The WVU Health Sciences Catalog is the official reference for all program and course information.

The website is http://coursecatalog.wvu.edu/
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Vision and Mission

Vision
West Virginia University School of Nursing envisions optimal health, enhanced quality of life, and excellent health care for the people of West Virginia and the global community.

Mission
The mission of the WVU School of Nursing is to lead in improving health in West Virginia and the broader society through excellence in student-centered educational programs, research and scholarship, the compassionate practice of nursing, and service to the public and the profession.
MSN Program

Program Description
The School of Nursing offers programs of study leading to the Master of Science in Nursing (MSN) degree. The areas of emphasis for study in advanced practice nursing are: Family Nurse Practitioner (FNP), Pediatric Nurse Practitioner (PNP), and Nursing Leadership. The school also offers post-master’s certificate programs in these areas for those who already hold an MSN. The programs are offered by faculty at the University main campus in Morgantown and at the Charleston Division. Courses are offered via web-based modalities. Students may be required to attend special sessions in Morgantown or Charleston for the Advanced Assessment workshops and proficiency exams. During semesters involving nursing practice hours, monthly meetings are held on-line or on-campus in Morgantown and Charleston. Dates of the special sessions are made available by faculty in charge of the course in advance so students can plan their schedules in order to attend. Special sessions for PNP students are held in Morgantown only.

The MSN program offers a curriculum that allows students to enroll on a part-time or full-time basis. Students are admitted to a specific track and progression plan. Admission to some tracks is dependent on an adequate cohort to deliver the track. Changes to the track or progression plan are only allowed based on space available. If for any reason a student must leave the program, his or her ability to return to the program will be based on space available at the time of request and is not guaranteed.

Graduate students are strongly recommended to limit their credit load if they are also involved in full-time work. It is University Policy that students employed in full-time work should enroll for no more than six hours of master’s level course work in any one term.

At the end of the MSN Program the student:

1. Synthesizes theories, research findings, and broad-based perspectives for application in the advanced practice of nursing or nursing leadership.
2. Utilizes systematic inquiry and refined analytical skills in the provision of health care services and leadership.
3. Creates a relationship with clients and healthcare organizations that builds and maintains a supportive and caring partnership.
4. Articulates viewpoints and positions in order to improve the quality of health care delivery and outcomes of successful care.
5. Consults and collaborates in interdisciplinary and interagency endeavors to advance culturally sensitive health care to clients, families, groups, and communities.
6. Integrates prior and current learning as a basis for growth and accountability in enacting the role of advanced practice nurse or nurse leader.
Family Nurse Practitioner
Graduates of the Family Nurse Practitioner program meet all requirements to take the national certification examination in their major area. They are prepared to offer care at the advanced practice level to select populations in rural settings and are able to carry out all activities encompassed in the scope of practice of Family Nurse Practitioner.

Pediatric Nurse Practitioner
Graduates of the Pediatric Nurse Practitioner program meet all requirements take for the national certifying examination in their major area. They are prepared to be providers of primary care at an advanced level to children from birth to young adult.

Nursing Leadership
Graduates of the Nursing Leadership program meet the educational requirements for certification in Nursing Administration. They must meet the experiential requirements of 24 months serving in a nursing management or nursing executive role. Graduates are prepared to serve as leaders/administrators in a variety of healthcare settings.

Accreditation

The School of Nursing's graduate and undergraduate programs are accredited by the Commission on Collegiate Nursing Education. In Fall of 2008, the School of Nursing was visited by the Commission on Collegiate Nursing Education (CCNE), and in the Spring of 2009, the School received full accreditation. An additional 2013 CCNE visit focused on the DNP program. Accreditation will be effective until 2019 for the BSN and MSN programs and until 2024 for the DNP program. CCNE accreditation applies to all WVU School of Nursing programs regardless of the campus on which the programs are offered.
### MSN Curriculum

#### Nursing Core Courses for all Master Degree Nursing Students

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<td>Concepts of Advanced Nursing</td>
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<td>Advanced Pathophysiology</td>
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<td>NSG 626</td>
<td>Lifespan Health Promotion</td>
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<td>SPTP: Evidence-Based Practice/Research</td>
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<td>SPTP: Statistics</td>
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<td>NSG 629</td>
<td>Advanced Practice/Families</td>
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<td>NSG 628</td>
<td>Health Policy, Finance, and Ethics</td>
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#### FNP Track Core and Practica Courses

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<td>NSG 633</td>
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#### PNP Track Core and Practica Courses

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<td>Leading Health System Change</td>
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<td>NSG 613</td>
<td>Managing Health Care Resources</td>
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# FNP Progression Plans

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* Students choosing Regular Part-Time will need to take additional continuing education pharmacology credits before applying for prescriptive authority.
# PNP Progression Plans

## Full-Time

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|        | 644 Pediatric Care 2 | 646 Pediatric Practicum 2 | 5 |
|        | 645 Pediatric Practicum 1 | 628 Health Policy | 3 |
|         | 685 Clinical Scholarship | | 1 |
| **Total** | 9 | 9 | PROGRAM TOTAL 44 |

## Accelerated Part-Time

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## Regular Part-Time

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|        | 645 Practicum 1 | 685 Clinical Scholarship | 1 |
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|        | 624 Pathophysiology | 647 Pediatric Assess/Care 1 | 5 |
|        | 628 Health Policy | | |
| **Total** | 4 | 5 | 3 |

|        | 644 Pediatric Care 2 | 646 Pediatric Practicum 2 | 5 |
|        | 645 Practicum 1 | 685 Clinical Scholarship | 1 |
| **Total** | 5 | 6 | PROGRAM TOTAL 44 |
# Leadership Progression Plans

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### Accelerated Part-Time

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### Regular Part-Time

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**Description of Courses**

**NSG 622:** Theory & Disciplined Reasoning. Prerequisite – None. Introduction to the theoretical foundations of the discipline of nursing as a basis for applying disciplined reasoning to advanced practice nursing.

**NSG 623:** Concepts of Advanced Nursing. Prerequisite – N622. Exploration, analysis, and evaluation of concepts, theories and research guiding the advanced practice of nursing. Learning activities emphasize advanced practice role.

**NSG 624:** Advanced Pathophysiology. Prerequisite – None. Theoretical basis of pathophysiological changes in acute and chronic illness confronted in primary care across the lifespan. This course lays the foundation for subsequent courses in diagnosis, management, and therapeutic interventions.

**NSG 626:** Lifespan Health Promotion. Prerequisites – N622, N623. An in-depth study of the theoretical foundations, epidemiological principles, and advanced practice strategies for the promotion of health and prevention of disease across the life-span.

**NSG693D SPTP:** Research/Evidence Based Practice. Prerequisite – N622. An overview of research methods, evidence, epidemiological measures used in advanced practice nursing.

**NSG693D SPTP:** Statistics: Prerequisite – N622. An overview of univariate and multivariate statistics used in advanced practice nursing.

**NSG 628:** Health Policy, Finance, Ethics. Prerequisite – N622. Study of how health policy, the organization and financing of health care, and how ethical principles shape professional practice.


**NSG 631:** Advanced Pharmacotherapeutics. Prerequisite – N624. Examination of the relationship between pharmacologic principles and the selection of pharmacologic agents in altered health states across the lifespan. This course lays the foundation for subsequent courses in diagnosis, management, and therapeutic interventions.

**NSG 632:** Advanced Assessment. Prerequisites – N622, N623, N624. Preparation for the conduct of advanced health assessment of patients. Diagnostic reasoning is emphasized as the student collects and analyzes data obtained from the patient history, physical examination, and diagnostic procedures.
NSG 633: Primary Care Rural Families 1. Prerequisites – N622, N623, N624, N626, N631, N632. Introduction to the domains and competencies of the advanced practice nursing role that are fundamental to primary health care of the rural family unit.

NSG 634: Primary Care Rural Families 2. Prerequisites – N633. Further development of the domains and competencies of the advanced practice nursing role introduced in NSG 633 that are fundamental to primary health care of the rural family unit.

NSG 635: Rural Family Practicum 1. Co-requisite – N634. Supervised practicum designed to apply theory-and evidence-based advanced practice nursing. Students develop the advanced practice role as they manage health care and participate in service learning. Students are required to attend on-site sessions as determined by the course instructor.

NSG 636: Rural Family Practicum 2. Prerequisite – N635. Supervised practicum that builds upon NSG 635 and focuses on the application of theory- and evidence-based advanced nursing practice. With supervision, students manage health care and participate on interdisciplinary teams. Students are required to attend on-site sessions as determined by the course instructor.

NSG 644: Pediatric Primary Care 2. Prerequisite – N643. Further acquisition of knowledge and skills central to the assessment of health status, diagnosis, treatment and evaluation of children in the primary care setting.

NSG 645: Pediatric Practicum 1. Prerequisite – N644. Supervised practicum designed to facilitate the student’s competency in the delivery of primary health care to children. Students are required to attend on-site sessions as determined by the course instructor.

NSG 646: Pediatric Practicum 2. Prerequisite – N645. Supervised practicum designed to advance the student’s competency in the delivery of primary health care to children. Students are required to attend on-site sessions as determined by the course instructor.

NSG 647: Pediatric Assessment/Care 1. Prerequisites – N622, N623, N624, N626, N631. Knowledge and skills basic to the assessment of health status, diagnosis, treatment, and evaluation of children in the primary care setting.

NSG 685: Clinical Scholarship. Co-Requisite – either N635 or N645. Knowledge dissemination within the advanced practice role using disciplined reasoning and systematic inquiry to examine and incorporate evidence-based strategies in the caring/healing process.

NSG 610: Leadership in Health Care – Prerequisite/Co-requisite – NSG 622, NSG 623. Critical analysis of leadership frameworks, values and beliefs, and application of skills in the practice setting.
NSG 611: System Based Decision Making – Prerequisite/Co-requisite – NSG 622, NSG 623. Decision making grounded in an understanding of the organization as an open living system.

NSG 612: Leading Health System Change – Prerequisite – NSG 610, NSG 611. Developing system-based change management critical to advanced nursing in various settings, including selection, training, and support of effective teams and workgroups.

NSG 613: Managing Health Care Resources – Prerequisite – NSG 622, NSG 623. Management of financial and human resources to promote professional practice and organizational growth within organizational financial constraints.

NSG 614: Health Care Informatics – Prerequisite – NSG 693 SPTP:EBP/Res, NSG 693 Stats. Explore technologies to improve health care practices and learn to utilize technology for outcomes management.

NSG 615: Program Planning/Evaluation – Prerequisite – NSG 613. Health care program planning, strategies for program implementation, and program evaluation techniques.

NSG 617: Leadership Practicum 1 – Prerequisite/Co-requisite – NSG 615 – Supervised practicum designed to apply healthcare leadership principles to practice. Students participate in nursing leadership and administrative activities in a selected healthcare setting.

NSG 618: Leadership Practicum 2 – Prerequisite – NSG 618 – Supervised practicum designed to build on initial application of healthcare leadership principles. Students participate in nursing leadership and administrative activities in a selected healthcare setting.

NSG 691: Advanced Study. 1-3 hrs. Graduate Standing: Consent. In depth study of topics related to current issues in nursing and primary health care. Study may be independent or through specially scheduled seminars.

NSG 695: Independent Study. 1-6 hrs.
Premises Underlying Progression through Graduate Courses

1. Eight core nursing courses are required for all master's students and these are: NSG 622, Theory and Disciplined Reasoning; NSG 623, Concepts of Advanced Nursing; NSG 624, Advanced Pathophysiology; NSG 626, Lifespan Health Promotion; NSG 693 SPTP: EBP/Res, NSG693: Statistics, NSG 629, Advanced Practice/Families; NSG 628, Health Policy, Finance, Ethics; and NSG 685, Clinical Scholarship.

2. NSG 622 is a pre- or co- requisite to all other core courses.

3. NSG 623, Concepts is a pre-or co- requisite to NSG 628, Health Policy, Finance and Ethics; NSG 629, Advanced Practice/Families; NSG 633, Primary Care Rural Families 1; NSG 647, Pediatric Assessment/Care 1; and NSG 613, Managing Healthcare Resources.

4. The core courses must be completed prior to the practice courses with the exception of NSG 628, Health Policy, Finance, Ethics and NSG 685, Clinical Scholarship. NSG 685 is a pre- or co- requisite to all of the practice courses.

5. NSG 634, Primary Care Rural Families 2; NSG 644, Pediatric Care 2; and NSG 615, Program Planning/Evaluation, are pre- or co-requisite to the first practicum course.

6. There are no pre-requisites to NSG 624, Advanced Pathophysiology or NSG 631 Advanced Pharmacotherapeutics for non-degree-seeking students (post MSN).

7. NSG 624, Advanced Pathophysiology; is a prerequisite for NSG 631, Advanced Pharmacotherapeutics.

8. NSG 631, Advanced Pharmacotherapeutics, must be completed prior to enrollment in the first practicum course in all track specialties except nursing leadership.

9. NSG 624, Advanced Pathophysiology, must be completed prior to taking NSG 633, Primary Care Rural Families 1 and NSG 647 Pediatric Assessment/Care 1.

10. The pre-requisite undergraduate statistics course must be completed prior to taking NSG 693, EBP/Research and NSG 693 Statistics.

11. The 600 supervised hours in NSG 635 and NSG 636 (family nurse practitioner) should be a well-rounded experience with exposure to all ages across the lifespan including pediatrics, women’s health, men’s health, and geriatrics. The family nurse practitioner track focuses on primary care and therefore the majority of hours should be spent in this area. Hours in specialty clinics are allowed, but the number of hours are limited and must be negotiated with your supervising faculty.

12. There is a 1 to 4 ratio of credit hours to clock hours in FNP Practica courses. Each practicum includes a minimum number of hours in direct patient care. Other requirements include clinical conferences and workshops. In total, students must complete a minimum of 500 practica hours in direct patient contact with a total of no less than 600 hours, including other required activities. FNP students may exceed 500 direct care practica hours. The exact number of patient contact hours will be included in your syllabus and explained during your course orientation.

13. There is a 1 to 5 ratio of credit hours to clock hours for PNP Practica courses NSG 645, and 646. A total of 600 hours of direct patient contact in (645 and 646) is required.

14. All students must demonstrate competence in health assessment before beginning practica courses.

15. Changes in progression and track are only allowed based on space available.
Post-Master’s Program and Progression Plan

NOTE: West Virginia law requires a BSN in order for a nurse practitioner to qualify for limited prescriptive authority. If you previously earned an MSN, without first earning a BSN (such as in an RN-MSN program that does not award a BSN), you should speak with an advisor before applying to the post-MSN certificate program.

Post Masters Family Nurse Practitioner (FNP) Certificate Program
The post-masters nurse practitioner certificate program requires a minimum of 19 credit hours. The program prepares master's level nurses to sit for the national certification examination as a family nurse practitioner. To be considered for admission, the applicant must have a master's degree in nursing from a nationally accredited program with a minimum cumulative GPA of 3.0 or better and an unrestricted R.N. license in at least one state. Students in the post-master's program must maintain a 3.0 GPA and receive satisfactory clinical ratings to progress. Each student's program will be individualized based on educational and experiential background. Prerequisites to registration for the five required courses in the program are evidence of completion of graduate level courses in the following three areas: advanced pathophysiology, advanced pharmacotherapeutics, and advanced assessment. These courses must be taken if not taken prior to admission. The required courses in addition to advanced pharmacology and advanced pathophysiology for post-master's certification as a family nurse practitioner are:

- **NSG 632** Advanced Assessment 2 Credit Hours
- **NSG 633** Primary Care 1 3 Credit Hours
- **NSG 634** Primary Care 2 4 Credit Hours
- **NSG 635** Practicum 1 5 Credit Hours
- **NSG 636** Practicum 2 5 Credit Hours

Total 19 Credit Hours

All students in this program will complete a minimum of 600 supervised clinical hours.

Post Masters Pediatric Nurse Practitioner (PNP) Certificate Program
This program prepares nurses who have already earned a master’s degree in nursing to sit for the national certification examination offered by the American Nurses Credentialing Center (ANCC). The post-masters PNP certificate program requires a minimum of 19 credits that are earned in 5 courses. Two courses are clinical, affording the student the opportunity to complete the 600 hours of supervised clinical practice with child populations required to sit for the national certification examination. Two courses are didactic and offered via webcast and internet technology, affording the student the opportunity to take these courses distant from campus. To be considered for admission, the applicant must have a master's degree in nursing from a nationally accredited master program with a minimum cumulative GPA of 3.0 or better and an unrestricted RN license in at least one state. Students in the post-graduate certificate program must maintain a 3.0 GPA and earn satisfactory clinical rating to progress. Prerequisites
to registration for the 5 required pediatric nurse practitioner courses are evidence of knowledge in the following three areas: advanced pathophysiology, advanced pharmacology, and health promotion. The four required courses for post-master's certification as a pediatric nurse practitioner are:

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<td>NSG 647</td>
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<tr>
<td>NSG 644</td>
<td>Pediatric Primary Care 2</td>
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<td>NSG 645</td>
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<tr>
<td>NSG 646</td>
<td>Pediatric Practicum 2</td>
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**Total 19 Credit Hours**

**Post Masters Nursing Leadership Certificate Program**

This program prepares nurses who have already earned a master’s degree in nursing for a leadership or administrative role in healthcare, and for ANCC certification in Nursing Administration. The post-masters Nursing Leadership certificate requires a minimum of 28 hours that are earned in 8 courses. To be considered for admission the applicant must have a master’s degree in nursing from a nationally accredited program with a minimum cumulative GPA of 3.0 or higher and an unrestricted R.N. license in at least one state. Prerequisites to registration for the 5 required pediatric nurse practitioner courses are evidence of knowledge in the following three areas: advanced pathophysiology, advanced pharmacology, and health promotion. The eight required courses for post-master's certification as a family nurse practitioner are:

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<tr>
<td>NSG 610</td>
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<td>NSG 611</td>
<td>System-based decision-making</td>
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<td>NSG 612</td>
<td>Leading Health System Change</td>
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<td>NSG 613</td>
<td>Managing Health Care Resources</td>
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<td>NSG 614</td>
<td>Health Care Informatics</td>
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<td>NSG 617</td>
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<tr>
<td>NSG 618</td>
<td>Leadership Practicum 2</td>
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**Total 28 Credit Hours**
Academic Advising

Admission Status
A student admitted as provisional must meet the provisions stated in the letter of admission by the deadline stated. Non-degree seeking students may only enroll in NSG 624 Advanced Pathophysiology and NSG 631 Advanced Pharmacotherapeutics.

Academic Advising
Students in the program will have two advisors in the School of Nursing: a faculty advisor, whose name will be found in the letter of admission, and an academic advisor. The faculty advisor is an experienced faculty member who will be available to help with issues encountered. If questions arise about which courses are needed, transfer credits, a change in track or progression plan, contact the faculty advisor or program director. Academic advising is shared by Jeffrey Wilson jfwilson@hsc.wvu.edu and Brandy Toothman btoothman@hsc.wvu.edu, who will assist with many of the technical details encountered, such as course registration, dropping courses, filing forms, and so forth. If there are problems with registration, contact Jeffrey or Brandy. Contact should be initiated with your faculty and academic advisors each semester prior to registration, and at any time there is need of advice regarding academic plans.

Any changes in the Progression Plan must be processed with the Academic Advisor and sent to the Program Director. Changes in progression plan will only be approved if space is available. Students are expected to contact their academic advisor each semester before registering for courses. It is expected that students will phone or e-mail the advisor in advance to set up appointments. Every effort is made by the faculty to accommodate students’ schedules.

Students must be sure that a correct home and work phone number as well as address are on record with both the Advisor and the Office of Student Services. If such information changes, the student must notify the Advisor, Office of Student Services, and the Office of the University Registrar immediately.

Incomplete Grades
The grade of Incomplete (I) is given when the instructor believes that the course work is unavoidably incomplete because of a personal emergency or other urgent situation that interfered with completing the course work. A contract to remove the grade I (see Appendix 1 for copy of form) should be completed by the student and instructor before a grade of I is given, or during the first two weeks following the term during which the I was given. The contract should clearly explicate the work necessary to remove the grade of I, the date for completion, and the grade to be given if the work is not complete. The student, the Associate Dean, the student's advisor and the faculty should receive a copy of the contract.

Only the instructor who recorded the incomplete may initiate either of these actions. If the instructor is no longer at WVU, the chairperson of the unit in which the course was given may initiate the actions. When a student receives a grade of incomplete and later removes that grade,
the grade point average is recalculated on the basis of the new grade. If the I grade is not removed within the next semester in which the student is enrolled, the grade of I is converted to an F (failure). The Program Director may allow for postponement of removal of the incomplete grade if a delay can be justified. In the case of withdrawal from the University, a student with a grade of I should discuss that grade with the appropriate instructor. At that time the student may apply for a permanent I. Grade changes other than I to a letter grade must be accompanied by an explanatory memo.

Graduation
A checklist of requirements for graduation can be found in Appendix 10. It is essential that students meet with their Academic Advisor each semester throughout the Program to discuss progression and graduation requirements so that at the time of graduation all requirements will have been met.

Credit Loads
Graduate students must limit their course credit load if they are also employed. University policy restricts students who are employed full-time (40 hours) to enrollment in no more than six credits in any one term. Those in half-time employment (20 hours) are advised to enroll for no more than 12 credit hours.

Graduate students should plan for a minimum of one classroom hour per registered credit per week and three outside hours of preparation per registered credit per week (e.g. 5 credits = 5 classroom hours/week, 15 outside hours/week = 20 hours/week). This rule should be taken into consideration when planning work and school time.

WVU Student ID Card
Students who wish to obtain a WVU Student Identification card must have paid the special fees included in their tuition and fees invoice. To get the ID card, take a copy of the paid invoice to the Student ID Office in the Mountainair or to the Student Services Office in Charleston. The personnel there will validate the invoice and take a picture. The cards are usually ready in five to seven working days. Students must have a valid photo ID when picking up the card.

HIPAA Requirements
All students are required to provide verification of HIPAA training from place of employment. If you have not had HIPAA training, you must complete the training prior to the first week of nursing classes. All students enrolled in the West Virginia University School of Nursing Graduate Program are required to provide verification or complete training on the Federal Law – Health Insurance Portability and Accountability Act (HIPAA).

Responsible Conduct of Research
All graduate students are responsible for completing the Responsible Conduct of Research course at WVU within 30 days of matriculation into graduate coursework. Students will receive instructions from the Program Director related to recording their completion of the course.
Students should follow the procedure found in Appendix 2 to complete the course in the first month of their program.

**Registering for Courses**
Registration for courses **MUST** be done only after consulting with the advisor. Course offerings are listed in the Schedule of Courses, which is published each semester, typically near the middle of the term. The Schedule of Courses is available on the WVU Office of the University Registrar page: [http://courses.wvu.edu/](http://courses.wvu.edu/) Keep in mind that the most current information about course offerings and times is available on the WVU Office of the University Registrar Web-site.

Be advised that there may be days on which students are expected to come to campus for group activities related to enrolled courses. Students are notified of these dates and times on or before the first day of class by the course instructor. The on-campus sessions are offered in Charleston for students in the southern half of the state and in Morgantown for students in the northern area. Students living out of state should attend on-campus sessions on the campus on which they are registered.

Students should make and keep their own copies of all forms, documents, letters, etc. that relate to progression or academic standing in the program. Examples include: registration forms, grade reports, and grade modification forms.
Criminal Background, Immunization, and Drug Testing

Clinical facilities require that students are fit for duty in their facilities. To that end, all students are required to complete the Immunization and Criminal Background check forms online. The results of these must be requested and received by the School of Nursing by the semester prior to enrolling in the first practicum course. Felony convictions and some serious misdemeanors may preclude participation in clinical rotations. This could, in turn, prevent the completion of clinical course requirements and completion of the MSN program. Students must also report immunizations. Information about submitting criminal background checks and immunizations will be sent to students prior to starting the first practicum course.

Procedure for Criminal Background Checks

1. Students in the MSN program will have a criminal background check before beginning clinical practicum courses. Faculty and advisors will work with students to assure that checks are done one semester prior to entering the practicum course.

2. Students will be directed to the Certified Background Check website to complete the required criminal background check. Details about obtaining the background check will be provided at the time of the background check. Results of the background check must be available to the coordinator of the student’s program before the student may participate in clinical experiences.

3. The School of Nursing does not require drug tests as part of the background check. However, students are advised that drug testing may be required by particular clinical agencies. Drug testing is offered by the same company that completes the background check. See below for the WVU policy on drug and alcohol testing.

4. If the background check indicates a criminal history, the Associate Dean will meet with the student to plan a course of action that may include notifying Boards of Nursing and clinical agencies.

5. If the student is unable to participate in clinical experiences, the student will not be able to complete clinical course requirements, and, therefore, will not be able to meet requirements to complete the MSN program.

6. Students who have been charged with or convicted of a crime may be subject to suspension or dismissal from nursing courses.

Student Health Insurance and Responsibility for Medical Expenses
Students must have health insurance while they are enrolled in the WVU School of Nursing. Health insurance is available through the Student Health for students who are enrolled in 6 or more credits. Students who have private health insurance can apply for a waiver of insurance
coverage through WVU. The waiver application to show proof of insurance and opt-out of the WVU sponsored health insurance plan is available at http://studentinsurance.wvu.edu/.

Students are required to sign a waiver before they can participate in clinical nursing courses, stating that they are responsible for any medical expenses incurred during enrollment at the University, and that the University and any clinical agency where they have clinical practice as part of enrollment will not be responsible for any medical expenses. See Appendix 3 for the waiver form.

Progression and Graduation Standards

Progression Policy
In order to progress in the MSN curriculum, a student must meet the following performance standards:

1. Achieve an overall academic Grade Point Average of at least 3.0 in all work attempted in the Master's Program.
2. Carry forward only one C grade in a nursing course. A second C in a nursing course will result in dismissal from the program.
3. Maintain a 3.0 GPA. A student who falls below 3.0 on 9 or more credit hours will be placed on academic probation and has only one semester to bring up the GPA to the 3.0 requirement.
4. Repeat only one nursing course and only one time.
5. Earn a letter grade (A, B, C) on all required courses. A grade of D or F in any course results in dismissal from the program.

Appeal processes for the MSN program follow the West Virginia University guidelines and can be found in the WVU Graduate Catalog. To access the Catalog please go to http://coursecatalog.wvu.edu. Go to “Select a Major” and choose “Nursing”. For the specific appeal procedure for the School of Nursing, see Appendix 8. Students considering an appeal should begin by contacting their academic advisor first.

Transfer of Course Work
Twelve semester credits of course work with a grade of B or better may be transferred from institutions accredited at the graduate level with permission of the Associate Dean for Graduate Practice Programs.

- A student wishing to transfer credit from another institution must confer with his or her academic advisor and obtain a transfer of graduate credit form from the Office of Student Services. (See Appendix 4 for a copy of this form.) This form requires the signature of the Associate Dean.
- The student should provide information about the course for transfer including the name of the institution with address and zip code, the course number and the name, and the course descriptions and syllabi as published by that institution. Also include the WVU course it replaces or the requirement it meets. Courses for transfer will be
evaluated for equivalency by the Associate Dean and appropriate graduate faculty. Final approval of coursework for transfer is granted by the Associate Dean.

- The student must have an official transcript from the other institution sent to the Office of the University Registrar. Failure to submit an original transcript will result in nullification of the transfer of credit.

Transfer of Program Site
Students requesting a change from Morgantown to Charleston or Charleston to Morgantown must:

- Request the transfer in writing. Contact Jeff Wilson at jfwilson@hsc.wvu.edu or Brandy Toothman at btoothman@hsc.wvu.edu to initiate the change of campus request.
- The Program Director approves the request and notifies Student Services.
- Transfer of site will only be approved based on space available at the requested site.

Degree Requirements
The following requirements must be met:

- Remove all provisions.
- Complete 44 semester credit hours.
- Remove all conditions, deficiencies, and incomplete grades.
- Register for course work during the semester graduating. This does not include completion of request to remove a grade of incomplete.
Technology Requirements for Delivering Master’s Program Courses

The MSN Program at WVU makes use of the latest in technological advances. You will need to have access to appropriate hardware, software, and systems to be successful. The following is a guide and recommendations for technology.

WVU Student Email System
All students in the University have access to email through the Mountaineer Information Express (MIX) system. You must use this email system for all MSN coursework and any WVU SON communication. No other email addresses will be used by faculty or administrators to contact you or to notify you of course related or program related information. You can access MIX from any computer where you have internet access. The address for MIX is http://www.mix.wvu.edu. To access your MIX account, you will need a user name and password. To find your user name:
1. Go to http://star.wvu.edu
2. Click on STAR Access
3. Click on STAR Information system login
4. Enter your Student Number (9 digit number starting with 70 or 80) found in your admission letter and pin (see below for PIN information)
5. Click on Personal Information
6. Click on View Address(es) and Phone(s)
7. If a MIX account has been created for you, a MIX username and email address section will be displayed

To find your pin:
The default password for all accounts is 6 digits, two digits for the day of your birthday and the last 4 digits of your Student Number. Ex: If your birthday is 05/03/1974 and your Student Number is 700-45-6789 then your default password is 036789. Again, your student number is found in your admission letter.

You can change your password online inside of MIX. To do so:
1. Select the STAR tab
2. Select STAR Information System link
3. Select Personal Information
4. Select Change your PIN for STAR & MIX (PIN must contain 6 digits)

You should access MIX as soon as possible. The SON and faculty will send you important information through this account, and request that you check your account daily. You will be accountable for any information found in your MIX email. The MIX homepage has a great tutorial that you should complete before your classes begin. Use MIX to your best advantage during your program!
Distance Course Delivery

The courses you will take in the MSN program will be delivered via distance education technologies using the SOLE (Secure OnLine Environment) platform for course deliveries. Technologies used within SOLE include Blackboard Collaborate, Camtasia, and Mediasite Live webcast.

SOLE (Secure OnLine Environment)
SOLE is the WVU Health Sciences Center's portal for online education and information. It is a web-based tool for students to access courses and for instructors to build and maintain those courses. SOLE was developed by HSC Information Technology Services as an open-ended system for online course development and management with a single-login and user-friendly environment. Login to SOLE at https://sole.hsc.wvu.edu/login?ReturnUrl= using your WVU MyID username and password. If you haven’t already activated your MyID account, go to https://myid.wvu.edu/ and click on Activate Account and complete the requested information. You are expected to check your SOLE courses and mix e-mail on at least a daily basis. If you need assistance with SOLE, please go to the SOLE information page at http://soleportal.com/help/sole-help/about-sole-help/supported-browsers/

Blackboard Collaborate
Blackboard Collaborate delivers synchronous real-time online classes. When you log into SOLE, on the home page of each course you will see links to the Collaborate sessions. You will be an active participant in the Collaborate sessions, discussing issues using your microphone or answering live poll questions. Because exchange of ideas is an important function of University education, you are required to be present for these real-time Collaborate sessions, unless otherwise instructed by faculty. You need to be sure your computer meets the following requirements to participate in Collaborate:

Computer/ Internet Information

Computer Specifications
Supported Browsers and Operating system for SOLE and Collaborate are available at http://soleportal.com/help/sole-help/about-sole-help/supported-browsers/
OIT has recommended computer specifications for PC, MAC, hardware, software, modem, Ethernet adapter, and other devices also at http://soleportal.com/help/sole-help/about-sole-help/supported-browsers/
We have found that students prefer PCs over MACs. Students who use MAC computers have reported problems engaging in the learning environment.

Internet Standards
• A wireless internet connection is not recommended. Collaborate works best with a wired internet connection.
• Soundcard with microphone and speakers.
• Collaborate requires using headsets instead of external speakers
You must complete the Audio Wizard as soon as possible to be sure that your computer supports Collaborate. You should complete the wizard on every computer that you will use to access coursework. You may need to repeat the audio wizard each time you access Collaborate. You will need to have high speed internet access through a cable modem, DSL, or satellite. Please be advised that when you purchase your high speed internet access there is usually an additional cost for the fastest connectivity. Consult your internet service providers regarding your connection speed for your membership. It is in your best interest to purchase the fastest speed your internet service provider offers. We understand that DSL and high-speed cable are not available in some rural areas and students must resort to high-speed satellite internet service. Dial-up connections do not work with this technology. If dial-up is the only access you have from home, we recommend looking for alternate sites to attend class where you can get high speed connection. Microsoft Office (includes Word, Excel, Power Point, and Outlook) is required for all School of Nursing coursework.

**Webcast**

Webcast technology is used for many of the asynchronous lectures that you will be watching in your home, place of employment (when off-duty), or local library. Webcast uses web-based streaming video and synchronized multimedia presentation. The West Virginia University School of Nursing has adopted webcast technology to deliver some core graduate nursing content.

**Computer Help Desk Fall & Spring Help Desk Hours:**

<table>
<thead>
<tr>
<th>Phone: 304-293-4444</th>
<th>Monday – Thursday 8:15 am – 10:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll Free: 1-877-327-9260</td>
<td>Friday 8:15 am – 10:00 pm</td>
</tr>
<tr>
<td>Help Desk Email: <a href="mailto:OITHelp@mail.wvu.edu">OITHelp@mail.wvu.edu</a></td>
<td>Saturday 10:00 am – 6:00 pm</td>
</tr>
<tr>
<td><a href="mailto:OITHelp@mail.wvu.edu">OITHelp@mail.wvu.edu</a></td>
<td>Sunday 4:00 pm – 12 midnight</td>
</tr>
</tbody>
</table>

If you encounter problems any time during online coursework, the Help Desk should be able to assist you. You should not call the instructor for help with technical problems. Before you call the help desk, please determine what version of Internet Explorer and Microsoft media player you are running, and which online delivery system you are using (i.e. Collaborate, webcast). At times the HELP desk may direct you to the main Collaborate Support service number at 1-877-382-2293.

**Computer skills**

You are expected to be familiar with operating and using electronic technology. The skills of word processing on Microsoft Word, database utilization, internet competence, and email knowhow, including the use of attachments, are essential to course work in the MSN program. It is an expectation that you are proficient with these computer skills. We recommend you visit http://office.microsoft.com/en-us/support/training-FX101782702.aspx?redir=0 for online tutorials to help with Microsoft Office product use. If you need to update your general computer skills, you may want to obtain the following book: Joos, I., Nelson, R., and Smith, M., (2010) Introduction to Computers for Health Care Professionals 5th Edition. MA: Jones and Bartlett Learning.
Computer Labs

Morgantown Computer Lab
The Health Sciences Center Computer Based Learning Center (CBLC) offers a computer lab on the 2nd floor of Health Sciences Center South. The lab contains both PC and Macintosh computers. The computers are supported by a local area network that provides Internet access.

Charleston Computer Lab
The Charleston Division offers computer access for students in the HSC Library (1st Floor). Library computers have access to Microsoft Office, Internet Explorer, Cochrane Library, and Nursing Primary care programs.

There may also be computer labs available at your place of employment, local or community college, or public library.

Student Participation in Online Courses

Students in online courses have the professional responsibility to devote their full attention to the class while it is in session, just as they would in a traditional classroom setting. Students may not engage in patient care in the workplace while attending an online class session. If a student is permitted by an employer to participate in an online course during working hours, he or she must do so away from the clinical setting and only after being completely relieved of patient responsibilities. Students will not be permitted to make up course work or testing that is missed if called back to the workplace.

Academic Integrity

In accordance with the WVU Graduate Catalog, academic integrity is expected of all members of the WVU community. Academic dishonesty is condemned at all levels of life, indicating an inability to meet and face issues and creating an atmosphere of mistrust, disrespect, and insecurity. Academic dishonesty includes, but is not limited to, plagiarism, cheating and dishonest practices, forgery, misrepresentation or fraud. Academic integrity is expected in all activities, including those that occur online. Academic dishonesty can result in exclusion from the course, a lower grade and/or an unforgivable F in the course. The Dean may also impose additional penalties. Academic dishonesty will also be reported by faculty to the WV Board of Examiners for Registered Professional Nurses for their consideration relative to disciplinary action against the student’s RN license.
School of Nursing Financial Aid

Meritorious Student Tuition Waiver
The School of Nursing is allocated a limited number of meritorious tuition waivers to retain high quality graduate students. Meritorious waivers are awarded to degree seeking graduate students (including non-WVU employees) in the following programs: PhD in Nursing, Doctor of Nursing Practice (DNP), and Master of Science in Nursing (MSN). Priority is given to students in the doctoral programs. No student with a grade of incomplete in the previous semester will be awarded meritorious tuition waivers. Students must be making progress through the program following a standard progression pattern for the program in which they are enrolled. There is no guarantee that meritorious tuition waivers will be available each semester.

Deadlines for receipt of graduate meritorious waiver applications follow:
- For Fall Term Waivers: June 10th
- For Spring Term Waivers: October 10th
- For Summer Term Waivers: March 10th

Meritorious tuition waivers cover University tuition only. Health Sciences tuition and all fees are paid by the student. To be considered for a meritorious tuition waiver, please click on the link below and complete the online form. Applications received after the deadline will not be considered. You will receive a reply that your form has been received. Print this reply for your records.

http://nursing.hsc.wvu.edu/pages/Current-Students-(1)/Forms/Graduate-Student-Meritorious-Waiver-Policy

Other Forms of Financial Aid
Information concerning other forms of financial assistance available to students, and application forms should contact:

HSC Financial Aid Office
Health Sciences North
PO Box 9810
Morgantown, WV 26506-9810
Telephone 304/293-3706

Tuition and Transportation

Students pay tuition and fees shown in the WVU Health Sciences Center Catalog, plus special fees and deposits as required. Fees are subject to change without notice. Students' expenses vary widely according to their individual course of study. Students are expected to provide their own transportation, equipment, and instruments for the clinical courses. Specific immunizations, including hepatitis B, are required. Some clinical experiences require the student to travel in a multi-county area. Students are responsible for providing their own transportation to all clinical experiences.
Precepted Clinical Practica

An essential component of any master's degree program is a group of expert preceptors who can help students develop clinical expertise and transition to the advanced practice role. The role of the preceptor is complementary to that of the faculty member. The faculty member, student and preceptor must collaborate to assure that the student meets personal and program objectives. This document will outline assumptions about the role of each of these participants and guidelines for program implementation.

**Students must inform the program director, advisors, and Student Services, one year in advance of moving to another state.**
- Some states have very prohibitive regulations about students doing clinical rotations.
- We need to be aware of the individual state Board of Nursing requirements for students and faculty participating in a clinical rotation in another state.
- In some instances, alternate plans for a clinical site will need to be made.
- We will do whatever we can to accommodate students, but some states may have regulations that prohibit participation in a clinical rotation.

Faculty Role
1. The ultimate responsibility for assuring that students have appropriate, individualized learning experiences lies with the course faculty.
2. The ultimate responsibility for evaluating student learning lies with the course faculty.
3. Evaluation of graduate student learning in the clinical areas includes, but is not limited to:
   a. Meaningful, periodic contact with students.
   b. Regular contact with clinical preceptors.
   c. On-site observation of clinical skills in students' clinical setting.
   d. Periodic on-site faculty, preceptor, and student discussion of student progress, accomplishments, identified areas for improvement, and ability to meet needs in the clinical site.

Preceptor Role
1. The major roles of the preceptor are that of health care provider, role model and clinical teacher.
2. In order to fulfill this role, preceptors must:
   a. Have an understanding of students’ learning needs.
   b. Have information regarding students' previous experiences and knowledge base.
   c. Have clarity regarding evaluation criteria.
3. Preceptors participate actively in the evaluation process with faculty and students.
**Student Role**

1. Students bring a common knowledge base from core courses to the clinical experience.
2. Students have different personal and professional experiences that enhance their knowledge base.
3. Students recognize their clinical areas of strength and the gaps in knowledge.
4. Students share their experiences and identified gaps in knowledge with faculty to facilitate planning for clinical placements.
5. Students participate actively in the evaluation process with faculty and preceptors.
6. Students maintain a current and complete online log of patient contacts.

**Expectations**

1. Students meet with the course faculty to identify appropriate, individualized learning experiences for the clinical courses. No family member or direct supervisor may serve as a preceptor for students in clinical sites. A signed affiliation agreement must be in place prior to any student rotation in a clinical site. Faculty will consider: past experiences, learning needs for role implementation, geographic area, and facility capabilities for offering appropriate preceptorship when planning clinical placements.
2. Course faculty contact clinical sites to arrange for appropriate preceptorship. Once appropriate preceptors have been identified, faculty provide in writing: course syllabi, evaluation criteria and tools, and contact numbers for preceptor and agency.
3. Faculty initiate contact with preceptors on a periodic basis, not less than two times per semester. This will serve as an opportunity to proactively problem solve, identify learning needs, and negotiate additional experiences.
4. Faculty initiate contact with students on a regular periodic basis, not less than two times per semester. This will serve as an opportunity to proactively problem solve, identify learning needs, and negotiate additional experiences. This can occur during clinical conference time.
5. Faculty visit students at their clinical site at times prearranged with the student and preceptor during the semester. This visit will serve to evaluate clinical practice as well as role transition. The faculty member may also use the visit as an opportunity for student or preceptor development.
6. Students participate in ongoing evaluation with the preceptor and faculty member. Thoughtful self-evaluation is an expectation.
7. Faculty identify deadlines, (in writing), for receipt of preceptor and student evaluations. No final grade will be recorded until preceptor, student, and faculty evaluations are completed.
8. After the semester is completed, faculty extends letters of appreciation to preceptors. In addition, preceptor feedback regarding the experience over the semester is sought.
MSN Clinical Log

All clinical experiences must be recorded in a clinical log, which includes verification of clinical hours at particular sites with specific preceptors and the student’s meeting of all clinical hour requirements. At graduation the student must have recorded all required clinical hours. The clinical hours must satisfy the national accrediting organization’s criteria for total hours and patient populations. The log will be used to verify that the student has met these national standards and will become part of the student’s permanent file.

In order to prepare the log, each student must request that his/her site and preceptor be added to the log database. The student will request that preceptors and sites be added at the following address https://www.surveymonkey.com/s/MSNandDNPLogRequest.

Following each semester in clinical practica courses, each student must evaluate all sites and preceptors. The form to accomplish this evaluation is found at:
http://www.surveymonkey.com/s/GXPWQ5B
Community Service Guidelines

Definition of Community Service:
Activities that are conducted in and meet the needs of a community. This service fosters civic responsibility and is integrated into and enhances the academic curriculum.

Requirements:
Community service is part of the West Virginia University land grant mission and is an expectation at the Health Sciences Center. Graduate students must complete 50 hours of community service.

Learning Objectives:
• To foster civic responsibility.
• To enhance learning.
• To identify and meet health needs of the community.

Examples of Acceptable Community Service:
(Note: These examples are not an all-inclusive list of agencies and activities that are acceptable for community service).

Activities:
• Read-a-loud program at a school
• Health education session in a school or community
• Visiting the elderly (i.e., nursing homes, hospitals, etc.)
• Activities through churches, sororities, fraternities, etc. (i.e. Adopt-A-Highway)
• Working with youth soccer, baseball, basketball, etc.

Agencies:
• American Red Cross and Blood Donation Centers
• Asthma & Diabetic Camps
• Big Brothers/Big Sisters
• Child Life Program in a Children's Hospital
• Christian Help
• Habitat for Humanity (building homes for people without shelter)
• Health Fair
• Health Right
• Hospice
• Ronald McDonald House
• Salvation Army
• Soup Kitchen, Bartlett House, Meals on Wheels, etc.
• Youth Development Campus (i.e. 4-H)

Procedures:
1. The student completes the approved community service under appropriate supervision.
2. The student enters the community service hours in SOLE at http://sole.hsc.wvu.edu
3. The Student Services Office records approval in SOLE.

Approved 8/15/97; Revised 11/1/11
Credit by Advanced Standing Guidelines for MSN Students

West Virginia University honors credit by examination from external tests such as CLEP and Advanced Placement and from internal, departmental, or school examinations. Since University policy only allows 12 credit hours of coursework to be transferred from another university, no more than 12 credits can be requested for credit by advanced standing examination. The form of these examinations may include, but is not limited to, pencil-and-paper tests, computer administered tests, or practical demonstrations of skills and knowledge.

Eligibility
The student and the advisor believe that the student has the knowledge and skills contained in a course and the student wishes to establish credit by examination.

1. The opportunity to establish credit by examination is available to all students admitted to the School of Nursing. Registered nurse students may complete advanced standing examinations after admission, but prior to initial enrollment in WVU or nursing courses.
2. The student's official record does not show credit for the course (i.e., any grade of S, P, A, B, C, D, I).
3. The student is not officially enrolled in the course. A student who withdraws from a course after the end of the official registration period for a semester is not eligible to challenge the course in that semester.
4. The student may challenge the same course by examination only two times.

Procedure
The student and advisor discuss the feasibility of establishing credit by examination.

1. The student obtains the Application for Advanced Standing Examination (Appendix 5) from the School of Nursing Office of Student Services in Morgantown or Charleston Division Nursing Office and completes it with the assistance of the advisor.
2. The student makes an appointment with the instructor of the course to be challenged. At that meeting, the student will obtain the instructor's signature and should discuss the availability of study materials and the timing and format for the examination. The provision of study materials and the timing and format for the examination are the prerogative of the instructor.
3. The instructor sends the completed Application for Advanced Standing Examination to the HSC Office of Admissions or Charleston Division Office of Student Affairs. The student will be assessed the fee through his/her student account. The student will go to http://www.mix.wvu.edu to pay electronically. Admissions & Records will send the appropriate form to document the outcomes of the examination to the instructor.
4. The student is responsible to arrange with the instructor for the actual examination.
5. The course instructor is responsible to document the outcomes of the examination to Admissions and Records and the student.
6. The advisor is responsible to make certain that the course credit appears on the student's transcript, if the student is successful.
Credit by Advanced Standing for MSN Students Already Nationally Certified as Nurse Practitioners

West Virginia University honors credit by examination from external tests such as CLEP and Advanced Placement and from internal, departmental or school examinations. The form of these examinations may include, but is not limited to, "pencil and paper" test, computer administered tests, or "practical" demonstrations of skills and knowledge.

Eligibility
1. The opportunity to establish credit by examination is available to all students admitted to the School of Nursing. Registered nurse students may complete advanced standing examinations after admission, but prior to initial enrollment in WVU or nursing courses.
2. The student and the advisor evaluate evidence that the student has the knowledge and skills contained in a course in which the student wishes to establish credit by examination.
3. The student's official record does not show credit for the course (i.e., any grade of S, P, A, B, C, D, I). If the student has an official transcript documenting equivalent course work for credit, the student will work with the advisor to transfer coursework, rather than establish advanced standing.
4. The student cannot be officially enrolled in the course. A student who withdraws from a course after the end of the official registration period for a semester is not eligible to challenge the course in that semester.
5. A student may challenge the same course by examination only two times.
6. Since University policy, only allows 12 credits hours of coursework to be transferred from another university, no more than 12 credits can be requested for credit by advanced standing examination.
7. If more than 12 credits are requested for Advanced Standing Examination, then a request is sent to the Dean of the School of Nursing to increase the number of credits to be challenged. The Dean of the School of Nursing will then decide how many hours of credit by advanced standing can be accepted in a program of study on an individual basis.

Procedure for Approval for total number of credits to be recognized by advanced standing examination
1. The student and advisor discuss the feasibility of establishing credit by examination. After ascertaining which courses may be appropriate for establishment of credit by advanced standing examination based on the student’s past experience, the student presents a plan to the Associate Dean for Graduate Practice Programs.
2. The Associate Dean will discuss the plan with the Coordinator of the appropriate program track, and with the Dean of the School of Nursing, and determine the number of credits that the student will be permitted to establish via advanced standing.
3. All students must establish credit by advanced standing, transfer of credits, or enrollment for all core and practica courses.
Procedure for establishing credit by advanced standing examination for individual courses

1. Once the total number of credits the student will be permitted to request by advanced standing examination has been established, the student obtains an Application for Advanced Standing Examination for each course. The form can be obtained from the School of Nursing Office of Student Services in Morgantown or Charleston Division Nursing Office. The student completes the form with the assistance of the Advisor. (A copy of the form is in Appendix 5 of the MSN Student Handbook).

2. The student makes an appointment with the instructor of the course to be challenged. At that meeting, the student obtains the instructor's signature on the Application for Advanced Standing Examination and discusses the availability of study materials and the timing and format for the examination. The provision of study materials and the timing and format for the examination are the prerogative of the instructor. The student will be provided a copy of the current course syllabi. The examination can take the form of a paper and pencil or computer based examination, a scholarly paper, a portfolio, an observation of the student’s clinical skills, or any other format that the instructor deems appropriate to establish the student’s competency.

3. If the instructor agrees that the student can proceed to examination, the instructor sends the completed Application for Advanced Standing Examination to the HSC Office of Admissions & Records or Charleston Division Office of Student Affairs. The student will be assessed a fee through his/her student account. The student will go to http://www.mix.wvu.edu to pay electronically. Admissions & Records will send the appropriate form to document the outcomes of the examination to the instructor.

4. Once the fee is paid, it is the student's responsibility to arrange with the instructor for the actual examination. The fee must be paid prior to the examination.

5. It is the course instructor's responsibility to document the outcomes of the examination to Admissions and Records and the student. All advanced standing examinations must be completed with a grade that is equivalent to a B or better on the current School of Nursing grading scale.

6. It is the advisor's responsibility to make certain that the course credit appears on the student's transcript, if the student is successful.

Approved by MSN Curriculum Committee 4-23-07; Approved by Graduate Faculty Committee 5-14-07
WVU School of Nursing Drug and Alcohol Testing Policy

1. The WVUSON has a responsibility to maintain a safe environment for its students as well as maintaining safe conditions for patients. Any student under the influence of drugs or alcohol during a clinical experience may pose serious safety and health risks, not only to themselves, but to all those who work with them and to patients for whom they provide care. The unlawful possession, use, or sale of illegal drugs, prescription drugs, over the counter drugs, and/or alcohol in the clinical agency, poses an unacceptable risk for unsafe patient care.

2. Any registered nurse who is aware that another person has violated the WV Nursing Code and Legislative Rules 19-3-14, 14.1.b, is obligated to report the person to the WV Board of Examiners for Registered Professional Nurses for consideration of disciplinary action. Therefore, WVUSON faculty, students, and agency RNs are required to report any suspicious behavior and arrange drug and alcohol testing.

3. Reasonable suspicion of substance abuse is considered when any student demonstrates unusual, unexplained behavior in the agency environment or during clinical experiences. Observable signs might include, but are not limited to:
   a. Slurred speech
   b. Odor of alcohol on breath or person
   c. Unsteady gait
   d. Disoriented or confused behavior
   e. Significant changes in work habits
   f. Observed behaviors indicative of hallucinations
   g. Unexplained accident or injury
   h. Sloppy, inappropriate clothing and/or appearance
   i. Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements in the agency setting
   j. Excessive sick days, excessive tardiness when reporting for clinical or class
   k. Missed deadlines, careless mistakes, taking longer than customary to complete work
   l. Coordination (not normal, swaying, staggering, lack of coordination, grasping for support)
   m. Performance (unsafe practices, unsatisfactory work)
   n. Alertness (change in alertness, sleepy, confused)
   o. Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic)
   p. Eyes (bloodshot, dilated)
   q. Other clinical observations consistent with impairment

4. Drug testing may be required for any student who demonstrates behaviors of reasonable suspicion (3a-q) in the clinical environment.
5. Drug testing may be required for any student who demonstrates suspicion of substance abuse impairment and who has access and/or direct responsibility for controlled substances if known drugs of abuse are missing or otherwise unaccounted for while in the clinical agency. This determination will be made on a case-by-case basis by the agency manager or administrator and the Dean of WVUSON, or the Dean’s representative.

6. Informed consent will be obtained prior to testing. Fees associated with testing will be the responsibility of the student.

7. Noncompliance with requests for drug and alcohol screening from a student who demonstrates suspicion of substance abuse impairment will be viewed as a violation of the WVUSON Drug and Alcohol Testing Policy. The student may be subject to dismissal from the nursing program.

8. The collection site will be in a standard collection area laboratory or emergency department as per the agency protocol. Non-acceptable and Acceptable values for lab results will be determined according to the agency policies. Collection procedures will adhere to the required “chain of custody” protocol as indicated by the assigned clinical agency.

9. The student who is suspected of substance abuse impairment will be escorted to the collection site with the appropriate faculty member or assigned preceptor and an agency staff member. All will remain at the collection site until the required specimens are obtained. Agency policy will be followed as required.

10. Following an incident that requires drug or alcohol testing, the student will be sent home by cab or responsible individual. Under no circumstances will the student be allowed to drive home. Arrangements will be made so that the student will be at home after the incident with another individual.

11. The student’s confidentiality will be strictly maintained. The test results will be communicated only to the student, the appropriate Associate Dean, the physician reviewing the results with the student, and the WVUSON Dean.

12. Records will be maintained in a separate file by the WVUSON in a secured area. Requests for information will require a court order or may be released by the student’s signed written consent and liability waiver.

13. Any violation of this policy by a student will result in disciplinary action including dismissal from the nursing program.

14. WVUSON recognizes that chemical dependency is an illness that can be treated. Assistance for students who are dependent on a chemical substance is available through WVU.

11/29/04
Directions for Faculty
Reasonable suspicion of substance abuse impairment is considered when any student demonstrates unusual, unexplained behavior in the agency environment or during clinical experiences. Observable signs might include, but are not limited to:

1. The faculty member or assigned preceptor will have another faculty member or agency staff member to confirm that the suspicious behavior is a result of substance abuse impairment.
   a. Slurred speech
   b. Odor of alcohol on breath or person
   c. Unsteady gait
   d. Disoriented or confused behavior
   e. Significant changes in work habits
   f. Observed behaviors indicative of hallucinations
   g. Unexplained accident or injury
   h. Sloppy, inappropriate clothing and/or appearance
   i. Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements in the agency setting
   j. Excessive sick days, excessive tardiness when reporting for clinical or class
   k. Missed deadlines, careless mistakes, taking longer than customary to complete work
   l. Coordination (not normal, swaying, staggering, lack of coordination, grasping for support)
   m. Performance (unsafe practices, unsatisfactory work)
   n. Alertness (change in alertness, sleepy, confused)
   o. Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic)
   p. Eyes (bloodshot, dilated)
   q. Other clinical observations consistent with impairment

2. The student who is suspected of substance abuse impairment will be asked to leave the area and go with a faculty member/assigned preceptor, and a witness (agency staff member) to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made.

3. Faculty will contact WVUSON Student Services office, if possible, to assist with accompaniment of student to lab and during testing. The student will be accompanied to testing site by WVUSON faculty/assigned preceptor and agency staff. Agency policy will be followed as required.

4. The student who is suspected of substance abuse impairment will submit appropriate laboratory specimens in accordance with the Drug & Alcohol Testing Policy and related clinical agency policies.
5. Informed consent will be obtained by the faculty prior to testing. Fees associated with testing will be the responsibility of the student.

6. The student who is suspected of substance abuse impairment will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the WVUSON.

7. If the laboratory test is negative, the student will be allowed to return to clinical activities without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).

8. If any laboratory test is positive for substances, the decision may be any of the following: warning, referral for medical evaluation, or immediate dismissal from the program.

9. Student confidentiality will be maintained at all times.

11/29/04

**Requirements for Faculty Reporting “Reasonable Suspicion” of Drug/Alcohol Use**

1. State date and time you contacted Student Services office (include name of contact), if possible.

2. Write Violation of Safe Standards of Clinical Practice Incident Report and include student name, date, and time of observations.

3. Include any behavioral, visual, olfactory or auditory observations that constitute reasonable suspicion. Observable signs might include, but are not limited to:
   a. Slurred speech
   b. Odor of alcohol on breath or person
   c. Unsteady gait
   d. Disoriented or confused behavior
   e. Significant changes in work habits
   f. Observed behaviors indicative of hallucinations
   g. Unexplained accident or injury
   h. Sloppy, inappropriate clothing and/or appearance
   i. Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements in the agency setting
   j. Excessive sick days, excessive tardiness when reporting for clinical or class
   k. Missed deadlines, careless mistakes, taking longer than customary to complete work
   l. Coordination (not normal, swaying, staggering, lack of coordination, grasping for support)
   m. Performance (unsafe practices, unsatisfactory work)
   n. Alertness (change in alertness, sleepy, confused)
   o. Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic)
   p. Eyes (bloodshot, dilated)
   q. Other clinical observations consistent with impairment
4. List unexplained absences or tardiness.
5. Include if student admitted to use of drugs/alcohol.
6. Describe if drugs/alcohol were discovered on student and provide detailed listing.
7. List reports of complaints of student behavior from nursing personnel, patients/family, or other students.
8. List witnesses to behavior and witness that accompanied faculty and student to private location. (See #2 under Directions to Faculty.)
10. Sign and date report.
11. Send copy of report to Associate Dean for Academics within 24 hours of incident.
12. Forward any recommendations of discipline to Student Services office.

11/29/04
### Appendix 1: Contract to Remove Grade of Incomplete

<table>
<thead>
<tr>
<th>Department:</th>
</tr>
</thead>
</table>

A Contract to Remove Grade of I should be completed before a grade of I is given or during the first two weeks following the term during which the I was given.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student No.:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course:</th>
<th>Section:</th>
<th>Semester:</th>
<th>Year:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Rank (F, S, SI, SII):</th>
<th>Major:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Advisor:</th>
<th>Name(s) of textbook(s)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Instructor:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course grade at this time:</th>
</tr>
</thead>
</table>

If the student will not be enrolled as a full-time student when the course is completed, give mailing address:

<table>
<thead>
<tr>
<th>Street:</th>
<th>Apt</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for grade of I:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Work was unavoidably incomplete</td>
<td>An additional examination is justified</td>
</tr>
</tbody>
</table>

Work necessary to remove the I:

<table>
<thead>
<tr>
<th>Date by which course must be completed:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grade to be assigned if the incomplete work is not completed:</th>
</tr>
</thead>
</table>

I understand that the course work must be completed by the date indicated above; otherwise the grade for the course will be as specified above.

<table>
<thead>
<tr>
<th>Student's Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Instructor's Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**copy:**  
Student  
Department (Office where course offered)  
Student's Advisor  
Instructor
Appendix 2: Responsible Conduct of Research Graduate Student Guide

As a graduate student at West Virginia University, you are required to meet particular federal and University-wide standards regarding the responsible conduct of research (RCR). To meet these standards, you must complete an online RCR course offered by the Collaborative Institutional Training Initiative (CITI). You can take the course anytime after receipt of your acceptance but it must be completed within 30 days of the beginning of your initial semester. Failure to do so may affect your status within the College and the University in general.

To complete the CITI RCR course (please note that you do not yet have to be enrolled at WVU to register with CITI and complete the necessary training), please follow the steps below:

1. Navigate your browser to http://www.citiprogram.org
2. Click on the “Register Here” link
3. For registration question one, enter West Virginia University into “Participating Institutions” and go to question two, leaving all other fields blank
4. Enter your desired username and password (please make record of both, but if you forget these, they can be e-mailed to you if you contact the Office of Research Integrity and Compliance), then go to question three
5. For registration question three, select a security question and enter a security answer, then go to question four
6. Enter your first name and last name, then go to question five
7. Enter a primary and secondary (optional) e-mail address, then go to question six
8. For registration question six, indicate “No” and your professional affiliation as “none,” then go to question seven
9. Read the question and enter your response, then go to question eight
10. Enter your response to the question about completing a course survey
11. Click the “Submit” button
12. On the page that follows, enter your language preference, your institutional e-mail address (this can be any e-mail address), your department, and your expected role in research you may be conducting in the future, along with any other fields you would like to fill in, then click the “Submit” button
13. On the next page, under Question 1, indicate which RCR course you would like to take. Please note that you should choose the one that best matches your field. For example, Dentistry students will need to take either the Biomedical Responsible Conduct of Research Course if you intend on collecting any biological samples or performing any medical procedures in the future or the Social and Behavioral Responsible Conduct of Research Course if you do not intend on doing so but instead intend on conducting surveys, interviews, questionnaires, or non-medical observations. If you are not sure which you will do, complete the Biomedical RCR Course.
14. Leave all other selections on this page blank and scroll down to click the “Submit” button
15. On the next page, click the “No” button
16. You will then be taken to your CITI Main Menu. Here, you will need to click “Enter” next to the RCR course you selected, then click on “The Integrity Assurance Statement” to begin your course
17. You must complete all Elective modules (the first listing shown) with an 80% score or higher to complete the course, but you may close your browser and complete each module at your leisure.

Once you have completed the course, the Office of Research Integrity and Compliance (ORIC) will be immediately notified. You do not need to submit any paperwork to ORIC. If you have any questions about the RCR requirements or would like advice on which RCR course to complete, please call the ORIC at 304-293-7073 and you will be transferred to someone who can help you.
Appendix 3: WVU Health Insurance Waiver and Acknowledgement of Responsibility for Medical Expenses

Student Name ________________________________

Student ID# ________________________________

I will not be joining the West Virginia University sponsored health insurance plan. I fully understand that I am legally responsible for any medical expenses incurred during my enrollment at the University, and that the University and any clinical agency where I have clinical practice as part of my enrollment will not be responsible for any medical expense.

Student Signature _____________________________ Date ________________
Appendix 4: Application for Transfer of Graduate Credit to West Virginia University

INSTRUCTIONS: FORM TO BE APPROVED PRIOR TO TAKING COURSE(S) FOR TRANSFER

Credit earned at other institutions of higher education can only be credited toward graduate degrees at WVU if the institution is accredited at the graduate level. The maximum transfer credit permitted is 12 semester hours in master's degree programs requiring 30 to 41 semester hours. Eighteen (18) semester hours can be accepted for degree programs requiring 42 or more semester hours. Transfer credit hours is not restricted for doctoral students as doctoral degrees are not credit hour accumulation degrees. The student is responsible for having an official transcript sent to Admissions and Records.

TO BE COMPLETED BY THE STUDENT (if bringing credit from more than one institution, fill out a form for each)
Name: ___________________________ WVU ID # ___________________________
Address: ___________________________

Date of Last Enrollment at WVU: ___________________________ Degree Program: ( ) MS ( ) PhD
Name of Institution TO BE attended:
Address of Institution: ___________________________

COURSE (S) TO BE COMPLETED

<table>
<thead>
<tr>
<th>Department and No</th>
<th>Course Title</th>
<th>Semester Hours</th>
<th>Equivalent WVU Courses</th>
<th>Semester &amp; Year to be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

As the Chair or designate of this student's graduate Program, I approve the use of the above course(s) to fulfill requirements for a graduate degree.

TO BE COMPLETED BY SCHOOL/DEPT: TO BE COMPLETED BY HSCGP OFFICE:

Signature ___________________________ Date __________

Approved _____ Rejected _____ Date __________

Type or Print Name ___________________________ HSCGP Office _____ School/Department _____

Return completed form to Health Sciences Graduate Programs Office, 2271 Health Sciences South, PO Box 9024, Morgantown, WV 26506-9024
Appendix 5: Application for Advanced Standing Examination

Admissions and Records
1170 Health Science Center North
Morgantown, WV 26506-9815

Dear Madam:

I hereby request permission to take an examination:

<table>
<thead>
<tr>
<th>Course &amp; Number</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
</table>

Statement of past educational experience in this field which would justify this Request:


Student Name (Print)

Student Number

Mailing Address

Approved:

Academic Advisor

Instructor of Course

Amount Assessed: ________________

Dean of Student’s College or Designee

Date Assessed: ________________

Director of Admissions and Records
Appendix 6: Consent Form for Alcohol, Drug, and Substance Testing

I hereby consent for the agency’s laboratory to collect blood, urine, or saliva samples from me to conduct necessary medical tests to determine the presence or use of alcohol, drugs, or controlled substances. Further, I give my consent for the release of the test result(s) and other relevant medical information to the WVUSON Dean. I also understand that if I refuse to consent, I may be subject to disciplinary action which could include dismissal from the nursing program.

AGREED TO:

_________________________________ Student __________________________ Date

_________________________________ Witness __________________________ Date

REFUSED:

_________________________________ Student __________________________ Date

_________________________________ Witness __________________________ Date

Reason for Refusal: ________________________________

Copies of completed form to:

Student
Faculty/Preceptor
Agency
WVUSON Student Services

11/29/04
Appendix 7: Process for Final Grade Appeals/Suspensions/Probations/Dismissals

STEP 1

1. Student receives written notice of the final course grade. Within 20 business days of the receipt of the grade, the student meets with the instructor to resolve the issue. This may occur via exchange of emails or personal contact. If the Instructor agrees to change the grade, a grade modification is submitted by the instructor and the issue is resolved.
2. If the instructor does not respond within 10 business days or does not change the grade, the student has the right to proceed to Step 2.

STEP 2

1. Within 5 business days after the decision at step 1, the student may formally appeal the grade (in writing) to the Program Director (BSN, MSN/DNP, or PhD), in lieu of the department chair. In the appeal, the student must provide all documentation and evidence forming the basis of the appeal. The course instructor must provide all criteria for determining grades.
2. Within 5 business days of receiving the appeal, the Program Director reviews the appeal, makes a decision to uphold or change the grade, and informs the student and instructor.
3. If the appeal is resolved, the case is closed. If the student is dissatisfied with the decision, he or she may proceed to Step 3.

STEP 3

1. Within 5 business days of the Program Director’s decision, the student may formally appeal the decision (in writing) to the Committee for Academic & Professional Standards (CAPS), through notification of the Associate Dean of Academics (Dean’s designee).
2. The Associate Dean of Academics appoints a representative committee from the CAPS of 3 or more faculty members to review the case and make a decision within 10 business days.
3. If the appeal is resolved, the case is closed. If the student is dissatisfied with the decision, he or she may proceed to Step 4.

STEP 4

1. Within 5 business days of the CAPS decision at step 3, the student may formally appeal the decision (in writing) to the Associate Dean of Academics (Dean’s designee).
2. The Associate Dean of Academics reviews the student appeal and any submitted information from the course instructor and makes a final decision, and notifies the student, instructor, and Program Director of the final decision within 10 business days. The case is then closed.

*** Note: Students are allowed to continue progression within the undergraduate or graduate program (continue enrollment in the following semester courses) during the time that a course final grade or program dismissal appeal is being processed and a final decision made. However, students who are unsuccessful in their appeal will be withdrawn from current classes within the School of Nursing consistent with University deadlines and policies. In addition, the refund of tuition and fees depends on the student’s particular situation, the semester, the date of the withdrawal from a course or courses, etc. In order to determine what, if any, refund of tuition, you may be eligible to receive, you will be asked to review the WVU website that illustrates the Reduction (Refund) Schedule:

http://studentaccounts.wvu.edu/refunds/reduction_schedule

The student will be required to sign an acknowledgement form (available in Student Services) indicating understanding of this policy prior to beginning the new semester while appealing a grade from the prior semester.
SCHOOL OF NURSING PROCESS FOR APPEAL OF SUSPENSION/PROBATIONS

STEP 1
1. The student receives written notice of suspension or probation from the program from the Associate Dean of Academics.

STEP 2
1. Within 30 days of notification of dismissal, the student may formally appeal the probation or suspension (in writing) to the Committee for Academic & Professional Standards (CAPS) through notification of the Associate Dean for Academics.
2. In the appeal, the student must provide all documentation and evidence forming the basis of the appeal. The CAPS may also request additional documentation from faculty or the Associate Dean for Academics that supports either the probation or suspension.
3. The CAPS will render a decision as to whether to uphold or dismiss the probation or suspension status of the student.
4. If the appeal is resolved, the case is closed. If the student is dissatisfied with the decision, he or she may proceed to Step 3.

STEP 3
1. Within 5 business days of the CAPS decision, the student may formally appeal the decision (in writing) to the School of Nursing Dean.
2. The School of Nursing Dean reviews the case, makes a final decision, and informs the student and the School of Nursing Dean in writing within 10 business days.
3. If the appeal is resolved, the case is closed. If the student is not satisfied with the Dean’s decision, he or she may proceed to Step 4.

STEP 4
1. The student may formally appeal the Dean’s decision to the Associate Vice President of Academic Affairs for the Health Sciences Center within 5 business days of the School of Nursing Dean’s decision.
2. The Associate Vice President of Academic Affairs for the Health Sciences Center reviews the case and makes a final decision within 30 business days of his/her receipt of the appeal. The Associate Vice President of Academics for the Health Sciences Center’s decision is final.

*** Note: Students are allowed to continue progression within the undergraduate or graduate program (continue enrollment in the following semester courses) during the time that a course final grade or program dismissal appeal is being processed and a final decision made. However, students who are unsuccessful in their appeal will be withdrawn from current classes within the School of Nursing consistent with University deadlines and policies. In addition, the refund of tuition and fees depends on the student’s particular situation, the semester, the date of the withdrawal from a course or courses, etc. In order to determine what, if any, refund of tuition, you may be eligible to receive, you will be asked to review the WVU website that illustrates the Reduction (Refund) Schedule:

http://studentaccounts.wvu.edu/refunds/reduction_schedule

The student will be required to sign an acknowledgement form (available in Student Services) indicating understanding of this policy prior to beginning the new semester while appealing a grade from the prior semester.
SCHOOL OF NURSING PROCESS FOR APPEAL OF PROGRAM DISMISSALS

STEP 1
1. The student receives written notice of dismissal from the program from the Associate Dean of Academics.

STEP 2
1. Within 30 days of notification of dismissal, the student may formally appeal the dismissal (in writing) to the School of Nursing Dean. In the appeal, the student must provide all documentation and evidence forming the basis of the appeal. The Dean may also request additional documentation from faculty that supports either the appeal or the dismissal.
2. The Dean appoints a representative committee of 3 or more faculty members from the Academic Standards Committee to review the case and make a recommendation within 10 business days. The student may elect to meet with the committee to present his/her perspective related to the dismissal.
3. The Dean reviews the committee’s recommendation, makes a final decision, and notifies the student of the decision to uphold or overturn the dismissal within 10 business days.
4. If the appeal is resolved, the case is closed. If the student is dissatisfied with the decision, he or she may proceed to Step 3.

STEP 3
1. Within 5 business days of the Dean’s decision, the student may formally appeal the decision (in writing) to the Associate Vice President for Academic Affairs in Health Sciences.
2. The Associate Vice President reviews the case, makes a final decision, and informs the student and the School of Nursing Dean in writing within 10 business days.
3. If the appeal is resolved, the case is closed. If the student is not satisfied with the Dean’s decision, he or she may proceed to Step 4.

STEP 4
1. The student may formally appeal in writing to the Associate Provost for Undergraduate Academic Affairs or the Associate Provost for Graduate Academic Affairs, as the Designee of the University Provost, the Associate Vice President’s decision within 5 business days.
2. The Provost’s Designee reviews the case and makes a final decision within 30 business days of his/her receipt of the appeal. The Provost’s decision is final.

*** Note: Students are allowed to continue progression within the undergraduate or graduate program (continue enrollment in the following semester courses) during the time that a course final grade or program dismissal appeal is being processed and a final decision made. However, students who are unsuccessful in their appeal will be withdrawn from current classes within the School of Nursing consistent with University deadlines and policies. In addition, the refund of tuition and fees depends on the student’s particular situation, the semester, the date of the withdrawal from a course or courses, etc. In order to determine what, if any, refund of tuition, you may be eligible to receive, you will be asked to review the WVU website that illustrates the Reduction (Refund) Schedule:

http://studentaccounts.wvu.edu/refunds/reduction_schedule

The student will be required to sign an acknowledgement form (available in Student Services) indicating understanding of this policy prior to beginning the new semester while appealing a grade from the prior semester.
Appendix 8: Memorandum of Understanding Related to Course Progression During Appeal Process after the Dean has rendered an Academic Decision

Students are allowed to continue progression within the undergraduate or graduate program (continue enrollment in the following semester courses) during the time that a course final grade or program dismissal appeal is being processed and a final decision made. However, students who are unsuccessful in their appeal must withdraw from current classes within the School of Nursing consistent with University deadlines and policies. In addition, the refund of tuition and fees depends on the student’s particular situation, the semester, the date of the withdrawal from a course or courses, etc. In order to determine what, if any, refund of tuition, you may be eligible to receive, you will be asked to review the WVU website that illustrates the Reduction (Refund) Schedule:
http://studentaccounts.wvu.edu/refunds/reduction_schedule

I __________________________ have elected to maintain enrollment and progression in the School of __________________________according to my originally planned program progression plan for the upcoming ______________________(term) while a decision related to my appeal of __________________________is being finalized. I acknowledge that if my appeal is denied, I will not be able to continue my progression as planned. I agree to withdraw from the course(s) in which I am not able to progress, and I will immediately stop participating in these courses after the final decision to deny the appeal is made. I also acknowledge that upon withdrawal from the course(s) in which I am enrolled, my tuition and fees as well as documentation of withdrawals will be consistent with the current University deadlines and policies in place at the time.

________________________________________
Student Signature

________________________________________
Student Services Representative
Appendix 9: Graduation Checklist

- Discussed graduation with academic advisor
- Submitted Community Service Report Form
- Registered for credit in the semester of graduation
- Submitted Application for Graduate and Diploma
- Submitted completed Alumni Data Request Sheet to Student & Alumni Affairs Office
- Final clinical practicum evaluations completed online if applicable