal including, but not limited to, delay in completion of the program, impact on full/part time status, or inability to complete the nursing program within suggested timeframe.
17. All students will be enrolled in the ATI program. Further details are listed below regarding exit and remediation policies. Enrolled students admitted to the program will be required to take ATI exams throughout the program.

### **ATI Exams**

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

Nursing Course	ATI Exam
NURS 200	Critical Thinking Entrance
NURS 201	Critical Thinking Entrance
NURS 202	Anatomy and Physiology
NURS 301	
NURS 303	
NURS 305	Pharmacology
NURS 316	Fundamentals
NURS 318	Mental Health
NURS 405	OB

	Pediatric
NURS 406	Adult Med/Surg
NURS 408	Comprehensive Predictor
NURS 409	Critical Thinking Exit Exam
NURS 410	Leadership

### **Nursing Student Expectations**

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

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

### **Grading Scale**

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

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

### **Grading Progression Policy**

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

### **Summative Evaluation of Student Performance**

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

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

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

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

### **Testing Procedures**

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

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

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## ***Examination Integrity***

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

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

*Revised 07/16/25*

## ***Grounds for Dismissal or Cancellation of Results***

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

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

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

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## **Formative Evaluation of Student Performance**

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

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

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

## **Clinical and Laboratory Requirements**

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

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

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

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

1. Clinical performance competencies are established for each nursing course that includes a clinical component. Students will receive written and verbal evaluations regarding progression in the clinical component (Appendix H). Any deficiencies in clinical
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performance will be documented in writing by the course faculty or supervisory clinical instructor and discussed with the student. In order to earn a “P” or “Pass” for clinical performance in a nursing course containing a clinical component, the student must achieve and demonstrate **satisfactory** performance in all critical competencies for that course as defined in the course syllabus. The student must attend the entire designated clinical time to be eligible to pass for the day (clinical, lab, simulation, make up time). Two clinical unsatisfactory’s will result in failure of the class. The final grade will be recorded as “F” on the final grade report, despite average in the didactic portion of the class.

2. Students who do not successfully meet the above criteria will earn an “F” or “fail” and will not progress within the major; a grade of “F” will be reported for the course that includes a theory portion if the clinical component is not successfully completed.

*Revised 07/16/25*

### **Classroom, Lab and Clinical Progression**

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

*Revised 07/16/25*

### **Clinical Information and Policies**

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

Clinical experiences 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 D. Clinical

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evaluation forms are located under Appendix F.

Reviewed 7/16/25

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## Clinical Uniforms

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

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

Shoes must have an enclosed toe and low heel during clinical. Students are not allowed to wear clogs unless there is a medical necessity and you have permission in writing from your provider. Shoes must be solid white or black and leather/leather like. Uniform dresses are permitted and must follow the above requirements for patches. The uniform dress can be white and the student must wear hosiery that is covering the leg. The student will not be allowed to wear socks with a uniform dress. Appropriate undergarments must be worn and not detectable through the uniform.

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

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

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

### ***Regulations regarding professional appearance:***

1. As representatives of WVSU students are expected to maintain a well-groomed, professional appearance consistent with medical asepsis and policies of the clinical facilities.
  2. Hair must be up and styled in a way that prevents it from falling into the face or interferes with care activities (hair barrettes or headbands maybe used to keep hair off the face).
  3. Facial hair must be shaved or neatly trimmed and well-groomed as to not interfere with care activities. Students may be required to be clean shaven in some facilities or for specific procedures requiring a tight seal for PPE.
  4. The following are permitted jewelry.
    - a. You are permitted to wear a watch and plain wedding band without stones.
    - b. Only one pair of small stud type earrings may be worn in the earlobes.
  5. Piercings/tattoos
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- a. Tattoos must be covered (as much as possible) during the clinical rotation.
  - b. All piercings must be removed before the clinical rotation (excluding the small earrings as noted above in the ears). All other piercings should be covered or removed.
  - c. If a student has gauge ear piercings, the gauge must be flesh colored.
- 6. Fingernails
  - a. Fingernails should be clean and short length; not visible with palm up/tips of fingers.
  - b. Only clear nail polish is permitted and (if worn) should be free of chips. No artificial nails are allowed.
- 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, 07/16/25*

## **Exposure to Blood and Body Fluids**

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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.
    - i. 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 A.

Reviewed 7/16/25

## **HIPAA Training Requirements**

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

Revised 7/22/25

## **Clinical Site Training Requirements**

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

Reviewed 06.16.2022, 07/22/25

## ***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**

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

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

## **Graduation with Honors for Undergraduate Program**

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(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**

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At West Virginia State University, assessment of student learning is an integral part of learning and teaching effectiveness. Students are major participants in the assessment process and should actively contribute to West Virginia State University's comprehensive assessment program at the classroom, program and institutional levels. Student involvement in assessment activities begins upon initial enrollment and

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

Reviewed 7/22/25

## **Inclement Weather/School Closing**

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

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

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

## **Selection & Evaluation of Agencies for Clinical Experience**

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

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

---

### ***Procedure:***

#### **I. Selection criteria –**

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

#### **II. Contracts –**

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

Revised 7/22/25

#### **III. On-Going Evaluation –**

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

## **Evaluation of Nursing Program by Clinical Agencies**

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Policy: Clinical agencies utilized by the West Virginia State University Department

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of Nursing will evaluate the effectiveness of the clinical experiences and the relationship of the department faculty and students with agency personnel.

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

Procedure:

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

Reviewed 07/22/25

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## **Appendix A**

### **Health Forms**

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West Virginia State University  
Health Form  
**DATA AND IMMUNIZATION RECORD**

THE INFORMATION CAN BE ENTERED BY THE FACULTY. ALL INFORMATION MUST BE IN ENGLISH. **COPIES** OF ORIGINAL RECORDS ARE ALSO ACCEPTABLE. **DO NOT SEND ORIGINAL RECORDS.** THIS FORM REQUIRES A PHYSICIAN'S SIGNATURE on Page 4.

**PART I: STUDENT INFORMATION**  
(ALL FIELDS MUST BE COMPLETED)

DATE OF BIRTH \_\_\_\_\_ A# \_\_\_\_\_ SEX \_\_\_\_\_  
(MONTH/DAY/YEAR)

NAME \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(LAST NAME) (FIRST NAME) (MIDDLE NAME)

ADDRESS \_\_\_\_\_ / \_\_\_\_\_  
(STREET) (CITY/STATE/ZIP)

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

EMERGENCY CONTACT PERSON \_\_\_\_\_ CONTACT RELATIONSHIP \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_ ADDRESS \_\_\_\_\_ / \_\_\_\_\_  
(STREET) (CITY/STATE/ZIP)

**PART II: Immunization / Vaccination History** (Health Care Provider to Complete)

You must submit copies of all results and a progress note from your provider along with this form to be cleared through Castlebranch. Refusal to vaccinate for any reason could result in an inability to participate in course clinicals. This may result in failure of the course and an inability to progress in the program.

<b>TETANUS- DIPHTHERIA- PERTUSSIS</b> Primary Series (Tdap) (In Childhood)	1. Booster date: ____/____/____	2. Primary series completed: Yes _____ No _____ Date completed: ____/____/____ (Primary series completed within past 10 years or Tetanus, Diphtheria, Pertussis (Tdap) booster within past 10 years)		
<b>HEPATITIS B</b>	Dose 1 ____/____/____	Dose 2 ____/____/____	Dose 3 ____/____/____	<input type="checkbox"/> Place an X in the box when you are attaching a signed REFUSAL FORM if immunization is contraindicated



<b>RUBELLA</b>	<p>1. Titer Date ____/____/ ____</p> <p>2. Results: 1) immune ____ 2) NOT immune ____</p> <p>(if NOT immune, current booster date - must be within 6 months)</p> <p>3) Booster Date: ____/____/ ____</p> <p>If equivocal, Health Care Provider must provide statement and initials:</p> <p>_____  <b>(IF EQUIVOCAL, YOU ARE CONSIDERED TO BE NON-IMMUNE UNTIL ANOTHER TITER PROVES OTHERWISE)</b></p>
<b>MUMPS</b>	<p>If born before 1957, place an X in the box <input type="checkbox"/></p> <p>1. LAST DOSE: ____/____/ ____</p> <p><b>OR</b></p> <p>2a. Titer Date ____/____/ ____</p> <p>2b. Results: 1) immune ____ 2) NOT immune ____</p> <p>2c. If NOT immune: Booster given or immunization series began:</p> <p>Date: ____/____/ ____</p>
<b>VARICELLA</b> HISTORY OF CHICKEN POX, A POSITIVE VARICELLA ANTIBODY, OR TWO DOSES OF VACCINE GIVEN AT LEAST ONE MONTH APART ARE REQUIRED. IN CASE OF HISTORY OF DISEASE, PLACE DATE OF DISEASE IN FIRST DATE FIELD.	<p>If History of disease, give date ____/____/ ____</p> <p>1. Vaccine Dose 1 ____/____/ ____</p> <p>2. Vaccine Dose 2 ____/____/ ____</p> <p><b>AND</b></p> <p>3a. Titer Date: ____/____/ ____</p> <p>3b. Results: 1) immune ____ 2) NOT immune ____</p> <p>3c. If NOT immune: Booster given or immunization series began: Date: ____/____/ _</p>

**TB Screening: One of the following is required**

<b>1. TWO STEP TUBERCULOSIS SKIN TEST</b>	1. Date Read Test: ____/____/____ RESULT: <input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE 2. Date Read Test: ____/____/____ RESULT: <input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE
<b>1. TUBERCULOSIS SKIN TEST (only applies to students who can prove they have had a previous Two-Step Test)</b>	3. Date Read Test: ____/____/____ 4. RESULT: <input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE
<b>2. TUBERCULOSIS QUANTIFERON GOLD BLOOD TEST (the student can opt for this in lieu of the TWO STEP TUBERCULOSIS SKIN TEST or TUBERCULOSIS SKIN TEST)</b>	1. Date Read Test 1: ____/____/____ 2. RESULT: <input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE
<b>CHEST X-RAY</b> (If there was a positive TB test, at the time of this health screen or in the past, the results of the follow-up chest x-ray must to be reported <u>and</u> the attached symptom checklist must be completed.)	1. Chest X-Ray Date: ____/____/____ 2. RESULT: <input type="checkbox"/> NORMAL <input type="checkbox"/> ABNORMAL

**PART IV: EXAM EVALUATION AND VERIFICATION / PROVIDER INFORMATION**

(HEALTH CARE PROVIDER TO COMPLETE)

*I have obtained a health history, performed a physical examination, and reviewed the student's immunization status and required laboratory tests. In my opinion, this student is able to fully participate in the School of Nursing program:*

**If this student is NOT fully able to participate, please comment on activity limitations:**

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Name: \_\_\_\_\_

Health Care Provider Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_

## Medical TB Questionnaire

**Complete before seeing your primary care provider.**

Please answer the following questions about signs and symptoms of tuberculosis.

Are you coughing up blood-streaked sputum and/or having chest pain while coughing?

☐ YES ☐ NO

Had you had a productive cough lasting longer than 3 weeks?

☐ YES ☐ NO

Have you had unexplained night sweats, fever, or fatigue?

☐ YES ☐ NO

Have you had unexplained loss of appetite or weight loss?

☐ YES ☐ NO

**Note: ALL SECTIONS ON THIS FORM MUST BE COMPLETED BEFORE IT IS SUBMITTED!**

**Upon completion, this form should be scanned and uploaded by the student to Castlebranch.**

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**Appendix B**  
**Medical Exemption Form**

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**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 provided 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: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

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**Appendix C**  
**Latex Allergy Form**

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## **West Virginia State University Department of Nursing Latex Allergy Policy**

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

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

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

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

Phone/Text: (681) 533-0850

Campus ext.: 3083

Location: 117 Sullivan Hall East

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

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

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

*Reviewed 06.16.2022, 7/22/25*

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**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, 7/22/25*

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**Appendix D**  
**Student Incident Form**

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**Student Incident Report Form**

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: \_\_\_\_\_

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## **Appendix E**

**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 \_\_\_\_\_

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**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  
\_\_\_\_\_

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**Appendix F**  
**Waiver for Post Exposure Follow Up**

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**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**

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

**Title: Alcoholic Beverages**

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

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

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

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

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

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

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

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**Appendix G**  
**Clinical Evaluation Documentation**

**West Virginia State University Agency Evaluation by Students**

Student completing this review: \_\_\_\_\_ (optional)

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

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

**Please check the number that best reflects your evaluation**

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

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



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

**Other comments:**

.....

**Signature (optional): \_\_\_\_\_ Date: \_\_\_\_\_**

## **Appendix H**

### **Leveled Clinical Evaluation Tools**

**West Virginia State University**  
**Department of Nursing**  
**CLINICAL EVALUATION FORM Level \_\_\_\_\_**

**NURS \_\_\_\_\_**  
**Grade/Initial \_\_\_\_\_**

Student: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_  
**Facility:** \_\_\_\_\_ **CIRCLE:** **Hospital** **Lab**  
**Clinical Instructor:** \_\_\_\_\_ **Lead Instructor:** \_\_\_\_\_

Experience Type: (Circle One)	Client Care	Lab						
<b>Student Section</b>								
<b>Client Complaints / Medical Diagnoses/ Current Surgery</b>	<b>Skills Performed / Witnessed (P/W): Activities of the Day</b>							
<b>Medications Administered / Studied (A/S)</b>	<b>Self-Evaluation (Strengths and Limitations)</b>							
<b>Instructor / Preceptor Score and Comment Section</b>								
<p>Clinical performance is pass/fail – Clinical experience is a practice environment. It is a time for students to practice nursing. Assessment of performance is ongoing. Failure in clinical is based on professional misconduct or unsafe practice or other infringements as noted in the State of WV Code &amp; 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.</p> <p><b>Pass/Fail Requirement:</b> 2 or more “Unsatisfactory” (U) ratings in one clinical experience may result in an overall “Unsatisfactory” evaluation for that day. Any “Unsatisfactory” (U) rating in the critical competency section (gray) may result in an “Unsatisfactory” (U) day. Two or more “Unsatisfactory” clinical days will result in student receiving a “Fail” for the clinical rotation and failure of the course. Clinical absence/tardiness results in an unsatisfactory for the day.</p> <p><b>Needs Improvement-</b> 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.”</p> <p><b>Issues involving professional misconduct and/or unsafe practice may result in an “Unsatisfactory” clinical day.</b></p> <p style="text-align: center;"><b>Grading Criteria: Satisfactory — S Needs Improvement – NI Unsatisfactory – U</b></p> <p><b>Satisfactory (S)–</b> Functions as expected for clinical level. <b>Needs Improvement (NI) –</b> Is unable to perform skills or has knowledge deficit in areas expected for clinical level. <b>Self-identifies weakness and practices safely with guidance. Unsatisfactory (U)</b> Is unable to identify weaknesses of areas of knowledge deficit, Performs unsafe practices.</p>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><b>Essential 1: Knowledge of Nursing Practice</b></td> <td style="width: 20%; text-align: center;"><b>Score _____</b></td> <td style="width: 20%; text-align: center;"><b>Comment</b></td> </tr> <tr> <td> <ol style="list-style-type: none"> <li>1. Demonstrates clinical reasoning and judgement (PLO 1)</li> <li>2. Applies evidence-based knowledge in practice (PLO 1)</li> <li>3. Integrates physical, behavioral and social sciences (PLO 1).</li> </ol> </td> <td></td> <td></td> </tr> </table>			<b>Essential 1: Knowledge of Nursing Practice</b>	<b>Score _____</b>	<b>Comment</b>	<ol style="list-style-type: none"> <li>1. Demonstrates clinical reasoning and judgement (PLO 1)</li> <li>2. Applies evidence-based knowledge in practice (PLO 1)</li> <li>3. Integrates physical, behavioral and social sciences (PLO 1).</li> </ol>		
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10. Contribute to a caring environment for patients, families, and communities to promote wellness, prevent disease, and facilitate healing. (PLO 1; PLO 6; PLO 7) 11. Engage in critical thinking necessary to provide quality patient care. (PLO 1; PLO 4; PLO 5)	
<b>Essential 3: Population Health</b> 1. Identifies social determinants of health (PLO 1) 2. Applies principles of health promotion and disease prevention (PLO 1) 3. Considers population-based care approaches (PLO 1)	Score _____ Comment
<b>Essential 4: Scholarship for Nursing Discipline</b> 1. Demonstrates use of research and quality improvement (PLO 2) 2. Participates in inquiry-based practice (PLO 2) 3. Ability to seek out opportunities for learning enhancement. (PLO 4)	Score _____ Comment
<b>Essential 5: Quality and Safety</b> 1. Follows protocols and safety standards (PLO 4) 2. Identifies and reports errors or near misses (PLO 4) 3. Contributes to a culture of safety (PLO 4) 4. Ability to recognize environmental hazards and safeguard the environment for client based on growth & development. (PLO 6) 5. Ability to maintain the appropriate environment according to client needs. (PLO 1; PLO 6) 6. Ability to correlate medication with diagnosis, state important facts about client's medication. (PLO 1; PLO 6; PLO 7) 7. Ability to administer medication according to 5 rights of medication administration. (PLO 1; PLO 3; PLO 6) 8. Ability to correctly perform procedures. (PLO 1; PLO 2; PLO 5; PLO 6; PLO 7)	Score _____ Comment
<b>Essential 6: Interprofessional Partnerships</b> 1. Works effectively with the healthcare team (PLO 6) 2. Demonstrates mutual respect and shared decision-making (PLO 6) 3. Communicate with members of the interprofessional team, the patient and families to provide and improve patient care. (PLO 6)	Score _____ Comment
<b>Essential 7: Systems-Based Practice</b> 1. Demonstrates understanding of health systems and policy (PLO 5) 2. Uses resources effectively and efficiently (PLO 5)	Score _____ Comment
<b>Essential 8: Informatics and Healthcare Technologies</b> 1. Uses electronic health records appropriately (PLO 3) 2. Demonstrates digital literacy and technology use in care (PLO 3) 3. Use information technology to communicate, manage knowledge, mitigate-error and support decision-making. (PLO 3)	Score _____ Comment
<b>Essential 9: Professionalism and Professional Values</b> 1. Demonstrates integrity, ethics, and accountability ((PLO 7) 2. Adheres to professional standards (PLO 7) 3. Accepts feedback and demonstrates self-awareness (PLO 7) 4. Ability to seek guidance appropriately, accepts constructive criticism, maintain confidentiality and maintain professional appearance and behavior. (PLO 4; PLO 6; PLO 7)	Score _____ Comment
<b>Essential 10: Personal, Professional, and Leadership Development</b> 1. Demonstrates leadership behaviors appropriate to level (PLO 4) 2. Engages in self-reflection and goal setting (PLO 4) 3. Recognize leadership in a variety of healthcare settings for diverse patient population (PLO 4; PLO 6; PLO 7) 4. Analyze professional, ethical, and legal guidelines in practice as a professional nurse. (PLO 7) 5. Practice advocacy for patients and vulnerable populations experiencing health problems. (PLO 8)	Score _____ Comment
<b>Comments/Remediation to be completed before the next clinical for Needs Improvement (NI) scores:</b>     	
<div style="display: flex; justify-content: space-between;"> <span>Student Signature: _____</span> <span>Instructor Signature: _____</span> </div>	



# **Appendix I**

## **Cannabis Usage in the Nursing Profession**

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## 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

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**Appendix J**  
**ATI Testing/Remediation Policy**

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## **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.

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## **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.

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(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 <i>Focused Review</i> on initial attempt For each topic missed, complete an active learning template. Handwritten templates are preferred.	Remediation: Minimum 1 hour <i>Focused Review</i> on initial attempt For each topic missed, complete an active learning template. Handwritten templates are preferred.
2 points	2 points
Total Points=4	

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

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

### Comprehensive Predictor Scoring

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

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

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

Revised 7/22/25

**Appendix K**  
**Department of Nursing Volunteer Hours Verification Form**

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**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: \_\_\_\_\_

Four-hour minimum required to obtain credit for volunteer hours. Form must be signed within 24 hours of completing volunteer time and will not be signed prior to the completion of the hours.

Revised 7/22/25

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**Appendix L**  
**School of Nursing Social Media Policy**

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## **Standards of Conduct for the Use of Electronic and Social Media**

### **For College Students in the School of Nursing**

The School of Nursing recognizes that electronic and social media platforms—such as social networks, forums, blogs, and chat rooms—can offer educational value and enhance communication in healthcare. However, improper or unprofessional use of these platforms can compromise patient confidentiality, privacy, and professional boundaries.

To ensure safe and ethical behavior, all college nursing students are expected to adhere to the following standards when using electronic and social media in relation to their education, clinical experiences, and interactions with patients:

#### **A. Guidelines for the Responsible Use of Electronic/Social Media**

- 1. Maintain Patient Confidentiality and Privacy:**  
Students have a legal and ethical responsibility to protect patient information at all times, in any format.
  - 2. Do Not Share Patient Images:**  
Students are strictly prohibited from capturing or sharing any patient-related images via electronic or personal devices.
  - 3. Do Not Post or Transmit Patient Information:**  
Sharing, posting, or transmitting patient information—including names, diagnoses, or images—is forbidden unless required for patient care and permitted under legal or institutional guidelines.
  - 4. Avoid Indirect Patient Identification:**  
Even if a patient's name is not mentioned, identifying information such as nicknames, room numbers, diagnoses, or personal details must not be shared online. Using privacy settings does not justify such disclosures.
  - 5. No Patient-Related Posts:**  
It is never acceptable to post anything about a patient—even anonymously or without a name.
  - 6. Maintain Professionalism in All References:**  
Students must never refer to patients in a derogatory, disrespectful, or unprofessional manner, regardless of whether the patient is identifiable.
  - 7. No Photos or Videos on Personal Devices:**  
Students are not allowed to take any pictures or videos of patients using personal devices such as smartphones or tablets.
  - 8. Uphold Professional Boundaries Online:**  
Online communication with current or former patients is discouraged, as it can blur professional lines. If a patient attempts to contact a student online, the student must inform their instructor promptly.
  - 9. Consider the Audience and Consequences:**  
Students should assume that patients, instructors, peers, faculty, healthcare institutions, and future employers may view their online content. Any post that could be considered
-



unprofessional—including complaints or disparaging comments about patients, staff, peers, or facilities—is inappropriate, even if names are not used.

**10. Prohibited Online Conduct Includes:**

- Threatening, harassing, or intimidating language
- Profane, obscene, or sexually explicit content
- Racially derogatory, homophobic, or discriminatory remarks

**11. Report Concerning Content:**

If a student becomes aware of any content—posted by themselves or others—that could violate a patient’s rights, privacy, or well-being, they must immediately bring it to the attention of faculty.

**B. When in Doubt—Ask First**

If a student is unsure whether a post, message, or form of online communication is appropriate, they should seek guidance from their instructor or faculty advisor before posting or responding.

**C. Consequences of Inappropriate Use**

Violating these standards may result in disciplinary action, including but not limited to:

- Formal reprimand
- Suspension
- Dismissal from the nursing program

Furthermore, students may be held personally liable for breaches of patient confidentiality or unprofessional conduct. Violations can result in civil or criminal penalties, including fines and possible imprisonment, under state and federal laws such as HIPAA.

These standards are in place to protect patients, maintain the integrity of the nursing profession, and support the education and reputation of nursing students. Responsible use of social media is essential to upholding these values. (See Appendix L for Additional School of Nursing Social Media Policy)

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**Appendix M**  
**HIPAA Confidentiality Agreement**

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**West Virginia State University**  
**HIPAA Confidentiality Agreement**  
**FACULTY/STAFF/STUDENT CONFIDENTIALITY AGREEMENT**

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

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

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

- Names
- Geographic subdivisions smaller than a state
- Telephone/fax numbers
- E-mail addresses
- Social Security Numbers
- Medical Record Numbers
- Health plan beneficiary numbers
- Account numbers
- All elements of dates related to an individual, including birth date, admission date, discharge date, date of death
- Certificate/license numbers
- Vehicle identifiers and serial numbers including license numbers
- Device identifiers/ serial numbers
- Web Universal Resource Locators (URLs), Internet Protocol (IP address number)
- Biometric identifier (voice, finger prints)
- Full face photo image
- Any other unique identifying number, characteristic, or code

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

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

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

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

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

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

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

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

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

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

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

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

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Student/Staff/Faculty Signature

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Date

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Print your Name

Agreements/hipaa/ Confidentiality Agreement

## Addendum/Handbook Updates

<b>Update Content</b>	<b>Page</b>
Updated Code of Conduct Link	6
Update link for Title IX Link	6
Update FERPA release form link.	9
Change date on Essentials on AACN (2021)	11-12
The Nine Essentials were changed to ten domains	11-12
Change grade of “C” or higher in both nursing support and nursing core courses	14
Remove science, psychology, and math course from section.	14
Added and updated LPN to BSN Curriculum Path	14
Add nutrition to statement regarding courses and GPA	15
Change general education to 29-30 credits, change NURS credits from 64 to 65, change content area to department courses.	15
Change the total number of credits for the traditional program from 122 to 123 credits.	15
Change supporting to cognate.	15
Remove that there are 32 cognate hours.	15
Added LPN to BSN Curriculum Overview	
Remove NURS 312 and add NURS 203	17
LPN to BSN Curriculum	18
Add in NURS 203 and remove NURS 312	19
Added Straighterline credit acceptance	19
Added LPN to BSN Prerequisites	19
Added LPN to BSN Credit Conversion	19
Added NURS 201 Course Description	20
NURS 410 remove admission to the nursing program as a prerequisite.	22
Change HESI to standardized exam.	22
Remove successful completion sentence of HESI exit exam with score of 850. Includes capstone project will be presented..	22
Remove an applicant for transfer admission and add students must meet the transfer criteria for admission to the University and the program.	22
Add statement that the student must be of good moral character.	22
Add a grade of “C” or higher in all nursing support courses including prerequisites.	23
Delete number 2	23
Add number 3 to include sophomore standing for admission to nursing program.	23
Change “A standardized entrance exam (HESI or TEAS), remove the bolded see progression section below. Change the score requirement for the TEAS test with a cumulative score of 65.	23

Change physical exam to junior year by July 1.	23
Failure to update physical exam will result in removal from fall courses and may result in dismissal from program.	23
Add that student must be able to physically care for patients. If not the clinical site can refuse to allow students to participate in clinical experiences.	24
Added TEAS Score requirement	25
Removed the COVID requirement.	25
Addition health care provider signature on physical and mental statement	26
Removed WV Cares requirement.	26
BLS change date to July 1.	26
Change WV Board of Nursing	27
Change WV Nursing Rules and Regulations to WV State Licensing Board	28
Updated link for accessibility .	28
Added Clinical Clearance and Castlebranch Policy	
Social media needs policy added	31
Change to DONE	32
Add statement that actions can include but are not limited to...	32
Added AI Policy	34
Students are discouraged from working prior to class.	44
Change volunteer hours to 4 hour minimum in Volunteer Event Policy and submit form within 7 days.	44
Portfolio submission changes will be submitted to portfolio	44
Remove student cannot repeat...and add failure to enroll	51
Added verbiage all prerequisite and NURS designated	52
Removed #22 and removed 5 years.	53
Removed two failures and no readmit	53
Change #28 to remove course numbers and change passing score to 90% by the end of semester. Students will have four attempts to pass exam.	53
Remove #29.	53
Summative remove HESI.	53
Added New # 14 to continue eligibility with financial aid	53
Change ATI Exams and courses to be administered in : Remove Fundamentals exam from NURS 301 and add to NURS 316, Add Pharmacology to NURS 305, and remove from NURS 316, Remove dosage calculations and practice from NURS 305, Add Critical Thinking Exit Exam to NURS 409.	56
Add updated policy for #28 regarding medication administration exams. Students must score a 90% by the end of the course. Failure to obtain a 90% will result in clinical failure and failure of course.	57
Add: Once the student achieves a summative total average of 78%, then formative assignments will be included to determine the final grade for the course.	57
Remove C on page 57.	57

Change “If a student leaves the classroom without permission from the instructor before uploading exam, then the student will receive a zero on the exam.	58
Formative Eval Section: A. Add assignments may include...	59
Change: Attendance, class attendance may be taken...	59
Remove 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.	60
Remove: Students must agree to the utilization of the plagiarism application.	60
Add all missed time must be made up. Make up of the times does not negate the Unsatisfactory the student received for that day. Two laboratory/clinical unsatisfactory’s will result in failure of the class.	60
Hoodies and jackets in lab setting policy update. Remove hair must be up designation.	60
Add two clinical unsatisfactory will result in failure of the class.	61
Change limitations in the ability to make up laboratory/clinical time.	62
Remove “any graded in classroom assignment missed due to absence will not be made up and a grade of “0” will be recorded.	62
Clinical uniform changes: Shoes must be solid white or black.	63
Students may not wear cologne, perfume, perfumed body lotion or hair products in the clinical setting. Students are not allowed to use of cell phones or smart watches during any lab or clinical rotation unless given permission by the instructor.	63
Review regulations regarding professional appearance section 2. Hair styling and wedding band without stones. Piercings/tattoos: gauge ear piercings must be flesh colored. Fingernails: Only clear nail polish is permitted and (if worn) should be free of chips.	63-64
HIPAA training requirements: complete acknowledgement form annually.	65
Graduation requirements: must pass or meet remediation requirements for ATI RN Comprehensive Predictor in NURS 410.	65
Inclement weather: Add All clinical time missed must be made up per policy.	66
Add: Resources are available for students to park. Access to space to store belongings may be limited based on clinical site.	67
Contracts: Add requirement of a letter of commitment and renewal annually.	67
Remove West Virginia State University Nursing Department Record of Immunizations and Titers	74-76
Change West Virginia State University Department of Nursing Student Annual Tuberculosis Report: Add if your two-step PPD expires before you obtain your one step PPD, you are required to obtain another two-step PPD.	79
Remove Covid Immunization Policy	80
Added Department of Nursing Goals	10
Added Social Media Policy Appendix	118

## **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 \_\_\_\_\_

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