GRADUATE PRACTICE PROGRAMS HANDBOOK

(BSN-DNP)

(POSTGRADUATE TO DNP)

(POSTGRADUATE TO FNP OR PNP)

2016-2017

WEST VIRGINIA UNIVERSITY
SCHOOL OF NURSING

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

The website is http://coursecatalog.wvu.edu/
# Table of Contents

Welcome from the Dean 4
Vision and Mission 4
Accreditation 4
Bachelor of Science to Doctor of Nursing Practice Program (BSN-DNP) 5
BSN-DNP Program Goals 6
BSN-DNP Progression Plans (FNP Focus) 8-9
BSN-DNP Progression Plans (PNP Focus) 10-11
Description of Courses 12-13
Postgraduate to DNP Progression Plans 14
Postgraduate Certificate Programs and Progression Plans 15-16
Academic Advising 17
Incomplete Grades, Graduation, Credit Loads 17
HIPAA Requirements 18
Responsible Conduct of Research 18
Registering for Courses 18
Criminal Background, Immunization, and Drug Testing 18
Student Health Insurance & Responsibility for Medical Expenses 19
Writing Expectations 19
Progression and Graduation 20
  Progression Policy 20
  Transfer of Course Work 20
  Transfer of Program Site 21
  Degree Requirements 21
Technology Requirements for Delivering Master’s Program 22
  Courses WVU Student Email System 22
Distance Course Delivery 23
  SOLE (Secure OnLine Environment) 23
  Blackboard Collaborate 23
Computer / Internet Information 23
  Computer Specifications 23
  Internet Standards 23
  Webcast 24
  Computer Help Desk 24
  Computer skills 24
Computer Labs 25
Participation in Online Courses 25
ANA Position on Incivility, Bullying, and Workplace Violence 25
Academic Integrity 26
School of Nursing Financial Aid 26
Tuition and Transportation 27
Precepted Clinical Practica 28
Community Service Guidelines 34
Credit by Advanced Standing Guidelines for MSN Students 35
Credit by Advanced Standing for MSN Students Already Nationally Certified as Nurse Practitioners 36
WVU School of Nursing Drug and Alcohol Testing Policy 38
Appendix 1: Contract to Remove Grade of Incomplete 43
Appendix 2: Responsible Conduct of Research Graduate Student Guide 44-45
Appendix 3: WVU Health Insurance Requirement 46
Appendix 4: Application for Transfer of Graduate Credit to West Virginia University 47
Appendix 5: Application for Advanced Standing Examination 48
Appendix 6: Consent Form for Alcohol, Drug, and Substance Testing 49
Appendix 7: Process for Final Grade Appeals 50
Appendix 8: Process for Appeal of Program Dismissals 51-52
Appendix 9: Memorandum of Understanding Related to Course Progression During Appeal Process after the Dean has rendered an Academic Decision 53
Appendix 10: DNP Capstone Process, Timeline and Structure 54-58
Appendix 11: Graduate Faculty Members 59
Appendix 12: Graduation Checklist 60
Welcome from the Dean

We are excited to be involved with our colleagues in the Robert C. Byrd Health Sciences Center in implementing a vision for health care in the 21st century, founded in WVU's history of excellence and service, with true social responsibility. We continue to be guided by our 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.” Nursing faculty and students are bringing nurses, nursing education and research, and advanced practice health care to serve the public in both urban and rural areas. The WVU School of Nursing remains committed to providing the highest levels of undergraduate professional nursing education, while expanding opportunities for graduate education. Our MSN program continues to prepare nurse practitioners for WV with faculty who are experts in using technology with "high touch" skills. We have approved a dual degree option for nurse executives to earn dual MSN/MBA degrees. Additionally, we offer two doctoral programs, the Doctor of Nursing Practice (DNP) - the highest level of nursing practice, and the Doctor of Philosophy (PhD) - for nurses desiring a teaching and research career. Our programs are committed to building access with success throughout the state - regional campus support for undergraduates, online MSN and DNP programs, and a summer option for the PhD. I look forward to "meeting" you all - virtually or in person.

Mission

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.

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.
Bachelor of Science to Doctor of Nursing Practice
BSN-DNP

Program Description
The West Virginia University School of Nursing Post -Bachelor of Science to Doctor of Nursing Practice (DNP) Program prepares nurses to practice at the highest level of professional nursing. Graduates of the DNP program advance the application of nursing knowledge through the translation and implementation of evidence for practice to improve health outcomes for diverse populations. This expert level practice builds on past advanced practice education, experience, and certification.

The BSN-DNP is a 63 credit hour program. All students will be awarded a Master’s Degree in Nursing after successfully completing the required 48 hours of course work. Students may then continue on to acquire the DNP degree for an additional 15 credits, or opt to exit the program with the Master’s degree. The time to completion of the DNP program varies depending on the length of the capstone (final) project.

The student plan of study for the BSN-DNP degree requires 1000 post baccalaureate hours of precepted clinical time, which can include previous precepted Master’s level clinical courses, with a minimum of 300 clinical hours to be earned at the DNP level. A minimum of 600 hours of precepted clinical time is required for attainment of the MSN degree.

The program includes a Capstone or Final Project. According to the American Association of Colleges of Nursing (AACN), doctoral education is distinguished by the completion of a specific project that demonstrates synthesis of the student’s work and lays the groundwork for future clinical scholarly work directed at improving health or organizational outcomes in the area of focus. The Post-BSN-DNP curriculum primarily involves mastery of an advanced specialty within nursing practice and methods of practice improvement and change. The DNP Capstone Project is used to demonstrate mastery of the Post-BSN-DNP curricular content. Guided by faculty, and with assistance of an expert in the area of interest, the DNP Capstone project demonstrates the student’s ability to identify a practice or system related problem through clinical immersion, to synthesize and critically appraise the evidence related to addressing that practice problem, to negotiate within the system to implement evidence based change within an organization, implement that change, and systematically measure the results of the practice or system related change initiative. The DNP Capstone Project documents outcomes of the student’s educational experiences, and summarizes the student’s growth in knowledge and expertise. The DNP Capstone Project experience serves as a foundation for leadership in future scholarly practice within the clinical setting. See the DNP Capstone Process, Timeline, and Structure in Appendix 9.

The DNP prepared nurse is prepared to participate in healthcare in numerous roles including:
- clinical nurse specialist
- nurse practitioner
- nurse entrepreneur
- nurse administrator
- health care advocate

The areas of emphasis for study in advanced nursing in the curriculum are Family Nurse Practitioner (FNP) and Pediatric Nurse Practitioner (PNP). Advanced certification is a requirement for the DNP degree. Postgraduate applicants must have advanced certification. Students continuing on in the
curriculum after obtaining the Master’s degree must become certified by the end of the fall semester of the year that they have completed the requirements for the Master’s degree. Students continuing in the program will broaden their goals and learning objectives in the Clinical Immersion course. The clinical immersion experience moves beyond providing advanced practice care to individual patients to assessment of system level changes and the evaluation of such changes.

The program offers a curriculum that allows students to enroll on a part-time or full-time basis. Throughout the curriculum, students are guided in the process of self-development aimed at pursuing excellence in scholarly and professional endeavors. The school also offers a post-graduate certification program in these areas for those who already hold a graduate degree. Students are admitted to a specific track and progression plan. Admission to some tracks is dependent on an adequate cohort. 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.

The programs are offered by faculty located 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. 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 DNP final project proposal and defense take place on either campus depending on the preference of the committee chair.

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 are strongly suggested to enroll for no more than six hours of master’s level course work in any one term.

BSN-DNP Program Goals

At the completion of the program, the graduate will be able to:

1. Use disciplined reasoning, science-based theories, and concepts from sciences and humanities to:
   a) Determine the nature and significance of health and health care delivery phenomena.
   b) Describe actions and advanced strategies to improve health care delivery, to diverse populations.
   c) Develop, deliver and evaluate theory based health care.
   d) Analyze nursing history to expand thinking and provide a sense of professional heritage and identity.

2. Demonstrate organizational and systems leadership that:
   a) Emphasizes clinical practice.
   b) Continually improves health outcomes.
   c) Ensures patient safety.
3. Use analytic methods, evidence, and nursing science to:
   a) Critically appraise existing literature to identify and evaluate best practices and practice
guidelines.
   b) Facilitate the evaluation of systems of care in order to improve patient outcomes.
   c) Serve as a practice specialist/consultant in collaborative knowledge generating research.
   d) Disseminate results through translational scholarship.
4. Demonstrate proficiency and provide leadership for the integration of information
   systems/technology to:
   a) Support, monitor, and improve patient care, healthcare systems, clinical decision-making,
nurse-sensitive outcomes, and academic settings.
   b) Support quality improvement and patient safety.

5. Assume a leadership role in advocacy and health care policy development.

6. Establish, participate in, and lead interprofessional collaborations for improving patient,
   population, and systems outcomes.

7. Develop, implement, and evaluate practice and healthcare delivery models for the purpose of
   quality improvement and improved patient outcomes considering:
   a) Safety and quality.
   b) Epidemiological, bio-statistical, environmental, and other appropriate scientific data.
   c) Culturally appropriate care.
   d) Values based professional practice and behaviors.
   e) Economics of care, business principles and health policy
      related to individual, aggregate, and population health.

8. Ensure accountability for advanced practice based on refined assessment skills, advanced
   communication skills, biophysical, genetic, genomic, psychosocial, sociopolitical, economic,
   ethical, and cultural principles.

9. Practice and provide services for populations within the area of advanced nursing specialization.

**Family Nurse Practitioner**
Graduates of the Family Nurse Practitioner track 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 a variety of populations and 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 track meet all requirements to take 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.
# BSN-DNP Curriculum

## Post-BSN-DNP Full Time Progression Plan – FNP Focus

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Year 1 | NSG 724 Stats for EBP  
NSG 702 Health Promotion  
NSG 706 Adv. Patho. | 3  
3  
3 | NSG 707 EBP Methods  
NSG 701 Adv. Pharm.  
NSG 705 Adv. Assessment | 3  
3  
3 | NSG 703 Theoretical Foundations  
NSG 712 Primary Care I | 3  
3  
5 |
| Year 2 | NSG 704 Leadership  
NSG 714 Primary Care 2  
NSG 720 Practicum 1 | 3  
3  
5 | NSG 710 Issues/Ethics/Policy  
NSG 721 Practicum 2 | 3  
5 | NSG 760 Clinical Project  
NSG 763 Capstone | 3  
1  
6 |
| Year 3 | NSG 745 Clinical Immersion  
NSG 763 Capstone | 3-6*  
1-6** | NSG 745 Clinical Immersion  
NSG 763 Capstone | 3-6*  
1-6** | NSG 763 Capstone | 1-6** |

* A minimum of 5 credits of Clinical Immersion is required prior to graduation. (A total of 1000 hours post baccalaureate supervised clinical practice is required prior to graduation)
** A minimum of 6 credits of Capstone is required prior to graduation.
+MSN Degree awarded

## Post-BSN-DNP Part Time Progression Plan 1 – FNP Focus

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
</table>
| Year 0 | | | NSG 708 Role Seminar  
NSG 709 Informatics | 2  
2 |
| Year 1 | NSG 724 Stats for EBP  
NSG 702 Health Promotion | 3  
6 | NSG 707 EBP Methods  
NSG 710 Issues/Ethics/Policy | 3  
6 | NSG 703 Theoretical Foundations  
NSG 709 Informatics | 3  
3  
6 |
| Year 2 | NSG 706 Adv. Patho  
NSG 704 Leadership | 3  
6 | NSG 705 Adv. Assessment  
NSG 701 Adv. Pharm. | 3  
6 | NSG 712 Primary Care I | 3  
3  
6 |
| Year 3 | NSG 714 Primary Care 2  
NSG 720 Practicum 1 | 3  
5  
8 | NSG 721 Practicum 2 | 3  
5+ | NSG 760 Clinical Project  
NSG 763 Capstone | 3  
1  
4 |
| Year 4 | NSG 745 Clinical Immersion  
NSG 763 Capstone | 3-6*  
1-6** | NSG 745 Clinical Immersion  
NSG 763 Capstone | 3-6*  
1-6** | NSG 763 Capstone | 1-6** |

* A minimum of 5 credits of Clinical Immersion is required prior to graduation. (A total of 1000 hours post baccalaureate supervised clinical practice is required prior to graduation)
** A minimum of 6 credits of Capstone is required prior to graduation.
+MSN Degree awarded
## Post-BSN-DNP Part Time Progression Plan 2 – FNP Focus

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td>NSG 708 Role Seminar 2</td>
</tr>
<tr>
<td>1</td>
<td>NSG 724 Stats for EBP</td>
<td>NSG 707 EBP Methods 3</td>
<td>NSG 709 Informatics 3</td>
</tr>
<tr>
<td></td>
<td>NSG 702 Health Promotion 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>NSG 706 Adv. Patho 3</td>
<td>NSG 705 Adv. Assessment 3</td>
<td>NSG 712 Primary Care I 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NSG 701 Adv. Pharm. 6</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>NSG 704 Leadership 3</td>
<td>NSG 710 Issues/Ethics/Policy 3</td>
<td>NSG 703 Theoretical</td>
</tr>
<tr>
<td></td>
<td>NSG 714 Primary Care 2</td>
<td></td>
<td>Foundations 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>NSG 720 Practicum 1 5</td>
<td>NSG 721 Practicum 2 5+</td>
<td>NSG 760 Clinical Project 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NSG 763 Capstone 1</td>
</tr>
<tr>
<td></td>
<td>Option: Stop out with MSN</td>
<td></td>
<td>Option: Continue with DNP 4</td>
</tr>
<tr>
<td>5</td>
<td>NSG 745 Clinical Immersion 3-6*</td>
<td>NSG 745 Clinical Immersion 3-6*</td>
<td>NSG 763 Capstone 1-6**</td>
</tr>
<tr>
<td></td>
<td>NSG 763 Capstone 1-6**</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

* A minimum of 5 credits of Clinical Immersion is required prior to graduation. (A total of 1000 hours post baccalaureate supervised clinical practice is required prior to graduation)

** A minimum of 6 credits of Capstone is required prior to graduation.

+MSN Degree awarded
### Post BSN-DNP Full Time Progression Plan – PNP Focus

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 0</td>
<td>NSG 708 Role Seminar</td>
<td>NSG 709 Informatics</td>
<td>2&lt;br&gt;3&lt;br&gt;5</td>
</tr>
<tr>
<td>Year 1</td>
<td>NSG 724 Stats for EBP&lt;br&gt;NSG 702 Health Promotion&lt;br&gt;NSG 706 Adv. Patho</td>
<td>NSG 707 EBP Methods&lt;br&gt;NSG 770 Pediatric Primary Care I&lt;br&gt;NSG 767 Adv. Assessment: PNP Focus</td>
<td>3&lt;br&gt;3&lt;br&gt;3&lt;br&gt;9</td>
</tr>
<tr>
<td>Year 2</td>
<td>NSG 704 Leadership&lt;br&gt;NSG 771 Pediatric Primary Care 2&lt;br&gt;NSG 772 Pediatric Practicum 1</td>
<td>NSG 710 Issues/Ethics/Policy&lt;br&gt;NSG 773 Pediatric Practicum 2</td>
<td>3&lt;br&gt;3&lt;br&gt;5&lt;br&gt;11&lt;br&gt;Option: Stop out with MSN</td>
</tr>
<tr>
<td>Year 3</td>
<td>NSG 745 Clinical Immersion&lt;br&gt;NSG 763 Capstone</td>
<td>NSG 745 Clinical Immersion&lt;br&gt;NSG 763 Capstone</td>
<td>3-6*&lt;br&gt;1-6**&lt;br&gt;3-6*&lt;br&gt;1-6**&lt;br&gt;NSG 763 Capstone</td>
</tr>
</tbody>
</table>

* A minimum of 5 credits of Clinical Immersion is required prior to graduation. (A total of 1000 hours post baccalaureate supervised clinical practice is required prior to graduation)

** A minimum of 6 credits of Capstone is required prior to graduation.

+MSN Degree awarded

### Post BSN-DNP Part Time Progression Plan 1– PNP Focus

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 0</td>
<td></td>
<td></td>
<td>NSG 708 Role Seminar</td>
</tr>
<tr>
<td>Year 1</td>
<td>NSG 724 Stats for EBP&lt;br&gt;NSG 702 Health Promotion</td>
<td>NSG 707 EBP Methods&lt;br&gt;NSG 710 Issues/Ethics/Policy</td>
<td>3&lt;br&gt;3&lt;br&gt;3&lt;br&gt;3&lt;br&gt;6</td>
</tr>
<tr>
<td>Year 2</td>
<td>NSG 706 Adv. Patho&lt;br&gt;NSG 704 Leadership</td>
<td>NSG 767 Adv. Assessment: PNP Focus&lt;br&gt;NSG 770 Pediatric Primary Care I</td>
<td>3&lt;br&gt;3&lt;br&gt;3&lt;br&gt;3&lt;br&gt;6&lt;br&gt;6</td>
</tr>
<tr>
<td>Year 3</td>
<td>NSG 771 Ped. PC 2&lt;br&gt;NSG 772 Ped. Practicum 1</td>
<td>NSG 773 Ped. Practicum 2&lt;br&gt;Option: Stop out with MSN</td>
<td>3&lt;br&gt;5&lt;br&gt;5&lt;br&gt;Option: Continue with DNP</td>
</tr>
<tr>
<td>Year 4</td>
<td>NSG 745 Clinical Immersion&lt;br&gt;NSG 763 Capstone</td>
<td>NSG 745 Clinical Immersion&lt;br&gt;NSG 763 Capstone</td>
<td>3-6*&lt;br&gt;1-6**&lt;br&gt;3-6*&lt;br&gt;1-6**&lt;br&gt;NSG 763 Capstone</td>
</tr>
</tbody>
</table>

* A minimum of 5 credits of Clinical Immersion is required prior to graduation. (A total of 1000 hours post baccalaureate supervised clinical practice is required prior to graduation)

** A minimum of 6 credits of Capstone is required prior to graduation.

+MSN Degree awarded
<table>
<thead>
<tr>
<th>Year 0</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NSG 724 Stats for EBP</td>
<td>NSG 706 Adv. Patho</td>
<td>NSG 704 Leadership</td>
<td>NSG 772 Ped. Practicum 1</td>
<td>NSG 745 Clinical Immersion</td>
</tr>
<tr>
<td></td>
<td>NSG 702 Health Promotion</td>
<td></td>
<td>NSG 771 Ped. PC 2</td>
<td></td>
<td>NSG 763 Capstone</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>5</td>
<td>3-6*</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>5</td>
<td>1-6**</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>5</td>
<td>3-6*</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>1-6**</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>1-6**</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NSG 707 EBP Methods</td>
<td>NSG 708 Role Seminar</td>
</tr>
<tr>
<td></td>
<td>NSG 767 Adv. Assessment: PNP Focus NSG 770 Pediatric Primary Care I</td>
<td>NSG 709 Informatics</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 773 Ped. Practicum 2</td>
<td>NSG 745 Clinical Immersion</td>
<td>NSG 763 Capstone</td>
</tr>
<tr>
<td>Option: Stop out with MSN</td>
<td>Option: Continue with DNP</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>3-6*</td>
<td>1-6**</td>
</tr>
<tr>
<td>5+</td>
<td>3-6*</td>
<td>1-6**</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

* A minimum of 5 credits of Clinical Immersion is required prior to graduation. (A total of 1000 hours post baccalaureate supervised clinical practice is required prior to graduation)
** A minimum of 6 credits of Capstone is required prior to graduation.
+MSN Degree awarded
Post BSN-DNP Course Descriptions

**NSG 701:** Advanced Pharmacotherapeutics. Prerequisite/Co-requisite – NSG 706. 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 702:** Population Health Promotion. Prerequisite – None. In-depth study and analysis of clinical prevention and population health for individuals, aggregates, and populations utilizing advanced nursing practice strategies for the promotion of health and prevention of disease across the lifespan.

**NSG 703:** Theoretical Foundations of Nursing Practice. Prerequisite – None. Elaboration and integration of theories from nursing, the sciences, and the humanities to build a foundation for the highest level of nursing practice.

**NSG 704:** Health Care Leadership Prerequisite – None. Critical analysis of leadership in an organizational setting, with development of skills needed to enact the leadership role.

**NSG 705:** Advanced Lifespan Assessment: FNP Focus. Prerequisite – NSG 706. The focus of this course is the advanced health assessment of individuals across the lifespan. Skilled interviewing and clinical reasoning are emphasized as students collect and analyze data from the patient history, physical examination, and diagnostic procedures.

**NSG 706:** Advanced Pathophysiology. Prerequisite – None. Theoretical basis of pathophysiological changes in acute and chronic illnesses confronted in primary care across the lifespan is presented. The course serves as the foundation for clinical assessment, decision making, and management.

**NSG 707:** Evidence Based Practice Methods. Prerequisites – NSG 724. This course provides an overview of research methods, evidence, and epidemiologic measures for understanding the translation of research into practice and the design of interventions to promote change in a variety of settings.

**NSG 708:** Role Seminar for Advanced Practice. Prerequisite – None. Exploration, analysis, and evaluation of the role of the advanced practice nurse as guided by concepts, theories, and research.

**NSG 709:** Health Care Informatics. Prerequisite – None. Explore information technologies used in inpatient and outpatient health settings and describe methods of utilization of technology for practice improvement and patient outcomes management.

**NSG 710:** Health Care Issues, Policy, and Ethics. Prerequisite – None. A foundation for leadership in health policy development, implementation, and evaluation, with a focus on advocacy for nursing, leadership, ethics, finance, and policy/program implementation.

**NSG 712:** Primary Care of Families 1. Prerequisites – NSG 701, NSG 702, NSG 705, NSG 707, and NSG 708. An introduction to the knowledge and skills basic to the health maintenance, diagnosis, treatment, evaluation, and revision of care of individuals as members of family units in the primary care setting.

**NSG 714:** Primary Care of Families 2. Prerequisite – NSG 712. Further acquisition of knowledge and skills basic to the health maintenance, diagnosis, treatment, evaluation, and revision of care of individuals as members of family units in the primary care setting.
NSG 720: Family Practicum 1. Prerequisite/Co-requisite – NSG 714. Supervised practicum designed to facilitate the student’s competency at the advanced practice level in the delivery of primary health care across the lifespan.

NSG 721: Family Practicum 2. Prerequisite – NSG 720. Supervised practicum that builds on Family Practicum 1 and applies theory and evidence to the advanced practice of nursing. Further role and competency development at the advanced practice level of lifespan primary health care.

NSG 724: Health Statistics I. Prerequisite – Undergraduate Statistics. The study of statistical knowledge and skills needed for quantitative health research.

NSG 745: Clinical Immersion. Prerequisite – NSG 721 or NSG 773 or equivalent. Provides for the mastery of skills relative to the state of the science in a particular area of practice.

NSG 760: DNP Clinical Project. Prerequisite – NSG 721 or NSG 773. The development of a scholarly initiative to improve practice, system, or patient outcomes.

NSG 763: DNP Capstone. Prerequisite – NSG 760. Implementation of a capstone project using leadership skills to create and evaluate change relative to a practice problem. Analysis of the relationship of the project to practice and policy.

NSG 767: Advanced Lifespan Assessment: PNP Focus. Prerequisite – NSG 706. Advanced health assessment of individuals across the lifespan with focus on pediatric populations. Skilled interviewing and clinical reasoning are emphasized as students collect and analyze data from the patient history, physical examination and diagnostic procedures.

NSG 770: Pediatric Primary Care 1. Prerequisite – NSG 701, NSG 702, NSG 705, NSG 707, and NSG 708. An introduction to the knowledge and skills basic to the health maintenance, diagnosis, treatment, evaluation, and revision of care of children in the primary care setting.

NSG 771: Pediatric Primary Care 2. Prerequisite – NSG 770. Further acquisition of knowledge and skills basic to the health maintenance, diagnosis, treatment, evaluation, and revision of care of pediatric populations in the primary care setting.

NSG 772: Pediatric Practicum 1. Prerequisite/Co-requisite – NSG 771. This supervised practicum is designed to facilitate the student’s competency at the advanced practice level in the delivery of primary health care to pediatric populations.

NSG 773: Pediatric Practicum 2. Prerequisite – NSG 772. Supervised practicum that builds on NSG 772 and applies theory and evidence to the advanced practice of nursing. Further role and competency development at the advanced practice level for the delivery of primary health care to pediatric populations.
Postgraduate to DNP Progression Plans

All postgraduates must have completed a nationally accredited Master of Science in Nursing Program and have national advanced practice certification. If a graduate of a program that meets the AACN 2011 Master’s Essentials, transcripts will be evaluated for equivalence to WVUSON courses in:

1. Advanced Pathophysiology
2. Advanced Pharmacotherapeutics (for prescribers)
3. Advanced Health Assessment
4. Research Process
5. Quality & Safety
6. Informatics

If a Graduate of a pre-2011 Master’s Essentials Program, the following courses are required:
Role Seminar       Leadership
Health Promotion   Clinical Project
Health Statistics I Clinical Immersion
Issues/Ethics/Policy  Capstone
Informatics

### Part-time Plan 1 Postgraduate to DNP

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td>N709 Informatics</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N708 Role Seminar</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Year 1</td>
<td>N702 Health Promotion</td>
<td>N707 EBP Methods</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>N704 Leadership</td>
<td>N710 Issues/Ethics/Policy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N760 Clinical Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N763 Capstone</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Year 2</td>
<td>N745 Clinical Immersion</td>
<td>N745 Clinical Immersion</td>
<td>3-6*</td>
</tr>
<tr>
<td></td>
<td>N763 Capstone</td>
<td>N763 Capstone</td>
<td>1-6**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N763 Capstone</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-6**</td>
</tr>
<tr>
<td></td>
<td><em>Total Credits = 30 – 37</em>**</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part-time Plan 2 Postgraduate to DNP

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td>N708 Role Seminar</td>
</tr>
<tr>
<td>Year 1</td>
<td>N702 Health Promotion</td>
<td>N707 EBP Methods</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>N710 Issues/Ethics/Policy</td>
<td>3</td>
</tr>
<tr>
<td>Year 2</td>
<td>N704 Leadership</td>
<td>N760 Clinical Project</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>N763 Capstone</td>
<td>1</td>
</tr>
<tr>
<td>Year 3-4</td>
<td>N745 Clinical Immersion</td>
<td>N745 Clinical Immersion</td>
<td>3-6*</td>
</tr>
<tr>
<td></td>
<td>N763 Capstone</td>
<td>N763 Capstone</td>
<td>1-6**</td>
</tr>
<tr>
<td>Year 3-4</td>
<td>N745 Clinical Immersion</td>
<td>N745 Clinical Immersion</td>
<td>3-6*</td>
</tr>
<tr>
<td></td>
<td>N763 Capstone</td>
<td>N763 Capstone</td>
<td>1-6**</td>
</tr>
<tr>
<td></td>
<td><em>Total Credits = 30 – 37</em>**</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* A total of 1000 hours post baccalaureate supervised clinical practice is required prior to graduation.
** A minimum of 6 credits of Capstone is required prior to graduation.
*** Individual progression plans to be developed based on previous course work.
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.

Postgraduate Certificate-Family Nurse Practitioner (FNP)
The postgraduate nurse practitioner certificate program requires a minimum of 19 credit hours. The program prepares Master's prepared 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 RN license in at least one state. Students in the postgraduate 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 postgraduate certification as a family nurse practitioner are:

- NSG 705 Advanced Lifespan Assessment (FNP Focus) 3 Credit Hours
- NSG 712 Primary Care of Families 1 3 Credit Hours
- NSG 714 Primary Care of Families 2 3 Credit Hours
- NSG 720 Family Practicum 1 5 Credit Hours
- NSG 721 Family Practicum 2 5 Credit Hours

Total 19 Credit Hours

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

Postgraduate Certificate-Pediatric Nurse Practitioner (PNP)
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 postgraduate 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 required pediatric nurse practitioner courses are evidence of knowledge in the following three areas: advanced pathophysiology, advanced pharmacology, and health promotion. These courses must be taken if not taken prior to admission. The required courses in addition to advanced pharmacology and advanced pathophysiology for postgraduate certification as a pediatric nurse practitioner are:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 767</td>
<td>Advanced Lifespan Assessment (PNP Focus)</td>
<td>3</td>
</tr>
<tr>
<td>NSG 770</td>
<td>Pediatric Primary Care 1</td>
<td>3</td>
</tr>
<tr>
<td>NSG 771</td>
<td>Pediatric Primary Care 2</td>
<td>3</td>
</tr>
<tr>
<td>NSG 772</td>
<td>Pediatric Practicum 1</td>
<td>5</td>
</tr>
<tr>
<td>NSG 773</td>
<td>Pediatric Practicum 2</td>
<td>5</td>
</tr>
</tbody>
</table>

Total 19 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 706 Advanced Pathophysiology and NSG 701 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.

Maintenance of RN Licensure and APRN Certification
All DNP students are required to maintain continuous RN licensure and APRN certification (once obtained after completion of the MSN) during enrollment in the DNP program. If a student’s RN license and/or APRN certification is renewed during the program, the student should provide documentation of this renewal to the advisor. If the student’s RN license lapses or becomes
encumbered due to a disciplinary action, or the APRN certification lapses, the student can be dismissed from the DNP program. All students must maintain RN licensure while in the program, whether continuing on to the DNP degree or stopping out at the Master’s degree.

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/. 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 for FNP and PNP students are offered in Charleston for students in the southern half of the state and in Morgantown for students in the northern area. FNP and PNP 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.

Writing Expectations
Graduate education requires high level writing skills. WVU School of Nursing adopted a writing plan for all graduate programs below:

- All faculty will refuse to accept poor writing and will actively promote good writing.
- Students’ writing skills will be reinforced from course to course over the curriculum.
- One writing assignment will be required in every course.
- A standard rubric to evaluate writing will be used in all courses (Appendix 10).
- Two books will be the standard writing resources for every course.

Berkley, CA: Ten Speed Press.

- Faculty will not allow re-writes of final submitted papers.
- If a teacher decides to accept drafts, he or she must incorporate in the syllabus expectations for the drafts and the final submissions.
- All students are encouraged to have a non-peer proof reader, who is willing to critically analyze writing.
- Standard writing resources will be used to improve students’ writing as follows:
  - **Writing in the Sciences**, a course produced by Stanford University. This course will be required for all students entering doctoral programs. It can be found at https://www.coursera.org/course/sciwrite. The course is archived, so students will listen to lectures, but will not complete activities or quizzes.
  - The Purdue Online Writing Lab (Perdue OWL), http://owl.english.purdue.edu/owl/. This includes online writing tutorials that can be used as needed.
  - Drake University, *A Writing Tutorial for Graduate Students*, http://www.educ.drake.edu/aded/tutorial.htm. This is a clearinghouse of writing resources that can be used as needed.

**Progression and Graduation Standards**

*Progression Policy*

In order to progress in the graduate 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 graduate 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 (FNP, PNP)
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 all required 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.
• Complete and document all clinical hours in the DNP and or MSN clinical logs. For the DNP, make sure that all DNP Essentials have been met.
• Complete and document community service hours recorded in SOLE (Guidelines on page 34).
Technology Requirements for Delivering Graduate Program Courses

The graduate programs 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 Mobile Friendly App portal.wvu.edu. There you will find information about the Mountaineer Information Express (MIX) system. You must use this email system for all graduate program 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 or from the mobile friendly app portal.wvu.edu. You will need a user name and password. *To find your user name:*

1. Go to [http://star.wvu.edu](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 graduate 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=/](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/](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/](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**


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/](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:**

Phone: 304-293-4444
Toll Free: 1-877-327-9260
Help Desk Email: OITHelp@mail.wvu.edu

Monday – Thursday 8:15 am – 10:00 pm
Friday 8:15 am – 10:00 pm
Saturday 10:00 am – 6:00 pm
Sunday 4:00 pm – 12 midnight

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 graduate 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](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.

ANA Position on Incivility, Bullying, and Workplace Violence
ANA’s Code of Ethics for Nurses with Interpretive Statements states that nurses are required to “create an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect.” Similarly, nurses must be afforded the same level of respect and dignity as others (ANA, 2015a). Thus, the nursing profession will no longer tolerate violence of any kind from any source. All registered nurses and employers in all settings, including practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of registered nurses; and to ensure optimal outcomes across the health care continuum. This position statement, although written specifically for registered nurses and employers, is also relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite have a responsibility to address incivility, bullying, and workplace violence.

You may view the position statement in its entirety at:

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. At the discretion of the faculty, 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 Doctor of Nursing Practice (DNP) program. 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.

https://wvuhsc.wufoo.com/forms/graduate-student-meritorious-waiver/

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 Practicum for FNP and PNP Students

An essential component of any graduate practice 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 in 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 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.
Precepted DNP Clinical Immersion (Clinical Placement)

The DNP Clinical Immersion course will serve to provide an in-depth clinical experience for students. This advanced practicum will provide the opportunity to, for example, gain advanced clinical skills, link policy making with clinical systems, translate research into practice and/or serve as change agents for health care. Graduates must have completed at least 1000 hours of precepted post-BSN clinical experiences in their specialty area. Most MSN programs and Advanced Practice certifications require 500 hours.

Clinical Immersion course faculty will create an individualized clinical plan with each student to meet the goals and objectives of their clinical practica. The clinical experience will be facilitated by a faculty member (see below for additional information about clinical preceptors). The student must be licensed in the state in which the clinical site is located.

DNP 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 DNP Essentials. At graduation the student must have recorded all required clinical hours and all essentials. This log will become part of the student’s permanent file. The web address for the DNP log is https://secure.hsc.wvu.edu/DNPRotations/

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 Immersion, each student must evaluate all sites and preceptors. The form to accomplish this evaluation is found at: https://www.surveymonkey.com/s/LMLH97D
Calculation of Post BSN Clinical Hours

Each student must document the number of precepted clinical hours completed in their MSN or post MSN program. For students who cannot document the number of clinical hours completed in their MSN or post MSN program, the minimum number of hours required by the certification body at the time of the student’s advanced practice certification will be used.

All students must complete the student section of the Verification Form: Precepted Post BSN Clinical Hours (Appendix 8) received with the DNP orientation letter. The student then forwards the form to the appropriate person from their MSN or post-MSN program for verification of precepted clinical hours. The form will then need to be returned to Jeffrey Wilson at the WVU SON (jfwilson@hsc.wvu.edu). This form must be received by Jeff by no later than December 1, of the year of admission. If students do not have this form completed by the deadline, documentation of clinical hours will not be accepted. Students will be required to complete the full 1000 clinical hours in the DNP program.

Each student will be awarded 100 hours of clinical credit for implementation of the DNP capstone project. Additional hours, to equal 1000 post-BSN precepted clinical hours, will be accumulated during the Clinical Immersion course. Students may spread those hours over as many semesters of work as needed, registering for the appropriate number of credits each semester. Clinical to clock hour ratios in the DNP program at WVUSON are 1:4. Therefore, if a student needs to complete 300 hours of clinical experience, their total credits of clinical required will equal 5 credits, which can be registered for over the course of as many semesters as the student wishes, once they have completed core coursework.

All WVUSON DNP students are required to complete a minimum of 300 hours of precepted clinical practicum during the DNP program, even if they document 1000 hours or more of precepted clinical practicum in their MSN program, or post-MSN work. These 300 hours do not include the 100 hours allotted for the DNP capstone project.

Preceptors: Each DNP student will select, with the input of their faculty member, a preceptor for their clinical experience. The preceptor must be an expert in the area in which the DNP student wishes to develop expertise. While increasing at a steady rate, there are currently few nurses prepared at the DNP level who can serve as the clinical preceptor for DNP students. Therefore, the clinical preceptor will not necessarily be a DNP–prepared advanced practice nurse. Examples of persons who might fill the position of clinical preceptor include an advanced practice nurse or other professional with a doctoral degree; an advanced practice nurse with considerable experience and recognition as an expert in a particular clinical field; a physician with specialized training and experience; a nurse with a high level administrative position as the Director, Vice President, President, or CEO within a health care organization; a doctorally–prepared nurse educator; a nurse with an advanced business or other degree, etc. The clinical preceptor must hold a position in the organization where he/she can facilitate the DNP student’s access to clinical services, organizational information, decision makers, and other personnel in order to meet the DNP student’s clinical experience objectives and implement the capstone project (if applicable) during the practicum within the organization.

When possible and practical, the DNP student is encouraged to select a clinical preceptor outside of their current work setting. An exception may be in large organizations, for example, where the DNP student would be placed for the clinical course with a clinical preceptor outside the department or unit where they are employed. The line between current employment and clinical immersion hours and project(s) (if applicable) must be clear to the organization, the preceptor, faculty, the DNP Capstone Project Committee (as applicable), and the DNP student.
Students cannot be precepted by a person to whom they report or supervise in their workplace. Likewise, they cannot be precepted by a spouse or other family member. Failure to disclose this information will constitute academic dishonesty.

**Affiliation Agreements (Contracts) for Clinical Sites**

The School of Nursing has existing clinical contracts across West Virginia and other states. Students are also welcome to develop their own clinical sites from the area or outside of West Virginia. However, it may take 2-3 months to establish new contractual arrangements, so students should begin to work early with faculty to make those arrangements. Students may not participate in clinical practicum in any agency in which there is not a current affiliation agreement. A list of current affiliation agreements is available to DNP students.

**Faculty, Student, and Preceptor Roles**

An essential component of a DNP program is a group of expert preceptors who can help students develop clinical expertise and transition to the highest level of advanced nursing practice. The role of the preceptor is complementary to that of the faculty member. The triad of faculty member, student, and preceptor must collaborate to assure that the student meets personal and program objectives. Following are assumptions about the role of each of these participants and guidelines for program implementation.

**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. Periodic 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 student's 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 and previous experience 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.

Expectations

1. Students meet with the course faculty to identify appropriate, individualized learning experiences for the clinical courses. 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 and students will work together to identify and contact appropriate preceptors. 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 provide in writing to the preceptor the course syllabi, evaluation criteria, and tools. Preceptors are required to provide a CV or resume to be kept on file.

3. Faculty initiates contact with students and preceptors on a periodic basis. This will serve as an opportunity to proactively problem solve, identify learning needs, and negotiate additional experiences.

4. Students participate in ongoing evaluation with the preceptor and faculty member. Thoughtful self-evaluation is an expectation. Students document their clinical experiences in the electronic Clinical Log.

5. Faculty identify deadlines, (in writing), for receipt of preceptor and student self-evaluation. No final grade will be recorded until preceptor, student, and faculty evaluations are completed.

6. After the semester is completed, faculty extends letters of appreciation to preceptors.
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. Students may begin to accrue these hours as soon as they enter into their first semester. It is not advisable to wait until the last semester to begin meeting this requirement.

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 Graduate 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 practicum 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 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

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

<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>

| Instructor: | |
|-------------||

<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>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Work necessary to remove the <strong>I</strong>:</th>
</tr>
</thead>
</table>

<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 any time 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 Requirement

All domestic students at West Virginia University enrolled in 6 or more credit hours, and international students enrolled in 1 or more credit hour, are required to carry health insurance coverage. Eligible students who do not have an approved waiver on file for the academic year are automatically enrolled in the WVU-sponsored Aetna student health insurance plan at a cost of $365 assessed to your student account.

New students for the summer should email the Student Insurance Office at sio@mail.wvu.edu to request the Summer waiver by June 30th. If approved, the summer waiver will remain in effect for the remainder of the 2015-2016 academic year.

The insurance waiver for the 2016-2017 academic year will be available on the Student Insurance Office website beginning June 6th.

If at any time you are enrolled in 6 or more hours (1 or more if international) and do NOT submit the insurance waiver, you will be automatically enrolled in the WVU-sponsored Aetna student health insurance plan at a cost of $365 assessed to your student account.

You must submit the insurance waiver every year to avoid automatic enrollment.
Appendix 4: Application for Transfer of Graduate Credit to West Virginia University

**This is a sample of the form. For the actual PDF fillable form, please go to http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/forms/**

![APPLICATION FORM](http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/forms/)

## OFFICE OF RESEARCH AND GRADUATE EDUCATION

### APPLICATION FOR TRANSFER OF GRADUATE CREDIT TO WEST VIRGINIA UNIVERSITY

Credit earned at other institutions of higher education can only be applied toward graduate degrees at WVU if the institution is accredited at the graduate level. The maximum transfer credit permitted is 12 semester hours. The student is responsible for having an official transcript sent to the Office of the University Registrar. Please attach a copy of your transcript to this form.

TO BE COMPLETED BY THE STUDENT (If bringing credit from more than one institution, fill out a separate form for each)

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>WVUID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Transfer Institution:</td>
<td></td>
</tr>
<tr>
<td>Address of Institution:</td>
<td></td>
</tr>
</tbody>
</table>

### COURSE(S) TO BE TRANSFERRED

<table>
<thead>
<tr>
<th>Department &amp; Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Equivalent WVU Courses (Subject Code &amp; Course #)</th>
<th>Semester &amp; Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As the Chair or designee 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:**

(Signature of Chair/Designee)  
(Date)

**To be completed by HSCGP Office:**

- [ ] Approved  
- [ ] Rejected

(Signature of HSCGP Designee)  
(Date)

(Type or Print Name)  
(School/Department)

**Notes:** Once committee and/or program director signatures (if applicable) have been obtained, please make one copy of this form for the student’s personal records, one copy for student’s mentor (where applicable), and one copy for the program director prior to submitting to the Office of Research and Graduate Education. A final copy will be placed in the student’s file in their graduate program’s office and in the Office of Research and Graduate Education once all signatures have been obtained.

Rev. 10/2011

2272 HEALTH SCIENCES CENTER – 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 Sir or 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

Approvals:

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

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. 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 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 recommendation 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. If the student must withdraw from a course in the new semester because of an unsupported appeal of a failing grade (D/F) in the prior semester, the withdrawal will not result in dismissal from the program (according to progression standards, students are dismissed if they must repeat more than 1 course).

**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 (or designee).

**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 CAPS 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 and the Associate Dean 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 9: 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
The capstone project is a culmination of the knowledge gained in the DNP courses. The experience is designed to put to use the breadth and depth of knowledge and skills gained within the doctoral program in a specific practice area. The capstone project demonstrates identification and work toward resolution of a practice problem through the scholarship of application, rather than the scholarship of discovery associated with a PhD program of study. In other words, the capstone project is not intended to test new models, develop new theory, or test hypotheses; rather, it is the identification of a systems problem and implementation and evaluation of an evidence-based innovation aimed at solving the identified problem. Because the project involves innovation based on existing evidence, the objectives and evaluation generally focus on system change, rather than health outcomes. The rigor of the project process and evaluation should be different than, but comparable to the PhD dissertation.

The DNP capstone project must be used to demonstrate mastery of the DNP curricular content. The capstone project should demonstrate the student’s ability to identify a practice or system related problem through clinical immersion, synthesize and critically appraise the evidence related to addressing that practice problem, negotiate within the system to implement sustainable evidence-based change within an organization, implement that change, and systematically measure the results of the practice or system related change initiative. The DNP capstone project documents outcomes of the student’s educational experiences, and summarizes the student’s growth in knowledge and expertise. The DNP capstone project experience should serve as a foundation for leadership in future scholarly practice within the clinical setting. Students must comply with the WVU School of Nursing Responsible Conduct of Research (Appendix 9) through the capstone process.

Preparing and Defending the Proposal
The capstone proposal is a formal paper outlining the background, significance, purpose, and plan for the proposed capstone project. All proposals must follow the Capstone Proposal Outline (Appendix 11) when preparing the proposal. The proposal phase begins in the summer semester during NSG 760, Clinical Project, and ends with formal approval of the capstone proposal. Students begin to register for NSG 763: Capstone credits concurrently with NSG 760, Clinical Project and continue to register for NSG 763 during each subsequent semester while working on the project.

Initial presentation of DNP project plan to the DNP faculty member(s) and peers occurs during the Clinical Project course. The purpose of this presentation is peer and faculty feedback, and does not imply approval of the DNP capstone proposal.

During the Clinical Project course, the DNP student prepares, in collaboration with the DNP capstone committee chairperson, a written project proposal that conforms to APA style and adheres to the guidelines for WVU ETD submission. The chairperson must be integrally involved with the development of the proposal in a collaborative relationship with the student and course faculty, including week-by-week expectations. Please see Appendix 2 for the required proposal outline.

At the beginning proposal phase, the committee chairperson will assist the student to select an appropriate committee, which should consist of the following:

- **Chairperson**: A regular member of the School of Nursing Graduate Faculty (Appendix 11)
• **WVU School of Nursing faculty**: A faculty member at or above the Assistant Professor rank.

• **Project mentor**: An expert in the organization where the capstone project will be implemented, who can assist student within the organization. Examples of assistance may be in understanding of organizational culture, processes within the organization, successful change initiatives, potential champions for project, etc.

• **Content expert**: A nationally recognized expert in content area of the capstone project who can assist student with development of expertise in the area of project focus. The content expert can be a WVU School of Nursing faculty member, or can be from outside of the School of Nursing.

• **Statistician**: It is strongly recommended that a statistician, preferably the School of Nursing statistician, be included as a committee member. An alternative would be formal consultation with a WVU CTSI statistician. It is not acceptable to wait to consult a statistician after the proposal has been approved.

### Approval of Capstone Proposal

**Plan of Study and Capstone Committee Approval Form**: completed at the end of the Clinical Project course.

- The chairperson will follow the procedures for requesting and submitting the Plan of Study and Capstone Committee Approval Form as found in the DNP Faculty Handbook.
- When approved by the Health Sciences Graduate Council Chairperson and the Health Sciences Graduate Programs Office, the Plan becomes a binding agreement for the student, Project Advisor, and the Health Sciences Graduate Programs Office of WVU.

When the student has prepared a written project proposal to the satisfaction of the committee, a formal oral proposal defense occurs.

### Proposal Defense

- The student will present a defense of the capstone proposal to the capstone committee
- The committee chairperson will return the signed *Capstone Proposal Approval* form to Jeff Wilson via email. Instructions for requesting and submitting the form are found in the DNP Faculty Handbook.
- After the committee approves the proposal, and the chairperson submits the appropriate paperwork, the student begins to prepare for IRB protocol submission.

### IRB Submission

The student is not permitted to start official data collection and official work on the project until the project has been approved by the IRB. Most DNP projects will likely be considered “not human subjects research”, and therefore only require filing with the IRB for that designation. If the IRB deems the project to be human subject’s research, the student works with the DNP Capstone Committee Chairperson to fulfill the IRB requirements.

IRB protocol submission usually occurs at the beginning of the semester immediately following the approval of the capstone proposal. The committee chairperson serves as the primary investigator (PI) and must submit the protocol.
Prior to submitting the protocol to the IRB, the chair is encouraged to do the following. First, the chair needs to make sure all CITI training modules have been completed by all study personnel by reviewing the up-to-date training lists available at [http://oric.research.wvu.edu](http://oric.research.wvu.edu). Second, the chair must clarify if the primary research site (place where the research will take place) has an IRB and if that IRB wants to serve as the lead institution. If so, you are encouraged to meet with and/or email the WVU IRB School of Nursing IRB representative to ensure proper steps are followed to obtain an IRB Authorization Agreement (IAA) between the research site IRB and WVU IRB. Early communication with the School of Nursing IRB representative will facilitate this procedure greatly. If the study is only occurring at WVU and/or the research site does not have an IRB, the protocol will only be submitted to WVU IRB for approval prior to any data collection. Third, prior to submitting a protocol for review the PI must also complete the School of Nursing Resource Form and attach it to the KC protocol once all signatures are obtained. This form documents resources required by the student and PI to successfully complete the project.

No research activities, including data collection, can occur before IRB approval. Depending on the focus/methodology of DNP projects most fall under the category of exempt or expedited. Contact with WVU IRB personnel at 304-293-7073 is encouraged to ensure correct submission of the protocol and to address any questions you may have throughout the process.

**Project Implementation**

Once the IRB approves the project, the student may begin the official capstone. The student registers for N763: Capstone during each semester that work on the project occurs. During the implementation phase, the student maintains frequent communication with the DNP capstone committee chairperson. Communication with the project mentor and content expert are guided by need and capstone committee chairperson advice (monthly updates at a minimum). The student must register for a minimum of 6 capstone credits by the end of the program, but may accumulate more credits. The capstone project should take no less than one calendar year to complete. Negotiation of the number of capstone credits that the student should register for each term occurs with the capstone chairperson and is based on the amount of work anticipated each semester. The student should remain continuously enrolled in capstone credits each semester through graduation and must be enrolled in a course (not resolving an incomplete) during the semester of graduation. Below is an example of a schedule with expectations for time commitment.

### Summer Semester
- Enrollment in Clinical Project
- Enrollment in Capstone for 1 credit. This translates to an expectation of 60 hours of student work on the draft proposal—including communication with the faculty)

### Fall Semester
- Enrollment in Capstone for 2 credits. This translates to 120 hours of student time commitment and would include any final revisions on the draft proposal, presentation of the proposal to committee and submission to IRB. Would also include any other time spent preparing materials while waiting for IRB response so that the project is ready for implementation as soon as IRB approval is granted.

### Spring Semester
- Enrollment in Capstone for 3 credits. This translates to 180 hours of student work to implement and evaluate the project and finish writing the report.

### Subsequent Semesters
- If the project is not complete, the student may continue to enroll in capstone credit each subsequent semester.
Final Project Report and Oral Defense

Submission of Formal Paper to the Chairperson for review: Six weeks prior to the published ETD deadline (the deadline can be found at http://thesis.wvu.edu/). The paper must be written according to APA guidelines and must follow the outline in Appendix 12. The chairperson must have adequate time to review the paper and suggest revisions and the student must have enough time to make the revisions before submission to the entire committee.

Shuttle Sheet Request: The chairperson is responsible for the Shuttle Sheet process. Instructions for the chairperson are found in the DNP Faculty Handbook

Submission of the Formal Paper to the Committee for review four weeks prior to the published ETD deadline (2 weeks before the capstone presentation) to allow the committee sufficient time to review the paper and suggest revisions. The student should complete suggested revisions before the oral defense.

At this time, all committee members who are WVU faculty will independently complete the Capstone Evaluation tool. The committee chairperson will submit the completed evaluation tools to Jeff Wilson.

Oral Defense

The student must be registered for Capstone credit during the semester that the oral defense is conducted. After the committee has reasonable time to review the final report and make recommendations for change, the chairperson will schedule a public oral defense of the project report. The defense must be scheduled one month (no less than two weeks) before the ETD submission deadline. During the oral defense, the student will present a short (15-20 minute) presentation of the project. Following the presentation, the committee members will each ask questions to examine the student’s mastery of various elements of the project, including, but not limited to, the significance of the project, the evidence base that supported it, and the evaluation measures that were used. After the committee questioning is complete, the public in attendance will be invited to question the student or comment on the project. The committee will then meet privately to determine whether the student successfully presented and defended the project. At that time, the committee will complete the necessary forms.

Evaluation of the Final Project Report and Oral Defense

When considering the written project report and the student’s conduct during the oral examination, the committee may give attention to the Essentials of DNP Education, adherence to the project outline (Appendix 12), the DNP Capstone Project evaluation form, the WVU Writing Rubric (Appendix 10), and the following:

- Is the student familiar with other work in the field and the evidence that supports the project?
- Does the project report approach the standards required for peer-reviewed publication in journals focusing on nursing practice?
- Does the project report form a coherent piece of work?
- Was appropriate methodology adopted for evaluating the project?
- Can the student interpret and defend the evaluation results?
- Is the project report presented in a style appropriate to the discipline and with a minimum of typographical and grammatical errors?
- Are references up to date and complete?
- Can the student orally defend the project report through high-level scholarly discussion?

Upon completion and approval of both the written and oral presentation, the DNP student will be eligible for graduation, if all other program requirements are complete.
ETD Submission

WVU requires the electronic submission of all capstone project reports. The student must access the WVU Electronic Theses and Dissertations (ETD) web pages at http://www.wvu.edu/~thesis/ to learn about the ETD process. The web page provides links to instructions about electronic formats, deadlines, etc. Students must meet the deadlines for submission of the completed and approved capstone project to the ETD system in the semester of graduation. No deadline extensions can be provided by the University. The student is solely responsible to complete ETD submission prior to the deadline.
## Appendix 11: School of Nursing Graduate Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnes, Emily, DNP</td>
<td>Clinical Associate Professor</td>
<td>Associate</td>
</tr>
<tr>
<td>Buck, Katherine Joy, PhD</td>
<td>Professor</td>
<td>Regular</td>
</tr>
<tr>
<td>Carpenter, Roger, PhD</td>
<td>Assistant Professor</td>
<td>Associate</td>
</tr>
<tr>
<td>Sandra Cotton, DNP</td>
<td>Clinical Associate Professor</td>
<td>Associate</td>
</tr>
<tr>
<td>Maiocco, Gina, PhD</td>
<td>Clinical Associate Professor</td>
<td>Regular</td>
</tr>
<tr>
<td>Mallow, Jennifer, PhD</td>
<td>Assistant Professor</td>
<td>Regular</td>
</tr>
<tr>
<td>McCrone, Susan, PhD</td>
<td>Professor</td>
<td>Regular</td>
</tr>
<tr>
<td>Narsavage, Georgia, PhD</td>
<td>Professor</td>
<td>Regular</td>
</tr>
<tr>
<td>Nathaniel, Alvita, PhD</td>
<td>Professor</td>
<td>Regular</td>
</tr>
<tr>
<td>Rowlands, Aletha, PhD</td>
<td>Assistant Professor</td>
<td>Associate</td>
</tr>
<tr>
<td>Sand-Jecklin, Kari, EdD</td>
<td>Associate Professor</td>
<td>Regular</td>
</tr>
<tr>
<td>Smith, Marilyn, PhD</td>
<td>Clinical Professor</td>
<td>Regular</td>
</tr>
<tr>
<td>Smith, Mary Jane, PhD</td>
<td>Professor</td>
<td>Regular</td>
</tr>
<tr>
<td>Theeke, Laurie, PhD</td>
<td>Associate Professor</td>
<td>Regular</td>
</tr>
</tbody>
</table>
Appendix 12: Graduation Checklist

- Discussed graduation with academic advisor
- Submitted Community Service on SOLE
- 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